

Institutional Strategic Planning Council (ISPC)

November 19, 2014

1:00-3:00 (ST 107)

Attendees:

- **Attendees:**

Ruth Leal (Staff-Instructional Production Specialist*ISPC Chair*)

Diane Dieckmeyer (VP Academic Affairs*ISPC Chair*)

Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)

Deborah Tompsett-Makin (At-Large)

Barbara Moore (Transfer Faculty)

Natalie Aceves (Staff-Educational Advisor)

Ruth Jones-Santos (Staff-Administrative Assistant II)

Lyn Greene (Academic Senate President)

Beth Gomez (VP Business Services)

Monica Green (VP Student Services)

David Mills (Basic Skills Faculty) *(Left @ 2:34 for class)*

Jason Parks (Chair of Chairs – APC)

Diann Thursby (Staff-Grants Administrative Specialist)

Greg Aycock (Dean of Institutional Effectiveness)

Jim Thomas (CTE Faculty)

John Coverdale (CTE & Grants Advisory Rep)

Ruth Smith (Recorder)

- **Absentees:**

Benjamin Vargas (ASNC-President)

Ana Molina (Staff-Administrative Assistant II)

Celia Brockenbrough (Library Faculty)

Mark DeAsis (Dean of Admissions and Records)

- **Guests:** Koji Uesugi, Sheryl Tschetter, Kevin Fleming, Damon Nance, Paul VanHulle, Arend Flick, Paul Parnell

Approval of Minutes:

Approval of Minutes for November 5, 2014

Motion by Diane Thursby, second by Monica Green to approve the minutes from the November 5, 2014 meeting with the following changes. Item. II.D. change “norm” to “mean” and add the sentence – We are ½ a deviation below in certificate completion. Item II.C. change the standing committee to ISPC not APC. Item IV (Open Hearing regarding ASNC resolutions) - Indicate that the resolutions are recommendations. Motion approved.

I. Action Items:

A. Electrician Apprenticeship Certificate (Paul VanHulle)

- This is a five year apprenticeship program with the electrician’s union.

- Received several phone calls from the community asking for these classes.
- Apprenticeship programs are funded differently. Can claim apportionment or RSI funds.
- This apprenticeship is currently associated with Palomar College, but will be changing to Norco College.
- This apprenticeship works through the Union. Norco College is the administrator for the program, but does not teach the classes.
- Change to the Outline of Record – correct numbers of units to match. Should be 35.
- This certificate will require the filing of a Substantive Change with ACCJC.
- Discussion on how the Improvement of Instructions process will be handled with Union faculty and how students can receive necessary services from Norco.

Motion by Jim Thomas, second by Lyn Greene to approve the Electrician Apprenticeship Certificate. Motion approved.

B. Entry Level Electrician Trainee Certificate (Paul VanHulle)

- Have two programs for individuals that do not choose to go through the Union.
- This is entry level certificate and is what the State requires (Level one).

Motion by Jason Parks, second by Deborah Tompsett-Makin to approve the Entry Level Electrician Trainee Certificate and the Residential Construction Electrician Trainee Certificate. Motion approved.

C. Residential Construction Electrician Trainee (Paul VanHulle)

- Lines up with level two state requirements.
- Discussion that these two trainee certificates will be combined into a 30 unit certificate and an Associate of Science Degree at a later date.

D. 3D Mechanical Drafting Certificate (Paul VanHulle)

- Includes training in SolidWorks I and II.
- At the end they will be able to take the industry standard test.
- Mini certificates can be under 12 and align with industry tests/standards.
- This is a gateway to other drafting certificates that Norco already offers.
- TOPSs code will be added prior to submission to the state.

Motion by Jim Thomas, second by David Mills to approve the 3D Mechanical Drafting Certificate. Motion approved.

E. Equity Plan – 1st Reading (Koji Uesugi) * 2nd reading will be electronic

- This was originally presented in the Spring. Reviewed process followed so far.
- Shared status of plan for the first reading.
- Indicated the Five Success Indicators that must be addressed – Access, Course Completion, ESL and Basic Skills Completion, Degree and Certificate Completion and Transfer.

- Reviewed student groups that must be considered. Race/ethnicity, Current or former foster youth, Student with disabilities, Low-income students, Veterans, Gender.
- Reviewed institutional linkages to the college.
- Shared the general parameters of the Student Equity Plan.
- Indicated funding at approximately \$325,000 that will be received each year. Possibility that amount could increase each year.
- Discussion on sources of funding in the plan.
- Please review prior to the second reading (electronically). Plan must be presented to the Board in December.
- Send any comments or concerns to Dr. Uesugi.

F. APC Faculty Priority List

- This is the list approved by the APC.
- Reviewed the approval process followed by the APC chairs to determine the final ranking.
- The ranking criteria is revisited every year and approved prior to starting the ranking process.
- Questions on hiring of categorically funded positions and how to obtain ranking for general funding if needed. Want to make sure that there aren't any gaps in our process and all positions needed are considered. Suggestion that this discussion be shared with APC and the SSV Planning Council.
- Senate will approve this list on December 1.

Motion by Beth Gomez, second by Lyn Greene to approve the recommendation from APC for the Faculty Priority List and forward it to Dr. Parnell. Motion approved.

G. SSV Priority List

- Similar process as APC.
- All Program Reviews are due in June and rankings are done in the Summer.
- There have been a few changes since the time the rankings were decided in the Summer.
- Discussion on timing of approvals for all the lists. Suggestions that any changes that have occurred since the rankings were completed are identified for clarity.
- Request that notes are added to any positions that are currently filled as interim or are in the process of being hired.

Motion by Ruth Jones-Santos, second by Diann Thursby to approve the recommendation from the SSPC for the Staffing Priority List and forward it to Dr. Parnell. Motion approved.

- This is the equipment list that is ranked by the SSPC. There is another equipment list from the Administrative Program Review that is included in BFPC Priority List.
- Suggestion/reminder that items under \$2,000 can be requested from ASNC. You must complete the request form and meet certain criteria.

Motion by Jason Parks, second by Beth Gomez to approve the recommendation from the SSPC for the Equipment Priority List and forward it to Dr. Parnell. Motion approved.

H. BFPC Priority List

- Council looked at their process to make sure that all items were prioritized and their process was clear.
- Added categories to clarify requests and make sure that everything is included. Nothing is has been left unranked.
- Question from APC regarding soccer program not using general funds. BFC will add this discussion on their next meeting agenda and bring their recommendation to ISPC.

Motion by Jim Thomas, second by Lyn Greene to approve the recommendation from the BFPC for their Priority Lists and forward them to Dr. Parnell. Motion approved.

II. Information Items:

A. District Strategic Planning update (Ruth Leal, Melissa Bader, Diane Dieckmeyer)

- Rick Herman approved a migration concept for the colleges to move to Office 365. Will be announced soon.
- Moreno Valley will have an Information Services person on their campus that will be incorporated with their IMC department. Norco is moving toward that same arrangement.
- Shared goals that Chancellor Burke handed out at the meeting. (see attached- Chancellor Goals 2014-2016)
- District budget (DBAC) now reports to Strategic Planning. Currently talking about college equity funding. Also discussed each college having their own 1% college reserve.
- Current information from the State indicates 2 to 3.75% in access money that would be given to the District. More than last year.
- District Enrollment Management will meet the beginning of next month.

III. Open Hearing:

- Reminder that action plan item one of the planning agenda items. Will send Greg meeting minutes as evidence.
- Comments from Dr. Parnell that recommendations and priority lists he receives from all the college constituents are very helpful to him.
- Shared that Norco's Summer Advantage Program has been selected as one of the 10 Bellwether Award finalists in the Instructional Program and Services category.
- Acknowledged Beth Gomez for helping identify/share all the funding sources and information that is available.

Adjourned – 3:00

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R__ M__ N~~X~~

Electrician Apprenticeship

PROGRAM PREREQUISITE:

None

SHORT DESCRIPTION of PROGRAM

This is a five-year apprenticeship program. Applications for Riverside/San Bernardino/ Mono/Inyo counties should apply to the Riverside and San Bernardino Joint Electrical Apprenticeship Training. Committees, 1855 Business Center Drive, San Bernardino, CA 92408. Telephone: (909) 890-1703.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

1. Apply a working knowledge of math formulas and complex solution methods related to the electrical trades, along with blueprint symbols and drawings of wiring diagrams with common schematic symbols, including troubleshooting of common system faults, detection and repair, while properly applying OSHA construction site safety standards to all practices.
2. Properly apply all pertinent National Electric Code (NEC) to all workplace practices involving DC, AC single & poly-phase systems, utilizing proper grounding, bonding, lightning protection, wire sizing, conduit fill, overload protection, layout, connections, installations, troubleshooting, fault isolation, repairs or modifications.
3. Demonstrate appropriate leadership and expertise in applying special control and monitoring functions related to layout, installation, testing, and troubleshooting of digital and analog systems involving such ancillary equipment as CATV, CCTV, telephone circuits, Programmable Logic Controllers (PLCs), sensors, actuators, low-voltage and high-voltage, transformation, interfacing, hardware, setup, and programming services needed to comply with all NFPA-70E (NEC) and OSHA regulations for safety and fitness.

Required Courses (31 units)

Course	Title	Units
ELE 35	Introduction to the Electrical Trades and Construction Safety	3.5
ELE 41	Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code	3.5
ELE 42	Advanced DC Circuit Concepts, Introduction to 3-Phase AC Circuits, Test Equipment, and National Electric Code Applications	3.5
ELE 43	AC Circuit Concepts, Applied Electronics, and National Electric Code Applications	3.5
ELE 44	Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)	3.5
ELE 45	Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)	3.5
ELE 46	Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code	3.5
ELE 47	Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC)	3.5
ELE 48	Transformer Theory, Leadership, Management, and Test Equipment	3.5
ELE 49	Electrician Specialty Systems	3.5
Total		35

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

College: R__ M__ N X

TOPs Code: 460302

Entry-Level Electrician Trainee, Locally-Approved Certificate (15-units)

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

Program prepares all entry-level electrician trainees with essential information regarding OSHA safety, blueprint reading, National Electrical Code, and the electrical trades, with respect to construction and general industry, as the first steps toward becoming an electrician.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Utilize OSHA standards and regulations to supplement an ongoing safety and health program.
- Sketch and explain a complete electrical diagram of a sample home, using standard blueprint symbols.
- Prepare the necessary calculations for sizing of electrical services.
- Identify the basic parts of electrical, mechanical, and plumbing systems.
- Demonstrate a working knowledge of the technical terminology.

Required Courses

CON-60: Introduction to Construction
CON-62: Blueprint Reading
CON-66: National Electrical Code,
ELE-77: Survey of the Electrical Trades
MAN-55: OSHA

Units

3
3
3
4
2

Elective Courses

NONE

Units

Total Units:

15

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

College: R__ M__ N__ X

TOPs Code: 460302

Residential Construction Electrician Trainee, Locally-Approved Certificate (15-units)

PROGRAM PREREQUISITE:

ELE-77; MAN-55; CON-60; CON-62; and CON-66

SHORT DESCRIPTION of PROGRAM

Program prepares a formerly trained, entry-level, electrician trainee toward becoming a residential construction electrician trainee.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Plan, construct and explain safe and proper electrical circuits, using industry standard components, according to supplied blueprints and verbal instructions, while following National Electrical Code (NEC) and OSHA rules.
- Describe the general principles of direct or alternating current pertaining to a DC motor, AC motor, or generator.
- Demonstrate bandaging and splinting techniques for the care of wounds, burns, sprains, dislocations and fractures; apply the techniques used for the prevention and treatment of shock; and demonstrate emergency rescue moves only when necessary.
- Troubleshoot and repair a given, complex configuration of electrical and electronic circuit combinations and create a written report of everything that was done to affect repairs, including necessary interactions with programmable devices.

Required Courses

ELE-71: Residential Wiring for Electricians	<u>Units</u> 4
ELE-73: Electric Motors for Electricians	4
ELE-75: Electronics for Electricians	4
KIN-30: First Aid & CPR	3

Elective Courses

NONE	<u>Units</u>
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Total Units: **15**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD**

College: R__ M__ N_X__

TOPs Code: _____

3D Mechanical Drafting

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

This certificate includes courses intended to help students qualify for an entry level CAD operator/drafter or help someone, already in industry, to update their skills. Students can expect an entry level position as a CAD operator, mechanical drafter, engineering assistant and engineering technician.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

1. Demonstrate an understanding of 3D mechanical modeling so as to be able to capture design intent in a 3D model.
2. Map out the most efficient path in 3D model creation.
3. Reverse engineer existing parts and recreate them as 3D computer models.

Required Courses

	<u>Units</u>
ENE-21 Drafting	3
ENE-42 SolidWorks I	3
ENE-42b SolidWorks II	3

Elective Courses

	<u>Units</u>
None	

Total Units: **9**

From Planning to Implementation: Constructing Our Student Equity Plan

November 19, 2014
ISPC Meeting

Student Equity Planning 2014

- Initiated by Student Success Committee
- Faculty, staff, and administrators attended Student Equity Institutes
- Student Equity Planning Retreat held in September
- Continuous feedback from Student Success Committee during fall semester
- Academic Senate presentation
- ISPC and COTW presentations**
- Board of Trustees presentation in December**

Student Equity Plan 2014 Requirements-Success Indicators

Access

Course Completion

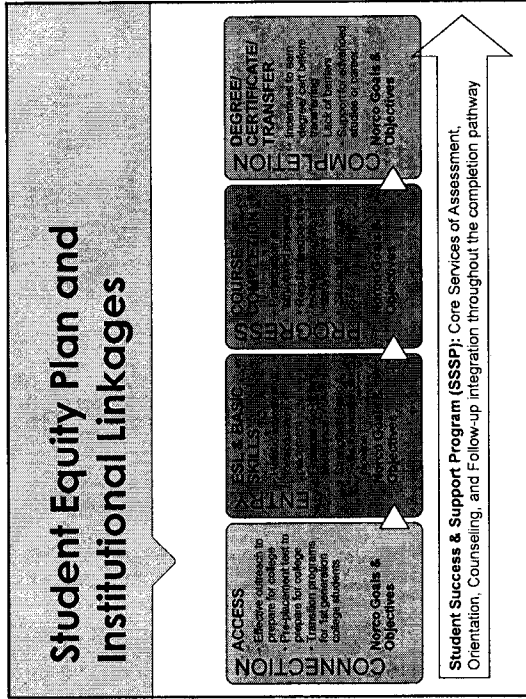
ESL and Basic Skills Completion

Degree and Certificate Completion

Transfer

Student Equity Plan 2014 Required-Student Groups

- Race/Ethnicity
- Current or former foster youth*
- Students with disabilities
- Low-income students
- Veterans
- Gender



Equity-Minded Philosophy

○ "Equity-mindedness refers to the outlook, perspective, or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes, and are willing to assume personal and institutional responsibility for the elimination of inequity."
 by Pena, E.V., Bensimon, E.M. & Colyar, J. 2006

Student Equity Plan Parameters

- \$324,935 Budget
- 13 Goals and 25 Activities
 - Collaboration between instructional and student services practices
- Three-year plan timeline
- Annual report on milestones

Questions

FINAL RANK (1-27)	Requested Position <i>Position Title</i>		Requesting Discipline
	1	New full-time faculty member in History	History
2	SPANISH FULL TIME instructor	World Languages	
3	Full-time English Faculty - Transfer, ADT Literature	English	
4	Full-time Electronics & Electrical Engineering Instructor	Manufacturing and Electronics	
5	Sociology Instructor	Sociology	
6	Full-time faculty member in Anthropology - Specialty Archaeology	Anthropology	
7	Full-time Mathematics Instructor	Mathematics	
8	FT Kinesiology Instructor	Health Science	
9	General Counselor (CTE/Financial Aid)	Guidance	
10	Full-time Social Psychology Instructor	Psychology	
11	Add NEW full-time Reading faculty	Reading	
12-13	Athletic Trainer	Kinesiology	
13-12	Professor in Drafting Technology	Engineering and Architecture	
14	New full-time Chemistry faculty member	Chemistry	
15	Full-time English Faculty - Basic Skills	English	
16	Retirement of 2 full-time faculty persons: One in February 2015 and the second retirement is scheduled for June 2016	Political Science	
17	Full-time Philosophy Instructor	Philosophy	
18	Full-time English Faculty-Puente	English	
19	Architecture Faculty	Engineering and Architecture	
20	Physics Instructor	Physics and Physical Science	
21	FT Humanities Instructor	Humanities	
22	Full-time Mathematics Instructor	Mathematics	
23	Game Art full-time faculty Member	Simulation and Game Development	
24	Full-time Physiological Psychology Instructor	Psychology	
25	Commercial Music Instructor (full-time)	Commercial Music	
26	Full-time Biology Instructor	BIO	
27	Network Multimedia Librarian	Library	

**WEIGHTING OF RANKING CRITERIA FOR FACULTY POSITIONS
RCCD- NORCO CAMPUS
ADOPTED BY ACADEMIC PLANNING COUNCIL, 10/08/10**

<u>Criterion</u>	<u>Description</u>	<u>Points</u>
Enrollment Optimization	Potential for new position to contribute to enrollment growth as evidenced by high ratio of WSCH:FTEF or other documentation	20
Student Persistence	Potential for new position to contribute to increased term-to-term persistence, as evidenced by high current persistence rates (or proxy measures, such as student success rates) in discipline or potential for improvement in persistence associated with adding a full-time position. Also applicable to positions in counseling, basic skills and support services.	20
Increased Student Success	Potential for new position to contribute to increased student success as evidenced by high student success rates including participation in assessment of Student Learning Outcomes and Program Review in discipline or the potential for a new faculty position to contribute to higher success rates.	20
Improved Quality of Student Experience	A somewhat subjective criterion designed to address disciplines and service areas for which quantitative data pertaining to above criteria are not readily available. Points awarded based on the extent to which requesting unit has demonstrated that adding the position requested will enhance the quality of the student experience at Norco.	20
Current Full-time Staffing	Extent to which department or service area depends upon part-time positions to deliver services. Maximum points awarded for disciplines with no full-timers; near maximum points awarded for those with only one FT position currently.	20

NORCO COLLEGE FY 2014-15 Budget Development
 Staffing Requests
 Student Services Planning Council

Department	Position	Position Title	Position Description	Position Number	Position Salary	Position Benefits	Position Total	Position Count	Position Total
A&R and Student Financial Services	Application Support Technician (N1) Application Support Technician (AST-FT)		<p>To perform technical duties and enhance the enrollment process in A&R. This position was prioritized high during the recent IT audit in 2010. Presently, all troubleshooting that pertains to enrollment or the admission application are directed off campus and to the AST located at Moreno Valley College. As A&R continues to develop and enhance our college specific practices, a Norco College specific AST will be needed to provide enrollment and application services. This person is responsible for maintaining the integrity of the Financial data, gathering reports, providing data and providing vital technical support for operational efficiency.</p>		\$92,844.00 \$89,810.00		\$90.29 \$87.36	1	
Student Financial Services	Student Financial Services Officer (Full Time)		<p>This position is required to ensure rigorous compliance with all regulations and the annual audit. The SFS Officer transmits PELL, SEOG, Cal Grant, Direct Loans, and Scholarships for disbursements and posting to each student's account. Manages COD records, PELL reconciliation, and resolves conflicts with COD records and Department of Education.</p>		\$95,875.00		\$84.43	2	

DRC	Director (FT)	\$119,520.00	<p>The DRC has experienced growth both with its unduplicated students served and the types of services and accommodations that the students require. The DRC staff also work with instructional faculty to support them when there are questions or concerns regarding students with disabilities in their classes. As DSPS statewide is moving back towards funding levels before the 40% reduction in 2009, there is an increasing need to ensure all disability services on community colleges are in full compliance under Title 5 and move towards expanding educational and career opportunities for students with disabilities. For the last five years, DRC has reported to an area dean who oversees multiple departments. There is now a need for the department to have a dedicated director who can lead the daily operations of the department and take it to the next level.</p> <p>This position is currently shared with Riverside City College wherein the senior interpreter spends 40% of his time (2x/week) at Norco College. Based on the unpredictable need of Deaf and Hard of Hearing (DHH) students at Norco College, it is important for the College to increase the time base of this position to a full-time to address the coordination of interpreter and real-time captionist schedules, recruit, train, and evaluate hourly interpreters, and provide interpreting services to students in and out of class.</p>	84.07	3
DRC	Senior Interpreter (FT)	\$78,900.00	<p>Restructure existing PPT Student Services Specialist to 100% in order to provide overall department assistance. This position is necessary to secure additional functions associated with the launch of the new OpenCCApply admission application, student portal, high school concurrent enrollment program, and athletic eligibility for Norco College.</p>	83.29	4
A&R	Student Services Specialist 52.5% (Restructure Existing Position to Full Time)	\$64,503.00	<p>This position is essential to increase check disbursement hours and support the needs of the Cashier's Office. Services to students that stem from Student Activities and Student Financial Services cannot be supported by a single Permanent Part-time Assistant Cashier Clerk who is currently working in the Cashier's Office.</p>	82.64	5
A&R	Cashier Clerk (G1)	\$74,640.00		82.57	6

A&R	Academic Evaluations Specialist	\$81,148.00	<p>The increasing number of degree applications received in 14SPR is an indicator that students are finally able to complete their requirements and graduating as a result of our increased course offerings. This position would not only assist in the volume of student applications, it would also avoid having evaluators work several hours of comp-time on weekends to meet their deadlines. In addition, as we shift to the upfront evaluation of transcripts to support an integrated online SEP mandate by the state, more evaluation assistance is required.</p>	81.29	7
Veterans Services	Veterans Services Coordinator	\$95,582.00	<p>Veterans Services has expanded and is currently certifying 300 + (unduplicated) students per fiscal year and the number continues to escalate. Moreover, as the department grows, the services provided by the department have also escalated to better serve Veterans/Dependents population. A Veterans Services Coordinator is needed due to the fact that the role of the only full-time employee (Veterans Services Technician) has changed to a Coordinator role as the department has drastically expanded; for example, Veterans Services currently offers new student orientations, invites guest speakers to inform Veterans in regards to services that cater to them, creates various forms, coordinates the monthly VA visits from the Mobile Vet Center, and began to implement Veteran's Social, etc. As a result, the need for a Veterans Services Coordinator is needed to manage the daily operations of the department and coordinate the events.</p>	80.79	8
Outreach	Full Time Outreach Specialist	\$84,216.00	<p>The full-time Outreach Specialist position has become vacant and due to the RCCD hiring freeze, we will be unable to refill the FT position. Services for Outreach support is in growing demand especially with the implementation of new student success initiatives. In order to meet the growing needs for recruitment into special support programs such as Summer Advantage, and to prepare students during their senior year for such programs, a FT position Outreach Specialist position is needed.</p>	79.43	9

Student Activities	Associate Dean, Student Life					\$120,850.00	<p>the following areas: Student Life (advisor to the ASNC), Athletics, and Discipline; report directly to Student Services, and supervise the Student Activities Coordinator, as well as the Student Activities College Receptionist. The Student Activities Office has undertaken the supervision of new areas of responsibility (i.e. Free Speech Area, Athletics, and the usage of electronic advertising). The Associate Dean position will alleviate some of the workload assigned to the Dean and Vice President of Student Services and provide adequate supervision (year round) to Student life, as well as assist with the potential for the creation and development of a comprehensive Athletics program. Finally, the Associate Dean will be able to implement effectively programmatic changes that will meet the ever growing and diverse Norco College student body.</p>	78.79	10							
EOPS	EOPS/CARE Assistant Director (FT)					\$98,712.00	<p>A full-time assistant is necessary to meet the increasing demands of Norco College's economically and educationally disadvantaged population. The EOPS/CARE Assistant Director oversees all of the daily programming components, lead outreach efforts, assist the director with budget decisions, supervise staff, and collaborate with the are dean and counselor to support student needs.</p>	78.00	11							
Student Financial Services	SFS Customer Services Clerk (Part-time increase from 19 hours to 29 hours)					\$38,900.00	<p>This increase in hours is required due to the increased workload of the number of students being serviced and the increase in the number of FAFSA and DREAM act applications. For 13/14 over 18,000 students received assistance at the Student Financial Services counter.</p>	74.71	12							
Veterans Services	College Receptionist (0.5)					\$16,848.00	<p>Veterans Services has expanded and is currently certifying 346+ (unduplicated) students per fiscal year. The number of Veterans and VA Dependents inquiring about services has also escalated drastically due to the implementation new programs, such as, Veterans Retraining Assistance Program (VRAP) and the increasing number of Veterans utilizing their benefits. Moreover, as the department grows, the services provided by the department have also escalated to better serve the Veterans and Dependents, for example, orientations, guess speakers, creation of various forms, monthly VA visits from the Mobile Vet Center, Veteran's Social, etc. As a result, the need for part-time College Receptionist to provide accurate detailed information to the students and to assist with the daily operations of the department is needed.</p>	73.86	13							

Transfer Center	College Receptionist – Part-Time	\$17,112.00	To provide assistance to students with all areas of WebAdvisor, to make counselor appointments, to make appointments for visiting admissions counselors. Have access to Ulweb and Onbase to pull files and transcripts for visiting admissions counselors.	73.57	14
Student Financial Services	Student Financial Services Lead Analyst (Part-time)	\$29,308.00	This position is needed to coordinate the Satisfactory Academic Progress Appeal program, develop schedules and forms, monitoring of regulations, intake of appeals, preparation of packets for review, communication to students, tracking of SAP contracts, interpret Student Educational Plans, develop and monitor academic plans for students approved for SAP appeal through creation of an Approved Class List. The vacancy of the SFS counselor as of 14 FAL has created a need for this position.	72.71	15
Upward Bound Corona	Outreach Specialist	\$15,814.00	There has been a vacancy in this position for almost one year. The cost will be covered by the program. This position will be 47.5%, less than half time. The estimated cost listed is for 47.5%.	71.43	16
A&R	Administrative Assistant III (1)	\$79,440.00	To provide general assistance to the department and manager. Assistance is needed to support the activities in areas of A&R, Cashier's Office, and Veterans Services.	70.93	17
EOPS	Administrative Assistant II (FT)	\$35,875.00 (balance needed to support this position FT)	A full-time administrative assistant would provide the program with consistent front counter coverage and a breadth of administrative support to meet the growing needs of the EOPS/CARE operation at Norco College. The department currently has a part-time administrative assistant (47% with temp increase to 72%) but the program requires a full-time position. The program currently supports this position at \$35,625 so there is a need for an additional \$35,875 to elevate this position to full-time.	70.43	18

Student Employment	Job Location and Development Specialist (PT)	\$24,000.00	<p>allowable expense for use under the Federal Work Study (FWS) program. The JLD Specialist locates and develops off-campus job opportunities for students who are currently enrolled in eligible institutions of higher education and who want jobs regardless of financial need. The JLD Specialist encourages students to participate in community service activities. Your school must inform all eligible students of the opportunity to perform community services and must develop and make available information about community service opportunities. An institution is allowed to use part of the federal funds it receives under the FWS Program to establish or expand a JLD Program. This would be a new position at a 47% time-base. Position does exist and recognized by the US Department of Education.</p>	70.21	19
CJPC	CJPC Coordinator (FT)	\$91,852.00	<p>The Career & Job Placement Center (CJPC) currently does not have a dedicated classified staff or administrator to provide much needed career exploration, job placement, and employment outreach to support our students. Thus, the limited services available to students are facilitated by student employees and classified staff with related functions from their respective departments who happen to be located in the CJPC area. In order to effectively serve Norco College students, a CJPC Coordinator, whose responsibilities would include programming, resource support, and coordination of daily operations, is necessary. The coordinator will lead the CJPC Employment Placement Coordinator (see below) to build partnerships with local employers and further develop the biannual Career & Job Fair and collaborate with faculty and student services staff to develop a robust department that fully meets the exploration and job placement needs of our students.</p>	70.07	20
Upward Bound Centennial	Upward Bound Outreach Specialist	<p>\$63,258 (Full Time) \$15,814 (25%)</p>	<p>At the upward bound once we have many staffing issues because none of our employees are full time (except for the Director). This is a problem because we conduct many overnight, weekends, and night activities. All TRIO programs have not only been level-funded for many years, but we have also endured severe cuts on several occasions. I am requesting Student Services to help us absorb 25% of this position. Currently, the UB Director is responsible for completing much of the administrative work. This in turn takes the Director from being more involved in the college and service high school.</p>	68.14	21

Upward Bound Norte Vista	Upward Bound Outreach Specialist	<p>\$63,258 (Full Time)</p> <p>\$15,814 (25%)</p>	<p>At the Upward Bound office we have many staffing issues because none of our employees are full time (except for the Director). This is a problem because we conduct many overnight, weekends, and night activities. All TRIO programs have not only been level-funded for many years, but we have also endured severe cuts on several occasions. I am requesting Student Services to help us absorb 25% of this position. Currently, the UB Director is responsible for completing much of the administrative work. This in terms takes the Director from being more involved in the college and service high school.</p> <p>Ivory College has a part time Employment Placement Coordinator paid 100% from categorical Perkins funds whose role is restricted to CTE student support per federal grant regulations. Presently, the Career & Job Placement Center does not have a coordinator nor a general funded staff member dedicated to community outreach and internship placement for students who do not participate in CTE programs. In order to fully serve our students in the areas of providing robust internship, mentorship, and job placement programs, the center requires at least one part-time (75%) Employment Placement Coordinator.</p>	67.93	22
C.JPC	Employment Placement Coordinator (PT)	\$60,440.00		66.79	23
SSS	Counselor Clerk (1)	\$8,477.00		53.64	24
SSS-RISE	Counselor Clerk (1)	\$8,477.00		53.36	25

NORCO COLLEGE FY 2014-2015 Budget Development
 Equipment Requests
 Student Services Planning Council

Counseling	PrepTalk FUNDED BY SSSP	\$7,500.00	Goal: To facilitate online counseling appointments using a more interactive/engaging platform; provide online counseling workshops Concern: Online Counseling using Blackboard is limited to chat	84.57	1
Student Employment	Electronic Timesheets	\$10,000.00	This area processes over 6000 paper timesheets each year. It is costly because departments also have to keep a copy and the number of timesheets printed doubles. The margin of error increases with manual timesheets. With the increasing number of student employees hired at Norco, it makes sense to infuse technology. Electronic timesheets can deliver improved accuracy of payroll data, simplify data entry, electronic signatures would also save time for supervisors that have to sign dozens of timesheets for their area. It would save money, time, efficiency, and benefit all departments. (One time purchase cost).	78.36	2
Veterans Services	DONATED BY ANOTHER DEPT	\$3,000.00	Veterans Services is in need of computers for student use. These computers will be utilize for a variety of school related activities ranging from processing VA documents to allowing Veterans to complete research homework.	77.86	3
EOPS	NetTutor Online Tutoring System	\$14,000.00	In order to better address the academic support EOPS students need through one-one tutoring, EOPS will be providing students access to online tutoring support through NetTutor in 2014-15. In order to meet future needs beyond the upcoming year, an additional 500 hours will be requested. The estimated total cost for an additional 500 hours at \$28/hr for 2015-16 is \$14,000.	75.86	4
A&R	Computer DONATED BY ANOTHER DEPT	\$1,200.00	A new computer is needed to support the ID card machine. The existing computer is approximately 5 years old.	75.22	5

Veterans Services	DONATED BY ANOTHER DEPT	\$500.00	Veterans Services is also in need of a printer for student use. The printer will be used to print documents, such as, RCCD application confirmations, Financial Aid documents, etc.	74.50	6
A&R	Cueing System - REFERRED TO STUDENT FINANCIAL SERVICES AND COUNSELING	\$7,000.00	A centralized check in system would alleviate the number of students waiting in line. This system could be shared among other departments.	74.21	7
Student Activities	Poster Printer Paper	\$5,000.00	The area's poster printer has served all clubs/organizations on campus, majority of student services areas, instruction, and facilities, as well as vendors and other stakeholders for over 5 years. These funds for the poster paper & lamination have come out of the Student governments budget. We are requesting funding to offset the cost of supplying signs for the Norco College Campus for one (1) year	73	8
CJPC	HP Laser Jet Pro 400 Color M451nw	\$470.00	The printer at the front counter of the CJPC is an older printer that must be replaced. A replacement color printer will enable the center to promote job postings and the many workshops that are sponsored by the CTE employment placement coordinating function.	71.64	9
Student Employment	Lenovo 3554-CTO M72h All-In-One w/3year onsite warranty	\$1,000.00	Current computer keeps crashing. It's 4 years old.	71.00	10
A&R	Printers	\$1,280.00	Network printer is needed in the front counter of A&R. Two printers are approximately 9 years old and have had several repairs.	70.43	11
CJPC	Lenovo 3554-CTO M72h All-In-One w/3year onsite warranty	\$3,735.00	the CJPC for students to access the Eureka on-line career exploration tool, review current job postings, and work on job resumes. However, most students use these workstations to check financial aid information, apply to the college, and look up information on WebAdvisor. Thus, the equipment gets a great deal of use and should be replaced periodically to ensure optimal	70.07	12
A&R	Automatic Door Entry (Buzzer)	\$1,500.00	The Cashier's Office needs to install an automatic door entry (buzzer) to grant access for Secitran Security Transport and other staff members into a secured area operated by a single staff member. This would allow continued service to students while granting access into the office.	68.93	13

Student Activities	Golf Cart (Flat Bed)	\$3,000.00	With the increase in events and programs subsidized by the office (The Norco Trading Post, recycling, Chick-fil-a 5k Run, etc) the need to transport equipment around campus has dramatically increase. The current demand requires more than the (1) current golf cart we have.	68.93	14
Student Employment	Fax Machine	\$400.00	This area deals with high volume of very confidential faxes that come through for payroll, hiring purposes, employment verifications. Three small safes are fully occupied for daily use at the Cashier's Office. As we increase services, it is ideal to consolidate to a single large safe to access cash bags seamlessly in an upright manner. Existing safes are ground level and cannot be mounted higher than ground level for safety.	67.64	15
A&R	Commercial Safe - REFERRED TO BUSINESS SERVICES & BFPC	\$2,000.00	To provide counselors with a printer close to their workstations allowing to print and provide information to students instantaneously. Thus, maximizing the time spent with students. Also will allow for more than one printer being utilized by, potentially several people.	67.57	16
Transfer Center	HP Laserjet Pro P1102W Monochrome Laser Printer	\$150.00	utilized at workshops and transfer fairs, to sign-in students/track attendance of event accurately. Also allowing creating of student profile pertaining to transfer interests. Would eliminate need for paper sign-in sheets creating a more eco friendly department.	65.93	17
Transfer Center	ID Tech UniMag II Mobile MagStripe Reader	\$78.89	To add/ and or replace to the existing ones that have served our campus for over 4 years for all announcements, directional needs, and postings. The weather elements and other factors have worn out the majority of the poster frames and as the need for postings increase we need additional ones to meet all demands, including the major events on campus such as graduation, harvest festival,	64.43	18
Student Activities	Poster Frames	\$2,000.00	A few items have been stolen in the past year and in addition we work long hours and weekends and would feel safer if we had security camera.	64.36	19
Upward Bound Centennial	Security Camera System for Portable A REFERRED TO BFPC & SAFETY COMMITTEE	\$1,000.00		64.14	20

Transfer Center	iMac – 21.5 inch, 2.7GHz FUNDED BY SSSP	\$1,406.92	Current Machine is 2008 model. All for transfer associated workshops: events, counseling, etc. are created in house in the Transfer Center by the Educational Advisor. Applications used include: Illustrator, Photoshop, Dreamweaver and Flash, entourage. A new desktop would bring the newest platforms available, app access, easy sync to department ipad, and would be able to run flash based websites.	63.14	21
Transfer Center	Survey Monkey-Gold Account - REFERRED TO INSTITUTIONAL EFFECTIVENESS	\$300.00	Currently utilize google docs to input student learning survey results. This free account was efficient when survey input totaled 60. The center assess up to 5 learning outcomes and over 300 surveys results must be input to google doc manually. Survey monkey would streamline the process; eliminate need for paper surveys and manual input.	58.57	22
Transfer Center	iPad Mini	\$541.92	Utilize for digital sign-in at workshops and transfer fairs, university admissions counselors calendars, making appointments with university admissions counselors via eSARS for students at information tables. Also use for students to complete learning survey after transfer advisement survey with university admissions calendar.	58.07	23
Counseling	iPads FUNDED BY SSSP	\$1,200.00	Allows for more effective time during meetings and projects. Three counseling faculty members have iPads and the number requested will meet the needs of all FT counseling faculty.	56.5	24
DRC	Ergonomic Task Chairs for Staff	\$3,200.00	The task chairs currently used by professional staff members should be replaced with an ergonomic task chairs. The DRC staff spend the majority of the work hours sitting to complete job related responsibilities. Therefore, task chairs that appropriately meet the demand of the functions of this position are necessary.	48.93	25
Student Employment	Ergonomic Task Chair	\$600.00	The task chair currently used by the professional staff member should be replaced with an ergonomic task chair. The Student Employment Personnel Specialist spends the majority of the work hours sitting to complete job related responsibilities. Therefore, a task chair that appropriately meets the demand of the functions of this position is necessary.	48.64	26

EOPS	Ergonomic Task Chairs for Staff	\$2,400.00	<p>The task chairs currently used by professional staff members should be replaced with an ergonomic task chairs. The EOPS staff spend significant work hours sitting to complete job related responsibilities. Therefore, task chairs that appropriately meet the demand of the functions of this position are necessary.</p>	48.5	27
T3p	T3p Shirts and Hoodies	\$750.00	<p>A large part of the T3p mission is the focus on community. By providing shirts or other outer clothing to students and staff who are part of T3p, identities are created and the program becomes more recognizable to the institution as a whole. While it is possible that some funding for this type of request might be possible through ASNC, a request is made that the institution set aside a certain amount for staff purchases or students if ASNC funding is not sufficient.</p>	47.55	28

2014 Norco College Annual Admin. PR Staff Requests

Dept.	Request	Total Cost of Position	Priority
DOI	PT College Receptionist (29 hrs/week)	\$ 24,912.00	1
Grants	Support Center Technician-Permanent, Part-time (19 hours per week)	\$ 21,384.00	2
LLRC	Tutorial Services Clerk	\$ 74,276.00	3
Cust.	Custodian, Night Shift	\$ 66,296.00	4
VPAA	Web Applications Technician	\$ 106,772.00	5
VPSS	Administrative Assistant III (I): Dean of A&R	\$ 79,160.00	6
CTE	Increase general fund % for Dean of Instruction, Career & Technical Education	\$ 58,000.00	7
CTE	Senior Applied Technologist (PPT)	\$ 26,904.00	8
OIE	Administrative Assistant III (Additional 50% to 100%)	\$ 42,274.00	9
Grants	Associate Dean, Grants & College Support Programs increase %15	\$ 23,400.00	10
CTE	Lab Tech II in support of technology and engineering courses	\$ 95,660.00	11
Grnds.	Grounds Person	\$ 70,040.00	12
Grnds.	Grounds Person	\$ 70,040.00	13
CTE	Employment Placement Coordinator (shift from categorical to general fund)	\$ 49,000.00	14
LLRC	Learning Center Assistant (Permanent Part-Time) Tutorial Services	\$ 15,816.00	15
OIE	Outcomes Assessment Specialist (100%)	\$ 111,734.00	16
Bus Srv	IT Manager	\$ 118,671.00	17
OIE	Dean, Institutional Effectiveness (Additional 20% to 100%)	\$ 29,837.00	18
Cust.	Custodian, Night Shift	\$ 66,296.00	19
STEM	College Receptionist PT	\$ 66,296.00	20

VPSS	Administrative Assistant III (I): Increase hours – Interim Dean of	\$ 49,686.00	21
Cust.	Custodian, Day Shift	\$ 66,296.00	22
Police	Police Officer	\$ 92,828.00	23
VPSS	Director, Equity Programs (new position, job description not created yet)	Unknown	24
LLRC	Switch categorical funded portion of Administrative Assistant III salary to general fund	\$ 48,000.00	25
OIE	Institutional Research Specialist (100%)	\$ 96,245.00	26
Bus Srv	Financial & Technical Analyst (PT)	\$ 30,595.00	27
FAC Admin	PPT Admin. Asst. I	\$ 18,528.00	28
Bus Srv	Safety Coordinator/Risk Management	\$ 122,606.00	29
CTE	Earn & Learn Coordinator (PPT)	\$ 25,000.00	30
CTE	Administrative Assistant III for DOI, CTE	\$ 49,000.00	31
LLRC	Library Operations Assistant	\$ 79,614.00	32
LLRC	Computer Laboratory Specialist	\$ 84,068.00	33
Bus Srv	Administrative Assistant II	\$ 74,681.00	34
Going Forward Unfunded			
Commercia l Music	Staff Accompanist (Part Time)	\$10,200.00	
Music	Staff Accompanist	\$89,972.00	
CIS, CSC	CIS/Game Lab Aides - Student Workers	\$10,200.00	
CIS, CSC	Dean, Career & Technical Education	\$150,000.00	
Constructio n Technology	IDS Support	\$72,000.00	
Manufactur ing and Electronics	Lab technician for the CACT building	\$27,805.00	
Journalism	Student employee to handle technical aspects of publishing, currently funded through Academic Senate (and works well)	\$ 1,000.00	
Reading	Replace the Reading Paraprofessional position	\$46,332.00	
Reading	Making the Reading Paraprofessional a Part-time position	\$20,000.00	
Economics	IDS	\$ 81,160.00	

CTE	Marketing, PR, and Graphic Design Coordinator	\$ 49,000.00	
Food Srv.	FT manager, 12 month	\$ 67,103.00	
	PT FSW III	\$ 36,743.00	
	PT FSW I	\$ 30,174.00	
	PT FSW I	\$ 30,174.00	
	Educational Advisor (M)	\$ 90,948.00	
	Art Gallery Curator (.20 reassign time for FT faculty)	\$ 21,000.00	
	Electrician/Electronics/Automation faculty	\$ 68,000.00	
	STEM Counselor	\$ 50,000.00	

2014 Norco College Annual Admin. PR Equipment Requests

Dept.	Request	Total Cost	Priority
Maint.	Student Desks	\$ 50,000.00	1
Maint.	Upgrade LED Lighting (interior Library)	\$ 80,000.00	2
LLRC	Replacement Projectors for Industrial Technology Classrooms	\$ 60,000.00	3
LLRC	Audio and Visual System for West End Quad	\$ 60,000.00	4
CTE	Gaming software currently categorically funded	\$ 45,598.00	5
LLRC	Audio and Visual System for Applied Technology & CACT	\$ 80,000.00	6
Maint.	Flooring	\$ 20,000.00	7
LLRC	HD Camcorder for Video Production	\$ 8,500.00	8
Cust.	Lotus Pro Chemical Free Cleaning Machine	\$ 9,600.00	9
DOI	Benchmark Scanner	\$ 1,800.00	10
DOI	Staff Computers	\$ 5,661.00	11
DOI	Sharp copier for CRC	\$ 15,000.00	12
LLRC	Audio and Visual System for Theater 101	\$ 85,000.00	13
CTE	New computers for ATEC-109	\$ 30,800.00	14
VPSS	Transcript evaluation, degree audit and SEP software.	\$ 100,000.00	15
CTE	New computers for IT-124	\$ 30,800.00	16
VPAA	Art Gallery Sign	\$ 3,000.00	17
STEM	Instructional furniture and Audio Visual Equipment for newly renovated STEM Modulares	\$ 95,000.00	18
LLRC	New Student Computer Stations	\$ 10,500.00	19
CTE	Electrician trainee instructional equipment	\$ 180,000.00	20
Maint.	Lighting and Ceiling Tiles	\$ 250,000.00	21
LLRC	Streaming Media Server	\$ 30,000.00	22

DOI	Staff Printers	\$ 5,000.00	23
Maint.	Chairs for CSS dining & loft	\$ 25,000.00	24
Cust.	Hand Dryers	\$ 25,000.00	25
LLRC	Replacement of Library Gate Detection System	\$ 48,000.00	26
LLRC	Video Production Software	\$ 3,000.00	27
VPSS	Queuing System – Student Services	\$ 10,000.00	28
Maint.	Redesign Upstairs Library Air Condition System	\$ 350,000.00	29
Grounds	Dump truck	\$ 18,000.00	30
Grounds	Push mower	\$ 12,000.00	31
Cust.	Cordless battery backpack vacuums	\$ 6,300.00	32
LLRC	Teleprompter Kit w/IPAD for Video Production	\$ 2,000.00	33
Cust.	Carpet Machine Orbital Technology	\$ 3,700.00	34
LLRC	Digital Still Photo Camera Kit	\$ 4,500.00	35
Maint.	Portable Air Conditioners	\$ 5,000.00	36
OIE	Staff Computer	\$ 1,200.00	37
Grounds	Concrete trash cans	\$ 7,500.00	38
VPSS	Surveillance Cameras – Student Services areas	\$ 32,000.00	39
DOI	Color Copier	\$ 3,535.00	40
Grounds	Trencher	\$ 10,000.00	41
Cust.	Boost Floor Scrubbing Machine	\$ 9,000.00	42
Grounds	Line Edger	\$ 800.00	43
DOI	Scanner	\$ 500.00	44
LLRC	Boompole Microphone Kit for Video Production	\$ 2,000.00	45
Police	Gas mask filter	\$ 900.00	46
VPSS	VPSS/DOSS Copier/Scanner	\$ 8,500.00	47
Police	Tactical Helmets/Gas Masks	\$ 3,060.00	48

Grounds	Grappler	\$ 11,500.00	49
Police	Front counter computer for parking associated tasks queries	\$ 1,000.00	50
Police	Police car (Zero brand) electric/zero emissions	\$ 45,000.00	51
Cust.	Cube Towable Utility Truck and Lid	\$ 2,150.00	52
VPSS	VPSS Dual Monitors & arm mount (2)	\$ 956.00	53
Maint.	Upgrade EMS System Modules Controllers	\$ 150,000.00	54
VPSS	VPSS Printer/Scanner	\$ 378.00	55
Cust.	Batteries for Electric Pallet	\$ 1,000.00	56
Grounds	Tree Monitoring Software	\$ 9,000.00	57
VPSS	VPSS iPads (2)	\$ 1,382.00	58

Going forward unranked

CTE	Webpage for local internship/job postings	IS Staff support	
DOI	Monitor only	\$ 300.00	
	Headset for phone	\$ 200.00	
FAC			
Admin	Tablet	\$ 1,100.00	
	Desk top computer monitor	\$ 1,200.00	
Food Svs	Upright fridge	\$ 8,000.00	
	Glass door fridge	\$ 4,000.00	
	Fridge/freezer	\$ 3,000.00	
	Exterior Power outlets	\$ 2,500.00	
	Canopy & Sound System	\$ 500.00	

2014 Norco College Annual Admin. PR Space Requests

Dept.	Request	Priority
VPSS	CSS 2nd Floor Learning Lounge	1
VPSS	Norco College Amphitheater Cover	2
STEM	Food Service Space	3
CTE	Admin Asst. Workstation	4
Food Srv	Storage for catering equipment	5
CTE	Lab Tech II	6
CTE	Marketing, PR and Graphic Design Coord.	7
CTE	Sr. Applied Technician PPT	8
CTE	Earn & Learn Coordinator PPT	9

2014 Norco College Annual Admin. PR Professional/Organizational Needs Requests

Dept.	Request	Number	Requested Amount	Priority
DOI	Conference for lab techs	4	\$ 2,000.00	1
OIE	Survey Monkey Renewal		\$ 300.00	2
OIE	SPSS Renewal	2	\$ 450.00	3
STEM	Project Director Conference		?	4
VPAA	Strengthening Student Success Conference	1	\$ 1,200.00	5
Police	Advanced Officer Training	6	\$ 6,000.00	6
VPAA	Curriculum Institute	3 @ 1500	\$ 4,500.00	7
VPAA	CIO Conference (Fall & Spring)	2 @ 1200	\$ 2,400.00	8
Cust	Training & videos		\$ 8,000.00	9
Grounds	Training & videos		\$ 3,000.00	10
Food Srv	Training & classes		\$ 3,000.00	11
Maint.	Training & videos		\$ 18,000.00	12
Police	Parking Training	3	\$ 3,000.00	13

2014 Norco College Annual Admin. PR Other Needs Requests

Dept.	Request	Requested Amount	Priority
DOI	Shading for Glass/Green House in IT Building	\$ 32,450.00	1
Grants	Exterior furniture and concrete trash cans for the STEM Center.	\$ 6,000.00	2
CTE	Landscaping./seating for student meeting space in front of CACT	Unknown	3
CTE	Privacy fencing for the CACT	\$ 3,650.00	4
LLRC	Lynda.com Technology Training Database Subscription Renewal (3-year)	\$ 69,000.00	5
Food Srv	Uniforms	\$ 750.00	6
Grants	Landscaping	\$ 50,000.00	7
Grants	Permanent Signage	\$ 2,000.00	8
VPSS	Promotional Items	\$ 1,000.00	9
CTE	Gazebo on northern hill	\$ 8,675.00	10

2014 Norco College Annual Admin. PR Budget Augmentation Requests

Dept.	Request	Requested Amount	Priority
LLRC	Tutorial Services Tutoring Budget Increase	\$ 8,500.00	1
DOI	Establish budget for Organic Chemistry (12A, 12,B)	\$ 13,000.00	2
VPSS	Summer Advantage	\$ 70,000.00	3
VPAA	Budget to support art gallery	\$ 5,000.00	4
LLRC	Read 2 Succeed College Wide Reading Program Funding	\$ 12,000.00	5
DOI	Establish additional budget lines to support increased cost of operations due to secondary effects improvements in the sciences and one-time budget	\$ 2,500.00	6
LLRC	IMC Lamp Replacement Budget Increase	\$ 5,000.00	7
Cust.	Budget	\$ 40,000.00	8
VPSS	Soccer Program	\$ 25,715.00	9
Grounds	Budget	\$ 15,000.00	10
Grounds	Budget	\$ 30,000.00	11
Maint.	Budget	\$ 35,000.00	12
Maint.	Budget	\$ 35,000.00	13
Maint.	Budget	\$ 15,000.00	14

2014 Norco College Annual Admin. PR Long-Term Needs Requests

Dept.	Request	Fiscal Year Needed	Number	Requested Amount	Unranked
CTE	IT-124 computers	15/16	28	\$ 30,800.00	
OIE	IR Specialist (25%)	15/16	25%	\$ 24,061.00	
FAC	Replacement of underground piping			\$ 750,000.00	
OIE	IR Specialist (50%)	16/17	50%	\$ 50,100.00	
Maint.	Moving Truck			\$ 50,000.00	

2014 Norco College Annual Admin. PR Computer Equipment Requests

Dept.	Request	No.#	Total Cost	Priority
CTE	New computers for IT-124	28	\$ 30,800.00	1
CTE	New computers for ATEC-109	28	\$ 30,800.00	2
DOI	Staff Computers	4	\$ 5,661.00	2
LLRC	New Student Computer Stations	11	\$ 10,500.00	2
OIE	Staff Computer	1	\$ 1,200.00	3
Police	Front counter computer for parking associated tasks queries		\$ 1,000.00	3
VPSS	VPSS Dual Monitors & arm mount (2)	2	\$ 956.00	3
DOI	Monitor only	1	\$ 300.00	4

Chancellor's Goals 2014-16

(10/21/14)

A. Creating a Climate of Stewardship

Stewardship is about protecting something worthy of caring for and preserving. In our work, I believe fundamentally that we need to establish a standard of care for our students, our employees, our facilities, and our resources. To achieve this standard, I will act to ensure that:

- our colleges and other facilities are **ADA compliant** and have adequate multi-lingual **wayfinding signage**;
- we comply with all **safety codes and standards**;
we set and meet **lighting standards** that ensure our students and employees feel safe while on our campuses and while at work, particularly in the evening;
- we set and follow **architectural standards** that ensure the architectural integrity of our colleges over time and independent of leadership;
- we assess our **police staffing levels** and policing protocols that ensure our colleges are safeguarded and our communication and training systems are comprehensive;
- we safeguard our physical assets through **maintenance and life-cycle planning** and safeguard our fiscal assets through routine **audits**.

B. Creating a Climate for Participatory Decision-Making

Given our recent transition from a multi-campus district to a multi-college district, it should not be surprising that our architecture for decision-making is reflective more of our past state than our current reality. It is apparent to me that we successfully navigated the transition to three separately accredited colleges. I believe it is now my responsibility to ensure that our governance structures and our architecture for decision-making evolve to a more *college-centric model*. To that end, I will act to create a climate within the RCCD for such that includes:

- the **mapping of all our committees, councils, and taskforces** to fully delineate what happens where and where decisions are made;
- the **mapping of the functional areas** within the RCCD so that there is no confusion as to who owns which function (college vs. district office);
- the re-visioning of our **architecture of decision-making** to create a more **college-centric model**;
- the creation of a shared governance/participatory decision-making **handbook** for use by all employees;

- the creation of processes that formally **charters** all committees within specific timeframes;
- the creation of a process to **memorialize all decisions** and record them for the district community as a whole to review.

C. Creating a Culture of Intentionality

Despite our very successful accreditation efforts, I believe that we, as colleges comprising a district, can act with increased **intentionality**; that is, all our actions can and should be taken **on purpose**. We should act in ways that *strategically* drive our planning efforts to the ultimate achievement of our goals of student access, success, and equity of outcomes. To that end, I plan to begin the work it will take to ensure that:

- we have a strategic planning effort that focuses on **access, success, and equity** that enables:
 - the **integration of our college strategic planning efforts** with our Student Success Initiative plans, our CTE/Perkins plans, and our Equity plans;
 - the creation of both consistent **metrics** for analyzing our outcomes and **processes for sharing our progress** to goals;
 - the **linking** of our strategic planning efforts, our facilities master planning, and our budget allocation processes;
- we create **protocols for our communications** to the State Chancellor's office to ensure that all our state reporting is accurate and has been monitored by the college leadership;
- we have a coherent and strategic **legislative agenda** at both the federal level that seeks both funding and legislative support for those programs and issues that will benefit the District;
- we seek **philanthropic and grant resources** to provide the extra margin of excellence need to ensure student access, success, and equity.

D. Creating a Culture of Care

As the Chancellor, I see valuing the work of others to be integral to the mission of the RCCD. In a similar vein, I see caring for all the assets of the District, both physical and human, as my responsibility. To that end, I plan to ensure that:

- we sustain and nurture our culture of respect for **diversity and equity**;
- we sustain gender equality through **Title IX** compliance;
- we complete our **negotiations** with CTA and CSEA;
- we complete the **hiring** of individuals for key leadership positions;
- we complete the **Measure C** facilities projects;
- we complete the **Accreditation cycle** by submitting all progress reports;
- we initiate a **sustainability agenda** to reduce the RCCD carbon footprint.