BFPC
Business & Facilities Planning Council
Tuesday, November 12, 2019
11:15am-12:45pm
OC116

MINUTES

Present: Jim Thomas, Andy Aldasoro, Esmeralda Abejar, Dan Lambros, Sam Lee, Mike Angeles, Misty Griffin, Ana Hernandez (ASNC Student Rep), Kimberly Bell, Courtney Buchanan, Kaneesha Tarrant, Tenisha James

Guest: Jim McMahon, Kevin Fleming, Dr. Burnett, Marshall Fulbright, Samia Irfan (ASNC Student)

1. Welcome

2. Public Comments
   - None

3. Approval of Meeting Minutes from October 8, 2019
   - Motion to approve made by: Jim Thomas
   - Seconded by: Courtney Buchanan
   - Abstentions: 1
   - Motion carried

   Approved with minor correction to TSS section: Change number of computers listed from 86 to 94

4. Norco College 5-Year Scheduled Maintenance Plan Review – Jim McMahon (Handout)
   - Facilities condition index (assessment) was last done in 2017 and currently being reviewed
   - Team input continues
   - Review of work orders and/or work history reports
   - Non re-occurring maintenance projects – Over $10,000.00
     o Committee discussed elevators, parking lots, roadways
     o Re-keying project discussed and the estimated project date is Spring 2020.

5. Norco College ECE Stokoe Instructional Plan – Marshall Fulbright/Sarah Burnett
   - Dr. Burnett gave a brief overview of the history of the Stokoe site, which is located on the grounds of an existing elementary school within the Alvord Unified School District.
     o The current plan is to develop a setting to improve innovative ways to teach.
     o RCC initially had possession of the site, but did not continue the use several years ago and Norco now has the opportunity to take over the site.
     o There are several viewing rooms (lab sites) to observe the Head Start and State Pre School children/classes. Norco would not be responsible for running the actual day care program or hiring teachers, these are existing programs.

- o Some courses will remain at Norco College (An example of a schedule could be: Mon/Wed classes at Stokoe, then Tues/Thurs here at Norco so the professors can continue to attend college hour events/meetings as needed).
- o The current goal is to keep general education students at Norco, but there may be a future opportunity to hold regular gen-ed classes (EAR) at Stokoe in the evening hours.
- o No curriculum or program changes will be made, just the location of the classes.
- o A question was raised about having computer labs on the elementary school grounds: This idea could come to fruition, but not for 7-10 years in the future if the current plan is successful.
  - ▪ In addition to a lab, live video feeds could have potential in the future
  - ▪ Another goal is to develop a future partnership for classes that includes high school, college, and university students.
  - ▪ Program graduates from Norco College could have the opportunity to apply for employment at Stokoe.
  - ▪ Early planning discussion include representatives from our district IT, who would initially provide networking/data/internet/etc set up and support.
- o Identified students with upper level units who are committed to early childhood teaching path, would initially be in the Stokoe classes. (Many of our Norco College student live in that area, or have easy access to the site).
- o The support has been overwhelming from Sabrina Cervantes office, Alvord Unified School District, our Chancellor, Board of Trustees, and the Norco College leadership.
- o We have a chance to make this opportunity one of the premier teaching prep program in our state.
- o Another long term goal if funding is available, is to use as an endowment or create an outdoor science driven classroom.
- o A question was raised on who would take care of the facilities (cleaning/maintenance)? Dr. Burnett stated that the last time the site was used by RCCD, Alvord Unified was paid a percentage for the upkeep, so we will continue to look into that option.
- o Both MVC and RCC have existing child development centers on their campus.

6. Veterans Designated Parking Spaces Informational Update – Kevin Fleming
- • ASNC Members expressed a concern about designated spaces in the STEM parking lot given its small size.
- • It was suggested to designate staff parking spots at the STEM center for veteran student spaces.
- • Another suggestion was designating multiple staff spaces throughout the college's parking lots for veteran student spaces, thus increasing the total amount of student parking spots.
- • Support was expressed for the concept and against the concept.
  - o A side discussion took place about the importance of ASNC representative on all the college's committees/councils to bring back information and valued feedback during the 1st/2nd read process.
- • Given their additional feedback, the current recommendation is now to:
  - o Hold off on installing/designating veteran reserved spaces in the STEM parking lot until the new VRC parking is constructed.
  - o It was suggested that BFPC should solicit feedback from student veterans about the physical location of the reserved spots in each lot, prior to installation.

7. Budget Update – Esmeralda Abejar
   - Budget Allocation Model (BAM) Update
     - 2020-2021 Phase II BAM implementation
       - STEM analysis results (Completed)
       - Liberal Art analysis results (Completed)
       - CTE analysis of results (Currently waiting for MVC to submit their changes)
       - Unique analysis of results (Currently waiting for MVC to submit their changes)
       - Exchange rate decision-Median (Completed)
       - Use of prior year discipline cost per FTES (Completed)
         - It was determined to use 2018/2019 costs to come up with an initial budget for 2020/2021 and then review.
       - Escalation factor and basis
         - DBAC subgroup meeting to discuss escalation rates
       - FTES by discipline for FY2020-2021 (DEMC)
8. Business & Facilities Program Review Resource Requests for 2019/2020 – Dan Lambros
   - BFPC Resource Ranking Prioritization Sub Committee Results Review
     - Motion to forward recommendations forward to ISPC made by: Jim Thomas
     - Seconded by: Kimberly Bell
     - Abstentions 0
     - Motion carried
   - No questions were raised by the committee.
   - The list will now be forwarded to ISPC to validate the current prioritization process was followed.

9. Standing Items/Reports:
   - Facilities Project Updates – Jim McMahon (Handout)
     - Committee reviewed list of current projects
   - Safety & Emergency Preparedness Update (Handout)
     - Committee reviewed list of upcoming trainings provided by Justin Czerniak
   - IMS Update – Dan Lambros (Handout)
     - Committee reviewed list of current IMS projects
     - Cashiers office will be getting a new intercom to better communicate with students and employees.
     - CSS217 was approved for a mobile interactive screen (approx. 85")
     - Business Park just received a 75" interactive mobile screen, funded by restricted funds.
   - Technology Update - Mike Angeles (Handout)
     - Committee reviewed TSS handout
     - Change: Galaxy install for rooms IT125 and IT127 (not IT124)
     - All 94 administrative computers are targeted for refresh beginning in January (Staff/Faculty). The inventory was taken approximately 5 months ago, so some computers may have been ordered and received.
10. Good of the Order
    - None

11. Next Meeting: Tuesday, December 10, 2019 11:15am-12:45pm OC116

BFPC Statement of Purpose
(Approved by BFPC on May 14, 2013)

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

5 YEAR SCHEDULED MAINTENANCE		**COLLEGE:**		**NORCO**		**PERIOD:**		**2019-20**		

ROOF	Description	Bldg. Age	Roof Age	Sqft.	2019-2020	2020-21	2021-2022	2022-2023	2023-2024	TOTAL
				TOTALS	$ -	$ -	$ -	$ -	$ -	$ -

UTILITY	Description	Age Util.	Roof Age	Sqft.	2019-2020	2020-21	2021-2022	2022-2023	2023-2024	TOTAL
Campus Wide	Repipe Water Lines - Phase 1	26	n/a	n/a		$ 200,000				
Campus Wide	Domestic Water Piping Replacement	26	n/a	n/a			$ 250,000			
Campus Wide	Repipe Water Lines - Phase 2	26	n/a	n/a					$ 200,000	
				TOTALS	$ -	$ 200,000	$ 250,000	$ -	$ 200,000	$ 650,000

MECHANICAL	Description	Age	Roof Age	Sqft.	2019-2020	2020-21	2021-2022	2022-2023	2023-2024	TOTAL
Student Services	Elevator Refurbishment		n/a	n/a	$ 57,265					
Multiple Bldgs	Replacement of the lighting controllers				$ 107,000					
Industrial Tech	Elevator Refurbishment	25	n/a	n/a		$ 80,000				
Applied Technology - N	Elevator Refurbishment	22	n/a	n/a			$ 80,000			
Library	Elevator Refurbishment	22	n/a	n/a				$ 85,000		
Campus Wide	Infrastructure HVAC 4 Pipe System Replacement - Phase 1	25	n/a	n/a					$ 400,000	
Facilities M2	Replacement of AC/Chillers - Bldg F2	26							$ 400,000	
Campus Wide	Infrastructure HVAC Phase 2 / Water Pipes	26	n/a	n/a					$ 400,000	
Building F1	Generator Replacement including Transformers and Switches	25	n/a	n/a					$ 65,000	
				TOTALS	$ 164,265	$ 80,000	$ 80,000	$ 85,000	$ 1,200,000	$ 1,609,265

EXTERIOR	Description	Last Re-Finished	Roof Age	Sqft.	2019-2020	2020-21	2021-2022	2022-2023	2023-2024	TOTAL
Various	Exterior Painting (Student Services, College Resource Center)	5	n/a					$ 180,000		
Various	Exterior Painting (Science & Technology, Theater, Humanities, Library, and Applied Technology)	5	n/a					$ 200,000		
Campus Wide	Exterior Painting	5	n/a					$ 220,000		
				TOTALS	$ -	$ -	$ -	$ 600,000	$ -	$ 600,000

OTHER	Description	Bldg. Age	Roof Age	Sqft.	2019-2020	2020-21	2021-2022	2022-2023	2023-2024	TOTAL
Parking Lot A	Repairs, sealing and restripe	n/a	n/a		$ 214,000					
All Bldgs	Re-Keying of all campus doors				$ 80,250					
3rd Steet	Repair of 3rd Street AC Paving				$ 347,500					
Applied Technology	ATEC 2nd Floor walk deck repair & repaint				$ 64,200					
Various	Fire Life Safety Replacement of Alarm Panels (Student Services, Science & Technology, Library, Applied Technology, and Center for Success)	-	n/a			$ 150,000				
Campus Wide	Irrigation / Plumbing System Replacement	26	n/a			$ 400,000				
Campus Wide	Replacement of Automated Irrigation System	26	n/a			$ 65,000				
Library	Interior Painting	22	n/a				$ 75,000			
Applied Technology	Carpet Replacement in Classrooms	22	n/a				$ 30,000			
Campus Wide	Replacement of Automated Irrigation System	26	n/a				$ 100,000			
Various	Interior Painting of Classrooms (Science & Technology, Theater, Humanities, Library, and Applied Technology)	-	n/a					$ 225,000		
Applied Technology - N	Interior Painting of Classrooms	22	n/a						$ 30,000	
				TOTALS	$ 705,950	$ 615,000	$ 205,000	$ 225,000	$ 30,000	$ 1,780,950
				GRAND TOTALS	$ 870,215	$ 895,000	$ 535,000	$ 910,000	$ 1,430,000	$ 4,640,215

$ 4,640,215

Stokoe Innovative Learning Center Project Schedule

Month		Action Item	Responsible Party	Status	Notes
Oct 19	Participatory Governance	1. Ensure alignment with Educational Master Plan	Lee/Fleming	Complete	
		2. Comprehensive Instructional Program Plan Written/Apprenticeship Component	Burnett/Mustain	Complete	
		3. Instructional Program Concept presented to S&BS Department (Nov 19)	Burnett/Adams		
		4. Monthly Task Force Meeting	Piper	Scheduled	
		5. Schedule Task Force w/ AUSD, Headstart & RCOE	Piper	Scheduled	Dec 17: 4-5pm
		Headstart Meeting (Oct 31)	Burnett/Mustain	Complete	
	Facility Improvements	1. Budget coordination	Collins	Complete	
	Program Planning	1. Student Services & on-site support integrated into plan	Tarrant	Complete	
	Clear Communication	1. Monthly update to Cervantes	Green	Complete	
Nov 19	Participatory Governance	1. Instructional Program Plan presented to APC (Nov 8)	Boelman	Complete	
		2. Instructional Program Plan presented to Academic Senate (Nov 18)	Burnett/Adams		On the agenda for 11/18
		3. Instructional Program Plan presented to BFPC (Nov 12)	Fulbright/Burnett	Complete	
		4. Instructional Program Plan presented to ISPC (Nov 20)	Burnett/Lee/Fleming		On the agenda for 11/20
		5. Chancellor's Cabinet (Nov 18)	Green		
		6. Instructional & Facility Plan sent to District for Dec 3rd BOT (due Nov 19)	Terrazas		
		7. Monthly Task Force Meeting	Piper		
		8. ECE Advisory Board (Nov 15)	Burnett/Adams/Mustain		
	Facility Improvements	1. Comprehensive Instructional Program Plan Completed (Nov 4)	Fulbright/Lee/Burnett/Adams	Complete	
		2. Invite pre-approved architects to bid on the project (Nov 7)	Collins		
		3. Architects walk Stokoe site to inform proposals (Nov 14, 15)	Collins		
		4. Architect proposals due (Nov 21)	Collins		
	Program Planning	1. RCCD Fingerprinting Process identification/planning	Fleming		
		2. Identify Management/Supervision	Fleming		
		Winter Special Projects processed for ECE Faculty	Lee/Fulbright		
	Clear Communication	1. Monthly update to Cervantes	Green		
		2. Include in Regular Update & President Advisory Board	Green/Fleming		
Dec 19	Participatory Governance	1. BOT Committee discussion (Dec 3)	Green		
		2. Instructional Program Plan presented to DSPC	Green		
		3. Monthly Task Force Meeting	Piper		
	Facility Improvements	1. Architect Services Agreement goes to BOT (Dec 10)	Collins		
	Program Planning	1. Preschool RFA/Contract for RCOE	Fulbright		
		2. Headstart RFA/Contract	Fulbright		
		3. Operational funds out of Appropration?	Collins/Green		
	Clear Communication	1. Monthly update to Cervantes	Green		
		2. Communicate Transistion to Temple Beth El	Burnett		
		3. Communicate Transistion to Maple Street	Adams		

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Month	Action Item	Responsible Party	Status	Notes

Month	Category	Task	Owner		
Jan 20	**Participatory Governance**	1. ACCJC substantive change drafted	Fulbright		
		2. FTES and Classroom Facility Plan finalized by DoIs	Fulbright		
		3. Monthly Task Force Meeting	Piper		
	Program Planning	1. Pathways to Universities Identified	Burnett/Adams/Fulbright		
	Clear Communication	1. Monthly update to Cervantes	Green		
Feb 20	**Participatory Governance**	1. ACCJC substantive change completed	Lee		
		2. Monthly Task Force Meeting	Piper		
	Program Planning	1. Fall 2020 class scheduling completed	Fulbright		
	Clear Communications	1. Monthly update to Cervantes	Green		
		2. Student Communication Plan	Fleming		
		3. AUSD Parent Communication Plan	Burnett/Adams		
Mar 20	**Participatory Governance**	1. ACCJC substantive change to Academic Senate (1st & 2nd)	Fulbright/Lee		
		2. ACCJC substantive change to ISPC (1st & 2nd)	Fulbright/Lee		
		3. Monthly Task Force Meeting	Piper		
		4. Revised MOU with AUSD to BOT	Green		
	Facility Improvements	1. Architect design/stamped drawings/cost estimates completed (Mar 4)	Collins		
		2. Advertise bid (Mar 5-19)	Collins		
		3. Construction project bid put out to market (Mar 18)	Collins		
	Program Planning	1. Meetings with CSU, UC, CBU	Fulbright		
		2. Overflow parking exploration with LaSierra Univ & AUSD	Fleming		
	Clear Communication	1. Monthly update to Cervantes (Green)	Green		
Apr 20	**Participatory Governance**	1. ACCJC substantive change to COTW	Lee		
		2. Monthly Task Force Meeting	Piper		
	Facility Improvements	1. Construction Services Agreement goes to BOT (Apr 21)	Collins		
	Program Planning	1. Implement Fingerprinting Process solution	Fleming		
	Clear Communication	1. Monthly update to Cervantes	Green		
May 20	**Participatory Governance**	1. ACCJC substantive change to DSPC	Green		
		2. ACCJC substantive change to BOT	Green		
		3. Instructional Program Plan presented to COTW (May 21)	Green		
		4. Monthly Task Force Meeting	Piper		
	Facility Improvements	1. Construction NTP (May 1-Sept 1)	Collins		
	Clear Communication	1. Monthly update to Cervantes	Green		
Jun 20	**Clear Communication**	1. Ribbon Cutting Invitations sent	Fleming		
		2. Monthly update to Cervantes	Green		
Jul 20	**Clear Communication**	1. Monthly update to Cervantes	Green		
Aug 20	**Program Planning**	1. One section of EAR-19 to be scheduled at Stokoe (may be shifted to spring 2021)	Boleman/Fulbright		
	Clear Communication	1. Ribbon Cutting Ceremony	Fleming		
PROJECT COMPLETE					Page 2

Norco College
Business & Facilities Planning Council
2019/2020
Preliminary Weighting of Ranking Criteria for Program Review Resource Requests

Criterion	Description	Points
Service Area Outcomes	The potential for the resource requested to address specific service area outcomes / dashboard indicators, etc. Requestor should provide data to substantiate the need for the resource request, **actual cost** of resource request and any ongoing costs (maintenance, annual license, etc.), and a specific service area outcome.	40
Promotes Long Range College/District Plans *	The potential for the resource requested to promote specific Campus and/or District Strategic Initiatives. The requestor should provide specific information on the particular strategic initiative and how the resource requested will address such. * Educational Master Plan; Facilities Master Plan; District Strategic Vision, Values, Themes	40
Student Learning	The potential for the resource requested to address student learning	20
	Total	**100**
Campus Safety	The potential for the resource requested to address specific or general campus safety issues. The requestor should provide specific information relative to the particular safety issue and how the resource requested will mitigate the same. **Meets criteria: Y Does not meet criteria: N**	Y / N
Regulatory Compliance/Industry or District Standards	The potential for the resource requested to address regulatory compliance issues and Industry and/or District Standards. The requestor should provide specific information relative to the particular compliance issue and how the resource request will mitigate the same. **Meets criteria: Y Does not meet criteria: N**	Y / N

Norco College Business Services Resource Requests For 2019/20
BUDGET REQUESTS
Business & Facilities Planning Council

Department	Description	Requested Amount	Justification/Comments	Priority
Safety & Emergency Planning	Budget Request (19/20)	$75,000.00	To support the college commitment to the accreditation IIIB Standard a revolving budget would be used to support the ongoing safety and compliance needs of the college. Funding will support the ongoing upkeep of the First Aid and AED equipment on campus and additionally, this funding will support some of the EOC and emergency supplies upkeep on campus. Some of funds may be used to support the Safety Committee, the building and floor captain program, the Community Emergency Response Team (CERT) and ergonomics.	1
Safety & Emergency Planning	Budget Request (19/20)	$25,000.00	To support the college commitment to the accreditation IIIB Standard this revolving budget would be used to for the employment of student workers to support recurring emergency and safety activities the college.	2

EQUIPMENT / SUPPLIES / SERVICES REQUESTS *(NON-TECHNOLOGY)*

Business & Facilities Planning Council

Department	Description	Requested Amount	Justification/Comments	Priority
Facilities: Custodial	Golf Carts (18/19)	$30,000.00	There is a need for 3 new long bed golf carts to enable the night custodial crew to operates in a consistent and productive manner. The crew is currently attempting to share carts with the day shift Custodians and M&O staff. These carts are not equipped with headlights, nor have the appropriate carrying space required to transport equipment, supplies and trash as the duties require. The carts are also often not fully charged in order to maintain operation for the full shift.	1
Facilities: Custodial	Sheds/Containers (19/20)	$8,000.00	Storage shed or containers for custodial equipment and materials at STEM and West End Quad	2
Facilities: Custodial	Repair of Other Cleaning Equipment (19/20)	$15,000.00	The repair of all other existing cleaning equipment to increase effectiveness of custodial staff.	3
Facilities: Custodial	Repair Carpet Cleaning Equipment (19/20)	$5,000.00	Repair of existing truck mounted carpet cleaning equipment	4
Facilities: Maintenance & Operations	Portable Air Conditioners (18/19)	$10,000.00	Our college is located in a desert area and the extreme weather presents a big challenge. This equipment will allow us to provide comfort to the staff in affected areas without interruption to the program.	5
Facilities: Grounds	Mini Excavator (18/19)	$45,000.00	To increase safety and productivity during trenching of irrigation lines. Reduces cost of rentals in the long term.	6

Norco College Business Services Resource Requests For 2019/20
FACILITIES REQUESTS
Business & Facilities Planning Council

Department	Description	Requested Amount	Justification/Comments	Priority
Facilities: Maintenance & Operations	Repair Street (19/20)	$200,000.00	Repair of the 3rd Street Roadway	1
Facilities: Maintenance & Operations	Upgrade Parking Lot C (19/20)	$350,000.00	Resurfacing and striping of Parking Lot C	2
Safety & Emergency Planning	Classroom Telephones/Paging System (19/20)	$220,000.00	To support the college commitment to the accreditation IIIB Standard. Adding phones in the classrooms will allow for essential e911 calling. Additionally, the goal is to set up paging and intercom into every classroom, providing the ability to push notifications to a select group, in the event of a verified emergency or just a general announcement. These phones would not be programed to allow for calls outside district extensions direct dial or 911.	3
Facilities: Maintenance & Operations	Advance Campus Wayfinding Program (18/19)	$100,000.00	Advance campus wayfinding program. Wayfinding is necessary to meet the information and directional needs of the campus	4
Facilities: Maintenance & Operations	Upgrade Parking Lot A (19/20)	$285,000.00	Resurfacing Parking Lot A	5

Norco College Business Services Resource Requests For 2019/20
PROFESSIONAL DEVELOPMENT REQUESTS
Business & Facilities Planning Council

Department	Description	Requested Amount	Justification/Comments	Priority
Technology Support Services	Professional development activities (18/19)	$12,500.00	Software/Hardware training for staff to maintain staff competency.	1
Business Services	Professional Development (18/19)	$2,500.00	Professional Development Training/Activities As Needed	2
Safety & Emergency Planning	Professional Development (19/20)	$15,000.00	To support the college commitment to the accreditation IIIB Standard adding a revolving budget for training and professional development. These funds would be used to support the ongoing safety and compliance needs of the college. Previously we have been able to provide First Aid/CPR and AED certification, Stop the Bleed training, CERT Training, as well as Active Shooter classes. This recurring funding will allow for additional in person classes and professional development and community outreach opportunities.	3
Facilities: Grounds	Irrigation Training (18/19)	$2,500.00	To learn new ways of water conservation and improve efficiency of the already existing system.	4
Facilities: Grounds	Turfgrass maintenance training (18/19)	$7,500.00	To enhance skills and learn new innovative ways to maintain turf.	5

STAFFING REQUESTS
Business Services Planning Council

Department	Description	Requested Amount	Justification/Comments	Priority
Facilities: Administrative	Manager, Facilities, Grounds and Utilization (18/19)	$9,229.00	Norco college has grown during the pass few years and this is our projecting for the future. With the growth has come a demand for additional support to our campus to include weekend activities that require management oversight. This position will provide those services by "reclassifing" the existing Grounds Supervisor position into an "overall manger".	1
Facilities: Custodial	Increase Custodial Staff Member by .5 for VRC (18/19)	$70,028.30	Increase of existing custodial staff member by .5 to account for the increased work load of the new Veterans Resource Center (Full time w/benefits)	2
Facilities: Grounds	Classified Staff Full Time (18/19)	$88,458.00	To increase current staffing which is insufficient to maintain the campus grounds on a regular basis	3
Technology Support Services	Full-Time Information Technology Analyst (18/19)	$121,724.00	With added work load and technology advances, Norco College TSS is asking for one full-time ITA position to keep up with work orders and large computer laboratory imaging requests.	4
Technology Support Services	Full Time Help desk Technician (18/19)	$100,292.00	Delayed responses through the district help desk have caused concerns regarding service delivery for TSS and IMC. Recommend one full time staff to address this need.	5

Department (Alpha Order)	Description	Requested Amount	Justification/Comments	Service Area Outcomes (40)	Promotes Long Range College/District Plans* (40)	Student Learning (20)	Campus Safety Y/N	Regulatory Compliance/Industry or District Standards Y/N	Total Score	Priority
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for applicable Library classrooms (18/19)	$100,000.00	Audio and Visual in the Library Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for applicable Humanities Classrooms (18/19)	$80,000.00	Audio and Visual in the Humanities Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for applicable Industrial Technology Classrooms (18/19)	$95,000.00	Audio and Visual in the Industrial Technology Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for applicable Science Technology Classrooms (18/19)	$80,000.00	Audio and Visual in the Science Technology Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for applicable West End Quad Classrooms (18/19)	$45,000.00	Audio and Visual in the West End Quad Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for all applicable Applied Technology Classrooms (18/19)	$100,000.00	Audio and Visual in the Applied Technology Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology. (Excluding 205/210/211 which were already completed)	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	Audio and Visual Technology Upgrade/new equipment for any applicable areas in the Center for Student Success (18/19)	$150,000.00	Audio and Visual are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and Interactive displays with Wireless Presentation Technology. (Excluding CSS217 which was completed)	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	Conference Rooms Audio/Visual Technology Upgrade/New for all applicable Conference Rooms and PDC (18/19)	$160,000.00	Audio and Visual in the Conference Rooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and Interactive displays with Wireless Presentation Technology.	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	New Updated Computers/Monitors for TSS Staff (18/19)	$25,000.00	5 existing computers are at end-of-life and the warranty is expired.	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	New Desktop Computers for IT 127 (35) (18/19)	$110,000.00	Existing computers are at end of life and cannot support new software requirements	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	New Desktop Computers for IT 124 (35) (19/20)	$110,000.00	Existing computer are at end of life and cannot support new software requirements.	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	ATEC Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$16,500.00	ATEC Bldg (15) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	####	xxx
Technology Support Services	CACT Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$5,500.00	CACT Bldg (5) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	####	xxx

				Scoring						
Technology Support Services	CRC Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$1,100.00	CRC Bldg (1) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	CSS Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$50,600.00	CSS Bldg (46) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	HUM Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$7,700.00	HUM Bldg (7) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	IT Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$31,900.00	IT Bldg (29) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	LIB Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$29,700.00	LIB Bldg (27) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	OC Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$35,200.00	OC Bldg (32) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	PORT A/B New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$15,400.00	PORT A/B (14) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	SSV Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$73,700.00	SSV Bldg (67) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	ST Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$7,700.00	ST Bldg (7) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	STEM Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$23,100.00	STEM Bldg (21) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	THTR Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$5,500.00	THTR Bldg (5) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	WEQ Bldg New desktop computers for all applicable Faculty and Staff offices or stations. (19/20)	$6,600.00	WEQ Bldg (6) Desktop computers will need to be replaced in accordance with the current technology plan refresh.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	New computer/monitor for STEM302 (56) (19/20)	$140,000.00	Computers reached maximum efficiency based on manufacturers recommendation. Showing signs of deterioration and breakdowns are common. Computers are out of warranty and replacement parts are not available anymore.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	New computer/monitor for NIT127 (iMac) (33) (19/20)	$82,500.00	Computers reached maximum efficiency based on manufacturers recommendation. Showing signs of deterioration and breakdowns are common. Computers are out of warranty and replacement parts are not available anymore.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	New computer/monitor for NIT106 (iMac) (33) (19/20)	$82,500.00	Computers reached maximum efficiency based on manufacturers recommendation. Showing signs of deterioration and breakdowns are common. Computers are out of warranty and replacement parts are not available anymore.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	New computer/monitor for NIT124 (28) (19/20)	$70,000.00	Computers reached maximum efficiency based on manufacturers recommendation. Showing signs of deterioration and breakdowns are common. Computers are out of warranty and replacement parts are not available anymore.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	New computer/monitor for STEM122 (iMac) (16) (19/20)	$40,000.00	Computers reached maximum efficiency based on manufacturers recommendation. Showing signs of deterioration and breakdowns are common. Computers are out of warranty and replacement parts are not available anymore.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	New computer/monitor for NIT125 (33) (19/20)	$82,500.00	Computers reached maximum efficiency based on manufacturers recommendation. Showing signs of deterioration and breakdowns are common. Computers are out of warranty and replacement parts are not available anymore.	xxx	xxx	xxx	xxx	xxx	#####	xxx

				Scoring						
Technology Support Services	New computer/monitor for LIB200 (20) (19/20)	$28,000.00	Computers reached maximum efficiency based on manufacturers recommendation. Showing signs of deterioration and breakdowns are common. Computers are out of warranty and replacement parts are not available anymore.	xxx	xxx	xxx	xxx	xxx	#####	xxx
Technology Support Services	New computer/monitor for LIB ASSESSMENT (25) (19/20)	$35,000.00	Computers reached maximum efficiency based on manufacturers recommendation. Showing signs of deterioration and breakdowns are common. Computers are out of warranty and replacement parts are not available anymore.	xxx	xxx	xxx	xxx	xxx	#####	xxx

Summary of Moves and Projects - Norco College 2019-20

Ref. No.	Item	Current Location/Description	New Location	Staff/Program	Requirements	Furniture Devl & Install Date	Projected Move Date	Funding Required	Funding Source	Primary Contact	PO #/Date issue	Status	NOTES
	1	LRC Associate Faculty			Refitting of the room to transform from a testing facility to an office/work space for Associate Faculty	After ST 107 & 108	10/23/2019		Grant			COMPLETE	Move old furniture, Electrical disconnect. Relocate LRC tables and chairs
	2	ST 107 & 108 Engagement Center	In Progress - See Notes		Furniture has been selected and ordered 5-28-19	10/18/2019	10/22/19		Non-Resident Capital outlay	Dr James Dr Tarrant		Complete Less Signage	10-30-19: Signage in the procurement process.
	3	CSS 219 Exterior Furniture	CSS 219	Phoenix Scholars Center	Placement of new exterior furniture outside of CSS 219	10/18/2019	10/21/2019		NextUp Funds	Dr Ocequera Bernice Delgado		COMPLETE	No M&O Work
	4	Transfer Space	SSV 2nd floor		New partitions and furnishings	TBD	TBD		TBD	Dr James		Funding source required	10-1-19 Finish color selection is to be confirmed 10-4-19. Layout has been selected. Proposal requested 8-13-19. Remove and replace all of the existing partitions and furnishings.
	5	IT Faculty Moves	IT & ATEC		Relocation of Faculty and Staff offices IT 200, 217 and ATEC 215		Oct 25-30	N/A				COMPLETE	Additional relocation Credenza from the Unity Zone to IT 217
	6	IT 121	IT 121	English	Conversion of IT-121 from English Lab to general classroom		TBD					Planning	The English Lab is being converted to an online course and the room can now be used for general course instruction
	7	CSS 216 Unity Zone	CSS 216	Unity Zone	Removal and installation of new table	Oct 31-Nov 4						Scheduling	Locating of new table to meet request
	8	OC 120 TSS	OC 120	TSS	Installation of additional deck at Jason's Cubical	Oct 31-Nov 4						Scheduling	Placement of the desk removed from the Unity Zone in to Jason's work space.
	9	SSV 212	Puente/Umoja	Puente/Umoja	Flooring and furnishing replacement.	TBD	2/13/2020		Student Equity	Dr Oceguera		Planning	10-30-19: Dr O and Strategic to meet Nov 7th to start layout and selection.
	10	Corral - Holiday Lighting	Corral		Installation of SS support wire and clamps for the NC Holiday party		12/9/2020		Facilities			Planning	Unistrut beam clamps with SS aircraft wire and couplings.
	11	Library - Shelving removal	Library		Removal of 5 existing bookshelves and installation of study tables with power & data	TBD	TBD	TBD	TBD	Damon Nance Steve Marshall		Preliminary	Removal of 5 existing low bookshelves, wall patch/paint, carpet replacement, 5 retangular tables with power and data for 6 stations each.
	12	STEM - Solar Displays	Bamboo Garden & STEM	STEM	Installation of mounting poles	TBD	TBD	Completed	STEN Grant	Dr Parks & Patricia Gill		PO for Design	Design and installation of 6" display posts for the mounting of solar projects.
	13	ADA Path of Travel	Parking Lots B & D		Asphalt & concrete replacement	Start Jan 13, 20			Scheduled Main/District	Steve Marshall	Contract issued	Pre-Construction	Revisions to ADA path of travel in Parking lot B & D.
	14	Parking Lot A - Refurbishment	Parking Lot A		Refurbishment of asphalt	Start Dec 16, 19			1 Time Funds	Steve Marshall		Bidding phase	Grind, resurface, seal & stripe Parking Lot A.
	15	Amphitheater Shading	Amphitheater		Shading of Amphitheater seating area	TBD			1 Time Funds	Steve Marshall	PO being issued for Arch't	Design phase	Design and installation shading for the seating area of the Amphitheater
	16	Amphitheater tables & Umbrellas	Amphitheater		10 tables w/ umbrellas	1-Nov-19			1 Time Funds	Steve Marshall	PO being revised	Procurement	10 tables with umbrellas for the Amphitheater area
	17	Soccer Field Turf Replacement	Soccer Field		Replacement of existing field turf	Start March 2020			Measure "C"	Steve Marshall		Design phase	Replacement of the existing field turf and the possible addition of Rugby lines and goals(pending funding)
	18	Hydration Stations	Theater/IT		Installation of 2 hydration stations	Mid Nov 2019			ASNC/1 Time Funds	Steve Marshall Sarah Gadalla	PO's issued	Materials on order	10-30-19: Pending delivery of materials. Replacement of 2 existing drinking fountains and replacement with hydration stations with bottle filler at the Theater and IT Bldgs
	19	Key Control	Campus		Replacement and update of the campus keying system	Spring 2020			1 Time Funds	Steve Marshall		Design phase	10-30-19: NC and RCC completing door and lock counts. Replacement of the existing door cylinders and updating of the existing keying system with updated and streamlined keying organization.
	20	Veterans Resource Center	VRC	VRC	New VRC Building	Start Feb 2020			State Appropriation	Steve Marshall		Design phase	DSA has approved plans. Pending DTSC testing results and any additional actions.
	21	Early Childhood Education Center	TBD		Development of an Early Childhood Education Center	TBD			State Appropriation	TBD		Planning & Site Investigation	Development of an Early Childhood Education Center
	22	Solar Panel - Field Lab	WEQ-CACT	STEM	Construction of a residential roof system for simulation of solar panel installation	Winter/Spring term				Dr Parks Steve Marshall		Planning & Development	Planning of class needs and design of the roof size and structural needs. Class size of approx. 24. Pending action by Dr Parks.

Planning and Check Lists

Item	Responsibility	What	When	Where
Work Order for Electronics move	End User	CPU's & AV	4 month storage maximum	Warehouse
Storage, surplus or reuse of furniture	End User/M&O		2 month Storage maximum	M&O

Norco College
Safety Coordinator UPDATE
BFPC – 11/12/19

1. We have the following upcoming CPR/AED/First Aid trainings. Please note that we are offering two different types of classes:

   - Recertification's classes, for those that have a current CPR/AED/First aid certificate that will expire before the upcoming class. These classes are 4 hours and you must bring proof of a current certificate to attend the class.
   - Regular classes, for those that have never taken the training or have a certificate that has expired.

Upcoming classes			
Date	Type of class	Address	Times
11-8-19 Norco	Recertification	2001 3rd Street Norco CA 92860 CSS Upper lounge	8:30-12:30pm
11-15-19 CAADO	Recertification	3801 Market St Riverside Ca 92501 #309	8:30-12:30pm
11-15-19 MVC	Recertification	16130 Lasselle St, Moreno Valley Ca 92551 STU 101	8:30-12:30pm
11-22-19 RCC	Regular	4800 Magnolia Ave Riverside Ca 92506 Quad 116	8:30-2:30pm
12-13-19 CAADO	Recertification	3801 Market St Riverside Ca 92501 #309	8:30-12:30pm
12-13-19 Norco	Regular	2001 3rd Street Norco CA 92860 IT 202	8:30-2:30pm
12-16-19 RCC	Recertification	4800 Magnolia Ave Riverside Ca 92506 Quad 116	8:30-12:30pm
12-17-19 CAADO	Regular	3801 Market St Riverside Ca 92501 #309	8:30-2:30pm

If you are interested in signing up for one of the trainings, please send me an email with your name, department, campus and class date preference to: monica.esqueda@rccd.edu

Everyone is invited and encouraged to attend the monthly safety committee meetings!

Feel free to contact me for any questions or concerns.

Justin Czerniak
College Safety and Emergency Planning Coordinator
Norco College
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Instructional Media Center Technology Updates 10/30/19			
Current Location/Description	**Status**	**Notes**	**Project Date**
Industrial Technology Room 101 Audio/Visual Equipment Upgrade	In Progress	Waiting on Proposals	Late Fall
A/R and Veterans Center Interactive Kiosks	Complete	New Kiosk Digital Signage	Complete
HUM 111 New Projector Install	In Progress	Replacing projector only	This Fall
ATEC 205 and CACT 1 A/V Upgrade	Complete	A/V Upgrade	Complete
LRC Study Cubicles Interactive Projectors	In Progress	Proposals Sent	No date yet

Technology Support Services Update: 10/29/19

1. Standing Work Orders
   a. Reimaging STEM 122 Computers, Autocad update.
   b. Installing (8) 3d Printers ATEC109.
   c. Faculty Computers – 2 left, Computers ready, waiting for Faculty availability.
   d. 4 Computers for ST107/ST108 - Engagement Center (Assessment)
   e. Galaxy install IT125 and ~~IT124~~ IT127.
2. Office Computer/Technology Office Move
   a. Faculty/Dean: IT (J. Warsinski, J. Cobb, M. Fulbright)) ATEC (E. Chung)
   b. Staff: Moved Assessment Staff Computers in ST
3. Podium Computers:
   a. Done: ATEC, HUM, ST, IT Bldg 2nd Floor.
   b. Ongoing: STEM, LIB, WQ, IT First Floor.
4. Inventory Update:
   a. 94 Admin/Faculty/Staff needs to be replaced based on installation date (oldest)
      i. (see attached)
   b. 4 Computer Labs = Total 157
      i. IT127 – Installed Fall 13 (34, engineering, cis) – Quoted
      ii. IT124 – Installed Winter 15(30, manufacturing) – Quoted
      iii. STEM302 – Installed Spring 15 (60, cis)
      iv. IT106 – Installed Fall14 (33, music)

Administrative/Faculty/Staff 10/29/19 – Installation Date <> Warranty

LOCATION	TYPE	USER	ASSET TAG	INSTALLED	WARRANTY	PER BLDG
ATEC-212	Mac	Robert Prior	N/A	01/2005	01/2008	
ATEC-213	Lenovo	Brian Johnson	38096	01/2009	01/2012	
ATEC-214	Mac	Brady Kerr	51209	07/2013	07/2016	
ATEC-221	Lenovo	Joseph DeGuzman	41427	01/2009	01/2012	
ATEC-Lobby	Lenovo	No User	52000	05/2009	05/2012	
						5
BPARK-100	Dell	Derek Sy	51056	03/2013	03/2016	
						1
CRC-E102	Dell	Campus Police	44677	01/2013	01/2016	
CRC-E102	Dell	Campus Police	44680	01/2013	01/2016	
CRC-E102	Dell	Sgt. Robert Klevend	44674	01/2013	01/2016	
CRC-E115	Lenovo	Faculty/Staff	41227	01/2009	01/2012	
CRC-E115	Lenovo	Faculty/Staff	41215	01/2009	01/2012	
CRC-E115	Lenovo	Faculty/Staff	44708	01/2009	01/2012	
						6
CSS	Lenovo	Dallas Carter	44146	01/2009	01/2012	
CSS-106-DRC	Lenovo	Student Station	49283	03/2013	03/2016	
CSS-106-DRC	Lenovo	Student Station	49280	03/2013	03/2016	
CSS-106-DRC	Lenovo	Student Station	49093	03/2013	03/2016	
CSS-106-DRC	Lenovo	Student Station	49092	03/2013	03/2016	
CSS-205	Lenovo	ASNC Front Desk	42549	02/2009	02/2012	
CSS-205	Lenovo	SNC Student Static	42519	02/2009	02/2012	
CSS-205	Lenovo	SNC Student Static	42520	02/2009	02/2012	
CSS-205	Lenovo	SNC Student Static	42533	02/2009	02/2012	
CSS-205	Lenovo	SNC Student Static	42534	02/2009	02/2012	
CSS-205	Lenovo	SNC Student Static	40541	02/2009	02/2012	
CSS-205	Lenovo	SNC Student Static	42552	02/2009	02/2012	
CSS-205	Lenovo	SNC Student Static	40583	02/2009	02/2012	
CSS-205	Lenovo	Student Station	42532	02/2009	02/2012	
CSS-205	Mac	ASNC Desk #2	48645	01/2012	01/2015	
CSS-207	Lenovo	Jennifer Revollo	41935	04/2009	04/2012	
CSS-211	Lenovo	Front Desk	41977	05/2009	05/2012	
						17
HUM - 119	Lenovo	Stanley Tyler	41231	01/2009	01/2012	
HUM - 202	Lenovo	Raquel Hoover	52009	01/2009	01/2012	
HUM - 209	Lenovo	Jeffrey Julius	41932	01/2009	01/2012	
						3
IT-200-A	Lenovo	Jeffrey Mulari	51047	01/2014	01/2017	
IT-200-C	Lenovo	Andres Elizalde	41913	01/2009	01/2012	
IT-200-F	Lenovo	Ana Marie Olaerts	41908	01/2009	01/2012	
IT-200-H	Mac	Lisa Nelson	39587	01/2008	01/2011	
IT-200-J	Lenovo	Margarita Shiriniar	41911	01/2009	01/2012	
IT-200-K	Lenovo	Laura Adams	52020	01/2010	01/2013	
IT-200-L	Lenovo	Peggy Campo	41847	01/2009	01/2012	
IT-200-Lobby	Dell	ristina Fierro-Nishk	60924	01/2014	01/2017	
IT-200-Lobby	Dell	Claduia Figueroa	52403	02/2014	02/2017	
IT-200-Lobby	Dell	Kaite Owashi	60925	02/2014	02/2017	
IT-200-O	Lenovo	Janet Frewing	52002	01/2010	01/2013	
IT-200-P	Mac	Andy Robles	39586	01/2008	01/2011	
IT-200-R	Lenovo	Nicole Capps	52007	01/2010	01/2013	
IT-218	Lenovo	Staff Use	39939	01/2009	01/2012	
						14
LIBR-G128	Mac	James Finley	51178	01/2013	01/2016	
LIBR-G131	Lenovo	Mitzi Sloniger	52018	01/2009	01/2012	

						2
PORT B - 201	Lenovo	Natalie Morford	52001	01/2009	01/2012	
PORT B - 203	Lenovo	Kara Zamiska	42746	01/2010	01/2013	
PORT B - 207	Lenovo	Sandra Popiden	41995	01/2009	01/2012	
PORT B - 209	Lenovo	Tami Comstock	52510	01/2009	01/2012	
						4
SSV-102	Lenovo	Nico Gutierrez	48132	03/2012	03/2015	
SSV-102	Dell	Angela Agulair	60933	04/2014	04/2017	
SSV-102	Lenovo	Lauren Augamite	48109	03/2015	03/2018	
SSV-102	Lenovo	Rochelle Cook	48138	03/2015	03/2018	
SSV-102	Lenovo	Shadon Sanders	48067	03/2015	03/2018	
SSV-102	Lenovo	Student Employee	48414	03/2015	03/2018	
SSV-102	Lenovo	Student Machine	61325	03/2015	03/2018	
SSV-102	Lenovo	Student Machine	61326	03/2015	03/2018	
SSV-102	Lenovo	I.D. Scanner	61185	05/2015	05/2018	
SSV-102-A&R	Lenovo	Cassandra Gilbert	48124	01/2015	01/2018	
SSV-102-A&R	Lenovo	Shazna Uduman	49778	01/2015	01/2018	
SSV-102-A&R	Lenovo	Vanessa Acosta	48139	01/2015	01/2018	
SSV-102-A&R	Lenovo	Staff Machine	48076	03/2015	03/2018	
SSV-102-A&R	Lenovo	Janele Brekke	61834	05/2015	05/2018	
SSV-104	Lenovo	Staff Machine	44618	03/2009	03/2012	
SSV-107	Lenovo	Employee Station	48113	03/2013	03/2016	
SSV-107	Lenovo	Eric Betancourt	48110	03/2013	03/2016	
SSV-107	Lenovo	N/A	48137	03/2013	03/2016	
SSV-116	Lenovo	Alice Montemayor	48070	01/2013	01/2016	
SSV-116	Lenovo	Carla Philips	48069	01/2013	01/2016	
SSV-116	Lenovo	Front Cashier #1	48065	01/2013	01/2016	
SSV-116	Lenovo	Front Cashier #2	48071	01/2013	01/2016	
SSV-117	Lenovo	Jeanne Wallace	61764	05/2015	05/2018	
SSV-122	Lenovo	Staff Use	48078	01/2013	01/2016	
SSV-127	Dell	Nicole Brown	52400	03/2013	03/2016	
						25
SSV-200-TC	Lenovo	Student Computer	48135	05/2013	05/2016	
SSV-200-TC	Lenovo	No User	60489	09/2014	09/2017	
SSV-200-TC	Lenovo	Justin Mendez	63510	12/2015	12/2018	
SSV-203	Lenovo	Sean Davis	60493	09/2014	09/2017	
SSV-204	Lenovo	David Payan	60494	09/2014	09/2017	
SSV-206-B	Lenovo	Staff Use	60495	10/2014	10/2017	
SSV-208	Lenovo	Nick Franco	60487	09/2014	09/2017	
SSV-216	Lenovo	Maria Juardo	60490	08/2014	08/2017	
SSV-217	Lenovo	Marissa Iliscupidez	60492	09/2014	09/2017	
						9
ST - 201A	Lenovo	Teresa Friedrich-Finn	41936	01/2009	01/2012	
ST - 201B	Lenovo	Charles Sternburg	41921	01/2009	01/2012	
ST - 201C	Lenovo	Barbara Moore	41939	01/2009	01/2012	
ST - 201E	Lenovo	Om Tripathi	41910	02/2009	02/2012	
ST - 208	Lenovo	Staff Use	A02821	01/2011	01/2014	
						5
STEM-100	Dell	Bernice Delgado	62434	01/2015	01/2018	
						1
THTR - 202	Lenovo	Stephany Kyriakos	38113	01/2009	01/2012	
THTR - 207	Mac	Kim Kamerin	52245	01/2013	01/2016	
						2
TOTAL						94