

Institutional Strategic Planning Council
February 21, 2018
ST 107 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson (Faculty Accreditation co-chair), Melissa Bader (Faculty Chair), Ceila Brockenbrough, Peggy Campo, Chris Castillo (ASNC Rep.), Leona Crawford, Monica Esparza, Daniel Landin, Ruth Leal (Staff Chair), Sam Lee, Mark Lewis, Barbara Moore, Chris Poole, Bryan Reece (Admin. Chair), Jim Reeves, Mitzi Sloniger

Guests Present: Cathy Brotherton, Kevin Fleming, Colleen Molko

Call to order: 1:07pm

Approval of Minutes:

Approval of minutes from November 29, 2017 MSC (Lewis/Campo)

Corrections: None

Approved.

Approval of minutes from December 8, 2017 MSC (Castillo/Lee)

Corrections: None

Approved. 1 Abstention

I. Action Item:

- A. Full Stack Web Development (Colleen Molko)
(Crawford/Castillo)

Cathy Brotherton presented the information on the program, which has passed through curriculum tech review. Handout.

The committee discussed the types of jobs students could obtain from the program.

Questions/Comments:

Will additional resources be needed for this program, the response was no.

Approved.

- B. Technology Prioritization Lists (Ruth Leal)
MSC (Castillo/Anderson)

The committee reviewed and discussed technology requests provided from instructional and administrative program reviews. The lists are prioritized by the Technology Committee with low, medium, or high priority and forwarded as a recommendation to the President's Cabinet (President and VPs).

Handout.

Approved.

C. Marketing Committee Proposal (Bryan Reece & Ruth Leal)
(Castillo/Crawford) The proposal for making Marketing Committee a subcommittee of ISPC was presented by Ruth Leal.

The committee discussed moving forward with this proposal; the following is a list of the discussion points:

- The proposed committee will have a tri-chair system and include participants with different areas of expertise.
- This will be a standing committee of ISPC whose purpose is assigned by ISPC, other standing committees include:
 - Grants Committee
 - Legacy Committee
 - Technology Committee
 - Safety Committee
- In general, we overstaff committees we should be leaner. Smaller = more effective. Need to create a culture of communication to better relay to constituent groups what is happening in ISPC.
- In transitional change, more voices are helpful; therefore, we should have more people sitting on the committee.
- The Tri-chair structure is designed to provide equal representation however if they do not vote, what do the Tri-chairs do? They set the agenda and moderate however, the largest task is ensuring the work of the committee is completed. Coordinating efforts on a rotational basis.
- If the culture is one where people are invested and understand their role, they show up for who they represent, the point is well taken about efficiency and small numbers.
- Output of the committee comes through ISPC, reviews and approves the work of the committee.
- The question is if this is an overinvestment in human capital, how much time is invested, and are we wisely utilizing our human capital?
- How will this committee work with the District marketing committee? Recommendation: part of this committee should be representation at the District level.
- Suggestion considering make a recommendation for annual funding. Discussion on budget, assigning budget, district matching.
- Does this committee have authority to say you cannot do something? Yes. Needs clarification.

- Commended the free exchange of ideas, robust discussion.
- Discussion will continue and will review as part of the strategic plan, size, membership, budget, and purpose.

Approved. 1 opposed.

II. Committee Reports

A. None

III. Information Items:

A. Retreat Report (ISPC Co-Chairs)

The co-chairs remarked that the conversation about organizing the college around schools seemed to be a positive discussion and has made some progress. We contacted our consultant, Deborah Shepley from Gensler for the preliminary work on the Educational Master Plan and the Facilities Master Plan. Faculty will be contacted to participate once the work begins in earnest.

B. Enrollment Management Update (Melissa Bader)

District enrollment management there is good news, looking better than projected, p2 is April 15th so we want to conservatively look forward to that. Melissa reviewed target numbers shared in the meeting. Recommendation, because of the new reporting requirement by the state we need to transition to real numbers. The funding formula is 50% enrollment FTES, 25% Student Support Services, 25% performance based funding (not defined yet).

Early registration is a difficulty though we are trying to match our neighboring colleges; there is discussion at the college/district level about the feasibility of this change. Registering for spring before students leave fall. Proposed launch: Oct. 18 (Fall) Winter and Spring 2019 registration. This could improve the quality of our PT faculty with early planning. IT workgroup for Enrollment Management is led by Christopher Blackmore.

C. Mission, Vision, Values, Core Idea & Tagline (ISPC Co-Chairs)

Last term there was discussion about revising our mission and vision, we need to state who we are and what we do. The mission statement must comply with the four standards of ACCJC. The vision is what we aspire to be. What do we want to be? This will help us get a sense of where we are going.

There is a process for what we need to do to change our mission statement.

<http://www.norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/Procedure-Review-Mission-Statement.pdf>

Kris Anderson will send an email detailing the criteria from ACCJC with regard to the college mission statement. We will vote to keep or revise at the next meeting.

D. Academic Reorganization/Institutional Advancement (Bryan Reece)

Dr. Reece discussed three big projects 1) planning to wrap in strategic project plans 2) academic reorg started at retreat and continued to a certain extent to structure it around the four schools 3) the funding needed to get there and how to coordinate them under an institutional advancement umbrella. Dr. Lee has been tasked with setting up an ad-hoc committee co-chaired by Dr. Lee and Peggy Campo. The committee will provide a recommendation, which will be vetted through our strategic planning process.

The face of the institution to the outside world, public relations, fundraising, etc. assists in garnering support for the institution. Jim Reeves has been tasked with convening a workgroup to look at models of other institutions and make a recommendation about what that might look like for Norco College. Including what type of position will be needed and where it would fit in the structure. This group will also develop a position description and strategy to build that arm of the institution that will be needed to grow, if you are interested, please let Jim Reeves know.

IV. Good of the order

- Kris Anderson provided copies of the latest strategic planning update. Regular updates are sent via email every couple of weeks.
- Changes have begun on Third Street; the Hawk system is en-route.
- March 2 second annual snow day, free to the public.
- Budget Workshop details are forthcoming.
- Diversity Center will open as soon as furniture arrives, CSS-216.

Next meeting: March 7, 2018

Meeting adjourned: 3:10pm

Minutes submitted by Denise Terrazas

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R___ M___ N_X__

Certificate/Program Title: Full Stack Web Development

PROGRAM PREREQUISITE:

None

SHORT DESCRIPTION of PROGRAM

The Full Stack Web Development Certificate of Proficiency is designed to prepare students for employment as a Full Stack Web Developer.

PROGRAM LEARNING OUTCOMES

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

- Use fundamental web-media languages/software tools to construct both static and dynamic web pages and to authenticate users and interface with a database
- Use web development tools to expand the functionality of websites and web apps and to shorten the project development time
- Develop a personally-selected web-app and develop a description of its functionality in oral and written communication

Required Course (8 units)

		<u>Units</u>
CIS-77	Full Stack Web Development	8

Total Units: **8**

2017 Norco College APC Annual Program Review Technology Requests Prioritization List by the Technology Committee

Dept.	Request	Justification	Instructional/ Non-Instructional	# of Items	Total Cost	New/Replacement	Recommendation (High/Medium/Low)	Reviewer Comments	Recommended Action
AHWL- Music	Business Class Color Printer	Needed for programs, flyers, tickets, CD art mock ups, presale fundraising forms, advertising sales forms, and other course and program specific applications.	N	1	\$ 697.00	New	Low-2		
AHWL- Music Industry Studies	Logic Software	Needed for MIS 3, MIS 4, and MIS 7 courses; particularly MIS 7. Specialized music production software. Most widely used DAW 2nd to Pro Tools. 3 faculty and approximately 100 students per year will directly benefit from this equipment/technology.	I	35	\$ 4,500.00	New	Medium-13	Benefits/Impacts students	
AHWL- Music Industry Studies	60" or larger Flat-screen Television for studio with cabling and adapter to connect to computer	Big screenTV would allow more students to see details of sessions and mixing in progress in the Recording Studio. 3 faculty and approximately 70 students per year will directly benefit from this equipment/technology.	I	1	\$ 7,220.00	New	Medium-10	Benefits/Impacts students	
AHWL- World Languages	Replace student laptops in Language Lab	Current laptops were purchased in 2011	I	32				The laptops were replaced twice. Once in spring 2017 due to laptops purchased that did not fit the drawers and then again in fall 2017.	
BEIT- Business, Management, Marketing	New Computer and Printer for Rex Beck	Rex's computer has not been replaced since who knows when. Faculty in Business need to have up to date equipment in order to effectively use the many and varied programs and applications that are used in our industry.	N	1	\$ 2,388.52	Replacement	Low-3	Asset tag is #065941. Purchase date in inventory is 6/30/16. Lifecycle still efficient.	Computer was replaced in 2016.
BEIT- CIS/CSC & CAT	IT-127 New instructor terminal	The current computer does not adequately run all the software needed for this classroom. It takes 5-10 minutes to boot and it does not allow the instructor to use SchoolVue to demonstrate on the student's machines.	I	1				In summer 2017, TSS removed old software and updated the drivers for the current computer and it runs well now. Request no longer needed per CIS faculty.	
BEIT- GAME Simulation and Game Development	Wacom Tablets	All of our art centric courses are centered around the use of technology to complete artistic tasks. Wacom tablets undergo a great deal of wear and tear given the fact that they are drawing surfaces that degrade in quality over the years. Wacom tablets are also frequently updated by the manufacturer. As such, it is critical that we upgrade and replace defective ones.	I	30	\$ 2,600.00	Replacement	High-1	Benefits/Impacts students	
BEIT- GAME- Simulation and Game Development	Printer for IT 125	The printer in this classroom is broken. The cost to repair it is \$250. The cost of a new, networked printer is \$800.	I	1	\$ 800.00	Replacement	Medium-5		
BEIT- GAME- Simulation and Game Development	Printer for ATEC 118	The printer is old, loud and breaks frequently. So far it has been repaired, but the classroom is frequently without a printer.	I	1	\$ 3,800.00	Replacement	Medium-6		
BEIT- Manufacturing/ Machine Shop Techn/Supply Chain Tech/Electronics	Software for the CMM Machine	This software will be used in ENE 52, MAN 38, 39 and 56. A coordinate measuring machine (CMM) is a device for measuring the physical geometrical characteristics of an object. This machine may be manually controlled by an operator or it may be computer controlled. Measurements are defined by a probe attached to the third moving axis of this machine. We have the machine but it no longer works because the current version works with windows XP. How many students/Staff/ departments will directly benefit from this equipment/ technology? ENE 52, MAN 38, 39 and 56 students will be using this machine. Most of these classes have about 20 students in them.	I	1	\$ 30,000.00	NEW	Medium-7		
BEIT- Manufacturing/ Machine Shop Techn/Supply Chain Tech/Electronics	Fluid SIM Software	This software is used in MAN-60 and 64 and most of these classes have about 20 students in them. This software shows the simulation of many fluid power logics. It also has the ability to show the students how PLCs can control fluid power systems. We have been using this software for many years and the version is the same age as the industrial technology building.	I	1	\$ 300.00	Replacement	Medium-4		
BEIT- Manufacturing/ Machine Shop Techn/Supply Chain Tech/Electronics	Upgrades to the computers in CACT 2	Replacement will soon be needed and these computers are quite slow. The new computers should have more ram better processing speeds and at least five of these computers have floppy disk in them since some of the CNC machines still use floppy disk.	I	26	\$ 2,000.00	Replacement	High-3	Benefits/Impacts students	
BEIT- Manufacturing/ Machine Shop Techn/Supply Chain Tech/Electronics	A better licensing server to run the Mastercam and Solidworks	We are constantly having the licensing that runs Mastercam and Solidworks break down.	I	1	Did not provide	NEW	Low-5		
COMM -Library	Proposed library platform	The district libraries share one Integrated Library System (ILS). Migrating to this platform provides a one-stop search feature integrating books, articles, and multimedia. The California Community College System is looking to implement a state-wide ILS for all libraries.	I	1	\$ 600,000.00	New	Medium-12		
M&S -Anatomy & Physiology	Rooms ST 211 & ST 207. Goal to purchase a college license for the Visible Body software. This would allow students to visualize the human body in 3-D images that can be manipulated.	Improvement of instruction: For a course sequence like AMY 2A and 2B it is impossible to use human cadavers unless they have been dissected in a Gross Anatomy class; which we don't offer in our district. Otherwise, the human specimen is too time consuming for a class that combines anatomy and physiology. This is directly benefit the faculty and the students. In the near future virtual dissections will become the preferred method for lecture laboratory analysis of the human body.	I		Did not provide	NEW	Low-4		
M&S -Anatomy & Physiology	For room ST 207: Goal is to purchase 32 upgraded laptops with functional batteries to replace current laptops.	These laptop computers are used in virtual physiology experimental labs in physiology. Current ST 207 laptops have reached the end of their service life but can be transferred to ST 211 and repurposed.	I	32	\$ 6,000.00	Replacement	Low-1		

M&S - Biology, Health Science & Microbiology	New laptop computers (replacements) for IT 128	Current computers are failing. This affects 40 students each semester	I	40	\$ 2,400.00	Replacement	Medium-15		
M&S - Biology, Health Science & Microbiology	New computer and software update for ELISA plate reader	This equipment is 10 years old. The software needs a current computer system to run properly. This affects/benefits 60 students each semester.	I	1	\$ 2,000.00	Replacement	Medium-16		
M&S - Kinesiology	Desktop Computers *Faculty (Wallstrom) Classroom (WEO 3&8)	Both desktop computers are very slow starting and running. Both computers freeze up and have difficulty loading software that is necessary for classroom preparation and/or classroom instruction. This directly benefits 2000 students per year.	I	3	Will need to be negotiated	Replacement	Medium -3		
M&S - Kinesiology	Clicker Technology	Students in classes who is uncertain within Kinesiology, approximately 600 students on a yearly basis. Turning Technology has been utilized by instructors' campus-wide for approximately 6 years. In order to transition to Turning Point Cloud a contract will be necessary to gain the benefits of a license. The older Turning Point technology is no longer compatible with the new computers. Unless arrangements are made, we will lose access to this interactive classroom in the current configuration. The data projector in LIB 108 is pointed toward the smaller white board. Because there are a lot of Math classes in LIB 108, it is better to have more white board space -- which LIB 108 does have, but it's on an inaccessible wall. Re-orienting the data projector is required to utilize this longer white board space. This affects/benefits up to 400 students and 10 faculty per semester.	I	1	\$ 1,331.80	Replacement		Request no longer needed per Kinesiology faculty.	
M&S - Mathematics	Change orientation of data projector in LIB 108	In the current configuration, the data projector in LIB 108 is pointed toward the smaller white board. Because there are a lot of Math classes in LIB 108, it is better to have more white board space -- which LIB 108 does have, but it's on an inaccessible wall. Re-orienting the data projector is required to utilize this longer white board space. This affects/benefits up to 400 students and 10 faculty per semester.	I	n/a	Did not provide	Replacement	Medium-17	IMC is currently working on design quotes for this classroom.	
M&S - Mathematics	Update the document camera in the following classrooms: ATEC 204, ATEC 210, and ATEC 211	The current document cameras are mostly inaccessible and hard to straighten: when used, too much time is spent on adjusting the camera and the writing surface material. This affects/benefits up to 1,200 students and 30 faculty per semester.	I		Did not provide	Replacement	Medium-18	These requests are on the IMC program review already. This is a duplicate request. IMC will provide the necessary quotes.	
M&S - Mathematics	Classroom Projector/screen placement	The total numbers of how much this affects/benefits students and faculty per semester is unknown. Current classroom projectors are not well suited for mathematics instruction, placing the projection in the center of the board and leaving small areas on either side of the whiteboard for use. New projectors would be placed above the whiteboard and project down immediately onto the board near the sides so instructors can efficiently utilize the rest of the board in conjunction with the projection.	I		Did not provide	Replacement	Medium-19	These requests are on the IMC program review already. This is a duplicate request. IMC will provide the necessary quotes.	
SBS - History	Update office computer	Office computer for Stephany Kyriakos is old and out of date.	N	1	DID NOT SUBMIT A REPORT	Replacement	Medium-13	Asset tag #38113 Lenovo Computer 6075C10 purchased 1/9/09. This computer is part of Phase I and should have been replaced in summer 2016.	Recommend replacing this computer with the computers in the warehouse since it was supposed to be replaced in summer 2016.
SBS - Political Science	Laptop computer	Needed for online, hybrid, and web enhanced classes. Allows for technology to be used in the classroom even if JFK classrooms do not allow for their computers to have internet access. This will directly benefit 250-300 students per semester.	I	1	\$ 250.00	NEW	Medium-11		
SBS - Political Science	Shredder	Needed to responsibly dispose of already proctored exams and appropriate essay assignments. This will directly benefit all members of the POLS faculty.	N	1	\$ 2,000.00	NEW	Low-6		
SBS - Political Science	IT 121 Computer Replacement	The computer frequently will not access the internet and is extremely slow. Very difficult to use media resources which is detrimental to student learning. Almost all POLS courses are held in this room, so it has high usage by the department. This will benefit hundreds of POLS students a semester and other departments.	I	1	\$ 4,500.00			Request no longer needed. Per faculty, the computer has been replaced.	
SBS - Political Science	Replacement of overhead projector in ITT 122	Flickering of light and yellow discoloration even after repeated requests for cleaning and replacement of bulb changes. Students assert that this is distracting, difficult to read, and decreases student learning. This will benefit hundreds of POLS students a semester and other departments using IT 121.	I	1	\$ 700.00	Replacement	High-2	Projector was replaced 2 years ago. All other A/V systems will need to be replaced as well. This is on the IMC program review as well.	If funded, infrastructure and installation is needed. A quote needs to be provided by IMC.
SBS - Political Science	Computer Tablets: utilization for POLS discussion groups	Distance education and use in hybrid courses and simulations in face-to-face courses. This will benefit over 250 or more POLS students a semester.	I	2	\$ 649.00	NEW	Medium-9		
SBS - Psychology	Poll Everywhere	PollEverywhere.com is a live interactive audience participation tool that allows professors to engage students in class in real time. Using this tool allows professors to create questions for live interaction in class, invite students to respond using any web enabled device, and display the results in real time. This encourages student participation and enriches the classroom experience. Students can get immediate feedback about their understanding of concepts and engage in retrieval practice during class. This will benefit all PSY students and faculty each semester.	I	1	\$ 4,000.00	NEW	Medium-14	New pricing: \$42/month billed annually (\$504 total: up to 100 students, 2 instructors simultaneously) - This level is acceptable to requesting faculty and entered by their request. Additional options available for college-wide use.	
AAI	Laptops for Student Checkout & Cart (Library)	Technology Committee has recommended laptops be purchased for the library to add to student computer access and flexibility of location for studying.	I	25	\$28,000	NEW	High-4	Benefits/Impacts students. This purchase will provide additional computer access for students in their main location for computer access as stated in the previous Technology Surveys.	Recommend purchase. If purchased, a quotation for a laptop cart will be provided by IMC.
AAISS	Streaming System Replacement	Current streaming system is at end of life. Streaming is used to broadcast events and trainings held in CSS 217. A new streaming system with mobile capabilities could be used to highlight events like graduation, concerts, etc throughout the college and stream to YouTube.	I	1	\$ 23,000.00	Replacement	Medium -2		
AAISS	Digital Signage Kiosk (Library)	Library could list more and updated information more efficiently for students in a digital format as opposed to the current static signage.	I	1	\$ 4,000.00	New	Medium-8		
AAISS	Interactive Projectors for Library Study Rooms	Library study rooms were checked out by students 10, 044 times for group study purposes during the 16/17 academic year. Interactive projectors would enable student study sessions to use technology to maximize effectiveness and increase student success.	I	7	\$ 42,000.00	New	Medium -1		

2017 Norco College BFPC Annual Program Review Technology Requests Prioritization List by the Technology Committee

Dept.	Request	Justification	Instructional/Non-Instructional	# of Items	Total Cost	New/Replacement	Recommendation (High/Medium/Low)	Reviewer Comments	Recommended Action
TSS	Microsoft Surface Books		non-instructional	5	\$15,000.00	new	Low-7	Need more detail.	
TSS	Microsoft Surface Pro 4		non-instructional	5	\$7,500.00	new	Low-9	Need more detail.	
TSS	MAC Books/Laptops		non-instructional	5	\$15,000	new	Low-12	Need more detail.	
TSS	Apple IPAD Pros		non-instructional	5	\$5,000	new	Low-10	Need more detail.	
TSS	2TB Portable Hard Drives		non-instructional	5	\$1,500	new	Low-4	Need more detail.	
TSS	MACPROs		non-instructional	5	\$8,000	new	Low-11	Need more detail.	
TSS	Pro Tech Tool Kits		non-instructional	5	\$350	new	Low-6	Need more detail.	
TSS	Cisco Network Switches		non-instructional	2	\$2,000	new	Low-5	Need more detail.	
TSS	4K Computer Monitors		non-instructional	13	\$7,800	new	Low-8	Need more detail.	
TSS	Library Classrooms AV System upgrade (108,109,110,121). Updated by JR using data provided by DL.		Instructional	4	\$60,000	New	Medium-6	Need more detail.	
TSS	Theater 101 Classroom AV System upgrade. Updated by JR using data provided by DL.		Instructional	1	\$25,000	New	Medium-2	Need more detail.	
TSS	WE02 Classroom AV System upgrade (W2, W3, W4, W5,W6, W7). Updated by JR using data provided by DL.		Instructional	1	\$60,000	New	Medium-1	Need more detail.	
TSS	CSS217 Projection System upgrade		Instructional	1	\$30,000	New	Medium-4	Need more detail.	
TSS	IT 101 and IT 11 7 AV cabling infrastructure upgrade		Instructional	1	\$30,000	New	Medium-9	Need more detail.	
TSS	Conference Rooms Video Conferencing System upgrade (ST 107,IT 218, CSS 219 and CSS 216). Updated by JR using data provided by DL.		Instructional	5	\$100,000	New	Medium-7	Need more detail.	
TSS	IMC Wireless Microphone System for Events		Instructional	1	\$4,000	New	Low-1	Need more detail.	
TSS	IMC Portable Sound System		Instructional	1	\$3,000	New	Low-2	Need more detail.	
TSS	Applied Technology Classroom AV Technology (ATEC 109, 210 and 211)		Instructional	1	\$45,000	New	Medium-3	Need more detail.	
TSS	Humanities Classroom AV Technology Upgrade		Instructional	1	\$30,000	New	Medium-5	Need more detail.	
TSS	IMC portable projection system with screen (2) for college-wide events.		Instructional	2	\$10,000	New	Medium-6	Need more detail.	
TSS	CSS Video Wall AV Technology Upgrade		Instructional	1	\$80,000	New	Medium-8	Need more detail.	
TSS	Increase in IMC EMD budget line for projector lamps.		Instructional	2	\$10,000	New	Low-3	Need more detail.	
Facilities	iPad for EMS Control	Improve maintenance efficiency. Access EMS system using iPad so that heating/cooling system can be accessed anywhere on/off campus to address the issue in a timely manner. Also, allows for continuous monitoring.	N	2	\$1,000	New	Medium-10		
Technology Committee	Computer Replacement Lab Refresh Plan Phase II	As part of Norco College's Technology Strategic Plan, the replacement of lab computers are in a refresh cycle of phases. Two labs were part of Phase I and were not funded as part of the resource allocation process in 2016/2017. Therefore, the Technology Committee included IT121 and CACT in the Phase II recommendation.	I	178	\$232,000	Replacement	High-1	IT 121 computers efficiency per Micro is Fall 2013 and CACT Spring 2017. IT 202 and IT 208 efficiency is Fall 2018. ATEC 109 efficiency is Winter 2018. IT121 and CACT2 should be in Priority 1 and IT202, IT208 and AT109 should be in next priority.	Recommend purchasing new computers for these labs that provide instruction.

Technology Committee	Computer Replacement Office Refresh Plan Phase III	As part of Norco College's Technology Strategic Plan, the replacement of office computers for faculty and staff are in a refresh cycle of phases. The Technology Committee recommended a shortened phase for 2018 of 18 computers.	N	18	\$ 23,400.00	Replacement	High -2	Student benefit/impact. As part of accreditation, Norco College has a refresh plan and this is Phase III to replace old, outdated computers as part of the refresh cycle.	Recommend purchasing new computers for this student area and adjunct faculty use.
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2017 Norco College SSPC Annual Program Review Technology Requests Prioritization List by the Technology Committee

Dept.	Request	Justification	Instructional/Non-Instructional	# of Items	Total Cost	New/Replacement	Recommendation (High/Medium/Low)	Reviewer Comments	Recommended Action
A&R	All in One Fax Machine	A&R fax machine is over 10 years old and no longer feeds properly.	N	1	\$330.00	replacement	Medium-10		
A&R	QLESS	A queue management system to eliminate lines in service areas. Text feature sends reminders to students minutes before they need to meet with a representative. System can be installed in multiple departments with a single purchase.	N	1	\$10,000.00	new	Medium-11		
A&R	Network Printer	Existing printer continues to malfunction and is over 5 years old.	N	1	\$960.00	replacement	Medium-8	-5 years, Tag #:036777: HP Printer 4250TN purchased 3/24/08. Printer is 9 years old.	
Counseling	Dedicated shared server for use exclusively by counseling department	As counseling of Norco College students continues to increase in emphasis, it is essential that all counseling faculty and staff are able to operate from the same resources and information. Due to the expanded nature of operations, a dedicated server location, accessible by on and off-campus personnel will allow for a more smooth and consistent	N	1	Unkwn	New	Low-3	TSS recommends the department should consult Network about this need.	
Counseling	Computers (Lenovo) - 16	The heavily used student workstations in the counseling area that require access to web-based technology need to be replaced.	N	16	\$19,400.00	Replacement	Medium-1	This item has been updated. Six computers were already updated, however there are still five that have not been upgraded and that are over three years old. Asset tag #48125, 48123, 48119, 48120, 48121 purchased 3/6/12. They state that 6 computers were updated and 5 more need to be. This request is for 16 computers. Student benefit/impact.	5 computers all five years old. Need to revise total cost to reflect only five computers needed.
EOPS	Ipad Pro 10.5" (64gb) w/Apple Care.	EOPS Counselor will use this device for EOPS/CARE related duties.	N	1	\$810.97	New	Low-2	Micro recommends a laptop instead of iPad. Recommend a regular laptop instead of Ipad. Laptops are more sturdy and would be more compatible with other schools technology requirements.	
EOPS	Ipad Pro 10.5" keyboard cover.	This is an essential accessory for functionality and protection of the device.	N	1	\$140.02	New	Low-4	This goes with the iPad request. See note on that request.	
EOPS	Lenovo Desktop Workstation	Should an EOPS/CARE Specialist be hired, a desktop workstation is needed.	N	1	\$1212.49	New	Medium-7	If this person has been hired this is important. There is no info on whether this position was filled.	
Student Employment	Electronic Time Sheets	Handling nearly 300 students time sheets on a monthly basis is extremely time consuming and archaic. Both RCC and MVC have also lobbied to get electronic time sheets. The roadblock is at the district level with Information Technology. However, we need to find a way to get them on board so we can move save time, human resources, and be more accurate in the way we operate Student Employment Services.	N	1	\$30,000.00	New	Medium-5	There are things not filled in and would it take extra setup from IT department. Student benefit/impact.	
Student Life	Copy and Printing Machine	ASNC received a hand-me-down copy machine from Student Services about 5 years ago. We are grateful for it; however, over the past two years, the machine is constantly in need of repairs and servicing. It jams often and the warranty is no longer valid. The repairman has suggested on several occasions that it needs to be replaced.	N	1	\$7,500.00	New	Medium-3	It was reported that the copy machine may be 12 years old, but not exactly sure. It was given to ASNC in 2012 from the VP of Student Services. Equipment # 7696; Serial # 95002795	
UB Centennial	Desktop Computer	Upward Bound would like to request one desktop computer to take to Centennial High School. We have a second office at the site and we currently have been using the same computer for the last 6 years.	N	1	\$1,500.00	Replacement	High -3	RCCD Tag:044141 M91p Lenovo Desktop ThinkCentre purchased 9/29/11. Computer is six years old. Information was not in inventory. After researched it was noted the purchase date. Computer is out of date and needs to be replaced.	Recommend purchase.
UB Corona	Desktop Computer	Upward Bound would like to request one desktop computer to take to Corona High School. We have an office at the site. We're on our third used replacement computer.	N	1	\$1500.00	NEW	Medium-2	There is currently no RCCD computer at the high school. Corona H.S. provided a laptop. Even though this is a new purchase it seems it is as important as the one for UB Centennial (above).	
UB Norte Vista	Desktop Computer	Upward Bound would like to request one desktop computer to take to Norte Vista High School. We have a second office at the site and we currently have been using the same computer for the last 6 years.	N	1	\$1500.00	Replacement	High -2	RCCD Tag: 042684; purchased 10/4/10. Computer was part of Phase II and should have been replaced in summer 2017.	The computer is 7 years old and should be replaced with the computers in inventory that were purchased for Phase II.
Veterans	Computers/Monitors	5 Computers are needed to facilitate Veteran Student usage for classwork. An additional 3 Computers are needed for Veteran Resource Center staff to facilitate the necessary timeline involved with veteran student benefits. All computers need printing availability. Currently out of the 3 student computers in the VRC, only one is able to print.	N	8	\$37000.00	Replacement (6) & New (2)	High -1	Asset tag 44032, 44017, 44027 are all Dell Precision T1600 8/11/2011; and 48113, 48137, 48110 were purchased 3/26/12. Computers are 5 and 6 years old. 5 year old computers were repurposed from STEM classroom and not in inventory. 6 year old computers purchased as part of Measure C but information was not in inventory. Updated inventory now.	Recommend purchase.
Veterans	Printers	2 Printers are needed to facilitate the needs of the VRC. One printer is needed for student use. The other printer is needed for VRC Staff which utilizes confidential record keeping of students.	N	2	\$8,865.00	new	Medium-6	Student benefit/impact.	

	Phones	4 phones are needed to assist the VRC staff with helping veteran students with information on using the benefits.						
Veterans			N	4	\$1125.00	new	Low-1	Student benefit/impact.
SS Admin	Surface Pro Laptops (5)							
		New dual enrollment staff to work off-site at various high school locations.	N	5	\$8,905.00	New	Medium-9	Micro recommends a laptop instead of iPad. Recommend a regular laptop instead of Ipads. Laptops are more sturdy and would be more compatible with other schools technology requirements.
SS Admin	Computer Laptop (5)	New dual enrollment staff to work off-site at various high school locations.	N	5	\$5,855.00	New	Medium-4	

Proposed Marketing Committee Spring 2018

COMMITTEE PURPOSE

As a standing committee of ISPC, the Norco College Marketing Committee works together to build a consistent and recognizable brand for Norco College that is representative of the college community.

COMMITTEE GOALS AND OBJECTIVES:

- Style Guide
- Marketing Plan and Budget
- Outreach Plan
- Marketing and Outreach Campaigns

COMMITTEE ALIGNMENT WITH NC'S MISSION

- The committee will align branding and marketing to the college's mission and strategic plan.

PROPOSED COMMITTEE MEMBERSHIP:

2 Administration Representatives
2 Student Representatives
3 Classified Staff Representatives
3 Faculty Representatives

Faculty appointments will be made by the Academic Senate.

Classified staff appointments will be made by CSEA.

Management appointments will be made by the President's Executive Cabinet.

Student appointments will be made by ASNC.