Minutes

Business & Facilities Planning Council November 14, 2017

ST 107 (11:15—12:45pm)

In attendance: Ricardo Aguilera, Andy Aldasoro, Kimberly Bell, Sam Lee, Monique Pierce, Monica Green, Dan Lambros, Jan Muto, Jim Reeves, Jim Thomas, Phu Tran, Eduardo Medina-Romero Guests: Melissa Bader, Steve Vaipulu, Justin Czerniak, Demiana Donnoun

Call to order 11:18am Approval of Minutes:

October 10, 2017 meeting minutes Motion to approve by Jim Thomas Seconded by Jan Muto Abstentions: None

I. Action Items

A. Norco College Injury And Illness Prevention Program

(Justin Czerniak)

The IIPP is currently broken into sections that allow us to cover the following: how we communicate, hazard assessment of the campus, correction of what is addressed & accident and injury exposures. It also includes all forms and training regarding accident & injury.

Motion to approve: Jan Muto

Seconded: Sam Lee No abstentions

B. Approval of Business Services Ranking & Prioritization
 Attachment provided
 Motion to remove costs from ranking prior to submittal to ISPC by Phu Tran
 Seconded by Jan Muto

(Jim Reeves)

Ranking to move the list as is. Motion by: Jim Thomas Seconded by: Jim Reeves

II. <u>Information Items</u>

New Business

A. Smoking Cessation Plan

(Melissa Bader)

BFPC Statement of Purpose

(Approved by BFPC on May 14, 2013)

The Business & Facilities Planning Council (BFPC) is comprised of faculty, staff, students and administrators. As a part of the college strategic planning process, the BFPC prioritizes requests for budget allocations and augmentations, staffing, equipment and facilities for instructional and administrative needs as requested through the program review process. The BFPC recommendations go to the ISPC for approval before being forwarded to the President of the college.

In 2015 in COTW a vote took place to remove smoking on campus. Due to k-12 legislation a cease of smoking was in favor due to our shared campus with JFK. ASNC has put up signs and sponsored this initiative. Health Services is creating flyers and pamphlets about how to stop smoking. A banner will go up with the same information. Board policy states that it is up to each campus. Parking lots will also be smoke free. After a tour of each smoking area on campus revealed a need to remove "designated smoking area" signs. "Thank You for Not Smoking sign" & NOR-al email with this information requested. The goal is to move forward January 1 with legislation. New laws include vaping & e-cigarettes.

B. Technology Report, IMC Dept. Attachment provided.

(Dan Lambros)

- C. Staff & Faculty Parking Spaces (*TABLED*) (Andy Aldasoro, Sgt. Richard Henry) At District Parking Committee there are conversations currently in place regarding the removal of reserved parking spaces. At the next meeting an update will be provided.
- D. Bookstore RFP

 The bookstore contract expires November. Follet and Barnes & Noble College are the stakeholders. The concern is availability on time with student access. Barnes & Noble has committed to having orders in on time when texts are submitted on time. When they can't meet a deadline they will provide a \$10 gift card. There will be an annual review of the contract to see if Barnes & Noble College is able to continue to meet the needs of Norco College.

Standing Items

A. Facilities Update

(Jim McMahon)

Attachment provided.

- -Road Repair
- -Shade Structure
- -Marquee Sign
- -Facilities Master Plan, Prop 39

B. Space Utilization Process Review Attachment provided.

(Justin Czerniak)

- III. Good of the Order 12:45pm
- IV. Adjournment

Remaining 2017/18 Meeting dates:

Tuesday March 13 Tuesday May 8

Tuesday April 3 (Note: This meeting moved up 1 week due to Spring Break)

The Business & Facilities in animals counting for each state of receiving states, states and augmentations, as a part of the college strategic planning process, the BFPC prioritizes requests for budget allocations and augmentations, staffing, equipment and facilities for instructional and administrative needs as requested through the program review process. The BFPC recommendations go to the ISPC for approval before being forwarded to the President of the college.

Tuesday December 12 Tuesday February 13

BFPC Statement of Purpose

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Facilities Project/ Initiative Update 12/6/2017

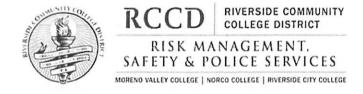
Project Initiative Status Next Steps Veterans flags Completed pDC Completed Library lighting completion Assessment in progress 3 projects in one area equipment cost/labor cost est. Roadway/parking lot improvements Bid process in progress scheduling a date of low impact Palm tree removal Scheduled. scheduled Weed abatement Scheduled. completed STEM 100 Door project in hallway scheduled STEM 300 A/C Window A/C completed window STEM Reception area demo Completed Electrical, data drops, patch and paint painting bids, OC 110 relocate air ducts/intakes, IMC packing patch and paint painting bids, patch and paint painting bids, OC 116 Carpet bids, existing storage work tables packing proposals OC reception area Electrical Marque sign Will initiate in November Seeking Proposals Projects Identified Projects Engineering Underway		Coordinate Schedule	Funded by scheduled maint.	Library roofing project	13
Project Initiative Status Next Steps Veterans flags poles/groundbreaking Completed PDC Completed Library lighting completion PDC Assessment in progress 3 projects in one area equipment cost/labor cost est. Roadway/parking lot improvements Bid process in progress scheduling a date of low impact Palm tree removal Scheduling a date on a Friday replacement palm Weed abatement Scheduled completed STEM 100 Door project in hallway scheduled STEM 300 A/C Window scheduled STEM Reception area demo Completed A/C completed bids, patch and paint painting bids, patch and paint painting bids, OC 110 equipment. packing OC 116 Carpet bids, existing storage work tables Carpet bids, existing storage work tables OC reception area Electrical Marquee sign Will initiate in November Seeking Proposals	зу	Project Engineering Underwa	Projects Identified	Prop 39	12
Project Initiative Status Next Steps Veterans flags Completed PDC Completed Library lighting completion Assessment in progress 3 projects in one area equipment cost/labor cost est. Roadway/parking lot improvements Bid process in progress scheduling a date of low impact Palm tree removal Scheduling a date on a Friday replacement palm Weed abatement Scheduled completed STEM 100 Door project in hallway scheduled STEM 300 A/C Window A/C completed window scheduled STEM Reception area demo Completed A/C completed window scheduled Pleminary electrical work/placement, relocate air ducts/intakes. IMC equipment. packing bids, packing bids, existing storage work tables OC 116 Carpet bids, existing storage work tables OC reception area Electrical	Establish Campus Work Group	Seeking Proposals	Will initiate in November	Wayfinding	11
Project Initiative Status Next Steps Veterans flags poles/groundbreaking Completed PDC Completed Library lighting completion Assessment in progress 3 projects in one area equipment cost/labor cost improvement cost/labor cost improvements Roadway/parking lot improvements Bild process in progress scheduling a date of low impact Palm tree removal Scheduled scheduled STEM 100 Door project in hallway scheduled STEM 300 A/C Window A/C completed work/placement, patch and paint painting bids, patch and paint painting bids, STEM Reception area demo Completed bids, patch and paint painting bids, packing equipment. OC 116 Carpet bids, existing storage work tables Carpet bids, existing storage work tables				Marqee sign	10
Project Initiative Status Next Steps Veterans flags Completed Formula Completed Completed PDC Completed Formula Completion Assessment in progress 3 projects in one area equipment cost/labor cost est. Roadway/parking lot improvements Bid process in progress scheduling a date of low impact Palm tree removal Scheduling a date on a Friday replacement palm Weed abatement Scheduled completed STEM 300 A/C Window scheduled STEM Reception area demo Completed Electrical, data drops, patch and paint painting bids, patch and paint painting bids, OC 110 equipment. Carpet bids, existing storage work tables OC 116 Carpet bids, existing storage work tables			Electrical	OC reception area	9
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Project Initiative Status Next Steps Veterans flags poles/groundbreaking Completed PDC Completed Library lighting completion improvements Assessment in progress 3 projects in one area equipment cost/labor cost est. Roadway/parking lot improvements Bid process in progress in progress improgress impact scheduling a date of low impact Palm tree removal Scheduling a date on a Friday replacement palm Weed abatement Scheduled completed STEM 100 Door project in hallway scheduled STEM 300 A/C Window Scheduled		Electrical, data drops,			
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Project Initiative Status Next Steps Veterans flags poles/groundbreaking Completed PDC Completed Library lighting completion improvements Assessment in progress 3 projects in one area equipment cost/labor cost est. Roadway/parking lot improvements Bid process in progress scheduling a date of low impact Palm tree removal Scheduling a date on a Friday replacement palm	tumble weeds and fence line on third before winds	completed	Scheduled.	Weed abatement	ω
Project Initiative Status Next Steps Veterans flags poles/groundbreaking Completed PDC Completed Library lighting completion improvements Assessment in progress 3 projects in one area equipment cost/labor cost est. Roadway/parking lot improvements Bid process in progress in progress improvements scheduling a date of low impact	scheduled for this Friday.	replacement palm	Scheduling a date on a Friday	Palm tree removal	lω
Project Initiative Status Next Steps Veterans flags poles/groundbreaking Completed PDC Completed Library lighting completion area Assessment in progress 3 projects in one est. equipment cost/labor cost	slurry seal/restripe parking lot B&C Roadway right side coming in repave/overlay.		Bid process in progress	Roadway/parking lot improvements	2
Project Initiative Status Next Steps Veterans flags Completed poles/groundbreaking Completed PDC Completed	1	equipment cost/labor cost est.	Assessment in progress 3 projects in one area	Library lighting completion	2
Project Initiative Status Next Steps Veterans flags poles/groundbreaking Completed	Filing cabinets in warehouse awaiting pick up		Completed	PDC	4
Project Initiative Status	On target for 10/25 ceremony		Completed	Veterans flags poles/groundbreaking	1
		Next Steps	Status	Project Initiative	Priority



Member of the Riverside Community College District

INJURY AND ILLNESS PREVENTION PROGRAM

(Rev 8/15/2017)



INJURY AND ILLNESS PREVENTION PROGRAM

RESPONSIBILITY

The authority and the responsibility for for implementing and maintaining the Injury and Illness Prevention Program (IIPP) is the District's Director of Risk Management. Administrating the IIPP is the **District Safety & Emergency Planning Manager** with support from the **College Safety & Emergency Planning Coordinator** at Norco College.

Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available via **web site** and from each manager and supervisor.

The Management of **Norco College** and the **Riverside Community College District** are committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. Additionally, every employee is responsible for their own safety as well as the safety of the people they work with.

COMPLIANCE

All Norco College and Riverside Community College District employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that employees comply with these practices includes:

- Inform employees of the provisions of our IIPP when first assigned
- Evaluate the safety performance of employees
- Recognize employees who perform safe and healthful work practices
- Provide training to employees whose safety performance is deficient
- Discipline employees for failure to comply with safe and healthful work practices

COMMUNICATION

All managers and supervisors are responsible for communicating with you about occupational safety and health in a form you can readily understand. Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- New worker orientation including a discussion of safety and health policies and procedures
- Internal staff bulletins are electronically to all employees as appropriate
- A system for workers to anonymously inform management about workplace hazards
- Staff and department and committee meetings
- Material postings in high traffic areas

HAZARD ASSESSMENT

A competent observer in our workplace performs periodic inspections and evaluations to identify workplace hazards as follows:

- When we initially established our IIPP;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced:
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection;
- Periodic site safety surveys.

ACCIDENT/EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview injured employees and witnesses;
- Examine the workplace for contributing factors associated with the incident/exposure;
- Determine the cause of the incident/exposure;
- Take corrective action to prevent the incident/exposure from reoccurring; and
- Record the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures are corrected in a timely manner based on the severity of the hazards. Hazards are corrected according to the following procedures

- When observed or discovered:
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- To new employees:
- To employees through safety/training courses;
- To employees with respect to hazards specific to each employee's job assignment;
- To employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;

RECORDKEEPING

The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written/Database documentation of scheduled periodic inspections to identify unsafe conditions and work practices.
- Written/Database documentation of training and instruction.

RELATED SAFETY PLANS AND PROGRAMS

The following safety programs are part of our IIPP and are availabe upon request:

- 1. Hazard Communication Program
- 2. Bloodborne Pathogens/Universal Precautions
- 3. Heat Illness Prevention Plan

-	17	16	15	14	13	12	11	10	9	00	7	6	5	4	3	2	1		6	G	4	3	2	1	Rank
18 iPads for FMS Controls	17 Power Supply back up batteries	16 Electric Car Charger	15 EMS System Modules Controllers	14 Card Access System	13 Library Air Conditioning System	12 Supplies/ Equipment for Green Cleaning (5)	11 Hand Dryers (50)	10 Mini Excavator	9 Power drill sets, table saws	8 Golf Cart (2, Facilities) incremental	7 Golf Cart (2, custodial) incremental	6 Pressure Sprayer	5 Vaccume Cleaners (10) Operational, incremental	4 Walk Behind Mowers (2), Operational	3 Mini Dump Truck	2 Hot Grab & Go Pass Through Fixture	1 Hazardous Waste Disposal	Equipment	Grants Administrative Specialist	5 Computer Technician	4 Assistant Director, Facilities Maintenance & Operations	3 Grounds Person	2 Computer Technician .5 FTE	1 Sprinker Repair Person	Rank Staffing
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1,000.00	12,000.00	20,000.00	150,000.00	150,000.00	350,000.00	25,000.00	25,000.00	45,000.00	6,500.00	16,000.00	16,000.00	8,500.00	5,000.00	3,000.00	30,000.00	5,000.00	6,000.00		96,711.00	86,414.00	139,449.00	86,414.00	48,814.00	94,057.00	-
1,000.00 improve maintenance efficiency	12,000.00 support of card access system in emergency	20,000.00 support green college initiative	periodic maintenance need	support college safety security	350,000.00 improve deficiencies	support green cleaning initiative	support green cleaning initiative	operational need	operational necessity	16,000.00 operational necessity	operational necessity	pm to prevent water intruson	operational necessity	operational necessity	30,000.00 current equipment out of service	5,000.00 increase student satisfaction and advance sales	6,000.00 campus safety/compliance	The state of the s	96,711.00 support centralized grants, administrative	86,414.00 improve support for instructional programs	139,449.00 support state facilities initiative prop 39	advance pm maintenance and improve appeal	advance IT support of instruction	improves campus appeal/ aesthetic	Comments

6/2//2017	KHIDORGI	0 00000	4 = 47			Н	H	H	H	
6/30/2017	ramodal	6 - Closed	\$20.056	Elania M	Tangram		+	×	+	LRC Remodel
	Install new desks	6 Closed	270,676	IN PIN	Tanoram	1	+	×	×	Library Chairs
6/30/2017	Install new Smart Desks	6 - Closed	\$54,239	Ana M	Smart Desks	1	+	× >	××	STEM 304
TBD	Add Workstation	6 - Closed	\$9,060	Ana M	ISO			×	×	SSV 127
Canceled	Door has been ordered and is awaiting install. Need to remove existing pony wall and relocate t-stat, ADA door button - Project Canceled - Fire code issues	6 - Closed	\$5,150	Justin C	IOS			×	×	SSV 107 - Pony wall / Door install
TBD	Add a cubicle	6 - Closed	\$8,000	Ana M	IOS	Contraction of the contraction o	I The	×	×	President's Office/Cubicle for Diana M.
6/30/2017	Reconfiguration of admin asst.	6 - Closed	\$3,811	Ana M	Tangram			×	×	President's Office reconfigure
7/30/2017	Move faculty and staff offices	6 - Closed	\$0	Ana M				×	×	Portable A
6/22/2017	Two new work stations will be added	6 - Closed	\$9,657	Ana M	Tangram			×	×	OC 110 A
	Chairs for IT 209 - 2 PO'S	6 - Closed	\$2,989	Ana M	G/M		- 24 - 2011 - 1760	×	×	IT 209
6/28/2017	Furniture for admin assistant,	6 - Closed	\$3,301	Ana M			+	×	×	CSS 212 / EOPS
Canceled	Reconfigure	6 - Closed	\$0	Justin C	Tangram			-		CSS - Student Life Reception
Canceled	Reconfigure area - project canceled	6 - Closed	\$5,451	Ana M	Olpin Group		-	á	2	CSS - Student Employment
10/31/2017	Setup of portable cubical for new staff - temporary install, will have to move depending on President's Office Wall project status changes	6 - Closed	\$0	Justin C	N/A			×		SSV - Admissions Cubical
11/1/2017	Empty High Density storage and reconfigure	6 - Closed	\$0	Ana M	IOS		+	×	×	LKC G101 - Library File Room
TBD	Grant Funded needs PO by 9-30-2017	5 - WIP/Install	\$16,350	Ana M	ISO		X	×	×	STEM Center/Reception Area
TRD	Project design under review	4 - PO in Progress	\$11,881	Ana M	ISO		-	×	×	President's Office - Wall
TBD	Add 2 student work stations to the presidents office area	4 - PO in Progress	\$11,697	Ana M	Tangram			×	×	Presidents office - Student stations
1102/2017	Reconfigured office make two offices for counselors	4 - PO in Progress	inclusive	Justin C	ISO		×	×	×	SSV 206
17/20/2017	Reconfiguration and of onen area and addition of new cubicle	4 - PO in Progress	inclusive	Justin C	Tangram		×	×	×	OC Business area reconfiguration
12/22/2017	Project design under review	4 - PO in Progress	inclusive	Justin C	Office Funiture Design & Michal Powers		×	×	×	OC 116 - Upward Bound Reconfiguration
12/22/2017	Three offices will be installed at IMC storage room behind the grant office. Emailed IOS for a site visit. Received layout for only two offices. Looking into adding a third office.	4 - PO in Progress	\$75,000	Justin C	Office Funiture Design & Michal Powers		×	×	×	OC 110 - Grants Office Reconfiguration
TBD	New building proposed near STEM, District & DSA involvement	2 - Proposal	\$1,750,000	Justin C	IBD	>	>	+	>	A CICIAITS INCOOMICE CEITIGE E HISSE I
TBD		2 - Proposal	\$0	Ana M	TIDE	+	×	-	< ×	Veterans Resource Center Phase I
TBD	Add Cubical to LRC, remove row of computers	2 - Proposal	\$8,437	Justin C	Tangram		×	-	×	LRC - Cubical, remove row of computers
TBD	To get two proposals: One for sled desks, another for smart desk to use the same computers. Requested By Dr. Fleming	2 - Proposal	\$0	Ana M	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	- 25.0	La de	1000		IT 208
TBD	Add office, project design under review	2 - Proposal	\$0	Justin C	TBD			-	-	Office Office
TBD	Double doors will be installed in the hallway by SSV 127	1 - Request	\$0	Justin C	TBD	\vdash			_	SSV - Install Admissions Double Doors
Твр	Add doors 3/4 height walls to existing study Carrols, Sliding Doors new tables. Add wall in lab space - Grant Funded	1 - Request	\$0	Justin C	TBD		×	-		LRC - Carrol and Lab Walls
TBD	Looking to change room configuration, desks, and provide cable management	1 - Request	\$0	Justin C	TBD			-		IT 124
TBD	Reconfiguration of space. Space diagram and send revisions under review	1 - Request	\$0	Justin C	TBD		-	-	_	SSV 107 - Veterans Area Reconfiguration
TBD	Split into two spaces and move podium from PDC to STEM 200	0 - On Hold	\$0	Justin C	IOS		+	+	×	STEM 200 - 201
Anticipated Completion Date	Major Highlights, Timelines or Updates	ing Sheet Status	Space Project Tracking Sheet ager Project Budget Stat	Spac Project Manager	al/	DSA	One time Grant	Approval Capital /	Quotes / PRF/BID	roject Name
				The second secon					1	

Project Name	Quotes / PRF/BID Approval Capital / One time Grant DSA Architect Vendor	space Project Tracking Sheet ral/ Project Manager Project Budget Stat for	ing Sheet Status	Major Highlights, Timelines or Updates	Ant Cor
Status key					Date
0 - On Hold	Project is currently on hold		The second secon	The second control of	
1 - Request	Project evaluation request		The state of the s	- O ANNOUNT MATERIAL (1972) - THE ENGLAND COMMON CO	The state of the s
2 - Proposal	Project is getting quotes and budget information	nformation	*** Committee of the contract	Construction and the state of t	The second secon
3 - Under Review	Project has come back from bid and under review	ınder review	CONTRACT OF LABOUR 1997	A CONTRACTOR OF THE PROPERTY O	
4 - PO in Progress	Project has been approved and getting a PO/ Purchase process	g a PO/ Purchase process	O.A. (1) To	STATEMENT OF THE PROPERTY OF T	
5 - WIP/Install	Project is getting installed/work in progress	ogress	- INITIAL DESCRIPTION OF THE PROPERTY OF THE P	and designation of the second	
6 - Closed	Project is closed/completed or canceled	ad .	- Contraction of the Contraction	ALL THE PROPERTY OF THE PROPER	Control of the contro

Jusiness Services Projects/ Initiatives Update 12/6/2017

Priority TSS Projects / Initiatives TSS Projects / Initiatives A Podium Computer Replacement (48)	Status
A Podium Computer Replacement (48)	Completed
A PUCLIBA Computer Replacement (12)	Completed
Technology Orick By Lightly Combine	In progress- Completed ST107
Mark Order Delevitation	Onder review for December
Work Order Prioritization	Develop Prioritization Guidelines
B NIT121 Computer Replacement (50)	Under review by Technology Committee
B NCACT2 Computer Replacement (25)	Under review by Technology Committee
C LIBRARY Computer Replament (40)	Will submit request for review to Tech Crote
C NIT202 Computer Replacement (35)	Will submit request for review to Tech Cmte
C NIT208 Computer Replacement (33)	Will submit request for review to Tech Cmte
C NAT109 Computer Replacement (35)	Will submit request for review to Tech Crite
IMC Projects/ Initiatives	
ATEC 114 whiteboards installation	Design and quote completed
Library 108 replacement lectern and new A/V system	Pending design documentation on lectern. The new A/V system is designed already
Card Access/Building Access control system upgrade	Preparing proposals on hardware/software upgrades
Podlum computer replacement project	All podium computers are replaced with new All-In-One machines
Media system streaming upgrade for CSS 217	identifying Vendors for quotes
T101 and T117 AV control	PDC A/V system completed
II 101 and II 117 AV system upgrade	Preparing proposals
Priority Ranking:	
A: Currently in Progress with anticipated completion this fiscal year	
B: Currently in Progress with completion date and/ or budget under review	
C: Investigating/reviewing options - no completion date or hudget set	

Facilities Project/ Initiative Update 3/12/2018

13	12	11	10	9	∞		7			6		5	4	ω	з	2	2	Ь	1	Priority
Library roofing project	Prop 39	Wayfinding	Marqee sign	OC reception area	OC 116		OC 110			STEM Reception area demo Completed		STEM 300	STEM 100	Weed abatement	Palm tree removal	Roadway/parking lot improvements	Library lighting completion	PDC	Veterans flags poles/groundbreaking	Project Initiative
Funded by scheduled maint.	Projects Identified	Will initiate in November		Electrical	Carpet bids, existing storage work tables disassembled.	equipment.	relocate air ducts/intakes. IMC	Pleminary electrical work/placement,		Completed		A/C Window	Door project in hallway	Scheduled	Scheduling a date on a Friday	Bid process in progress	Assessment in progress 3 projects in one area	Completed	Completed	Status
Coordinate Schedule	Project Engineering Underway	Seeking Proposals					packing		bids,	patch and paint painting	Electrical, data drops,	A/C completed Window scheduled	scheduled	completed	replacement palm	scheduling a date of low impact	equipment cost/labor cost est.			Next Steps
	лау	Establish Campus Work Group								working with Ana on future timeline		Grant funded	Grant funded	tumble weeds and fence line on third before winds	scheduled for this Friday.	slurry seal/restripe parking lot B&C Roadway right side coming in repave/overlay.	t component stairway lighting as well. Also, lobby lighting.	Filing cabinets in warehouse awaiting pick up	On target for 10/25 ceremony	Notes:



Member of the Riverside Community College District

INJURY AND ILLNESS PREVENTION PROGRAM

(Rev 8/15/2017)



INJURY AND ILLNESS PREVENTION PROGRAM

RESPONSIBILITY

The authority and the responsibility for for implementing and maintaining the Injury and Illness Prevention Program (IIPP) is the District's Director of Risk Management. Administrating the IIPP is the **District Safety & Emergency Planning Manager** with support from the **College Safety & Emergency Planning Coordinator** at Norco College.

Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available via **web site** and from each manager and supervisor.

The Management of **Norco College** and the **Riverside Community College District** are committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. Additionally, every employee is responsible for their own safety as well as the safety of the people they work with.

COMPLIANCE

All Norco College and Riverside Community College District employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that employees comply with these practices includes:

- Inform employees of the provisions of our IIPP when first assigned
- Evaluate the safety performance of employees
- Recognize employees who perform safe and healthful work practices
- Provide training to employees whose safety performance is deficient
- Discipline employees for failure to comply with safe and healthful work practices

COMMUNICATION

All managers and supervisors are responsible for communicating with you about occupational safety and health in a form you can readily understand. Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- New worker orientation including a discussion of safety and health policies and procedures
- Internal staff bulletins are electronically to all employees as appropriate
- A system for workers to anonymously inform management about workplace hazards
- Staff and department and committee meetings
- Material postings in high traffic areas

HAZARD ASSESSMENT

A competent observer in our workplace performs periodic inspections and evaluations to identify workplace hazards as follows:

- When we initially established our IIPP;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection;
- Periodic site safety surveys.

ACCIDENT/EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview injured employees and witnesses;
- Examine the workplace for contributing factors associated with the incident/exposure;
- Determine the cause of the incident/exposure;
- Take corrective action to prevent the incident/exposure from reoccurring; and
- Record the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures are corrected in a timely manner based on the severity of the hazards. Hazards are corrected according to the following procedures

- When observed or discovered:
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- To new employees;
- To employees through safety/training courses;
- To employees with respect to hazards specific to each employee's job assignment;
- To employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;

RECORDKEEPING

The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written/Database documentation of scheduled periodic inspections to identify unsafe conditions and work practices.
- Written/Database documentation of training and instruction.

RELATED SAFETY PLANS AND PROGRAMS

The following safety programs are part of our IIPP and are available upon request:

- 1. Hazard Communication Program
- 2. Bloodborne Pathogens/Universal Precautions
- 3. Heat Illness Prevention Plan

1 Sprinker Repair Person 2 Computer Technician 5 ETF	ۍ	94 057 00	:
2 Computer Technician 5 FTF			improves campus appeal/ aestnetic
P COMParci I Commission 10 1 1 F	Ą	48,814.00	advance IT support of instruction
3 Grounds Person	Ş	86,414.00	advance pm maintenance and improve appeal
4 Assistant Director, Facilities Maintenance & Operations	Ş	139,449.00	support state facilities initiative prop 39
5 Computer Technician	Ş	86,414.00	86,414.00 improve support for instructional programs
6 Grants Administrative Specialist	Ϋ́	96,711.00	support centralized grants, administrative
Equipment			
1 Hazardous Waste Disposal	ئ	6,000.00	6,000.00 campus safety/compliance
2 Hot Grab & Go Pass Through Fixture	ş	5,000.00	increase student satisfaction and advance sales
3 Mini Dump Truck	Ş	30,000.00	current equipment out of service
4 Walk Behind Mowers (2), Operational	Ş	3,000.00	operational necessity
5 Vaccume Cleaners (10) Operational, incremental	ş	5,000.00	operational necessity
6 Pressure Sprayer	Ş	8,500.00	pm to prevent water intruson
7 Golf Cart (2, custodial) incremental	ş	16,000.00	operational necessity
8 Golf Cart (2, Facilities) incremental	Ş	16,000.00	operational necessity
9 Power drill sets, table saws	Ş	6,500.00	operational necessity
10 Mini Excavator	Ş	45,000.00	operational need
11 Hand Dryers (50)	Ş	25,000.00	support green cleaning initiative
12 Supplies/ Equipment for Green Cleaning (5)	ب	25,000.00	support green cleaning initiative
13 Library Air Conditioning System	\$	350,000.00	improve deficiencies
14 Card Access System	Ş	150,000.00	support college safety security
15 EMS System Modules Controllers	\$	150,000.00	periodic maintenance need
16 Electric Car Charger	\$	20,000.00	support green college initiative
17 Power Supply back up batteries	₩.	12,000.00	12,000.00 support of card access system in emergency
18 iPads for EMS Controls	÷	1,000.00	1,000.00 improve maintenance efficiency

Space Project Tracking Sheet

Project Name	Quotes PRF/BII	Approva	Capital One tim	Grant	DSA	DOM	Architect/ General/ Vendor	Project Manager	Project Budget	Status	Major Highlights, Timelines or Updates	Anticipated Completion Date
STEM 200 - 201	×		П	П	Н	Н	IOS	Justin C	\$0	0 - On Hold	Split into two spaces and move podium from PDC to STEM 200	TBD
SSV 107 - Veterans Area Reconfiguration							TBD	Justin C	\$0	1 - Request	Reconfiguration of space. Space diagram and send revisions under review	TBD
IT 124							TBD	Justin C	\$0	1 - Request	Looking to change room configuration, desks, and provide cable management	TBD
LRC - Carrol and Lab Walls				×	200000		TBD	Justin C	\$0	1 - Request	Add doors 3/4 height walls to existing study Carrols, Sliding Doors new tables. Add wall in lab space - Grant Funded	TBD
SSV - Install Admissions Double Doors					-	_	TBD	Justin C	\$0	1 - Request	Double doors will be installed in the hallway by SSV 127	TBD
CSS 205A - 2nd floor/Student Life New Office		Tie.					TBD	Justin C	\$0	2 - Proposal	Add office, project design under review	TBD
IT 208	E LES		1			E SEA		Ana M	\$0	2 - Proposal	To get two proposals: One for sled desks, another for smart desk to use the same computers. Requested By Dr. Fleming	TBD
LRC - Cubical, remove row of computers	×			×		_	Tangram	Justin C	\$8,437	2 - Proposal	Add Cubical to LRC, remove row of computers	TBD
STEM Hallway enclosed	×		2	×			order Section	Ana M	\$0	2 - Proposal		TBD
Veterans Resource Center Phase I	×		×	П	×	^	TBD	Justin C	\$1,750,000	2 - Proposal	New building proposed near STEM, District & DSA involvement	TBD
OC 110 - Grants Office Reconfiguration	×	×	×				Office Funiture Design & Michal Powers	Justin C	\$75,000	4 - PO in Progress	Three offices will be installed at IMC storage room behind the grant office. Emailed IOS for a site visit. Received layout for only two offices. Looking into adding a third office.	12/22/2017
OC 116 - Upward Bound Reconfiguration	×	×	×				Office Funiture Design & Michal Powers	Justin C	inclusive	4 - PO in Progress	1000	12/22/2017
OC Business area reconfiguration	×	×	×	Ħ	Н	Н	Tangram		inclusive	4 - PO in Progress	Reconfiguration and of open area and add	12/22/2017
SSV 206	< ×	< ×	×	8	9	i i	ISO	Justin C	inclusive	4 - PO in Progress	-	12/22/2017
Presidents office - Student Stations	< >	< >					I angram	A ra M	\$11,097	4 - PO in Progress	-	dar
STEM Center/Reception Area	×	×		×		2	· ISO	Ana M	\$16,350	5 - WIP/Install	Grant Funded needs PO by 9-30-2017	TBD
LRC G101 - Library File Room	×	: ×	護	SE	- 8		IOS	AnaM	\$0	6 - Closed	Empty High Density storage and reconfigure Setup of portable cubical for new staff - temporary install, will have to	11/1/2017
SSV - Admissions Cubical		×					N/A	Justin C	\$0	6 - Closed	move depending on President's Office Wall project status changes	10/31/2017
CSS - Student Employment	Partie of	1000	1	16	法	13	Olpin Group	Ana M	\$5,451	6 - Closed	Reconfigure area - project canceled	Canceled
CSS - Student Lite Reception	×	×	72 3.		85		langram	Ana M	\$3.301	6 - Closed	Reconfigure Furniture for admin assistant	6/28/2017
IT 209	×	×	- 31c				G/M	Ana M	\$2,989	6 - Closed	Chairs for IT 209 - 2 PO'S	
OC 110 A	×	×	7				Tangram	Ana M	\$9,657	6 - Closed	Two new work stations will be added	6/22/2017
Portable A	××	××				50	Tonorm	Ana M	\$0	6 - Closed	Move faculty and staff offices	7/30/2017
President's Office/Cubicle for Diana M.	×	×		19			IOS	Ana M	\$8,000	6 - Closed	Add a cubicle	TBD
SSV 107 - Pony wall / Door install	×	×					IOS	Justin C	\$5,150	6 - Closed	Door has been ordered and is awaiting install. Need to remove existing pany wall and relocate t-stat, ADA door button - Project Canceled - Fire code issues	Canceled
SSV 127	×	×				W/SE	Tangram &	Ana M	\$9,060	6 - Closed	Add Workstation	TBD
STEM 302	×	×		A C	22		Smart Desks	Ana M	\$54,239	6 - Closed	Install new Smart Desks	6/30/2017
STEM 304	×	×			126	100	Tangram	Ana M	\$23,622	6 - Closed	Install new desks	
LRC Remodel	××	××		+	+	+	Tangram	Elania M	\$20,956	6 - Closed	remodel	6/27/2017
Status key				1	-	-		-				
	Proje	Project is currently on hold	urre	ntly c	n ho	M						
1 - Request	Proje	Project evaluation request	aluati	on re	ques	ind in	Project evaluation request Project is petting quotes and hudget information	nation				
	Proje	ct has	COIT	ie ba	ck fro	om b	Project has come back from bid and under review	review				
4 - PO in Progress	Proje	ct has	beer	n app	rove	d and	d getting a Po	Project has been approved and getting a PO/ Purchase process				

Project is closed/completed or canceled	Project is getting installed/work in progress	Project has been approved and getting a PO/ Purchase process	Project has come back from bid and under review	Project is getting quotes and budget information	Project evaluation request	Project is currently on hold
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Business Services Projects/ Initiatives Update 3/12/2018

8	Þ	9		C	Þ	0	P	В	C	В	=	0	C	n	C	0	0	A .	A	A	D	P	-	Priority	
B: Currently in Progress with completion date and/ or budget under review	A: Currently in Progress with anticipated completion this fiscal year	Priority Ranking:		IT 101 and IT 117 A/V system upgrade	PDC A/V system completed	Media system streaming upgrade for CSS 217	Podium computer replacement project	Card Access/Building Access control system upgrade	Library 108 replacement lectern and new A/V system	ATEC 114 whiteboards installation	IMC Projects/ Initiatives	NAT109 Computer Replacement (35)	NIT208 Computer Replacement (33)	NIT202 Computer Replacement (35)	LIBRARY Computer Replament (40)	NCACT2 Computer Replacement (25)	NIT121 Computer Replacement (50)	Work Order Prioritization	Technology Quick Fix Initiative (mobile)	Conference Room Computer Replacement	PDC LIBR Computer Replacement (12)	Podium Computer Replacement (48)	TSS Projects/ Initiatives	Project Initiative	
				Preparing proposals	PDC A/V system completed	Identifying Vendors for quotes	All podium computers are replaced with new All-In-One machines	Preparing proposals on hardware/software upgrades	Pending design documentation on lectern. The new A/V system is designed already	Design and quote completed		Will submit request for review to Tech Cmte	Will submit request for review to Tech Cmte	Will submit request for review to Tech Crte	Will submit request for review to Tech Crte	Under review by Technology Committee	Under review by Technology Committee	Develop Prioritization Guidelines	Under review for December	In progress- Completed ST107	Completed	Completed		Status	
				N/A	N/A	Prepare quotes / send to TECH Committee and Buisness Services for Budget review	IIMC is configuring the display settings back to normal after PowerPoint glitches	Proposals will be sent to V.P. of Buisness Services for review of budget and approval	Documentation of lectern design will be sent to faculty for suggestions	Pending budget approval						Will request quote	Will request quote	Present draft to ITSC, Tech Cmte	Will schedule, communicate, disseminate information	IT218, CSS Bldg (2)	NA	NA		Next Steps	
					Completed Fall 2017		Work is in progress		IMC staff will provide design options	Purchase quote has been delivered to Dr. Parks		Due for replacement Winter2018	Due for replacement Fall2018	Due for replacement Fall2018	Due for replacement Summer 2015	Due for replacement Spring2017	Due for replacement Fall2013		Will start asap		Completed Fall2017	Completed Fall2017		Notes:	