

NORCO COLLEGE FY 2016-17 Budget Development
Staffing Requests
Student Services Planning Council

Department	Description	Instruc (I) or Non-Instruc (NI)	Requested Amount	Justification/Comments	Scoring					
					Institutional Strategic Planning Initiatives (30 pts)	Current Staffing (30 pts)	Student Success (20 pts)	Outcomes Assessment (20 pts)	Total Score	Priority
DRC	Director (FT)		\$157,281.00	The DRC continues to see increases in the number of students it serves and complexity of issues resulting from their disabilities. For example, Norco College has a growing population of students on the Autism Spectrum Disorder (ASD) and those with psychological disorders. Meeting the accommodation needs of these students requires specialized training of staff, raising awareness among faculty and staff, and working more closely with parents and disability advocates. DSPS as a program is also in the midst of a statewide Title 5 Regulation revision process that will bring significant changes to DSPS/DRC operations at all 113 community colleges. With significant growth of the program, demands to meet the complex nature of our student population, and maintaining compliance to state and federal laws and policies, the DRC requires a full-time director dedicated to the department. The funding for the director position requires general funds.					87.4	1
EOPS	EOPS.CARE Director (FT)		\$130,869.00	A full-time director is necessary to meet the future demands of Norco College's economically and educationally disadvantaged population. The EOPS/CARE Director will oversee all aspects of the daily programming components, lead outreach efforts, assist the director with budget decisions, supervise staff, and collaborate with the counselor and educational advisor to support student needs. This position would be general funded and would fully replace the part-time director role of the Dean of Student Services.					83.6	2

Student Financial Services	Student Financial Aid Analyst (Full-Time)		\$103,570.00	This position is needed due to increased student Financial Aid population to monitor the changes in regulations, to implement changes, and assist the Financial Aid office with disbursement processing and procedural updates. The number of FAFSA and DREAM Act application has increase significantly. This position is needed to assist and ensure that special programs are in compliance.					82.6	3
Student Financial Services	Student Financial Services Officer (FT) FUNDED THROUGH BFAP		\$115,868.00	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, Scholarships, and AmeriCorps for disbursement and posting to each student's account. Manages COD records, PELL reconciliation and resolve conflicts with COD records and Department of Education.					81.666	4
Student Financial Services	Student Financial Services Customer Clerk (PT increased to FT)		\$82,714.00	The increase is required due to the increased workload of the number of students served and the increase in the number of FAFSA and DREAM Act applications. For 2015-2016, over 15,100 students received assistance at the SFS counter. This number does not include phone contacts, email requests and faxed documents.					79.733	5
Couns	Evaluator		\$47,459.00	We are in need of more evaluators to process graduation applications, evaluate transcripts to determine equivalencies for general education and major equivalencies, process course substitutions and ADT verifications. Currently the process time for official course evaluation is more than 6 months.					79.2	6

DRC	Disability Technology Specialist (PPT)		\$28,285.00	has been proposed for approval by the District to assist students with disabilities by providing technology related trainings and to assist in the facilitation of a wide-range of accommodations; primarily with the use of adapted computer technology and computer-assisted instructional programs in the high tech center and other college lab computers. There is currently only one staff member in the DRC at Riverside City College who provides adaptive					78.933	7
A&R	Student Services Specialist 25.15% (Restructure Existing Position to Full Time)		\$24,111.00	100% in order to provide overall department assistance. This position is necessary to secure additional functions associated with Registration and BOG Fee Waiver Appeals. Based on the new Board of Governor's (BOG) Fee Waiver regulations, previously eligible students who are on dismissal may no longer receive the BOG fee waiver. As a result, an appeal process will be available and merged with the existing Registration Appeal process that is already					78.2	8
Student Life	Student Life Administrative Assistant III (current salary & benefits are \$23,195)		\$92,244 (an additional \$69,049 is needed to make this position full time)	The Student Life Administrative Assistant III is currently a part time permanent position. This position needs to be a full time position to assist with the on-going student traffic of the area. Student Life oversees seven departments, including ASNC, Athletics, Career & Job Placement, Health Services, Student Conduct, Student Employment, and Student Activities. This area needs full time coverage to assist with student needs throughout the business day.					77.2	9

Veterans	Veterans Services Coordinator		\$95,582.00	Veterans Services has expanded and is currently serving 282 + (unduplicated) students per fiscal year and the number continues to escalate. As the department grows, the services provided by the department have also escalated to better serve the Veteran/Dependent 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 the Veterans' Social, oversee the veteran's lounge, 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					76.933	10
A&R	A&R Operations Assistant 51% (Restructure Existing A&R Op. Ass't 2 to Full Time)		\$51,098.00	100% in order to provide overall department assistance. This position is necessary to ensure scanning needs are met along with serving students at the front lines. An existing delay of scanned transcripts is evident in A&R since there are only three part-time A&R Operations Assistants who provide scanning services while serving the front counter. This is impacting services in Counseling as					75.133	11
JFK	Educational Advisor (PPT .75FTE)		\$75,088.00	To provide support to the academic counselor in areas of advising and follow up. This position is needed to maintain the success rates of the JFK population by providing workshops and other interventions. This position would support assessment, orientation, and counseling needs for the middle college population.					75.133	12
DRC	Support Services Specialist Aide (PPT)		\$18,624.00	As mentioned in the justification for the DRC director position, both the increase in the number of students in the program and the complexity of their disabilities have					74.2	13

Student Financial Services	Student Financial Services Outreach (Full-Time)		\$96,674.00	The Outreach position can assist and track the at-risk student population, foster youth, Dreamers, Veterans, etc. and also provide support for students on probation for federal aid and BOG dismissal students, which is critical for student success.					73.666	14
A&R	A&R Operations Assistant 50.5% (Restructure Existing A&R Op. Ass't 1 to Full Time)		\$51,676.00	Restructure existing PPT A&R Operations Assistants to 100% in order to provide overall department assistance. This position is necessary to ensure scanning needs are met along with serving students at the front lines. An existing delay of scanned transcripts is evident in A&R since there are only three part-time A&R Operations Assistants who provide scanning services while serving the front counter. This is impacting services in Counseling as counselors refer to official transcripts to advise students appropriately. During peak times, students at the front counter are prioritized. As anticipated, an upcoming modification to the scanning workflow will further delay the scanning of transcripts. This issue needs to be addressed by restructuring the three existing part-time A&R Operations Assistant positions to full-time in order to ensure scanning needs are met.					72.666	15

Transfer Center	College Receptionist – Part-Time (2)		\$17,112.00	<p>The Transfer Center currently employs 6-10 federal work-study students to provide front counter assistance. Schedules vary and are changed to accommodate classes, projects, study time, and finals. New students are hired every year and must be trained every year as a result of past federal work study employees transferring to four-year universities.</p> <p>Part time college receptionist would provide consistent coverage, and would provide assistance to students with general transfer inquiries, make appointments with university representatives, assist students with follow-up and have access to Ulweb, and OnBase to pull files and transcripts for visiting admissions counselor and transfer application assistance, as well as print on file SEP's for students.</p>					71.357	16
Student Financial Services	Auxiliary Business Services Book-Keeper (Full-Time)		\$103,570.00	Position of a dedicated DISTRICT Auxiliary Business Services bookkeeper is needed to distribute financial aid grants, maintain appropriate files and records, prepare reconciliation and assist with the transmittal processes (FATP) to ensure the colleges are compliant with Federal regulations. Note: This position is being requested by all 3 colleges					70	17
Student Life	ASNC Administrator Assistant II (salary \$41,052, no new space or equipment needed)		\$87,133.00	The Associated Students are in dire need of administrative support to help with budging request, clerical work, booking rooms, arranging travel, and scheduling appointments for the elected student officers. ASNC has voted to provide up to \$40,000 for the next five years to assist with the salary of this position.					69.933	18

EOPS	EOPS/CARE Specialist (PT)		\$61,343.00	for the program: 1) outreach/recruitment for prospective EOPS/CARE students, and 2) provide specific support for CARE students. Since the launch of the EOPS/CARE programs at Norco College, we have not had the staffing to provide targeted outreach to underserved populations in our local high schools and communities. The specialist will take the lead role with outreach and recruitment activities to ensure eligible students are informed about the programs and receive assistance with applying. The estimated cost					69.066	19
Health Services	FT Psychological Services Supervisor		\$111,871.00	This position is critical to grow our existing service to students. This person would fill a critical need in Health Services by creating stability in mental health services as well as expanding and mentoring our peer health educators. This person would also serve as a key member on the Behavior Intervention team and provide classroom presentations and trainings on mental health services and topics. They would also play a role in organizing key events related to mental health throughout the year.					69	20
A&R	Student Account Specialist (PPT 19 hrs/wk) FUNDED BY DEPT		\$22,485.00	This position is essential to increase staffing support and to provide Student Accounts services at 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 simultaneously serving students at the cashier window. In addition, maintenance of all sponsored billing programs including CalWORKs, International Rectifier, Veterans Services, Workforce Investment Act and others will eventually have to be supported at Norco College and not by RCC.					68.4	21
Veterans	College Receptionist (48.75)		\$16,848.00	282+ (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, guest speakers, creation of various					68	22

A&R	A&R Operations Assistant 51% (Restructure Existing A&R Op. Ass't 3 to Full Time)		\$51,655.00	100% in order to provide overall department assistance. This position is necessary to ensure scanning needs are met along with serving students at the front lines. An existing delay of scanned transcripts is evident in A&R since there are only three part-time A&R Operations Assistants who provide scanning services while serving the front counter. This is impacting services in Counseling as counselors refer to official transcripts to advise students appropriately. During peak times, students at the front counter are prioritized. As anticipated, an upcoming					67.933	23
Health Services	FT Medical Receptionist		\$72,457.00	to FT. As Health Services grows, our Medical Receptionist is going to be invaluable. This position is responsible for many areas including assisting with budget, helping the clinic run smoothly, working events, contacting vendors, assisting in meetings, creating flyers and brochures, and many more things. The PT position was needed at the time					67.533	24
A&R	Enrollment Services Coordinator		\$96,245.00	Admissions and Records facilitates many functions for Norco College. As the Dean of A&R is responsible for other areas, it is important to invest in a coordinator responsible for the daily activities within the department. This position would be responsible for coordinating student employees, scheduling, and provide assistance in the absence of the dean.					64.133	25
UB Corona	Grants Administrative Specialist FUNDED BY UB GRANT		From 25% to 30%	the three Upward Bound grants at Norco College. Rather than filling a director position that became vacant, one director's time and effort was split 50% between two grants (Centennial and Norte Vista, respectively). The Upward Bound Corona grant is able to increase fund this position's time and effort at 30% (it was 25%). The other two grants are able to fund the position at 70% between the two. All three grants program funds can sustain our Grants Administrative Specialist to be full time for 2016-2017 academic year.					62.866	26

UB Centennial I	Upward Bound Grants Administrative Specialist FUNDED BY UB GRANT		\$35,052 (38% FET)	Now that the Director's time and effort is split 50% between Centennial and Norte Vista High School, the program funds can sustain to have a full time Grants Administrative Specialist for the 2016-2017 academic year.					62.733	27
A&R	Student Services Specialist (PPT 19 hrs/wk)		\$23,470.00	This position is essential to increase staffing support and dedicated services to programs that require manual enrollment, management, and assistance particularly in the areas of CTE where new initiatives are generally implemented. Adding this position would result in seamless enrollment for students in special programs while creating a point of contact who is specifically responsible for campus programs outside of the general population.					62.666	28
Couns	Instructional Department Specialist		\$85,000.00	Due to the growth of faculty and schedule, we need an additional instructional department specialist.					61.933	29
UB Norte Vista	Upward Bound Outreach Specialist FUNDED BY UB GRANT		\$ 94,369 (Full Time)	because most of our employees are permanent part-time. This is a problem because we conduct many overnight, weekends, and evening activities. All TRiO programs have been level funded since 2008. Now that the Director's time and effort is split 50% between Norte Vista and Centennial High School, the program funds can sustain an Upward					61.866	30
UB Norte Vista	Upward Bound Grants Administrative Specialist FUNDED BY UB GRANT		\$ 29,518 (32% FET)	Now that the Director's time and effort is split 50% between Norte Vista and Centennial High School, the program funds can sustain also sustain our Grants Administrative Specialist to be full time for 2016-2017 academic year.					61.8	31
UB Corona	Outreach Specialist		Dependent on time and effort increase	Due to the unique needs of our program, there are times when it is necessary (and feasible) to increase this classified employee's time and effort (currently 47.5%) in order to achieve program objectives. One of these examples is the summer program, our busiest time of the					61.4	32

Puente	Puente Program/UMOJA Assistant		\$50,000.00	With the numerous academic and social activities along with mentor coordination, the need for a permanent part-time hourly would relieve the counselor of some responsibilities for event coordination. The current assistant is short term and limited on hours. This position would also be of assistance to the faculty in our UMOJA program.					60.2	33
JFK	A&R Operations Assistant (PPT .725FTE)		\$57,117.00	Ass't was granted .25 FTE to support the enrollment functions for the JFK population in 2015-16. In 2016-17, the grant will allow another enrollment staff with 10 additional hours to provide additional support as the workload has increased. With projected growth and activities, it's necessary to institutionalize an enrollment services staff to provide support to the JFK population. The two temporary					58.466	34
JFK	Middle College High School Director		\$127,057.00	To provide a dedicated manager to support the enrollment activities and partnership between Norco College and JFKMCHS. Currently, the dean of A&R supports this function at .25 FTE while overseeing other areas within Enrollment Services.					58.133	35
Assessment	Enrollment Services Assistant		\$82,714.00	To better aid new students in OAC process, assist students in a successful login & navigation of WebAdvisor, answer student's queries appropriately as it relates to their placements and registration into courses. Effectively assist in proper administration of off-site placement tests and provide increased vital support with two, major, impactful, assessment related projects MMAP and Common Assessment. (FT)					57.466	36
Health Services	FT Case Manager (position does not exist at this time and unable to provide TCP at this time)		unknown	This would be a position that would be responsible for following/managing/referring students to appropriate outside resources when needed. They would serve on the BIT team and follow up as needed as well. The case manager can also assist in managing the social needs of our students (ie 211, emergency shelters, low cost health insurance, IEHP enrollment, and many other needs). Case managers are already utilized at 4 year universities and if					50.4	37

Student Support Services	Student Resource Specialist		\$13,578.00	(no information was provided)					29.266	38
Student Support Services RISE	Student Resource Specialist		\$13,578.00	(no information was provided)					29.066	39
Couns	General Counselor (Tenure-Track) - 3 positions		\$129,436.00	<p>Justification: There are several initiatives/activities that require a counseling component and counseling input such as:</p> <ul style="list-style-type: none"> • T3P (currently there is not a full-time counselor assigned to this fully-implemented program) • Puente • MMAP • Completion Initiative • Basic Skills <p>In addition, there are several state mandates that require additional counselors to provide services:</p>						

Couns	VA/General Counselor (Tenure-Track)		\$129,436.00	<p>coordinate activities related to and develop services within the Veterans Education Services (VETS) Program.</p> <p>Duties include:</p> <p>Act as liaison with on and off campus partners who support Veterans, active duty military personnel, and dependents.</p> <p>Provide individual and group counseling for student veterans with academic, career, and personal concerns.</p>						
Couns	Puente/General Counselor (Tenure-Track)		\$129,436.00	<p>The current counselor is transferring to Riverside City College and there is a need for a new counselor to continue the Puente Program. Since all current full-time counseling faculty have special assignments, the counseling department must look for a committed and interested individual.</p>						
DRC	DRC Counselor (PT)		\$24,816.00	<p>The DRC has maintained one full-time DRC Counselor/LD Specialist since the launch of the program in 2010. However, due to the increase of student participants, outreach to local high schools, and providing resource support for instructional faculty, the DRC is in need of an adjunct counselor to effectively meet the academic counseling needs of DRC students who may be referred to general counseling when the full-time DRC counselor is not available. This would be a .30 FTE position.</p>						

EOPS	EOPS/CARE Counselors (PT)		\$83,955.00	<p>The EOPS/CARE office serves over 340+ students annually. In order to effectively support up to 400 students, the program requires two adjunct counselors – one at (.67) and the other at (.019) to assist the growing and diverse needs of EOPS/CARE students. These counselors will ideally have a background with serving CARE and foster youth as these two groups are a part of EOPS. The TCP for the .67 counselor is \$58,995 and \$24,960 for the .02 counselor.</p>						
JFK	Academic Counselor (Adjunct)		\$45,000.00	<p>To provide the JFK population with access to academic guidance and student education plans onsite. There are over 400 JFK students attending Norco College every term and less than 5% receive student education plans. As academic pathways are created for the JFK population, a counselor is needed to ensure adequate guidance is provided. This position would provide 15 hours of services per week.</p>						

**NORCO COLLEGE FY 2016-17 Budget Development
Equipment Requests
Student Services Planning Council**

Department	Description	Instruc (I) or Non-Instruc (NI)	Requested Amount	Justification/Comments	Scoring					
					Institutional Strategic Planning Initiatives (30 pts)	Current Staffing (30 pts)	Student Success (20 pts)	Outcomes Assessment (20 pts)	Total Score	Priority
Student Employment	Electronic Time Sheets		\$30,000 (This is the portion that would be paid by	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.					84.000	1
Counseling	SARS TRAK		\$7500 + (software license, customer support, and upgrades) \$1420 + (install, training, and shipping fee)	As the Counseling Dept. increases outreach and provides counseling services at other locations on the Norco College campus, SARS TRAK will allow for accurate data collection regarding student's use of counseling services. SARS-TRAK is a student self-serve check-in/check-out system for measuring students' use of college services, such as advising and counseling services. A PC at each site prompts students to record their arrivals, reasons for their visits, and departures. Students can enter their ID numbers using a keyboard, touch screen, or scanning device, such as a card reader or wand. Since students are prompted by on-screen instructions, no training is needed.					79.260	2

Health Services	I-Stat Analyzer and Docking Station		\$16,030.00	This equipment would allow our providers and RN's the opportunity to screen for blood counts and electrolyte disturbances which could result in faster treatment options and physical exams could be completed quicker.					66.466	3
Health Services	Chiropractic Table		\$5,380.00	Having a chiropractic table in the clinic would be beneficial to students who wish to use this type of service. There are plans to expand services and add a chiropractor as a contract service but it would be too costly and time consuming if the chiropractor had to transport equipment back and forth.					54.600	4
Veterans Services	Secondary Monitors SURPLUS and Articulating Arms FUNDED BY ???		\$1,500.00	To provide an efficient means of processing VA certifications as I currently have to switch from Norco College's UIWEB software to the Department of Veterans Affairs VAONCE software.						
Veterans Services	IPAD LOANER PROGRAM		\$700.00	The use of a mobile device is needed for taking notes while attending VA workshops/meetings. To assisting veterans/dependents.						
Puente	IPad Air2 w/64 GB JOHN WILL LET ME KNOW		\$550.00	With a new Puente counselor coming in fall, it would benefit the counselor at meetings, taking video and pictures of students and mentors at various events, organization and responding to email.						

Health Services	Pyxis MedStation NO AVAILABLE SPACE IN CURRENT LOCATION		Unknown	A pyxis medstation would be valuable in the clinic as it allows us to secure all medications both over the counter as well as prescription. We will be able to see who signed medications in and out and also keep track of inventory and reordering. Each person has their own unique code to unlock the system and these codes can be deactivated easily when someone leaves employment.						
Health Services	Pyxis Procedure Station System NO AVAILABLE SPACE IN CURRENT LOCATION		Unknown	The pyxis procedure station is also a locked system which would be able to stock all of our supplies and keep track of inventory much easier. Again, it also allows us to view who is accessing the unit and when as individual people have unique identifying codes to unlock the system. These codes can also be deactivated easily if someone leaves employment.						
Health Services	Ice-O-Matic 528lbs, 30" Modular – 115V, Half Cube (ice machine) + 5 year warranty NO AVAILABLE SPACE IN CURRENT LOCATION		\$2,714.00	Having an ice machine located in the clinic would alleviate the need to buy disposable ice packs. It would allow us to make ice bags for injuries and also put ice in larger buckets for injuries where a single use disposable ice pack would be insufficient. This is the actual ice maker and the ice bin below is required as well.						
Health Services	4. Ice-O-Matic 566 Lbs, 30" Ice Bin - Stainless Steel NO AVAILABLE SPACE IN CURRENT LOCATION		\$996.00	Having an ice machine located in the clinic would alleviate the need to buy disposable ice packs. It would allow us to make ice bags for injuries and						

Health Services	Body Composition Analyzer and Body Fat Testing with scale DEPT WILL FUND		\$3,390.00	The Body composition and body fat testing scale would be beneficial to all students as it can assist in weight loss plans as well as give vital information to those who wanted it on their health and fitness levels and provide information for the students registered in classes that required this testing at the start of the semester as well as the end of the semester. Students would be able to record their progress and see what changes they could make and if those changes were successful.						
Health Services	Welch Allyn Spot Portable Vision Screener DEPT WILL FUND IN FUTURE		\$3,055.00	The Spot Vision Screener is a handheld, portable device designed to help users quickly and easily detect vision issues on patients. This screener would allow our providers the capability to detect and diagnose common eye problems and refer patients out to obtain proper treatment in a timelier manner.						
Health Services	Cholestek LDX System DEPT WILL FUND IN FUTURE		\$2,200.00	Cholesterol is a cause of heart attack, stroke, and other cardiac diseases. Having the ability to perform a cholesterol screening in our office could reduce the risk of heart disease by treating high cholesterol sooner than referring the students out to another physician.						
Health Services	Welch Allyn CP150 EKG Machine DEPT WILL FUND IN FUTURE		\$3,095.00	Having an EKG machine (portable) in the office would assist the MD/NP when examining students who need physicals or who come in for physicals, or chest pain, dizziness, or blood pressure problems (high and low). The MD/NP could read the EKG for any significant changes that could aid in early detection of medical conditions that require intervention.						
Counseling	Web Cams w/ Mic FUNDED IN 15/16		\$150.00	Web Cams w/ Mic are needed for all Full-time Counselors in order to facilitate online counseling appointments and online workshops. We are hiring additional SSSP Counselors, therefore Web Cams with Mic are requested.						

Counseling	Fellowes Powershred C-320C FUNDED BY SSSP		\$2,283.00	The Counseling Department's shredder supports over 15 staff and faculty. The high capacity shredder is over 10 years old and needs to be replaced with a comparable shredder that can appropriately handle the needs of multiple counseling related areas.						
Counseling	REPLACEMENT PRINTER / STUDENT USE AREA Dept. CHAIR WILL SUBMIT REQUEST TO CPS		\$480.00	The current printer being used in the student area is having mechanical and software issues. IT has advised that it should be replaced and will most likely not work much longer. This printer is essential for students who are directed to the computer workstations to do online workshops (i.e. readmits) or to print up information needed for graduation and/or transfer requirements.						

**NORCO COLLEGE FY 2016-17 Budget Development
Technology Equipment Requests
Student Services Planning Council**

					Scoring					
Department	Description	Instruc (I) or Non-Instruc (NI)	Requested Amount	Justification/Comments	Institutional Strategic Planning Initiatives (30 pts)	Current Staffing (30 pts)	Student Success (20 pts)	Outcomes Assessment (20 pts)	Total Score	Priority
Assessment	Lenovo Miix 700 tablets		\$20,398.98	to ensure a more efficient and secure set up for testing to be accessed at the high schools for incoming high school seniors.						
Assessment	Ellipsis Jetpack Mobile Hotspot/Internet connection		\$130.00	to access testing website from the tablets. Ensures internet connection without having to rely on the highly restrictive internet access						
Assessment	Case		\$298.75	to protect the tablets when storing the devices.						
Assessment	Lenovo ThinkPlus-mouse		\$540.00	to be used along with the tablets.						
Assessment	Luxor LLTM30-B Tablet Charging Cart		\$1,043.99	(no information provided)						
Assessment	DS-IP-TC24C Transport Case		\$1,169.00	(no information provided)						
Assessment	Travel Smart Flat Folding Cart		\$58.20	(no information provided)						
Couns	Computers (Lenovo)		\$3,637.47	New desktop workstations are necessary for the three new full-time counselors hired for general counseling.						
Couns	Computers (Lenovo)		\$19,339.84	The heavily used student workstations in the counseling area that require access to web-based technology need to be replaced. The counseling and admin staff also need replacement of outdated units.						

Scoring

Couns	Apple iMac workstation		\$2,486.92	Replacement workstation for outdated iMac is necessary.					
Couns	Surface Pro 4		\$1,494.49	SSSP Ed Advisor will use the tablet to access students information via SARS, Colleague, and web-based tools to assist students outside of the office.					
DRC	Lenovo Desktop Workstations		\$3,637.47	Pending the hiring of the Disability Technology Specialist, DRC Director, and adjunct counselor, the department would require three additional desktop workstations					
EOPS	Lenovo Desktop Workstations		\$2,438.98	EOPS is expecting to hire up to two adjunct counselors for 2016-17 and requires desktop workstations to accommodate their needs to serve students.					
UB Centennial	Desktop Computers:		\$3,000.00	Upward Bound has not replaced their computers in at least five years. As a result, the computers operate slower than usual and they constantly not respond, freeze, etc.					
UB Corona	Desktop Computers:		\$3,000.00	Upward Bound has not replaced their computers in at least five years. As a result, the computers operate slower than usual and they constantly not respond, freeze, etc.					
UB Norte Vista	Desktop Computers:		\$3,000.00	Upward Bound has not replaced their computers in at least five years. As a result, the computers operate slower than usual and they constantly not respond, freeze, etc.					

**NORCO COLLEGE FY 2016-17 Budget Development
Facilities Requests
Student Services Planning Council**

Department	Description	Instruc (I) or Non-Instruc (NI)	Requested Amount	Justification/Comments	Scoring					Priority
					Institutional Strategic Planning Initiatives (30 pts)	Current Staffing (30 pts)	Student Success (20 pts)	Outcomes Assessment (20 pts)	Total Score	
A&R	Cashier's Office Signage, Payment Dropbox, Wind Deflector, and Stanchions		Pending	The exterior service area needs appropriate signage to direct student appropriately. A drop box is needed from the external window with a wind deflector and stanchions to ensure students form a line.						
Assessment	A separate works station			The Placement Coordinator works with several departments on campus where constant contact through phone and in-person availability is essential. A separate works station, located outside of the assessment lab would allow proper communication with staff from other departments and minimizing distractions during test sessions.						
Assessment	larger room			students to test. However the workstations sit very close to one another making some students uncomfortable. Being housed in a larger room would alleviate any discomfort and potential anxieties on the students' part.						
Couns	Office space for Adjuncts and SSSP-FT Counselors		Unknown	Counseling is at capacity and there are no open offices on the 2nd floor of the Student Services Building. Counselors need offices for appointments due to the need for confidentiality.						
DRC	Workstation for Disability Technology Specialist		Unknown	The DRC office does not have the space for an additional workstation so an appropriate area would need to be identified and furnished for the specialist.						
DRC	Office for DRC Director		Unknown	The current location and allocation of office space is not adequate to house an office space for a future full-time program director. Ideally, the director's office should be located in close proximity to the staff and service delivery area.						

				Scoring					
DRC	Office for Adjunct Counselor		Unknown	There is currently an office space for a full-time counselor, but there will also be a need for an additional space to accommodate an adjunct counselor to meet the demands of DRC students' academic support needs.					
EOPS	Office for EOPS/CARE Director (FT)		Unknown	The current location and allocation of office space is not adequate to house an office space for a future full-time program director. Ideally, the director's office should be located in close proximity to the staff and service delivery area.					
EOPS	Offices for EOPS/CARE Counselors (PT)		Unknown	There is currently an office space for the full-time counselor, but there is a need for additional spaces to accommodate the two adjunct counselors to meet the growing demands of the students in the program.					
EOPS	Workstation for EOPS/CARE Specialist (PT)		Unknown	The workstation for the specialist should be located in the EOPS/CARE office, near the educational advisor to support the individual and programming needs of students.					
Health Services	Health Services Clinic Build-out		Unknown	Health Services is continuing to expand both in patients served and in services offered. It is at a point where our current location is insufficient. We need to add rooms and staffing as well as storage and supplies. In order to be able to keep us serving the increasing needs of our students it is vital Health Services has a location that can accommodate our growth as well.					
UB Centennial	Secured Space for the Mandatory Upward Bound Summer Program		none	The Upward Bound Programs host an annual summer program, as required by federal regulations. The programs have had difficulty securing space at Norco College as the program has the least priority when reserving space for summer use.					
UB Corona	Secured space for the mandatory Upward Bound Summer Program		No fee to program	The Upward Bound Programs host an annual six week summer program, as required by federal regulations. The programs have had difficulty securing space at Norco College as our program has the least priority when reserving space for summer use.					
UB Norte Vista	Secured Space for the Mandatory Upward Bound Summer Program		none	The Upward Bound Programs host an annual summer program, as required by federal regulations. The programs have had difficulty securing space at Norco College as the program has the least priority when reserving space for summer use.					

**NORCO COLLEGE FY 2016-17 Budget Development
Professional Development Requests
Student Services Planning Council**

Department	Description	Instruc (I) or Non-Instruc (NI)	Requested Amount	Justification/Comments	Scoring					Priority
					Institutional Strategic Planning Initiatives (30 pts)	Current Staffing (30 pts)	Student Success (20 pts)	Outcomes Assessment (20 pts)	Total Score	
A&R	Ellucian Users Group		\$4,000.00	Ellucian holds an annual conference to promote user best practices, information sharing and networking among Datatel clients. Many ideas that enhance enrollment practices stem from the 'best practices' shared through this national conference.						
A&R	CA Assoc. of Community College Registrars and Admissions Officers (CACCRAO)		\$6,000.00	CACCRAO shares best practices that are essential for those who are interested in professional development opportunities. An AST and 2 A&R Specialists should be able to attend this event.						
CJPC	Professional Development Conference		\$2,800.00	Staff will learn best practices and emerging technologies to better serve our students link college to career.						
CJPC	Annual Office Supplies		\$500.00	Currently there is no funding in this department to cover expenses such as printer ink, paper, pens, etc.						
Counseling	UC Conference		\$480.00	Stay current with University of California(UC) requirements and policies that affect Norco students who are interested in transferring to a UC						
Counseling	CSU Conference		\$600.00	Stay current with California State University(CSU) requirements and policies that affect Norco students who are interested in transferring to a CSU						
Counseling	UC Ensuring Transfer Success		\$840.00	Stay current with University of California (UC) transfer requirements and policies that affect Norco students who are interested in transferring to a UC. Receive updates on transfer and counselor tools.						

					Scoring				
Counseling	The RP Group: Strengthening Student Success Conference		\$1,600.00	Gain an understanding of system-wide changes and learn best practices/student support approaches					
Counseling	College/Campus Specific Counselor Trainings		\$500.00	Stay current with college/university requirements and policies that affect Norco students who are interested in transferring to various colleges and universities					
Counseling	Umoja Conference		\$490.00	Learn best practices and information that will help support T3P					
Counseling	Career Counseling Training/Conferences		\$500.00	Stay current with career trends, tools, and resources that can help Norco College students in their career development.					
Counseling	Articulation Conferences		\$500.00	Stay current with regards to articulation policies that affect Norco College students					
Counseling	A2MEND – African American Male Education Network & Development Summit		\$300.00	A look at African American Male Success in Community Colleges. In response to the lack of educational success of African American male students in California Community Colleges, A2MEND was organized to address the administrative and instructional strategies that have an impact on the success of African American male students.					
Counseling	On Course		\$6,880.00	Enhance counseling and Guidance teaching skills. On Course focuses on “providing “ a model for transforming a traditional student success program focused primarily on study skills into one that empowers students to become active, responsible learners”					
Counseling	Academic Senate Fall Plenary		\$1,700.00	Stay abreast of policies, practices, and issues pertaining to serving California Community College students. Past sessions have discussed SSSP mandates and Counseling related issues					
Counseling	Academic Senate Spring Plenary		\$1,700.00	Stay abreast of policies, practices, and issues pertaining to serving California Community College students. Past sessions have discussed SSSP mandates and Counseling related issues					
Counseling	Academic Academy		\$1,700.00	This event aims to bring instructional and student services faculty and administrators, as well as researchers, in order to discuss and learn about positive, ongoing and innovative practices that meet the recent legislative mandates for California Community Colleges					

					Scoring					
Counseling	NABITA training		\$6,392.00	With the increase of students with Autism Spectrum Disorder, psychological disorders and returning veterans attending the community college. It is crucial for the instructional faculty and counselors on campus be trained in identifying baseline and unusual or concerning behaviors to take steps in preventing possible life threatening situations. NaBITA offers a 3 day training to help individuals in determining at risk behavior and gives tools and strategies in working with those students in the best interest of the student.						
DRC	CAPED Annual Convention		\$5,100.00	The annual California Association for Postsecondary Education and Disability (CAPED) Convention brings together disability service professionals throughout the state to learn and share ideas and practices. Due to the changing nature of federal and state laws, as well as innovations in accommodations for students with disabilities, it is important for the DRC staff to participate in professional development opportunities such as CAPED.						
EOPS	African American Male Educational Network and Development (A2MEND) Summit		\$2,000.00	The African American Summit has placed a spotlight on the institutional challenges and barriers that exists within our colleges to produce positive educational outcomes for African American men. However, there is still a pervasive and persistent gap in the achievement levels of African American males in all educational indicators in comparison to other racial and gender groups. This annual summit addresses these issues, which is a particularly relevant focus for EOPS/CARE programs.						
EOPS	Hispanic Association of Colleges and Universities (HACU) Annual Conference		\$8,000.00	HACU's Annual Conference provides a unique forum for the sharing of information and ideas for the best and most promising practices in the education of Hispanics. The largest ethnic group in EOPS/CARE are Hispanic students and it is important to stay engaged with the issues and resources that impact Hispanic students in higher education.						
Student Financial Services	FSA - Federal Student Aid Conference		\$3,400.00	Provides training on Federal and state regulatory changes, compliance issues, and innovations in technology specifically for Financial Aid.						
Student Financial Services	NASFAA - National Association of Student Financial Aid Administrators		\$3,200.00	Provides training by DOE, Best Practices in Financial Aid, Regulatory Updates, and Technology updates and training.						

					Scoring					
Student Financial Services	CCCSFAAA – California Community College Student Financial Aid Administrators Association		\$4,000.00	Provides regulatory updates, best practices in Financial Aid, compliance issues, and training to assist in promoting student access and success.						
Student Financial Services	CASFAA - California Association of Student Financial Aid Administrators		\$2,000.00	Provides state regulatory changes and updates for compliance issues, and best practices in Financial Aid.						
SSS	COE Institutional Membership		\$583.33	We would like to request that Norco College purchase the institutional membership for the Council for Opportunity in Education (COE). This membership is important to all TRiO programs as they are the group that provides advocacy efforts at the federal level. In addition, TRiO program staff attends their annual conference. A discounted rate is offered for members. TRiO staff also participates in webinars provided throughout the year. *Please note: The institutional membership is paid between all three campuses at RCCD based on the number of TRiO programs which are housed on each respective campus. The total cost is \$5,250. The cost per item listed is the amount that corresponds to the Upward Bound-Corona Program. The total amount for all five (5) TRiO programs at Norco College is approximately \$2,390.						

				Scoring					
SSS	WESTOP Institutional Membership		\$144.00	<p>for institutional membership to be part of the Western Association of Educational Opportunity Personnel (WESTOP). WESTOP is one of the ten regional associations dedicated to furthering educational opportunities for low-income, first-generation and disabled students and at the same time providing professional development to its members. By being part of WESTOP, the programs take advantage of the discounted rates to attend annual conferences, professional development seminars, and having our students apply for scholarships that are available through the chapter and regional organization. All five TRiO programs are requesting that Norco College pay our annual membership fees for the 2016-2017 academic year. This will allow our programs to save a minimal amount of money that could be used towards our program needs.</p> <p>*Please note: The institutional membership has been paid amongst the five TRiO programs at Norco College for the last four years.</p> <p>The cost per item listed is the amount that corresponds to the Upward Bound-Corona program. The total amount for all five (5) TRiO programs at Norco College is approximately \$720.</p>					
SSS RISE	COE Institutional Membership		\$583.33	<p>We would like to request that Norco College purchase the institutional membership for the Council for Opportunity in Education (COE). This membership is important to all TRiO programs as they are the group that provides advocacy efforts at the federal level. In addition, TRiO program staff attends their annual conference. A discounted rate is offered for members. TRiO staff also participates in webinars provided throughout the year.</p> <p>*Please note: The institutional membership is paid between all three campuses at RCCD based on the number of TRiO programs which are housed on each respective campus. The total cost is \$5,250. The cost per item listed is the amount that corresponds to the Upward Bound-Corona Program. The total amount for all five (5) TRiO programs at Norco College is approximately \$2,390.</p>					

					Scoring					
SSS RISE	WESTOP Institutional Membership		\$144.00	<p>for institutional membership to be part of the Western Association of Educational Opportunity Personnel (WESTOP). WESTOP is one of the ten regional associations dedicated to furthering educational opportunities for low-income, first-generation and disabled students and at the same time providing professional development to its members. By being part of WESTOP, the programs take advantage of the discounted rates to attend annual conferences, professional development seminars, and having our students apply for scholarships that are available through the chapter and regional organization. All five TRiO programs are requesting that Norco College pay our annual membership fees for the 2016-2017 academic year. This will allow our programs to save a minimal amount of money that could be used towards our program needs.</p> <p>*Please note: The institutional membership has been paid amongst the five TRiO programs at Norco College for the last four years.</p> <p>The cost per item listed is the amount that corresponds to the Upward Bound-Corona program. The total amount for all five (5) TRiO programs at Norco College is approximately \$720.</p>						
Student Employment	Student Employment Conference (travel, lodging, meals, registration, & materials)		\$2,500.00	Due to the ever-changing federal policies, this position needs to be attending semi-annual professional development trainings. This position has not attended any training in more than 5 years, thus putting the campus in jeopardy of violations. This cost covers membership dues, conference registration, lodging, meals, and airfare.						
Student Life	Travel and Registration for Professional Development Training for Crisis Intervention		\$12,000.00	As safety concerns continue to be the top priority of our campus and district, the Behavior Intervention Team needs on-going training its committee members.						
Student Life	Travel and Registration for Professional Development Training for Student Conduct		\$1,500.00	Continuous changes in educational legal matters make it a necessity be up to date on new laws and regulations, most specifically related to Title IX and sexual assault matters.						

					Scoring				
Transfer Center	UC Counselor Conference		\$60.00	For Educational Advisor to be kept abreast of any modifications made to individual UC campus transfer requirements. To receive an overview of new transfer application and personal statement platform/requirements, TAG updates, Major pre criteria, GPA requirements, and any pertinent information for students and counseling faculty to be made aware of.					
Transfer Center	CSU Counselor Conference		\$75.00	For Educational Advisor to be kept abreast of any modifications made to transfer requirements at individual CSU campuses. To receive an overview of new transfer application platforms, ADT redirection procedures, and any pertinent information for students and counseling faculty to be made aware of.					
Transfer Center	UC ETS Conference		\$105.00	For Educational Advisor to be kept abreast of any modifications made to transfer requirements of individual UC campuses. To receive an overview of new transfer application platforms, what students can expect at the UC campus, meet admissions counselors assigned to Norco College, and an opportunity to provide feedback to UC staff application, sync issues, and clarification of transfer requirements.					
UB Centennial	Latino Network (serving Riverside and Surrounding Communities)		\$150.00	I am requesting that the college purchases this corporate membership as it is the only college in RCCD that is not part of Latino Network. This is an organization that provides the community a forum to address community issues affecting and impacting the Latino community in Riverside and the surrounding areas and provides a vehicle for the dissemination of information and the sharing of resources. I attend regular meetings, but it would be beneficial to obtain a college membership.					

				Scoring					
UB Centennial	COE Intuitional Membership		\$478.00	<p>We would like to request that Norco College purchase the institutional membership for the Council for Opportunity in Education (COE). This membership is important to all TRiO programs as they are the group that provides advocacy efforts at the federal level. In addition, TRiO program staff attends their annual conference. A discounted rate is offered for members. TRiO staff also participates in webinars provided throughout the year.</p> <p>*Please note: The institutional membership is paid between all three campuses at RCCD based on the number of TRiO programs which are housed on each respective campus. The total cost is \$5,250. The cost per item listed is the amount that corresponds to AUSD Upward Bound Program. The total amount for all five (5) TRiO programs at Norco College is approximately \$2,386.</p>					
UB Centennial	WESTOP Institutional Membership		\$144.00	<p>for institutional membership to be part of the Western Association of Educational Opportunity Personnel (WESTOP). WESTOP is one of the ten regional associations dedicated to furthering educational opportunities for low-income, first-generation and disabled students and at the same time providing professional development to its members. By being part of WESTOP, the programs take advantage of the discounted rates to attend annual conferences, professional development seminars, and having our students apply for scholarships that are available through the chapter and regional organization. All five TRiO programs are requesting that Norco College pay our annual membership fees for the 2016-2017 academic year. This will allow our programs to save a minimal amount of money that could be used towards our program needs.</p> <p>*Please note: The institutional membership has being paid amongst the five TRiO programs at Norco College for the last four years.</p> <p>The cost per item listed is the amount that corresponds to the Upward Bound-Centennial H.S. program. The total amount for all five (5) TRiO programs at Norco College is approximately \$720.</p>					

					Scoring					
UB Corona	COE Institutional Membership		\$478.00	<p>We would like to request that Norco College purchase the institutional membership for the Council for Opportunity in Education (COE). This membership is important to all TRiO programs as they are the group that provides advocacy efforts at the federal level. In addition, TRiO program staff attends their annual conference. A discounted rate is offered for members. TRiO staff also participates in webinars provided throughout the year.</p> <p>*Please note: The institutional membership is paid between all three campuses at RCCD based on the number of TRiO programs which are housed on each respective campus. The total cost is \$5,250. The cost per item listed is the amount that corresponds to the Upward Bound-Corona Program. The total amount for all five (5) TRiO programs at Norco College is approximately \$2,390.</p>						
UB Corona	WESTOP Institutional Membership		\$144.00	<p>for institutional membership to be part of the Western Association of Educational Opportunity Personnel (WESTOP). WESTOP is one of the ten regional associations dedicated to furthering educational opportunities for low-income, first-generation and disabled students and at the same time providing professional development to its members. By being part of WESTOP, the programs take advantage of the discounted rates to attend annual conferences, professional development seminars, and having our students apply for scholarships that are available through the chapter and regional organization. All five TRiO programs are requesting that Norco College pay our annual membership fees for the 2016-2017 academic year. This will allow our programs to save a minimal amount of money that could be used towards our program needs.</p> <p>*Please note: The institutional membership has been paid amongst the five TRiO programs at Norco College for the last four years.</p> <p>The cost per item listed is the amount that corresponds to the Upward Bound-Corona program. The total amount for all five (5) TRiO programs at Norco College is approximately \$720.</p>						

					Scoring					
UB Norte Vista	Latino Network (serving Riverside and Surrounding Communities)		\$150.00	I am requesting that the college purchases this corporate membership as it is the only college in RCCD that is not part of Latino Network. This is an organization that provides the community a forum to address community issues affecting and impacting the Latino community in Riverside and the surrounding areas and provides a vehicle for the dissemination of information and the sharing of resources. I attend regular meetings, but it would be beneficial to obtain a college membership.						
UB Norte Vista	COE Intitutional Membership		\$478.00	We would like to request that Norco College purchase the institutional membership for the Council for Opportunity in Education (COE). This membership is important to all TRiO programs as they are the group that provides advocacy efforts at the federal level. In addition, TRiO program staff attends their annual conference. A discounted rate is offered for members. TRiO staff also participates in webinars provided throughout the year. *Please note: The institutional membership is paid between all three campuses at RCCD based on the number of TRiO programs which are housed on each respective campus. The total cost is \$5,250. The cost per item listed is the amount that corresponds to AUSD Upward Bound Program. The total amount for all five (5) TRiO programs at Norco College is approximately \$2,386.						

					Scoring				
UB Norte Vista	WESTOP Institutional Membership		\$144.00	<p>for institutional membership to be part of the Western Association of Educational Opportunity Personnel (WESTOP). WESTOP is one of the ten regional associations dedicated to furthering educational opportunities for low-income, first-generation and disabled students and at the same time providing professional development to its members. By being part of WESTOP, the programs take advantage of the discounted rates to attend annual conferences, professional development seminars, and having our students apply for scholarships that are available through the chapter and regional organization. All five TRiO programs are requesting that Norco College pay our annual membership fees for the 2016-2017 academic year. This will allow our programs to save a minimal amount of money that could be used towards our program needs.</p> <p>*Please note: The institutional membership has being paid amongst the five TRiO programs at Norco College for the last four years.</p> <p>The cost per item listed is the amount that corresponds to the Upward Bound-Centennial H.S. program. The total amount for all five (5) TRiO programs at Norco College is approximately \$720.</p>					
Veterans Services	Western Association of Veterans Education Specialist (WAVES)		\$2,000.00	Obtain VA updated information and learn best practices to better assist Veterans and VA Dependents.					
Veterans Services	National Association of Veterans Program Administrators (NAVPA)		\$2,000.00	Obtain VA updated information and how to partner with local agencies to better serve the Veteran population					
Veterans Services	California Association of Community College Registrars and Admissions Officers (CACRAO)		\$2,000.00	Obtain Veterans Affairs updates, VA Priority Registration updates, Residency, and Admissions information.					

NORCO COLLEGE FY 2016-17 Budget Development

Safety Requests

Student Services Planning Council

					Scoring					
Department	Description	Instruc (I) or Non-Instruc (NI)	Requested Amount	Justification/Comments	Strategic Planning Initiatives (30 pts)	Current Staffing (30 pts)	Student Success (20 pts)	Outcomes Assessment (20 pts)	Total Score	Priority
A&R	Security Camera System (Replacement)		\$2,000.00	The previous camera system in A&R and Cashier's Office was never replaced through secondary effects of the SSV building. In an event of an emergency, a video system would be useful while serving as a great deterrent. At the last Internal Audit report, a video surveillance system was required for safety purposes.						
Assessment	Emergency Preparedness Kit		\$280.76	The Assessment Center can potentially administer a placement test to 25 students at a time. Having an Emergency Preparedness Kit stored in the lab, would deliver the emergency attention needed to reduce further damage to students housed in the lab in the case of an emergency.						
EOPS	Disaster Kit (deluxe kit for 4 people)		\$218.00	The EOPS/CARE office is located on the second floor of the Center for Student Success and the area does not have a disaster kit for staff. This deluxe kit for four is a necessary supply for the staff in case of an earthquake or other disaster situation.						
Student Financial Services	Surveillance Camera		\$1,200.00	Security required for SSV building. Currently there are no security gates to provide safety. The camera can act as a deterrent.						
Student Financial Services	Remote Locks for Doors		\$600.00	For better security, the remote locks can provide additional safety to employees.						

NORCO COLLEGE FY 2016-17 Budget Development
Other Needs Requests
Student Services Planning Council

Department	Description	Instruc (I) or Non-Instruc (NI)	Requested Amount	Justification/Comments	Scoring					Total Score	Priority
					Institutional Strategic Planning Initiatives (30 pts)	Current Staffing (30 pts)	Student Success (20 pts)	Outcomes Assessment (20 pts)			
A&R	Budgetary Augmentation for A&R		\$10,000.00	A&R maintained the same budget prior to serving Veterans, JFK, Evaluations, High School Concurrent Enrollment, Athletics, and data services. In order to sustain services, a budget augmentation is necessary for materials, events, training, and various others expenditures impacting departmental success.							
CJPC	Promotional products for on-campus outreach of services.		\$3,000.00	Promotional products can help raise awareness of the CJPC with current and prospective students as well as members of the community. CJPC student staff can pass out these products and also distribute them at the bi-annual Career & Job Fair. The products include: pens, note pads, water bottles, highlighters, and similar products.							
CJPC	Career & Job Placement Fair, Workshops and Panels		\$500.00	In partnership with CTE, CJPC seeks to host educational workshops and panel discussions, which help students link college and careers.							
Couns	USB Flash Drive Lanyards		\$12,339.00	Various student groups that counselors and educational advisors work with throughout the year will receive a USB flash drive lanyard loaded with important information through counseling and the college to assist with their academic success.							

DRC	Food & Beverages for DRC Events and Workshops		\$900.00	The DRC student panel, which was sponsored by the Read2Succeed program, attracted over 50 participants and raised awareness about Autism Spectrum Disorder. DRC staff seek to offer educational programs like this throughout the year and would like to offer refreshments for attendees. Food and beverage items would also be offered for DRC academic success workshops for students throughout the year.						
Health Services	Miscellaneous Safety Supplies for College		\$3,500.00	Safety supplies need to be purchased on an ongoing basis for the college so in the event of a disaster or emergency, the college is stocked. Money will also be needed for replenishing supplies as they expire.						
JFK	Budgetary Augmentation		\$7,000.00	A&R & VPSS currently support all JFK materials and promotional items. In addition, the A&R budget did not receive an increase to support additional functions since the opening of JFKMCHS in 2006. Currently, while the FSS (Middle College) Grant provides additional resources, the grant is expected to expire in June 2016.						
Puente	Staff location		\$0.00	When possible, I would like to have hourly or FSW staff work in cubicle area across from Counseling counter.						
Student Life	Athletic Department Budget		\$150,000.00	The Athletic Department is not financial supported by the campus nor the district. Currently, ASNC is providing 100% of the funding for this department (\$35,000), and has been the sole contributor since its inception. While ASNC's contribution is generous, it is woefully short of what is needed to oversee a						
Transfer Center	Transfer T-Shirts – Student Give Away & Staff Event Shirts		\$550.00	transfer center students' workers would wear Shirts during Spring/Fall Transfer fairs. Shirts would be raffle giveaways as well, for students who participate in workshops and Transfer Fairs.						

Transfer Center	Graduation Cords –Transfer Recognition		\$961.00	Students who transfer to four-year universities (and do not complete an associates degree) do not participate in the commencement ceremony. For the students who are obtaining an Associates degree, and transferring to a four-year university, these cords would allow the opportunity for the students to be recognized of their transfer achievement at the commencement ceremony.						
Transfer Center	Transfer Medallions – Transfer Recognition		\$1,500.00	Students who transfer to four-year universities (and do not complete an associates degree) do not participate in the commencement ceremony. For the students who are obtaining an Associates degree, and transferring to a four-year university, these medallions would allow the opportunity for the students to be recognized of their transfer achievement at the commencement ceremony.						
UB Centennial	Blumen Online for TRiO (BOT) Database		\$1,215.00	As a federally funded program, Upward Bound is required to collect and maintain substantial amounts of data on a yearly basis. An annual performance report is due to the Department Of Education once a year and we are required to complete 70 fields for each current and prior-year participant. BOT provides the adequate support needed to generate this detailed report. The BOT database increased from \$375 to \$1,590 yearly because we had to switch to the online version. There were multiple occasions when data was lost with the desktop version, this version was being managed by Information Services. As a program that depends on data for funding we needed to find a secure alternative to manage our student records. The program is now paying four times more to securely manage our data. We ask that Student Services support the Upward Bound program by paying the difference.						

<p>UB Corona</p>	<p>Blumen Online for TRiO (BOT) Database</p>		<p>\$1,215.00</p>	<p>As a federally funded program, Upward Bound is required to collect and maintain substantial amounts of data on a yearly basis. An annual performance report is due to the Department Of Education once a year and we are required to complete 70 fields for each current and prior-year participant. BOT provides the adequate support needed to generate this detailed report. The BOT database increased from \$375 to \$1,590 yearly because we had to switch to the online version. There were multiple occasions when data was lost with the desktop version, this version was being managed by Information Services. As a program that depends on data for funding we needed to find a secure alternative to manage our student records. The program is now paying four times more to securely manage our data. We ask that Student Services support the Upward Bound program by paying the difference.</p>						
<p>UB Norte Vista</p>	<p>Blumen Online for TRiO (BOT) Database</p>		<p>\$1,215.00</p>	<p>As a federally funded program, Upward Bound is required to collect and maintain substantial amounts of data on a yearly basis. An annual performance report is due to the Department Of Education once a year and we are required to complete 70 fields for each current and prior-year participant. BOT provides the adequate support needed to generate this detailed report. The BOT database increased from \$375 to \$1,590 yearly because we had to switch to the online version. There were multiple occasions when data was lost with the desktop version, this version was being managed by Information Services. As a program that depends on data for funding we needed to find a secure alternative to manage our student records. The program is now paying four times more to securely manage our data. We ask that Student Services support the Upward Bound program by paying the difference.</p>						

Veterans Services	Honor Cords		no information was listed	Traditionally, Norco College provides Honor Cords / Stoles to those Veterans who are receiving an Associate or Certificate as a symbol of their achievements and to thank them for their service to our country.						[Redacted]