

**BFPC**  
Business & Facilities Planning Council  
Tuesday, April 6, 2021  
11:15am-12:45pm  
Zoom

**DRAFT**

**MINUTES**

*Present: Michael Collins, Steve Marshall, Esmeralda Abejar, Courtney Buchanan, Dan Lambros, Kaneesha Tarrant, Sam Lee, Kimberly Bell, Ashley Etchison, Andy Aldasoro, Mike Angeles*

*Guests: Justin Czerniak, Jim McMahon, Ana Molina, Alice Montemayor, Carla Phillips, John Alpay, Gustavo Ocegüera, Alex Zadeh, Laurie McQuay-Peniger, Maria Romero-Tang, Greg Ferrer, Lisa Hernandez*

1. Welcome – Dr. Collins
2. Public Comments
  - None reported
3. Approval of Meeting Minutes from March 9, 2021
  - Motion to approve made by: Steve Marshall
  - Seconded by: Kimberly Bell
  - Abstentions: 0
  - Motion passes
4. 2021/2022 New Strategic Planning Charter Review - Dr. Collins
  - Resources Council Draft Charter (Handout)
    - Committee was verbally provided the change from BFPC to Resource Council effective Fall 2021.
    - The draft was then reviewed and discussed

**PURPOSE:**

The Resources Council (RC) (Formerly BFPC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to human, physical, technology, and financial resources. The RC provides leadership and retains responsibility for ACCJC Standard III, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned EMP objectives. The RC makes recommendations to the College Council and the Vice President of Business Services.

**CHARGE:**

The Resources Council (RC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below. Operational items are to be handled at the departmental, task force, project team, or work group level often determined by job title or functional area of responsibility.

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- Objective 9.1 - Plan and advocate for the funding augmentations needed to meet staff requirements to achieve the vision for a more comprehensive college.
- Objective 10.1 - Plan and advocate for the funding needed to meet facilities growth to achieve the vision for a more comprehensive college
- Objective 10.2 - Develop and maintain Facilities Master Plan
- Objective 10.3 - Build out funded projects
- Objective 10.4 - Finish Veterans Resource Center Phase 1 by Spring 2021
- Objective 10.5 - By Fall 2020, open Early Childhood Education Center
- Objective 10.6 - Develop plans and strategies to capitalize on state facilities funding to maximize local project funding availability.
- Objective 10.7 - Build 2nd access road
- Objective 10.8 - Explore and pursue land acquisition adjacent to college property
- Objective 10.9 - Develop and start implementing sustainable campus
- Objective 10.10 - Design spaces that intentionally build community
- Objective 10.11 - Install immediate/temporary facilities to address current capacity needs by summer 2021.
- Objective 10.12 - Enhance transportation infrastructure
- Objective 10.13 - Develop and implement plans for off-campus facilities for instructional purposes

### **GUIDING PRINCIPLES AND ASSUMPTIONS:**

Accreditation Standards guiding the Resources Council are:

- Standard IA, B, C
- Standard IIIA, B, C, D
- Standard III.A.9
- Standard IVA

### **SCOPE:**

1. Annually review proposed college budget, including components for the development of the adopted budget, and ensure alignment with the mission, goals, and objectives of the college's Strategic and Education Master Plans.
2. Annually review the district Budget Allocation Model and provide recommendations for continuous improvement.
3. Recommend and monitor long-range fiscal plan with consideration of priorities consistent with district and college planning. (Multi-year projections, contingency reserves).
4. Reviews State and Federal legislation for local budget impact.
5. Reviews general fund revenues and expenditures on a quarterly basis.
6. Communicate, through its members, with the college community on fiscal and physical resource issues and recommendations
7. Prioritize annual resource requests for Business Services operational area
8. Oversee the development of the College's Safety and Emergency Preparedness Master Plan, and review of the District's Safety and Emergency Preparedness Master Plan every three years.
9. Oversee the development of the College's Technology Master Plan, and review of the District's Technology Master Plan every three years.
10. Support the implementation of the Facilities Master Plan

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11. Review the financial, human resource, and facilities impact of potential grant and college development opportunities
  12. Receive reports from Business Services operational areas
- In mid-spring of each academic year, the Resources Council will participate separately in dialogue sessions to 1) self-evaluate the effectiveness of their planning and decision-making processes through the Survey of Effectiveness, 2) self-report on EMP objective progress and appropriate objective assignment, and 3) self-assess the completion of their charter's
  - There is no associated budget with the Council's charge.

### **MEMBERSHIP:**

The Resources Council will be comprised of 13 members inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc.

- Voting members consist of all members.
- All Leadership Councils should have three co-chairs (faculty, classified professional, administration). It is recommended that chairs are limited to serving a maximum of two, two-year terms unless there is no other candidate qualified to take the position. This is to facilitate broad participation, the rotation of ideas/perspectives, and to broaden leadership development opportunities.
- Vice President Business Services – Administrator
- Administrator with oversight of Grants Development & Administration – Administrator
- Administrator with oversight of Facilities – Administrator
- Administrator with oversight of Bus Services – Administrator
- Administrator with oversight of Police – Administrator
- Academic Senate Representative – Faculty
- STEM Faculty Representative – Faculty
- Coordinator, Student Activities – Faculty
- Representative with knowledge/experience in area of grants, categorical funding, or financial accounts and budgets – Classified Professional
- Representative with knowledge/experience in area of safety and emergency planning, physical resources, or operations – Classified Professional
- Representative with knowledge/experience in area of technology – Classified Professional
- ASNC Representative – Student
- ASNC alternative (non-voting) – Student

### **ROLES OF MEMBERSHIP:**

The co-chairs are accountable to Resources Council to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Resources Council based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Resources Council that can help to achieve the Resources Council charter deliverables (and relevant strategic charge). Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Resources Council. While

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representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Resources Council peers with the intention of finding consensus on all issues that come before the Resources Council.

- A co-chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting.
- The co-chairs, and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Minutes are taken to record the groups progress.

#### **MEMBERS ENDEAVOR TO:**

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.

Note: a request was made for clarification needed on STEM Faculty Representative vs. Academic Senate Chair of Chairs position listed – Dr. Collins will follow up with Dr. Lee, Courtney Buchanan, Kimberly Bell, and Academic Senate/Q. Bemiller, in regards to this issue.

#### **TENTATIVE MEETING TIME/SCHEDULE:**

The Resources Council meets monthly on the fourth Thursday, of the month at 12:50pm to 1:50pm, with Zoom options, for Fall and Spring Terms. Contact the co-chairs to place an item on future agendas.

- A discussion was had regarding faculty appointments to the RC, ensuring that the faculty DBAC appointee also sits on the RC. Dr. Collins noted he will engage Dr. Bemiller and Dr. Fleming, along with the faculty members of BFPC to clarify the faculty membership. A concern was also brought up by a faculty member inquiring the reason for specifically including a STEM faculty member on the RC. Again, Dr. Collins will follow up with Academic Senate leadership for clarification.
- A motion was made to forward the new Resources Council charter recommendation to ISPC for approval and Fall 2021 implementation was made by Courtney Buchanan.

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- Seconded by Jim Thomas
  - Abstentions – 0
  - Objections - 0
  - Motion carried
- Grants Advisory Panel Charter Draft Review - Postponed
    - Will not be reviewed at this time until the Resources Council Charter has been approved and implemented.
    - Review draft charge and responsibilities of charter possibly at May BFPC meeting
  - Safety Workgroup Charter Draft Review - Postponed
    - Will not be reviewed at this time until the Resources Council Charter has been approved and implemented.
    - Review draft charge and responsibilities of charter possibly at May BFPC meeting
  - Technology Committee Charter Draft Review
    - Will not be reviewed at this time until the Resources Council Charter has been approved and implemented.
    - Review draft charge and responsibilities of charter possibly at May BFPC meeting

5. Budget Update – Esmeralda Abejar (Presentation)

- Budget Allocation Model (BAM) Update:
  - The revised Budget Allocation Model was developed to allocate resources around the following core principles: Fair, Equitable, Transparent
  - DBAC is still working on developing a formula to be applied to “Unique” programs in order to control for inefficient programs and costs that are not considered to be extraordinary.
  - Significant work has been undertaken by NC Budget Office to analyze NC “unique” programs, and understand cost drivers associated with the programs.
- CARES II & III/HEERF Update as of 3/22/21:

All RCCD colleges are currently developing budget & expenditure plans for HEERF II and ARP funds							
<b>Coronavirus Response and Relief Supplemental Appropriations Act, 2021</b>							
Higher Education Emergency Relief Fund: Simulated Distribution (HEERF II) Provided Under Section 314(a)(1)							
Funding	District Allocation	Norco Allocation	Actual Expenses as of 3.22.21	Encumbrances	Pending PRs	Balance	Expiration
Minimum amount for student grants	9,018,216.00	1,761,528.00	537,472.00			1,224,056.00	January, 2022
Supplemental Appropriation	33,475,543.00	6,660,149.00				6,660,149.00	January, 2022
<b>Estimated total allocation</b>	<b>42,493,759.00</b>	<b>8,421,677.00</b>	<b>537,472.00</b>			<b>7,884,205.00</b>	

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## American Rescue Plan –HEERF III Funding Update as of 3/22/21

American Recovery Act (ARA)							
HEERF III							
Funding	District Allocation	Norco Allocation	Actual Expenses as of 3.22.21	Encumbrances	Pending PRs	Balance	Expiration
Minimum amount for student grants	37,358,000.00	7,446,000.00	0			7,446,000.00	September 1, 2023
Supplemental Appropriation	37,358,000.00	7,446,000.00				7,446,000.00	September 1, 2023
<b>Estimated total allocation</b>	<b>74,716,000.00</b>	<b>14,892,000.00</b>				<b>14,892,000.00</b>	

Not board approved yet!

## American Rescue Plan –HEERF III Funding Cont..

### Requirements:

- “American Rescue Plan” requires higher education institutions to spend at least 50% of the HEERF III funds on emergency grants to students.
- Colleges are required to conduct outreach to students about the opportunity to appeal for more financial aid due to the recent unemployment of a family member or other special circumstance.
- The stimulus provides institutions with significant discretion on how to award emergency assistance to students. Each institution may develop its own system and process for determining how to allocate these funds.
  - a) In making financial aid grants to students, an institution of higher education shall prioritize grants to students with exceptional need.
  - b) Estimates of college specific allocations are attached. Like the CARES Act, the provisions of this stimulus bill do not appear to restrict colleges’ ability to provide aid to students based on their immigration status.

### Allowable Uses:

The third Higher Education Emergency Relief Fund includes flexible funding to be distributed directly to institutions of higher education to help with immediate needs related to coronavirus, including:

1. Defraying expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll);
2. Increased costs from declining enrollment and efforts to mitigate declines;
3. Student support activities authorized by HEA that address needs related to COVID-19;
4. Closures of revenue-producing services and facilities;
5. COVID-19 testing, vaccination, PPE, and classroom retrofits;
6. Recipient may charge indirect costs consistent with its negotiated indirect cost rate agreement and a reasonable direct administrative costs to funds made available under this award;
7. Providing financial aid grants to students (including students exclusively enrolled in distance education), which may be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care

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## 6. NC Budget Priorities 2021-22 Fiscal Year - Esmeralda Abejar (Handout)

*In compliance with all regulations and laws, and alignment with Norco College's strategic plan goals of Student, Regional, and College Transformation, the College will primarily focus its resource allocation on the following strategic objectives.*

### Student Transformation

- Maximize efficient FTES generation to meet established targets and provide access
- Continue to implement Guided Pathways framework
- Continue to close student equity gaps
- Implement professional development

### Regional Transformation

- Continue to reduce working poverty and the skills gap
- Pursue, develop, and sustain collaborative partnerships

### College Transformation

- Invest strategically to offer a comprehensive range of programs
- Support integrated planning, effective governance, continuous improvement
- Strategic investment in college personnel to sustain an excellent workplace culture
- Develop/improve physical facilities to build a comprehensive and inspiring campus
- Implement technology-enhanced operational systems
- Strategic investments to increase resource capacity and revenue generating projects

- Motion to approve 2021-22 NC Budget Priorities as presented and forward to ISPC made by: Courtney Buchanan
  - Seconded by: Kimberly Bell
  - Abstentions – 0
  - Objections - 0
  - Motion carried

## 7. Norco FPP/IPP–5year Capital Construction Planning- 2023/24 - Dr. Collins (Presentation)

- Committee members reviewed current proposal for 5 Year Capital Planning
- IPP= Initial Project Plans and FPP= Final Project Proposal
- This is our plan to compete for capital outlay funding from the state
- Department of Finance and Governors Budget, included building Kinesiology, requires a 25% match, which equals to approximately \$7 million that the district would have to provide. The Governor's "May revise" budget figures may change or we might qualify for a hardship waiver.
- Library/Learning Resource Center/Student Services – FPP Re submit (Growth category)
  - 2023-2024 possible funding year
  - Outline project space: 46,252 ASF / 71,739 GSF
  - STEM Phase I – IPP Submission (Growth Category)
    - 2024-2025 first possible funding year
    - Preliminary Project Net ASF: 4,553
  - Welcome Center/Student Services IPP Submission (Growth Category)
    - 2024/2025 first potential funding year
    - Project Net ASF: 15,586
    - Continue to show dedication to guided pathways, improving access, etc.

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- Social & Behavioral Science IPP Submission (Growth Category)
  - 2024/25 first potential funding year
  - Project Net ASF: 36,720
  - CTE program space also identified in this project
- Motion to recommend 5 Year Capital Construction Plan to ISPC
  - Motion to approve made by Ashley Etchison
  - Seconded by: Kimberly Bell
  - Abstentions: 0
  - Objections: 0
  - Motion carried

8. Norco College FTES Targets 2021-22 - Dr. Lee (Presentation)

- Summer started strong, Fall began to slow, and Winter was not optimum.
- Spring targets are broken down in the following charts provided:

		8.82%	44.11%	7.53%	39.55%			
		2020						
		20SUM	20FAL	21WIN	21SPR	TOTAL		
TARGET FTES	CR RES	650	3250	554	2912	7366		
	CR NRES	7	32	6	29	74		
	CR FTES	657	3282	560	2941	7440		
ENROLLED FTES	CR RES	693	2867	587	2267	6415		
	CR NRES	7	32	6	29	74		
	CR FTES	700	2899	593	2296	6489	87.2%	
PERCENT OF TARGET		108%	89%	107%	79%			
TARGET FTES DIFF		43	-383	33	-645	-951	-12.8%	

RCCD FTES TARGETS -- SCE 1								
TARGETS	Resident	Nonres	Unfunded	Noncredit	NCEnhanced	Total	%	
2021-22 RCCD	31,857	416	197	25	10	32,505	100.0%	
2021-22 MVC	7,272	80	-	-	-	7,352	100.0%	22.6%
2021-22 NC	7,366	85	-	25	10	7,486	100.0%	23.0%
SUM21	649	7	-	2	1	660	8.8%	2.0%
FALL21	3,249	37	-	11	4	3,302	44.1%	10.2%
WIN22	555	6	-	2	1	564	7.5%	1.7%
SPR22	2,913	34	-	10	4	2,960	39.5%	9.1%
2021-22 RCC	17,219	251	197	-	-	17,667	100.0%	54.4%
TARGETS	Resident	Nonres	Unfunded	Noncredit	NCEnhanced	Total	%	
2020-21 RCCD	31,857	405	197	25	10	32,494	100.0%	
2020-21 MVC	7,272	80	-	-	-	7,352	100.0%	22.6%
2020-21 NC	7,366	74	-	25	10	7,475	99.9%	23.0%
SUM21	649	7	-	2	1	659	8.8%	2.0%
FALL21	3,249	33	-	11	4	3,297	44.0%	10.1%
WIN22	555	6	-	2	1	563	7.5%	1.7%
SPR22	2,913	29	-	10	4	2,956	39.5%	9.1%
2020-21 RCC	17,219	251	197	-	-	17,667	100.0%	54.4%
TARGETS	Resident	Nonres	Unfunded	Noncredit	NCEnhanced	Total	%	
2019-20 RCCD	31,857	405	197	25	10	32,494	100.0%	
2019-20 MVC	7,272	80	-	-	-	7,352	100.0%	22.6%
2019-20 NC	7,366	74	-	25	10	7,475	99.9%	23.0%
SUM21	649	7	-	2	1	659	8.8%	2.0%
FALL21	3,249	33	-	11	4	3,297	44.0%	10.1%
WIN22	555	6	-	2	1	563	7.5%	1.7%
SPR22	2,913	29	-	10	4	2,956	39.5%	9.1%

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Norco FY 21/22 Target FTES	FY 21/22 RESIDENT				NON-RESIDENT			TOTAL
	Credit	Non-Credit	CDCP	Total	Credit	Non-Credit	Total	NORCO (All) FY 21/22 Target FTES
Architecture Total	7	-	-	7.46	0.24	-	0.24	7.71
Construction Technology Total	45	-	-	45.42	0.05	-	0.05	45.47
CTE courses	933	-	-	932.64	8.30	-	8.30	940.94
Drafting Technology	5	-	-	4.62	1.93	-	1.93	6.56
Electronics Total	89	-	-	89.09	1.02	-	1.02	90.11
Game Development Total	155	-	-	154.71	0.71	-	0.71	155.42
Liberal Arts courses	3,572	25.00	10.00	3,607.37	10.00	-	10.00	3,617.37
Manufacturing Technology Total	36	-	-	35.89	36.64	-	36.64	72.53
Music Industry Studies Total	50	-	-	49.98	0.06	-	0.06	50.04
Kinesiology/Athletics	201	-	-	201.47	-	-	-	201.47
STEM courses	2,272	-	-	2,272.35	25.93	-	25.93	2,298.28
<b>Total</b>	<b>7,366</b>	<b>25.00</b>	<b>10.00</b>	<b>7,401.00</b>	<b>84.90</b>	<b>-</b>	<b>84.90</b>	<b>7,485.90</b>

## 9. Standing Items/Reports:

- Facilities Project Update – Steve Marshall (Handout)
  - Committee reviewed the updated project worksheet
  - Transfer space & SSV Puente/Umoja space – paint and carpet done, furniture moving in
  - Electrical being added to amphitheater shading area
  - PO being issued for Soccer field walkway’s (Tripping hazards fix)
  - Moving forward with keying project – working with District and College Police
  - VRC HVAC being installed soon, as well as the roof installation
  - Various campus sidewalk repair trip hazard projects are ongoing
  
- Facilities/M&O Update – Jim McMahon (Handout)

**GROUNDS:**

  - Continue spraying weeds throughout campus as weather conditions permit. Ongoing
  - Continue blowing of campus including stairways, breezeways, amphitheater, CSS patio and bus stop areas. Ongoing
  - Turf care is ongoing with weekly with mowing and edging.
  - Turf maintenance winter/spring feeding and spraying of turf weeds. Completed
  - Irrigation repairs and checks, such as malfunctioning and/or damaged nozzles and valves. Ongoing also identifying malfunctioning isolation valves
  - Post construction cleanup of the amphitheater is complete and ready for students. Completed
  - CSS patio has been, in conjunction with the amphitheater cleanup has been completed and ready for students to enjoy their snacks from the Corral
  - Parking lots are continuing to be maintained in regards to weeds and palm trees. Ongoing
  - Due to the ongoing high winds, fallen trees are being replanted and in some cases removed.
  - Trimming of hedges and tree wells is an ongoing task.

**MAINTENANCE & OPERATIONS:**

  - Flushing of building domestic water in buildings and water dispensers is completed.
  - HVAC filter replacements and coil cleaning 90% complete.
  - Maintaining of golf cart fleet is ongoing.

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- Maintaining of campus wide vehicle fleet is ongoing i.e. starting, proper air pressure and sending them to Ford service. In process
  - Checking campus lighting ongoing.
  - Removal of inner torn or faded campus banners completed.
  - Chillers are being checked routinely
  - NOC generator being inspected and ran twice a month
  - Fire alarm testing completed.
  - Vaults are clean of water and new sump pumps are being ordered.
- Safety & Emergency Preparedness Update – Justin Czerniak (Handout)
    - Norco College hosted a vaccination event on Tuesday 3-30-21
      - Serving a reported 275 doses to students and employees. The second dose in the series will be administered on campus on April 20.
    - Safe Return Plan Spring 2021 Presentation to Classified professionals on 3-23-21
      - The Safety & Emergency Preparedness Coordinator presented to the Classified professional staff about the safeguards and protocols that have been put into place to keep everyone safe during the Spring 2021 semester. These items included the following items:
        - Signage
        - Daily health check
        - Masks
        - Physical distancing
        - One-way systems
        - Hand washing & sanitation
        - Cleaning & sanitizing
        - HVAC upgrades
        - Hazard reporting and feedback
        - Safety audits
        - Vaccine

○ COVID-19 cases by the numbers:

4/1/2021	Riverside	Imperial	Kern	Los Angeles*	Orange	San Bernardino	San Diego	San Luis Obispo	Santa Barbara	Ventura	California	United States	Global
Total Cases	283,006	27,506	94,205	1,180,538	249,518	285,916	270,288	20,215	33,052	79,326	3,570,660	30,085,827	128,540,982
New Cases	76	35	54	494	106	158	290	21	36	44	2,234	47,464	650,765
Total Cases Per Capita	11.366	18.26	10.160	11.509	7.729	12.894	8.019	7.249	7.242	9.302	8.898	9.114	1.660
New Cases Per Capita	3.08	18.26	5.82	4.82	3.28	7.13	8.60	7.53	7.89	5.16	5.57	14.38	8.40
Recovered	287,694	24,330	38,046	Not Reported	243,032	285,817	262,351	19,950	32,530	78,343	1,940,569	23,696,898	104,702,634
Total Deaths	4,171	710	1,229	23,171	4,731	4,356	3,555	251	443	969	58,090	546,704	2,808,308
New Deaths	17	4	8	35	4	13	0	0	2	11	154	560	11,608
Deaths Per Capita	168.99	370.47	132.54	225.89	146.54	196.45	105.48	90.01	97.07	113.63	144.76	165.62	36.26
% of State's Cases	7.93%	0.77%	2.64%	33.06%	6.99%	8.01%	7.57%	0.57%	0.93%	2.22%	11.87%	23.41%	
Currently in Hospitals	109	5	52	634	131	118	183	4	30	46	2,200		
Total Hospital Beds	3,243	234	1,080	19,282	5,795	3,559	6,453	460	603	1,147	65,684		
Currently in ICU	30	2	11	200	22	30	61	0	11	8	576		
ICU Beds Available	87	8	36	625	254	150	275	25	30	45	2,182		
Case Fatality Rate	1.47%	2.58%	1.30%	1.96%	1.90%	1.52%	1.32%	1.24%	1.34%	1.22%	1.63%	1.82%	2.18%
COVID Tests Daily	2,835	207	1,067	54,605	4,617	2,423	6,872	317	416	1,147	103,017		
Total COVID Tests	2,049,570	165,988	693,613	24,806,719	2,856,387	2,172,601	3,379,596	244,001	353,271	1,086,952	53,149,309		
Population*	2,468,145	191,649	927,251	10,257,557	3,228,519	2,217,398	3,370,418	278,862	456,373	852,747	40,129,160	330,100,590	7,745,123,000
% of Population	6.15%	0.48%	2.31%	25.56%	8.05%	5.53%	8.40%	0.69%	1.14%	2.13%	1.08%	0.3884%	

Sources: CDPH, WHO, CDC, Local County Data

The date for which case statistics and hospital data were reported. Hospital COVID data are self-reported through a portal managed by the California Hospital Association and pulled at 2pm. COVID case statistics are reported by local health departments to CalREDF and are pulled at 2pm. Hospital data and case statistics are integrated by the California Department of Technology and made available through the Open Data Portal the following morning. CA Open Data Portal is at least 24 Hours behind although a backlog of four case reports at the State level has consistently been cleared, some County dashboards still contain notes that indicate data are missing. \*California Demographics from State Database Blueprint Data Chart 12-15-20 © census.gov Presumptive active cases - A calculation (Total Cases - Recovered - Dead) (\* IA County does not report recovery rates)

**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.

- Technology Support Services (TSS) Update – Mike Angeles (Handout)
  - Completed Work Orders:
    - Setup of 170 new student HP laptops
    - Setup of license server for G. Graham online class
    - Setup of license server for P. Van Hulle online class
    - Assisted instructors in preparation for Spring, IT106 & AT119
    - Disconnected and relocated computers, monitors and printers from PUMA/Transfer Center to temporary storage in SSV
  - Standing Work Orders:
    - Faculty laptop distribution still on-going
    - Reimaging returned students laptops from LRC
    - Updating Inventory
    - Updating reimaging servers (Acronis and Clonedeploy) and Deepfreeze console
  - Remote Support for Students, Staff, Faculty and Admin:
    - TSS Team member onsite schedule M-W-F
    - TSS providing remote support Mon to Fri, 8am-4pm
  
- Instructional Media Services (IMS) Update – Dan Lambros (Handout)
  - Classroom/Essential Labs A/V replacement plan and adding video streaming
    - Currently in the design phase.
    - Next Steps – purchase equipment:
      - Theater 101 – Large Lecture Hall - Touchless beam signal mics, auto tracking cams, etc.
      - ITEC 117 – Large Lecture Hall
      - ST 203 – Lab (This room might change to accommodate other rooms that equipment warranty’s may be expiring)
      - HUM 208 – Lab (This room might change to accommodate other rooms that equipment warranty’s may be expiring)
  - Alternative solutions for remainder of classrooms- Web cams, 360-degree cams, etc.
  - Projector screen replacement ITEC 124
    - Next Steps: Delivery and Install (Back order issues may delay project)
  - CSS 217 Replacement of defective projector and interactive display
    - Projector installation is complete
    - On hold for interactive display
  - Exploring options to include zoom licenses for all student @ Norco College
    - Discussion phase with Zoom on how this can be implemented for the College
  - Third Street LED marquee update
    - Firmware upgrade to cellular device
    - Improvements to the TEMP sensors
    - Improvements to the ambient light sensors
    - Upgrade = 1 of 5 complete

**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.

- DRC Testing CCTV Cameras
  - Design completed – waiting for quote from vendor

*Please note: Upgrades will take place remotely and sign will be off during the process.  
Will update college with exact date and time.*

10. Good of the Order:

- None reported

11. Next Meeting: Meeting

- Tuesday, May 11, 2021

*Note: All 2020-21 BFPC meetings will be via Zoom until further notice*

**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.



## Charter for Resources Council

August 2021 - June 2025

This Charter is established April 2021 between the Resources Council and the current Institutional Strategic Planning Council to structure the process and planned outcomes included herein thru the 2024-2025 academic year.

### Purpose

The Resources Council (RC) (Formerly BFPC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to human, physical, technology, and financial resources. The RC provides leadership and retains responsibility for ACCJC Standard III, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned EMP objectives. The RC makes recommendations to the College Council and the Vice President of Business Services.

### Charge

The Resources Council (RC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below. Operational items are to be handled at the departmental, task force, project team, or work group level often determined by job title or functional area of responsibility.

- Objective 9.1 - Plan and advocate for the funding augmentations needed to meet staff requirements to achieve the vision for a more comprehensive college.
- Objective 10.1 - Plan and advocate for the funding needed to meet facilities growth to achieve the vision for a more comprehensive college
- Objective 10.2 - Develop and maintain Facilities Master Plan
- Objective 10.3 - Build out funded projects
- Objective 10.4 - Finish Veterans Resource Center Phase 1 by Spring 2021
- Objective 10.5 - By Fall 2020, open Early Childhood Education Center
- Objective 10.6 - Develop plans and strategies to capitalize on state facilities funding to maximize local project funding availability.
- Objective 10.7 - Build 2nd access road
- Objective 10.8 - Explore and pursue land acquisition adjacent to college property
- Objective 10.9 - Develop and start implementing sustainable campus
- Objective 10.10 - Design spaces that intentionally build community
- Objective 10.11 - Install immediate/temporary facilities to address current capacity needs by summer 2021.
- Objective 10.12 - Enhance transportation infrastructure
- Objective 10.13 - Develop and implement plans for off-campus facilities for instructional purposes

### **Charge**

- Objective 12.1 - Plan and advocate for the general fund budget augmentations needed to meet operational demands to achieve the vision for a more comprehensive college.
- Objective 12.2 - Coordinate with RCCD to establish a BAM that allocates funding equitably
- Objective 12.4 - Develop 30% of overall budget from non-general fund revenue sources

### **Guiding Principles and Assumptions**

The guiding principles for the Resources Council are:

Accreditation Standards guiding the Resources Council are:

- Standard IA, B, C
- Standard IIIA, B, C, D
  - Standard III.A.9
- Standard IVA

There is no associated budget with the Council's charge.

### **Scope & Expected Deliverables**

1. Annually review proposed college budget, including components for the development of the adopted budget, and ensure alignment with the mission, goals, and objectives of the college's Strategic and Education Master Plans
2. Annually review the district Budget Allocation Model and provide recommendations for continuous improvement
3. Recommend and monitor long-range fiscal plan with consideration of priorities consistent with district and college planning. (Multi-year projections, contingency reserves)
4. Reviews State and Federal legislation for local budget impact
5. Reviews general fund revenues and expenditures on a quarterly basis
6. Communicate, through its members, with the college community on fiscal and physical resource issues and recommendations
7. Prioritize annual resource requests for Business Services operational area
8. Oversee the development of the College's Safety and Emergency Preparedness Master Plan, and review of the District's Safety and Emergency Preparedness Master Plan every three years.
9. Oversee the development of the College's Technology Master Plan, and review of the District's Technology Master Plan every three years.
10. Support the implementation of the Facilities Master Plan
11. Review the financial, human resource, and facilities impact of potential grant and college development opportunities
12. Receive reports from Business Services operational areas

In mid-spring of each academic year, the Resources Council will participate separately in dialogue sessions to 1) self-evaluate the effectiveness of their planning and decision-making processes through the Survey of Effectiveness, 2) self-report on EMP objective progress and appropriate objective assignment, and 3) self-assess the completion of their charter's

### Scope & Expected Deliverables

scope/deliverables during the academic year. In late spring, the Resources Council will receive an executive summary from each standing committee addressing the above three areas for review and discussion at a designated council meeting. The receiving College Council will make recommendations to, and receive recommendations from, the Resources Council based on the results of the self-evaluation to determine if this charter needs to be revised/extended or not. The Resources Council will conduct its evaluation of effectiveness and post an executive summary on the Council's website.

### Membership

The Resources Council will be comprised of 13 members inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc.

- Voting members consist of all members.
  - All Leadership Councils should have three co-chairs (faculty, classified professional, administration). It is recommended that chairs are limited to serving a maximum of two, two-year terms unless there is no other candidate qualified to take the position. This is to facilitate broad participation, the rotation of ideas/perspectives, and to broaden leadership development opportunities.
- 
- Vice President Business Services – Administrator
  - Administrator with oversight of Grants Development & Administration – Administrator
  - Administrator with oversight of Facilities – Administrator
  - Administrator with oversight of Bus Services– Administrator
  - Administrator with oversight of Police – Administrator
  - Academic Senate Representative – Faculty
  - STEM Faculty Representative– Faculty
  - Coordinator, Student Activities– Faculty
  - Representative with knowledge/experience in area of grants, categorical funding, or financial accounts and budgets– Classified Professional
  - Representative with knowledge/experience in area of safety and emergency planning, physical resources, or operations– Classified Professional
  - Representative with knowledge/experience in area of technology– Classified Professional
  - ASNC Representative– Student
  - ASNC alternative (non-voting) – Student

### Meeting Time/Pattern

The Resources Council meets monthly on the fourth Thursday, of the month at 12:50pm to 1:50pm, with Zoom options, for Fall and Spring Terms. Contact the co-chairs to place an item on future agendas.

## **Roles of Chairs and Members**

The co-chairs are accountable to Resources Council to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Resources Council based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Resources Council that can help to achieve the Resources Council charter deliverables (and relevant strategic charge). Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Resources Council. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Resources Council peers with the intention of finding consensus on all issues that come before the Resources Council.

A co-chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting.

## **Meeting Procedures and Expectations**

The co-chairs, and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Minutes are taken to record the groups progress.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.

# BFPC

## Budget and Facilities Planning Council

### April 6, 2021

**TOPICS:**

- Budget Update
  - 3rd Quarter Budget Performance Report
  - Holding Accounts
  - CARES/HEERF Funding Update
- Budget Allocation Model (BAM) Update
- NC Budget Priorities

**Presenters: Dr. Michael T. Collins, VP Business Services**

**Esmeralda Abejar MBA, Director, Business Services**

# NC Third Quarter Budget Performance Report

- **3<sup>rd</sup> Quarter Budget Performance Report.**
- **Fund 11      Revised budget = \$44,560,060.00**  
**\$28,949,204.55 (expenses 3/31/21)**  
**Balance = \$15,610,855.45** (Bal. includes holding accounts)

# NC Third Quarter Budget Performance Report FY 20/21

DOES NOT  
INCLUDE  
DISTRICT  
EXPENSES

FUND 11					
BUDGETED EXPENSES	FY 20/21 Revised Budget	ACTUAL Expenses as of 3/31/2021	Balance	% of total expenses	% used
Academic Salaries	20,375,953	15,973,795.18	4,402,157.82	55%	78%
Classified Salaries	5,921,926	4,071,912.66	1,850,013.34	14%	69%
Benefits	10,979,387	7,509,058.89	3,470,328.11	26%	68%
<b>Total Salaries &amp; Benefits</b>	<b>37,277,266.00</b>	<b>27,554,766.73</b>	<b>9,722,499.27</b>	<b>95%</b>	<b>74%</b>
Supplies & Materials	1,157,230	90,213.25	1,067,016.75	0%	8%
Services & Operating Expenses	4,587,000	1,144,780.46	3,442,219.54	4%	25%
Capital Outlay	1,244,029	12,176.61	1,231,852.39	0%	1%
Total Outgo	294,535	147,267.50	147,267.50	1%	50%
Total Non-Salary	<b>7,282,794.00</b>	<b>1,394,437.82</b>	<b>5,888,356.18</b>	<b>5%</b>	<b>19%</b>
<b>Total Budgeted Expenses (includes holding accts)</b>	<b>44,560,060.00</b>	<b>28,949,204.55</b>	<b>15,610,855.45</b>	<b>100%</b>	<b>65%</b>

# NC Third Quarter Budget Performance Report FY 20/21

FUND 12					
BUDGETED EXPENSES	FY 20/21 Revised Budget	ACTUAL Expenses as of 3/31/2021	Balance	% of total expenses	% used
Academic Salaries	3,171,586	1,431,185.96	1,740,400.04	14%	45%
Classified Salaries	5,006,122	3,172,129.31	1,833,992.69	31%	63%
Benefits	3,624,837	1,930,841.61	1,693,995.39	19%	53%
<b>Total Salaries &amp; Benefits</b>	<b>11,802,545.00</b>	<b>6,534,156.88</b>	<b>5,268,388.12</b>	<b>63%</b>	<b>55%</b>
Supplies & Materials	1,888,750	308,846.02	1,579,903.98	1%	16%
Services & Operating Expenses	11,688,038	1,523,811.13	10,164,226.87	5%	13%
Capital Outlay	11,525,591	1,706,583.46	9,819,007.54	6%	15%
Total Outgo	727,516	257,711.96	469,804.04	2%	35%
Total Non-Salary	<b>25,829,895</b>	<b>3,796,953</b>	<b>22,032,942</b>	<b>37%</b>	<b>15%</b>
<b>Total Budgeted Expenses</b>	<b>37,632,440.00</b>	<b>10,331,109.45</b>	<b>27,301,330.55</b>	<b>100%</b>	<b>27%</b>

# Holding Accounts Balance as of 3/31/21

Norco College Holding Accounts					
As of March 31, 2021					
Description	FY 2020/21 Adopted Budget	FY 2020/21 Revised Budget	FY 2020/21 Rev/Exp Net of Abatements	FY 2020/21 Encumbrance s	Uncommitted / Unrealized
Fund 11- Unrestricted	3,713,861	4,109,550	284,049	1,284,554	2,540,947
Fund 12-Restricted	7,250,941	7,250,941	717,162	1,078,589	5,455,190
Total Fund 11 and 12	10,964,802	11,360,491	1,001,211	2,363,143	7,996,137

# CARES/HEERF I Funding Update as of 3/22/21

## COVID -19 Funding and CARES Funding

Funding	District Allocation	Norco Allocation	Actual Expenses as of 3.22.21	Galaxy Encumbrances	Pending PRs/payroll transfers	Balance	Expiration
CARES I – Emergency Aid To Students	9,018,216.00	1,761,528.00	1,761,528.00	0.00	0.00	0.00	May 2021
CARES II –Institutional (SPP 223)	9,018,216.00	1,761,528.00	864,434.64	489,309.80	349,087.00	58,696.6	May 5, 2021
CARES III – MSI/HSI (SPP 224)	1,158,629.00	233,939.00	0.00	0.00		233,939.00	May 5, 2021
COVID-19 Response Block Grant– Federal (SPP 130)	1,465,004.00	270,594.77	270,594.77	0.00	0.00	0.00	December 30, 2020
COVID -19 Response Block Grant – State (SPP 159)	1,798,311.00	401,023.00	0.00	0.00	0.00	401,023.00	June 30, 2022
<b>First Allocation</b>	<b>22,458,376.00</b>	<b>4,428,612.77</b>	<b>2,896,557.41</b>	<b>489,309.80</b>	<b>349,087.00</b>	<b>693,658.56</b>	

# CARES/HEERF II Funding Update as of 3/22/21

All RCCD colleges are currently developing budget & expenditure plans for HEERF II and ARP funds

## Coronavirus Response and Relief Supplemental Appropriations Act, 2021

Higher Education Emergency Relief Fund: Simulated Distribution (HEERF II) Provided Under Section 314(a)(1)

Funding	District Allocation	Norco Allocation	Actual Expenses as of 3.22.21	Encumbrances	Pending PRs	Balance	Expiration
Minimum amount for student grants	9,018,216.00	1,761,528.00	537,472.00			1,224,056.00	January, 2022
Supplemental Appropriation	33,475,543.00	6,660,149.00				6,660,149.00	January, 2022
<b>Estimated total allocation</b>	<b>42,493,759.00</b>	<b>8,421,677.00</b>	<b>537,472.00</b>			<b>7,884,205.00</b>	

# American Rescue Plan –HEERF III Funding Update as of 3/22/21

<u>American Recovery Act (ARA)</u>							
<u>HEERF III</u>							
Funding	District Allocation	Norco Allocation	Actual Expenses as of 3.22.21	Encumbrances	Pending PRs	Balance	Expiration
Minimum amount for student grants	37,358,000.00	7,446,000.00				7,446,000.00	September 1, 2023
Supplemental Appropriation	37,358,000.00	7,446,000.00				7,446,000.00	September 1, 2023
<b>Estimated total allocation</b>	<b>74,716,000.00</b>	<b>14,892,000.00</b>				<b>14,892,000.00</b>	

Not board approved yet!

Grant Total , Norco was allocated \$27,742,289  
 Total expenses \$3,434,029  
 Galaxy Encumbrances \$489,310  
 Pending PRs and Salaries \$349,087  
 Grant Balance as of 3/22/21 \$23,469,863



# American Rescue Plan –HEERF III Funding Cont..

## Requirements:

- **“American Rescue Plan”** requires higher education institutions to spend at least 50% of the HEERF III funds on emergency grants to students.
- Colleges are required to conduct outreach to students about the opportunity to appeal for more financial aid due to the recent unemployment of a family member or other special circumstance.
- The stimulus provides institutions with significant discretion on how to award emergency assistance to students. Each institution may develop its own system and process for determining how to allocate these funds.
  - a) In making financial aid grants to students, an institution of higher education shall prioritize grants to students with exceptional need.
  - b) Estimates of college specific allocations are attached. Like the CARES Act, the provisions of this **stimulus bill do not appear to restrict colleges’ ability to provide aid** to students based on their immigration status.

# American Rescue Plan –HEERF III Funding Cont..

## Allowable Uses:

The third Higher Education Emergency Relief Fund includes flexible funding to be distributed directly to institutions of higher education to help with immediate needs related to coronavirus, including:

1. Defraying expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll);
2. Increased costs from declining enrollment and efforts to mitigate declines;
3. Student support activities authorized by HEA that address needs related to COVID-19;
4. Closures of revenue-producing services and facilities;
5. COVID-19 testing, vaccination, PPE, and classroom retrofits;
6. Recipient may charge indirect costs consistent with its negotiated indirect cost rate agreement and a reasonable direct administrative costs to funds made available under this award;
7. Providing financial aid grants to students (including students exclusively enrolled in distance education), **which may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care**

## Budget Allocation Model Update

The Revised Budget Allocation Model was developed to allocate resources around the following core principles:

- Fair
- Equitable
- Transparent
  
- DBAC is still working on developing a formula to be applied to “Unique” programs in order to control for inefficient programs and costs that are not considered to be extraordinary.
- Significant work has been undertaken by NC Budget Office to analyze NC “unique” programs, and understand cost drivers associated with the programs.

*In compliance with all regulations and laws, and alignment with Norco College's strategic plan goals of Student, Regional, and College Transformation, the College will primarily focus its resource allocation on the following strategic objectives.*

#### Student Transformation

- Maximize efficient FTES generation to meet established targets and provide access
- Continue to implement Guided Pathways framework
- Continue to close student equity gaps
- Implement professional development

#### Regional Transformation

- Continue to reduce working poverty and the skills gap
- Pursue, develop, and sustain collaborative partnerships

#### College Transformation

- Invest strategically to offer a comprehensive range of programs
- Support integrated planning, effective governance, continuous improvement
- Strategic investment in college personnel to sustain an excellent workplace culture
- Develop/improve physical facilities to build a comprehensive and inspiring campus
- Implement technology-enhanced operational systems
- Strategic investments to increase resource capacity and revenue generating projects

Thank you!



Norco- Budget Performance Report 20-21 3-31-21 Final

Norco College				E	FUND_11	FY 2020/21											
Fund:	11	Resource:	1000	Actuals												%	
		Prior Year 2019/20	Current Year 2020/21											Balance	Used		
Object	Object Description	Actual	Revised Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	YTD 6/30/21	Balance	Used		
8884	STUDENT REPRESENTATION FEE	63,372.08	-	-	(77.00)	29,037.89	81,516.75	(110,467.64)	35,401.93	(3,844.50)	41.00	73,290.47	104,898.90	(104,898.90)			
8889	OTHER STUDENT FEES & CHARGES	3,913.82	16,683.00	-	-	318.00	708.00	6.94	426.00	125.72	-	1,188.00	2,772.66	13,910.34	16.62%		
8890	OTHER LOCAL REVENUE	175,370.47	289,718.00	-	42.00	-	3.35	-	583.22	-	-	18.02	646.59	289,071.41	0.22%		
8897	INDIRECT COSTS TRANSFERS	380,963.13	632,834.00	-	-	-	-	77,828.75	-	38,221.08	58,049.26	35,051.36	209,150.45	423,683.55	33.05%		
8898	CASH OVER/SHORT	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
88xx	Local Revenues	14,593,102.88	16,073,410.00	416,424.92	6,436.25	369,415.97	782,428.32	(44,715.32)	3,407,502.63	1,465,149.16	2,663,952.71	867,829.42	9,934,424.06	6,138,985.94	61.81%		
8912	SALE OF EQUIPMENT & SUPPLIES	57.08	34.00	-	-	-	-	-	-	-	-	-	-	34.00	0.00%		
8980	INTERFUND TRANSFER IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
8999	INTRAFUND TRANSFER IN (OUT)	4,506,845.50	(340,731.00)	-	-	-	-	-	(52,065.94)	(78,094.78)	(5,101.12)	-	(135,261.84)	(205,469.16)	39.70%		
89xx	Other Financing Sources	4,506,902.58	(340,697.00)	-	-	-	-	-	(52,065.94)	(78,094.78)	(5,101.12)	-	(135,261.84)	(205,435.16)	39.70%		
	<b>Total Revenues</b>	<b>50,562,040.33</b>	<b>48,981,968.00</b>	<b>468,843.92</b>	<b>2,661,436.25</b>	<b>2,313,500.97</b>	<b>5,553,886.32</b>	<b>4,618,549.68</b>	<b>5,265,797.69</b>	<b>5,591,668.10</b>	<b>2,712,243.99</b>	<b>920,248.42</b>	<b>30,106,175.34</b>	<b>18,875,792.66</b>	<b>61.46%</b>		
1110	INSTRUCTORS, FULL TIME	8,042,520.27	8,770,856.00	620,833.30	727,066.48	721,723.07	719,512.24	716,312.46	714,077.34	720,974.54	703,904.68	696,901.52	6,341,305.63	2,429,550.37	72.30%		
1160	INSTRUCTORS, SUBSTITUTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
1170	INSTRUCTORS, RELEASE / REASSIGN TIME	72,196.33	64,136.00	3,879.62	6,466.74	6,466.74	6,466.74	6,466.74	6,466.74	6,466.74	4,657.72	4,657.72	51,995.50	12,140.50	81.07%		
1180	INSTRUCTORS, SABBATICAL	49,971.06	158,093.00	8,600.22	-	-	-	-	-	-	-	-	8,600.22	149,492.78	5.44%		
11xx	FT, Academic Inst Salary	8,164,687.66	8,993,085.00	633,313.14	733,533.22	728,189.81	725,978.98	722,779.20	720,544.08	727,441.28	708,562.40	701,559.24	6,401,901.35	2,591,183.65	71.19%		
1218	ACADEMIC MANAGERS FULL TIME	2,152,887.56	2,070,524.00	193,022.48	157,443.74	173,865.11	171,534.41	171,474.05	171,474.04	169,227.60	171,674.92	183,033.88	1,562,750.23	507,773.77	75.48%		
1219	COUNSELORS / LIBRARIANS / COORDINATORS	1,924,034.65	1,807,218.00	121,135.83	162,423.84	161,471.30	159,872.03	159,789.37	159,649.32	172,061.66	192,319.27	186,565.76	1,475,288.38	331,929.62	81.63%		
1280	ACADEMIC ADMINISTRATORS, SABBATICAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
12xx	FT, Academic, Non-Inst Salary	4,076,922.21	3,877,742.00	314,158.31	319,867.58	335,336.41	331,406.44	331,263.42	331,123.36	341,289.26	363,994.19	369,599.64	3,038,038.61	839,703.39	78.35%		
1330	INSTRUCTORS, PART TIME FALL	2,737,134.83	2,191,518.00	-	966.00	11,436.44	470,627.12	487,026.28	902,326.45	-	439,435.30	7,744.39	2,319,561.98	(128,043.98)	105.84%		
1331	INSTRUCTORS, PART TIME SUMMER (ODD YR)	361,578.77	168,425.00	2,646.58	-	-	-	-	-	-	-	-	2,646.58	165,778.42	1.57%		
1332	INSTRUCTORS, PART TIME WINTER	579,741.65	577,164.00	-	-	1,276.02	1,276.02	1,276.02	1,276.02	850.68	261,681.62	266,486.82	534,123.20	43,040.80	92.54%		
1333	INSTRUCTORS, PART TIME SPRING	2,386,470.90	1,985,229.00	-	-	-	-	-	-	-	6,100.90	778,460.08	784,560.98	1,200,668.02	39.52%		
1334	INSTRUCTORS, PART TIME SUMMER (EVEN YR)	321,369.57	152,866.00	323,687.34	-	4,788.17	-	-	-	-	-	-	328,475.51	(175,609.51)	214.88%		
1335	INSTRUCTORS, FULL TIME OVERLOAD FALL	496,908.85	422,901.00	-	-	144,518.61	159,464.73	134,668.30	132,555.07	1,047.85	-	-	572,254.56	(149,353.56)	135.32%		
1336	INSTRUCTORS, FULL TIME OVERLOAD SUMMER (EVEN YR)	352,585.77	110,948.00	345,948.25	(7,830.43)	-	-	-	-	-	-	-	338,117.82	(227,169.82)	304.75%		
1337	INSTRUCTORS, FULL TIME OVERLOAD WINTER	548,473.58	607,257.00	-	-	-	-	-	-	312,969.72	302,761.56	-	615,731.28	(8,474.28)	101.40%		
1338	INSTRUCTORS, FULL TIME OVERLOAD SPRING	465,727.67	417,805.00	1,990.50	(564.29)	-	-	-	-	-	127,297.57	123,151.23	251,875.01	165,929.99	60.29%		
1339	INSTRUCTORS, FULL TIME OVERLOAD SUMMER (ODD YR)	265,595.96	116,951.00	11,859.00	-	-	-	-	-	-	-	-	11,859.00	105,092.00	10.14%		
1360	INSTRUCTORS, SUBSTITUTES	30,559.06	-	-	-	-	-	-	1,630.58	-	815.30	1,646.57	4,092.45	(4,092.45)	-		
1370	INSTRUCTORS, EXTRA DUTY	34,810.56	44,490.00	1,029.16	1,029.16	1,029.16	1,029.16	1,029.16	1,029.16	1,029.16	1,029.16	1,029.17	9,262.45	35,227.55	20.82%		
1371	INSTRUCTORS, LARGE LECTURE STIPENDS	40,911.36	179,194.00	-	-	639.96	-	-	6,134.25	-	-	-	6,774.21	172,419.79	3.78%		
13xx	PT & Overload, Academic, Inst Salary	8,621,868.53	6,974,748.00	687,160.83	(6,399.56)	163,688.36	632,397.03	623,999.76	1,044,951.53	315,897.41	1,139,121.41	1,178,518.26	5,779,335.03	1,195,412.97	82.86%		
1439	ACADEMIC - PT COUNSELORS / LIBRARIANS / COORDINATORS	1,003,047.96	356,062.00	108,540.64	25,981.75	43,603.14	77,524.24	93,716.58	142,961.50	16,771.56	57,875.44	102,651.24	669,626.09	(313,564.09)	188.06%		
1460	LONG TERM SUBSTITUTES FOR COUNSELORS / LIBRARIANS / CO	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
1469	SHORT TERM (DAILY) SUBSTITUTE COUNSELORS / LIBRARIANS /	7,482.02	8,035.00	-	-	-	6,852.70	-	3,780.80	-	-	-	10,633.50	(2,598.50)	132.34%		
1470	NONINSTRUCTIONAL SALARIES, OTHER EXTRA DUTY	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
1479	EXTRA DUTY STIPENDS	81,335.89	94,513.00	6,006.23	7,101.39	8,716.71	7,462.27	7,840.45	9,141.43	6,553.81	7,574.61	8,428.76	68,825.66	25,687.34	72.82%		
1490	ACADEMIC SPECIAL PROJECTS	47,411.64	71,768.00	-	3,000.00	1,982.00	452.94	-	-	-	-	-	5,434.94	66,333.06	7.57%		
14xx	PT & Overload, Academic, Non-Inst Salary	1,139,277.51	530,378.00	114,546.87	36,083.14	54,301.85	92,292.15	101,557.03	155,883.73	23,325.37	65,450.05	111,080.00	754,520.19	(224,142.19)	142.26%		
	<b>Academic Salaries</b>	<b>22,002,755.91</b>	<b>20,375,953.00</b>	<b>1,749,179.15</b>	<b>1,083,084.38</b>	<b>1,281,516.43</b>	<b>1,782,074.60</b>	<b>1,779,599.41</b>	<b>2,252,502.70</b>	<b>1,407,953.32</b>	<b>2,277,128.05</b>	<b>2,360,757.14</b>	<b>15,973,795.18</b>	<b>4,402,157.82</b>	<b>78.40%</b>		
2117	CLASSIFIED FULL TIME SUPERVISOR	85,613.86	80,026.00	6,668.83	7,268.42	7,868.01	7,268.42	7,268.42	6,668.83	7,868.01	7,268.42	7,268.42	65,415.78	14,610.22	81.74%		
2118	CLASSIFIED FULL TIME ADMINISTRATOR	858,441.62	878,354.00	73,196.14	73,196.14	73,196.14	73,196.14	73,196.14	73,196.14	73,603.28	73,603.28	73,603.28	659,986.68	218,367.32	75.14%		
2119	CLASSIFIED FULL TIME STAFF	3,836,288.26	4,206,557.00	320,024.72	312,139.22	328,207.71	312,963.47	320,342.65	334,774.16	333,297.45	314,391.83	328,482.01	2,904,623.22	1,301,933.78	69.05%		
2129	CLASSIFIED PERMANENT PART TIME STAFF	146,837.02	74,685.00	9,947.02	10,427.62	10,367.36	10,267.39	10,244.20	10,135.48	10,834.88	10,274.66	10,184.84	92,683.45	(17,998.45)	124.10%		
21xx	Classified, Non-Inst Reg Salary	4,927,180.76	5,239,622.00	409,836.71	403,031.40	419,639.22	403,695.42	411,051.41	424,774.61	425,603.62	405,538.19	419,538.55	3,722,709.13	1,516,912.87	71.05%		
2210	INSTRUCTIONAL CLASSIFIED FULL TIME STAFF	332,203.52	342,354.00	28,252.68	24,731.74	24,365.76	21,432.91	21,432.91	21,432.91	21,432.91	21,432.91	21,432.91	205,947.64	136,406.36	60.16%		
2220	INSTRUCTIONAL CLASSIFIED PERM PART TIME STAFF	121,985.21	174,953.00	11,299.77	11,299.77	11,539.64	11,441.32	11,441.32	11,770.77	11,953.12	11,813.71	11,811.35	104,370.77	70,582.23	59.66%		
22xx	Classified, Inst Aide Reg Salary	454,188.73	517,307.00	39,552.45	36,031.51	35,905.40	32,874.23	32,874.23	33,203.68	33,386.03	33,246.62	33,244.26	310,318.41	206,988.59	59.99%		
2331	SHORT-TERM STUDENT HELP, NON-INSTRUCTIONAL	47,965.71	46,629.00	-	-	350.00	-	-	(2,534.49)	2,366.00	-	199.50	1,452.01	45,176.99	3.11%		
2339	SHORT-TERM NONCLASSIFIED, NON-INSTRUCTIONAL	82,205.18	14,748.00	-	5,799.73	3,820.26	6,952.84	3,446.08	(5,294.69)	4,425.02	2,976.16	2,819.52	24,944.92	(10,196.92)	169.14%		
2349	SHORT-TERM OVERTIME, NON-INSTRUCTIONAL	52,970.16	25,836.00	83.74	(83.74)	5,619.36	842.89	-	253.05	2,607.47	991.04	483.38	10,797.19	15,038.81	41.79%		
2369	SHORT-TERM SUBSTITUTES, NON-INSTRUCTIONAL	175,056.13	47,164.00	-	-	-	-	-	-	-	-	-	-	47,164.00	0.00%		

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Norco College			E	FUND_11	FY 2020/21											
Fund:	11	Resource:	1000	Actuals											Balance	%
Object	Object Description	Actual	Revised Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	YTD 6/30/21	Balance	Used	
2390	SHORT-TERM SPECIAL PROJECT, NON-INSTRUCTIONAL	-	612.00	-	-	-	-	-	-	-	-	-	-	612.00	0.00%	
2399	CLASSIFIED PRESENTERS - COMM. ED / CUSTOMIZED SOLUTION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
23xx	Non-Instructional Salary, Other	358,197.18	134,989.00	83.74	6,786.99	9,789.62	7,795.73	3,446.08	(7,576.13)	9,398.49	3,967.20	3,502.40	37,194.12	97,794.88	27.55%	
2430	SHORT-TERM STUDENT HELP, INSTRUCTIONAL	7,326.70	22,796.00	-	-	395.20	-	-	-	945.00	-	-	1,340.20	21,455.80	5.88%	
2431	SHORT-TERM SUMMER COACHING, INSTRUCTIONAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2440	SHORT-TERM OVERTIME, INSTRUCTIONAL	10,870.35	-	-	-	-	-	-	-	-	-	-	-	-	-	
2449	SHORT-TERM NONCLASSIFIED, INSTRUCTIONAL	36,280.01	7,212.00	210.48	-	140.32	-	-	-	-	-	-	350.80	6,861.20	4.86%	
2469	SHORT-TERM SUBSTITUTES, INSTRUCTIONAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
24xx	Instructional Aides, Other	54,477.06	30,008.00	210.48	-	535.52	-	-	-	945.00	-	-	1,691.00	28,317.00	5.64%	
	<b>Classified Salaries</b>	<b>5,794,043.73</b>	<b>5,921,926.00</b>	<b>449,683.38</b>	<b>445,849.90</b>	<b>465,869.76</b>	<b>444,365.38</b>	<b>447,371.72</b>	<b>450,402.16</b>	<b>469,333.14</b>	<b>442,752.01</b>	<b>456,285.21</b>	<b>4,071,912.66</b>	<b>1,850,013.34</b>	<b>68.76%</b>	
3110	INSTRUCTIONAL STRS	2,404,459.79	2,407,187.00	202,409.80	117,837.88	140,011.24	199,804.07	8,101.67	717,246.48	165,940.85	270,503.78	265,433.58	2,087,289.35	319,897.65	86.71%	
3150	CALSTRS ON-BEHALF FOR INSTRUCTIONAL	1,546,237.91	-	-	-	-	-	-	-	-	-	-	-	-	-	
3210	INSTRUCTIONAL PERS	70,938.09	78,322.00	6,467.14	6,898.88	6,967.65	6,967.65	6,967.65	6,967.65	7,189.37	6,540.72	6,540.73	61,507.44	16,814.56	78.53%	
3310	INSTRUCTIONAL FICA	25,534.53	23,459.00	2,305.79	2,065.77	2,474.50	2,281.82	2,069.54	2,397.30	2,666.14	2,630.19	2,116.76	21,007.81	2,451.19	89.55%	
3315	INSTRUCTIONAL MEDICARE	248,274.23	237,661.00	19,718.68	11,048.77	13,434.37	20,151.26	19,983.15	26,059.20	15,591.25	27,250.96	27,721.84	180,959.48	56,701.52	76.14%	
3410	INSTRUCTIONAL HEALTH & WELFARE	2,372,805.01	2,701,641.00	8,648.33	7,663.61	4,968.92	232,763.57	236,859.63	228,859.73	233,777.77	234,313.20	226,754.03	1,414,608.79	1,287,032.21	52.36%	
3450	OPEB, TEACHERS AND AIDES	34,575.70	33,034.00	2,720.41	1,526.28	1,856.60	2,782.33	2,759.11	3,597.08	2,155.31	3,761.75	3,826.62	24,985.49	8,048.51	75.64%	
3510	INSTRUCTIONAL SUI	16,785.48	12,176.00	679.90	381.00	463.24	694.99	689.18	898.77	537.59	939.72	956.07	6,240.46	5,935.54	51.25%	
3610	INSTRUCTIONAL WC	276,548.52	264,243.00	21,763.81	12,210.62	14,853.14	22,260.14	22,074.50	28,779.31	17,242.76	30,094.90	30,613.32	199,892.50	64,350.50	75.65%	
	<b>Instructional Benefits</b>	<b>6,996,159.26</b>	<b>5,757,723.00</b>	<b>264,713.86</b>	<b>159,632.81</b>	<b>185,029.66</b>	<b>487,705.83</b>	<b>299,504.43</b>	<b>1,014,805.52</b>	<b>445,101.04</b>	<b>576,035.22</b>	<b>563,962.95</b>	<b>3,996,491.32</b>	<b>1,761,231.68</b>	<b>69.41%</b>	
3440	RETIREE BENEFITS ACAD & CLASS	231,173.14	188,404.00	110.89	-	-	45,377.98	45,377.98	45,377.98	45,377.98	43,866.37	43,866.37	269,355.55	(80,951.55)	142.97%	
3120	CLASSIFIED STRS - (FOR CLASSIFIED EMPLOYEES PAYING INTO S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3130	NON-INSTRUCTIONAL STRS - FOR ACADEMIC ADMINISTRATORS	634,751.89	598,616.00	51,080.67	47,689.41	50,117.31	54,897.44	(28,401.76)	65,272.08	48,413.58	57,732.04	64,143.47	410,944.24	187,671.76	68.65%	
3160	CALSTRS ON-BEHALF CLASSIFIED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3170	CALSTRS ON-BEHALF NON-INSTRUCTIONAL ACADEMIC	475,426.10	-	-	-	-	-	-	-	-	-	-	-	-	-	
3220	CLASSIFIED PERS	943,416.17	1,080,831.00	82,995.82	82,894.74	83,064.55	83,115.65	85,182.31	87,754.01	87,561.56	83,682.47	86,401.17	762,652.28	318,178.72	70.56%	
3230	NON-INSTRUCTIONAL PERS	160,175.17	158,803.00	13,196.63	13,196.63	13,445.65	13,279.64	13,279.64	13,279.64	12,597.60	13,353.69	13,353.69	118,982.81	39,820.19	74.92%	
3320	CLASSIFIED FICA	295,220.16	318,781.00	25,218.42	24,932.07	25,592.16	23,033.08	23,442.52	23,477.72	26,477.06	25,138.93	25,963.71	223,275.67	95,505.33	70.04%	
3325	CLASSIFIED MEDICARE	74,642.17	77,786.00	5,934.19	5,909.72	6,204.54	5,949.24	6,033.19	6,068.75	6,255.68	5,920.40	6,113.28	54,388.99	23,397.01	69.92%	
3330	NON - INSTRUCTIONAL FICA	48,796.13	41,555.00	5,063.27	3,808.77	3,837.87	1,267.06	674.51	4,193.64	3,954.45	4,259.75	4,022.71	31,082.03	10,472.97	74.80%	
3335	NON - INSTRUCTIONAL ACADEMIC MEDICARE -COUNSELORS / LI	75,626.37	65,372.00	6,198.65	5,132.35	5,623.04	6,121.46	6,256.06	7,034.59	5,260.71	6,201.09	6,939.94	54,767.89	10,604.11	83.78%	
3420	CLASSIFIED HEALTH & WELFARE	1,477,565.91	1,682,161.00	7,117.05	7,052.74	7,492.85	149,900.25	149,982.48	162,400.31	156,219.01	143,067.86	155,618.84	938,851.39	743,309.61	55.81%	
3430	NON - INSTRUCTIONAL HEALTH & WELFARE (COUNSELORS / LIB	872,390.34	795,236.00	2,864.27	2,601.48	2,683.97	81,733.84	80,953.59	84,570.45	84,335.67	82,148.96	86,627.52	508,519.75	286,716.25	63.95%	
3460	OPEB, CL EMPLOYEES	11,125.70	10,830.00	819.81	819.60	858.90	822.98	828.54	834.34	959.04	857.89	846.06	7,647.16	3,182.84	70.61%	
3470	OPEB, OTHER CE EMPLOYEES	10,429.26	9,012.00	857.43	711.94	779.26	847.41	865.66	974.03	729.25	858.95	961.39	7,585.32	1,426.68	84.17%	
3520	CLASSIFIED SUI	8,015.73	22,980.00	204.65	203.84	213.99	205.16	206.58	209.31	215.80	204.21	210.82	1,874.36	21,105.64	8.16%	
3530	NON - INSTRUCTIONAL SUI - (COUNSELORS / LIBRARIANS / COOF	6,744.87	12,515.00	213.72	177.00	193.92	211.10	215.77	242.57	181.46	213.91	239.29	1,888.74	10,626.26	15.09%	
3620	CLASSIFIED WC	83,125.84	86,645.00	6,558.24	6,549.58	6,859.32	6,579.57	6,621.94	6,663.24	6,939.64	6,540.63	6,758.76	60,070.92	26,574.08	69.33%	
3630	NON - INSTRUCTIONAL WC - COUNSELORS / LIBRARIANS / COOR	83,442.47	72,137.00	6,859.25	5,695.18	6,234.20	6,779.17	6,925.08	7,792.04	5,833.68	6,871.05	7,690.82	60,680.47	11,456.53	84.12%	
3900	OTHER BENEFITS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3910	CalSTRS On Behalf	630.57	-	-	-	-	-	-	-	-	-	-	-	-	-	
3920	CalSTRS On Behalf	3,757.25	-	-	-	-	-	-	-	-	-	-	-	-	-	
3930	CalSTRS On Behalf	(517.36)	-	-	-	-	-	-	-	-	-	-	-	-	-	
3939	Golden Handshake Payments	1,289,289.28	-	-	-	-	-	-	-	-	-	-	-	-	-	
3912	PAYPRO 125 PLANS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3999	PAYROLL TAX ADJUSTMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	<b>Non-Instructional Benefits</b>	<b>6,554,054.02</b>	<b>5,033,260.00</b>	<b>215,182.07</b>	<b>207,375.05</b>	<b>213,201.53</b>	<b>434,743.05</b>	<b>353,066.11</b>	<b>470,766.72</b>	<b>445,934.19</b>	<b>437,051.83</b>	<b>465,891.47</b>	<b>3,243,212.02</b>	<b>1,790,047.98</b>	<b>64.44%</b>	
	<b>Benefits</b>	<b>13,781,386.42</b>	<b>10,979,387.00</b>	<b>480,006.82</b>	<b>367,007.86</b>	<b>398,231.19</b>	<b>967,826.86</b>	<b>697,948.52</b>	<b>1,530,950.22</b>	<b>936,413.21</b>	<b>1,056,953.42</b>	<b>1,073,720.79</b>	<b>7,509,058.89</b>	<b>3,470,328.11</b>	<b>68.39%</b>	
	<b>Total Salaries &amp; Benefits</b>	<b>41,578,186.06</b>	<b>37,277,266.00</b>	<b>2,678,869.35</b>	<b>1,895,942.14</b>	<b>2,145,617.38</b>	<b>3,194,266.84</b>	<b>2,924,919.65</b>	<b>4,233,855.08</b>	<b>2,813,699.67</b>	<b>3,776,833.48</b>	<b>3,890,763.14</b>	<b>27,554,766.73</b>	<b>9,722,499.27</b>	<b>73.92%</b>	
4230	REFERENCE BOOKS / MATERIALS	1,629.14	7,505.00	-	-	-	-	-	-	-	-	-	-	7,505.00	0.00%	
4320	INSTRUCTIONAL SUPPLIES	1,235.95	159,367.00	-	-	-	-	-	-	40,616.25	12,746.86	(1,871.59)	51,491.52	107,875.48	32.31%	
4330	PERIODICALS / MAGAZINES / SUBSCRIPTIONS INCLUDING ON-LIN	-	26.00	-	-	-	-	-	-	-	-	-	-	26.00	0.00%	
4351	INSTRUCTIONAL MEDIA	-	1,000.00	-	-	-	-	-	-	-	-	-	-	1,000.00	0.00%	
4360	TESTS	-	1,000.00	-	-	-	-	-	-	-	-	-	-	1,000.00	0.00%	







Norco- Budget Performance Report 20-21 3-31-21 Final

Norco College			E	FUND_11	FY 2020/21												
Fund:	11	Resource:	1000	Actuals													
Object	Object Description	Prior Year 2019/20 Actual	Current Year 2020/21 Revised Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	YTD 6/30/21	Balance	% Used		
	Student Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	<b>Total Outgo</b>	<b>(8,073.69)</b>	<b>294,535.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>73,633.75</b>	<b>73,633.75</b>	<b>-</b>	<b>-</b>	<b>147,267.50</b>	<b>147,267.50</b>	<b>50.00%</b>		
	<b>Total Non-Salary</b>	<b>3,377,335.71</b>	<b>7,282,794.00</b>	<b>40,485.33</b>	<b>61,349.62</b>	<b>120,276.70</b>	<b>62,617.66</b>	<b>231,025.55</b>	<b>426,394.58</b>	<b>171,098.47</b>	<b>103,917.88</b>	<b>177,272.03</b>	<b>1,394,437.82</b>	<b>5,888,356.18</b>	<b>19.15%</b>		
	<b>Total 1000-7999 (obj code)</b>	<b>44,955,521.77</b>	<b>44,560,060.00</b>	<b>2,719,354.68</b>	<b>1,957,291.76</b>	<b>2,265,894.08</b>	<b>3,256,884.50</b>	<b>3,155,945.20</b>	<b>4,660,249.66</b>	<b>2,984,798.14</b>	<b>3,880,751.36</b>	<b>4,068,035.17</b>	<b>28,949,204.55</b>	<b>15,610,855.45</b>	<b>64.97%</b>		
	<b>Holding accounts removed</b>		<b>4,109,550.00</b>										<b>284,049.00</b>	<b>3,825,501.00</b>	<b>6.91%</b>		
	<b>Total Norco Budget/Expenses</b>		<b>40,450,510.00</b>	<b>2,719,354.68</b>	<b>1,957,291.76</b>	<b>2,265,894.08</b>	<b>3,256,884.50</b>	<b>3,155,945.20</b>	<b>4,660,249.66</b>	<b>2,984,798.14</b>	<b>3,880,751.36</b>	<b>4,068,035.17</b>	<b>28,665,155.55</b>	<b>11,785,354.45</b>	<b>58.05%</b>		

**Norco College Holding Accounts**

**As of March 31, 2021**

Funding Source	SPP/Res c.	SPP/Res c.	One Time, Annual, On Going	Carry Over ?	Fund	Res c.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Revised Budget	FY 2020/21 Rev/Exp Net of Abatements	FY 2020/21 Encumbrances	Uncommitted / Unrealized
Salary Savings	991	991	OT	N	11	1000	Savings from Permanent Gen.Fund Staff Positions	-	-	-	-	-
Sabbatical Holding Account	993	993	OT	N	11	1000	sabbatical Holding account	66,472	65,566	-	-	65,566
Barnes & Noble Commission Transfer	566	566	A	Y	11	1000	Annual Commissions rec'd from B&N	99,211	99,211	-	86,411	12,800
Barnes & Noble Signing Bonus	728	728	OT	Y	11	1000	One-time Funding - Rolled over Year to Year until gone	7,430	7,430	-	7,430	-
Follett Bookstore Commission Transfer	563	563	A	Y	11	1000	Annual Commissions rec'd from Follett	240,620	240,620	20,150	200,320	20,150
Follett Bookstore Signing Bonus	733	733	OT	Y	11	1000	One-time Funding - Rolled over Year to Year until gone	128,993	128,993	-	128,993	-
Follett Bookstore Textbook Scholarship	746	746	OT	Y	11	1000	Annual Funding with carry over	1,667	1,667	-	1,667	-
Pepsi Signing Bonus	734	734	OT	Y	11	1000	One-time Funding - Rolled over Year to Year until gone	-	-	-	-	-
Non-Resident Base Budget	729	729	A	Y	11	1000	Based on a Percentage of Non-Resident Fees rec'd	651,884	651,884	-	-	651,884
Budget Savings Distribution	738	738	OT	Y	11	1000	One-Time Allocation from Dist. Reserves in FY 17/18	692,075	692,075	189,921	330,408	171,746
Budget Savings Distribution	716	716	OT	Y	11	1000	One-Time Allocation in FY 18/19 for borrowed back FTES	123,335	430,719	200	107,151	323,368
Norco Soccer Field Use	568	568	OT	Y	11	1000	Facilities Fees Revenue	51,640	51,640	-	3,500	48,140
Permanent Position Funding	997	997	OG	Y	11	1000	To/From Permanently Funded Positions	697,016	616,269	-	-	616,269
Classified/Management Position Allocation	998	998	A	N	11	1000	Allocation to fund add'l Classified/Mgmt. Positions - has not been distributed in FY 18/19	-	-	-	-	-
Contract Holding Account	999	999	OT	Y	11	1000	Adjusting Account to Address Permanent Increases in College Contracts- obj 5110	24,115	21,615	-	-	21,615
Indirect Expenditure Holding Account	797	797	OT	Y	11	1000	Indirect Cost Recovery ( at 83%)	795,432	1,000,916	73,778	418,674	508,465
							<b>Fund 11- Unrestricted</b>	<b>3,579,890.00</b>	<b>4,008,605.00</b>	<b>284,048.96</b>	<b>1,284,553.83</b>	<b>2,440,002.21</b>
Instructional Equipment	075	075	A	Y	12	1190	Restricted to Instructional Equipment	57,711	57,711	51,026	3,923	2,762
Lottery - Restricted	735	735	A	Y	12	1190	Restricted to Instructional & Library Materials including Instructional Software	423,193	423,193	150,797	67,271	205,125
Redevelopment Allocation	1180	1180	A	Y	12	1180	Relatively Unrestricted	182,695	182,695	-	-	182,695
Non-Resident Capital Outlay	709	709	A	Y	12	1190	Restricted to Capital Purchases	65,815	65,815	118	-	65,697
Veterans Resource Center	190	190	OT	Y	12	1190	State Appropriation - VRC and Articulation Platform	1,521,815	1,521,815	515,221	1,007,396	(802)
Early Childhood Education Center	191	191	OT	Y	12	1190	State Appropriation	4,999,712	4,999,712	-	-	4,999,712
							<b>Fund 12 Restricted</b>	<b>7,250,941</b>	<b>7,250,941</b>	<b>717,162</b>	<b>1,078,589</b>	<b>5,455,190</b>
Contingencies	5899	5899										

## Norco College Holding Accounts

As of March 31, 2021

Funding Source	SPP/ Res c	SPP/ Res c.	One Time, Annual, On Going	Carr y Over ?	Fun d	Res c.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Revised Budget	FY 2020/21 Rev/Exp Net of Abatements	FY 2020/21 Encumbrance s	Uncommitted / Unrealized
Academic Affairs Instructional Holding Acct.			OG	N	11	1000	Academic Affairs Holding (set up in FY 15/16)	53,384	37,165	-	-	37,165
VP, Business Services	EDB	EDB	OG	N	11	1000	Administrative Contingencies	29,929	26,582	-	-	26,582
Dean, Special Funded Programs	ECW	ECW	OG	N	11	1000	Administrative Contingencies	500	500	-	-	500
VP, Academic Affairs	EJA	EJA	OG	N	11	1000	Administrative Contingencies	5,370	1,106	-	-	1,106
President	EMA	EMA	OG	N	11	1000	Administrative Contingencies	25,369	25,369	-	-	25,369
Dean of Instruction	EMB	EMB	OG	N	11	1000	Administrative Contingencies	500	500	-	-	500
Dean of Instruction	EMG	EMG	OG	N	11	1000	Administrative Contingencies	500	500	-	-	500
VP, Student Services	EZA	EZA	OG	N	11	1000	Administrative Contingencies	15,419	7,223	-	-	7,223
Dean, Admissions & Records	EZB	EZB	OG	N	11	1000	Administrative Contingencies	1,000	-	-	-	-
Dean, Student Services	EZG	EZG	OG	N	11	1000	Administrative Contingencies	1,000	1,000	-	-	1,000
Dean, Student Life	EZK	EZK	OG	N	11	1000	Administrative Contingencies	1,000	1,000	-	-	1,000
<b>Total Fund 11- Administrative Contingencies</b>								<b>133,971</b>	<b>100,945</b>	<b>-</b>	<b>-</b>	<b>100,945</b>
Fund 11- Unrestricted								3,713,861	4,109,550	284,049	1,284,554	2,540,947
Fund 12-Restricted								7,250,941	7,250,941	717,162	1,078,589	5,455,190
<b>Total Fund 11 and 12</b>								<b>10,964,802</b>	<b>11,360,491</b>	<b>1,001,211</b>	<b>2,363,143</b>	<b>7,996,137</b>

Note: All allocations to the General Fund Must Adhere to General Fund

**Carryover Definitions:**

- OT** One-Time - Funds that Do Not Renew Once Depleted
- A** Annual - New Funds are Allocated Annually
- OG** On Going - Funds Renew Annually with the Exception of Permanent Transfers out of Account

## 2021/2022 Norco College Budget Priorities

***In compliance with all regulations and laws, and alignment with Norco College's strategic plan goals of Student, Regional, and College Transformation, the College will primarily focus its resource allocation on the following strategic objectives.***

### Student Transformation

- Maximize efficient FTES generation to meet established targets and provide access
- Continue to implement Guided Pathways framework
- Continue to close student equity gaps
- Implement professional development

### Regional Transformation

- Continue to reduce working poverty and the skills gap
- Pursue, develop, and sustain collaborative partnerships

### College Transformation

- Invest strategically to offer a comprehensive range of programs
- Support integrated planning, effective governance, continuous improvement
- Strategic investment in college personnel to sustain an excellent workplace culture
- Develop/improve physical facilities to build a comprehensive and inspiring campus
- Implement technology-enhanced operational systems
- Strategic investments to increase resource capacity and revenue generating projects

# Norco College 2023-2027 5YCP IPP and FPP Submissions

Prepared by ALMA Strategies

For the District Facilities Planning and Development

Date: April 6<sup>th</sup>, 2021

# Library/Learning Resource Center & Student Services—FPP Re-submit (Growth Category)

- ▶ FPP resubmittal for 2023-2024 first funding year
- ▶ Outline of Project Space (46,252 ASF / 71,739 GSF):

Space Category	Classroom 100s	Lab 210-255	Office 300s	Library 400s	AV/TV 530-535	Other	Total ASF
Project Primary ASF	1,200	0	15,887	24,955	940	3,270	46,252
Project Secondary ASF	-2,044	-2,800	-13,934	-10,921	0	-2,902	-32,601
<b>Project Net ASF</b>	<b>-844</b>	<b>-2,800</b>	<b>1,953</b>	<b>14,034</b>	<b>940</b>	<b>368</b>	<b>13,651</b>

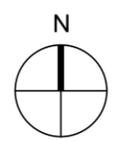
- ▶ Primary ASF: Based on FPP Submitted Drawings from Canon Design dated 5.17.2020 (see next slides)
- ▶ Secondary ASF: based on Demolition of Portables A-P and B-P (Bldgs # 17 & 18), existing Student Services and College Resource Center buildings and the inactivation of the existing Library building.
- ▶ The project will house the following:
  - ▶ Library/Learning Resource Center Space
  - ▶ General Classrooms
  - ▶ Instructional Administration Staff
  - ▶ Other student services

# Library/Learning Resource Center & Student Services—FPP Re-submit (Growth Category)

- Estimated Project Score:

Scoring Metric	Supporting Data	Raw Score	Score with 50% District Contribution	Max Points
Enrollment Growth	2016-2020 WSCH Change: 6,166 WSCH-6,679 WSCH	12	12	50
Existing Inventory	Dominant Space Type: Library; Capacity Load Ratio=47%	33	12	50
FTES	2021 Annual Projected FTES: 3,541 FTES	12	12	20
CTE Programs (Vision for Success)	Percentage of Total Space Dedicated to CTE: 2%	1	19	25
Regions of High Need (Vision for Success)	Yes	5	5	5
Local Contribution	District Contribution: 0%; 50%	0	50	50
<b>Total Project Score</b>		<b>63</b>	<b>103</b>	<b>200</b>

- FPP will be resubmitted with updated cost estimate/JCAF 32



**1** CAMPUS PLOT PLAN  
1" = 160'-0"

Issue Date: 05/17/2020

**CAMPUS SITE PLAN**



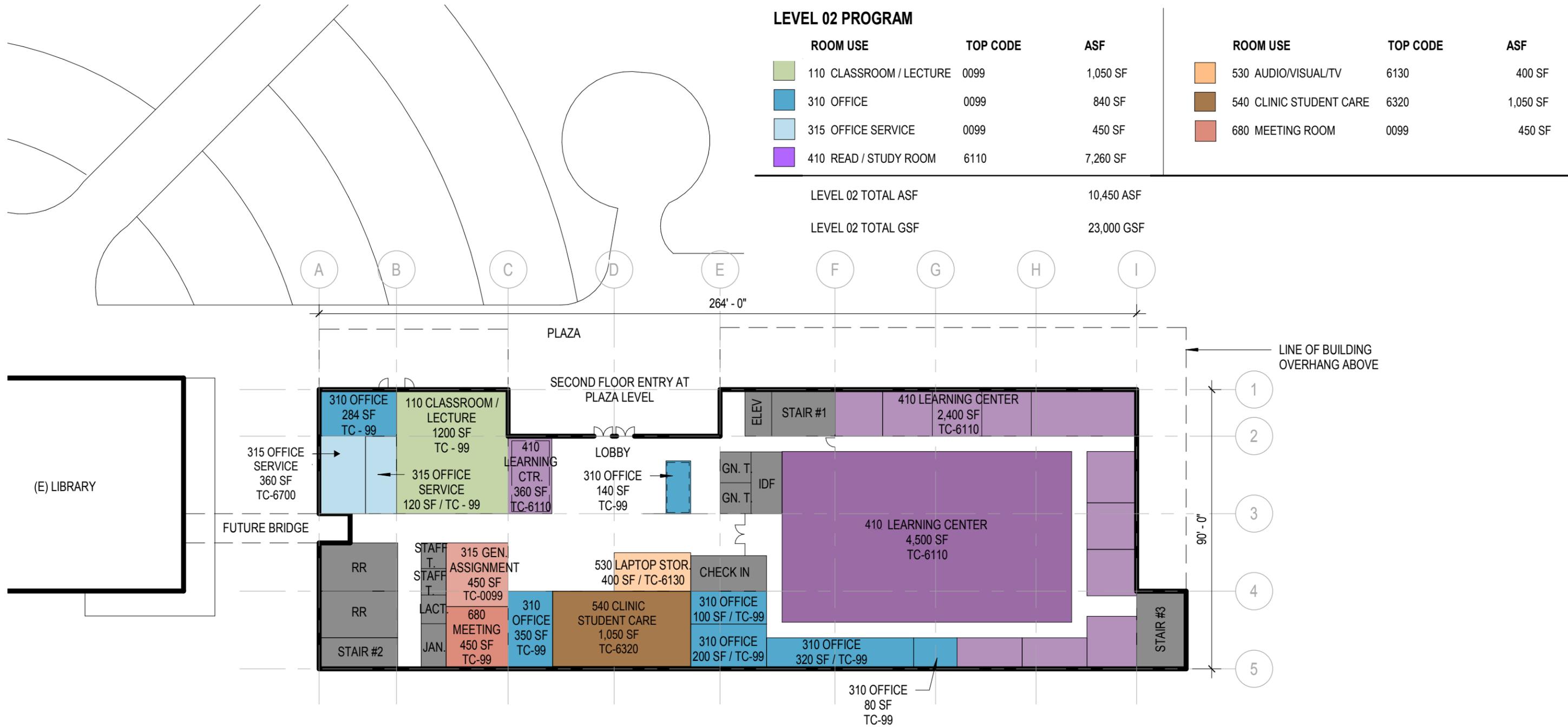
**LEVEL 02 PROGRAM**

ROOM USE	TOP CODE	ASF
110 CLASSROOM / LECTURE	0099	1,050 SF
310 OFFICE	0099	840 SF
315 OFFICE SERVICE	0099	450 SF
410 READ / STUDY ROOM	6110	7,260 SF

ROOM USE	TOP CODE	ASF
530 AUDIO/VISUAL/TV	6130	400 SF
540 CLINIC STUDENT CARE	6320	1,050 SF
680 MEETING ROOM	0099	450 SF

LEVEL 02 TOTAL ASF 10,450 ASF

LEVEL 02 TOTAL GSF 23,000 GSF



**1 LEVEL 02**  
1/32" = 1'-0"

Issue Date: 05/17/2020

**Level 02 Plan - LRC, CRC**

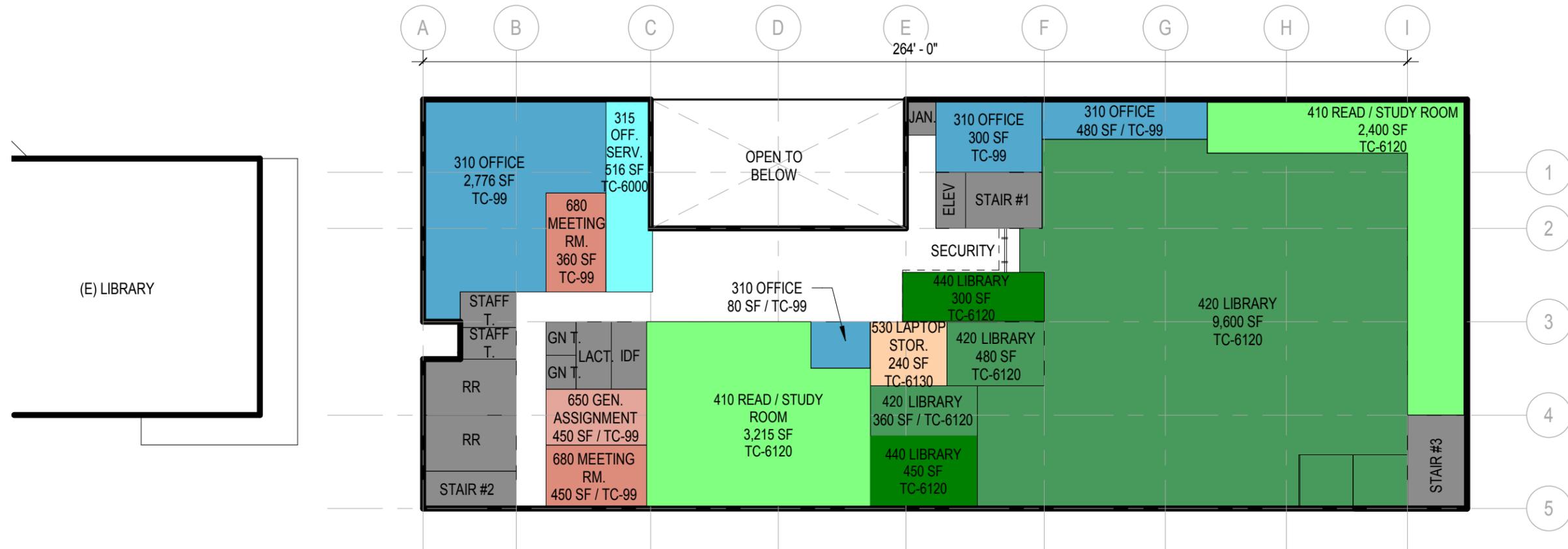
**LEVEL 03 PROGRAM**

ROOM USE	TOP CODE	ASF
310 OFFICE	0099	1,210 SF
	6000	2,500 SF
	6700	284 SF
315 OFFICE SERVICE	0099	930 SF
	6000	516 SF

ROOM USE	TOP CODE	ASF
410 READ / STUDY ROOM	6120	5,525 SF
420 STACK	6120	10,440 SF
440 PROCESSING ROOM	6120	750 SF
530 AUDIO/VISUAL/TV	6130	240 SF
680 MEETING ROOM	0099	810 SF

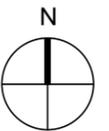
LEVEL 03 TOTAL ASF 24,405 ASF

LEVEL 03 TOTAL GSF 27,701 GSF



1 LEVEL 03  
1/32" = 1'-0"

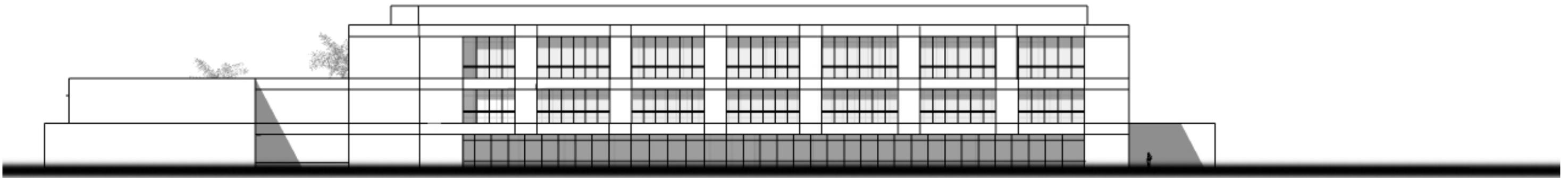
Issue Date: 05/17/2020



Level 03 Plan - LIBRARY, ADMIN



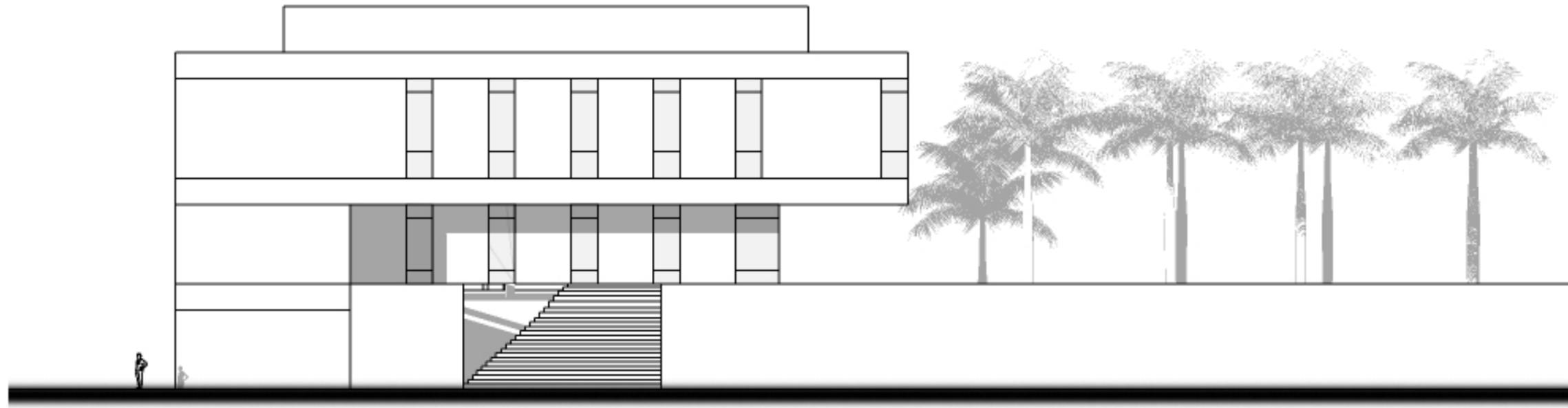
NORTH ELEVATION



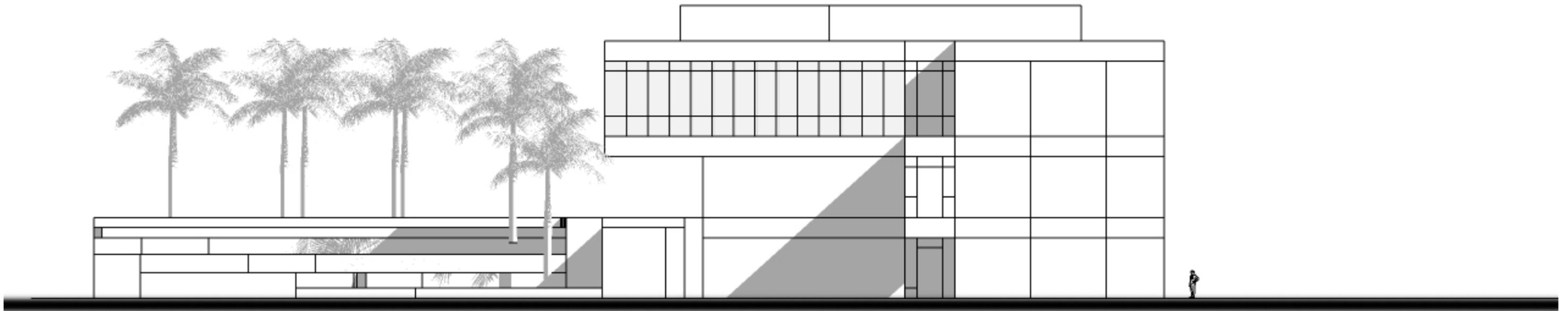
SOUTH ELEVATION

Issue Date: 05/17/2020

NORTH / SOUTH ELEVATION



EAST ELEVATION



WEST ELEVATION

Issue Date: 05/17/2020

EAST / WEST ELEVATION

# STEM Phase I–IPP Submission (Growth Category)

- ▶ 2024-2025 first funding year
- ▶ Estimated Project Score:

Scoring Metric	Supporting Data	Raw Score	Score with 50% District Contribution	Max Points
Enrollment Growth	2016-2020 WSCH Change: 6,166 WSCH-6,679 WSCH	12	12	50
Existing Inventory	Dominant Space Type: Lab; Capacity Load Ratio=76%	12	12	50
FTES	2021 Annual Projected FTES: 3,541 FTES	12	12	20
CTE Programs (Vision for Success)	Percentage of Total Space Dedicated to CTE: 77%	19	19	25
Regions of High Need (Vision for Success)	Yes	5	5	5
Local Contribution	District Contribution: 0%; 50%	0	50	50
<b>Total Project Score</b>		<b>60</b>	<b>110</b>	<b>200</b>

- Outline of Project Space:

Space Category	Classroom 100s	Lab 210-255	Office 300s	Library 400s	AV/TV 530-535	Other	Total ASF
Project Primary ASF	12,000	24,700	1,500	1,500	0	8,000	47,700
Project Secondary ASF	-16,991	-18,897	-4,959	-270	0	-2,030	-43,147
<b>Project Net ASF</b>	<b>-4,991</b>	<b>5,803</b>	<b>-3,459</b>	<b>1,230</b>	<b>0</b>	<b>5,970</b>	<b>4,553</b>

- Primary ASF: Based on NC FMP and ALMA Strategies Space Programming and Cap/Load Analysis
- Secondary ASF: Based on inactivation of existing ATEC and IT buildings

# Welcome Center/Student Services— IPP Submission (Growth Category)

- ▶ 2024-2025 first funding year
- ▶ Estimated Project Score:

Scoring Metric	Supporting Data	Raw Score	Score with 50% District Contribution	Max Points
Enrollment Growth	2016-2020 WSCH Change: 6,166 WSCH-6,679 WSCH	12	12	50
Existing Inventory	Dominant Space Type: Other; Capacity Load Ratio=N/A	0	0	50
FTES	2021 Annual Projected FTES: 3,541 FTES	12	12	20
CTE Programs (Vision for Success)	Percentage of Total Space Dedicated to CTE: 0%	0	0	25
Regions of High Need (Vision for Success)	Yes	5	5	5
Local Contribution	District Contribution: 0%; 50%	0	50	50
<b>Total Project Score</b>		<b>29</b>	<b>79</b>	<b>200</b>

## • Outline of Project Space:

Space Category	Classroom 100s	Lab 210-255	Office 300s	Library 400s	AV/TV 530-535	Other	Total ASF
Project Primary ASF	0	0	6,500	4,000	300	19,200	30,000
Project Secondary ASF	0	0	-2,941	-2,343	-162	-8,968	-14,414
<b>Project Net ASF</b>	<b>0</b>	<b>0</b>	<b>3,559</b>	<b>1,657</b>	<b>138</b>	<b>10,232</b>	<b>15,586</b>

- Primary ASF: Based on NC FMP and ALMA Strategies Space Programming and Cap/Load Analysis
- Secondary ASF: Based on inactivation of existing Center for Student Success

# Social and Behavioral Science Phase I— IPP Submission (Growth Category)

- ▶ 2024-2025 first funding year
- ▶ Estimated Project Score:

Scoring Metric	Supporting Data	Raw Score	Score with 50% District Contribution	Max Points
Enrollment Growth	2016-2020 WSCH Change: 6,166 WSCH-6,679 WSCH	12	12	50
Existing Inventory	Dominant Space Type: Class; Capacity Load Ratio=61%	20	20	50
FTES	2021 Annual Projected FTES: 3,541 FTES	12	12	20
CTE Programs (Vision for Success)	Percentage of Total Space Dedicated to CTE: 0%	0	0	25
Regions of High Need (Vision for Success)	Yes	5	5	5
Local Contribution	District Contribution: 0%; 50%	0	50	50
<b>Total Project Score</b>		<b>49</b>	<b>99</b>	<b>200</b>

- Outline of Project Space:

Space Category	Classroom 100s	Lab 210-255	Office 300s	Library 400s	AV/TV 530-535	Other	Total ASF
Project Primary ASF	11,500	1,500	800	0	0	22,920	36,720
Project Secondary ASF	0	0	0	0	0	0	0
<b>Project Net ASF</b>	<b>11,500</b>	<b>1,500</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>22,920</b>	<b>36,720</b>

- Primary ASF: Based on NC FMP and ALMA Strategies Space Programming and Cap/Load Analysis
- Secondary ASF: None.



## Facilities M&O & Grounds Update 4/1/21

### GROUNDS:

- Continue spraying weeds throughout campus as weather conditions permit.  
Ongoing
- Continue blowing of campus including stairways, breezeways, amphitheater, CSS patio and bus stop areas.  
Ongoing
- Turf care is ongoing with **weekly** with mowing and edging.
- Turf maintenance winter/spring feeding and spraying of turf weeds.  
Completed
- Irrigation repairs and checks, such as malfunctioning and/or damaged nozzles and valves.  
Ongoing also identifying malfunctioning isolation valves
- Post construction cleanup of the amphitheater is complete and ready for students.  
Completed
- CSS patio has been, in conjunction with the amphitheater cleanup has been **completed** and ready for students to enjoy their snacks from the Corral
- Parking lots are continuing to be maintained in regards to weeds and palm trees.  
Ongoing
- Due to the ongoing high winds, fallen trees are being replanted and in some cases removed.
- Trimming of hedges and tree wells is an **ongoing** task.

### MAINTENANCE

- Flushing of building domestic water in buildings and water dispensers is completed.
- HVAC filter replacements and coil cleaning 90% complete.
- Maintaining of golf cart fleet is **ongoing**.
- Maintaining of campus wide vehicle fleet is ongoing i.e.. starting, proper air pressure and sending them to Ford service.  
In process
- Checking campus lighting ongoing.
- Removal of inner torn or faded campus banners **completed**.
- Chillers are being checked routinely
- NOC generator being inspected and ran twice a month
- Fire alarm testing **completed**.
- Vaults are clean of water and new sump pumps are being ordered.

## Safety Update for BFPC April-2021

### COVID-19 by the Numbers

4/1/2021	Riverside	Imperial	Kern	Los Angeles*	Orange	San Bernardino	San Diego	San Luis Obispo	Santa Barbara	Ventura	California	United States	Global
Total Cases	283,006	27,506	94,205	1,180,538	249,518	285,916	270,288	20,215	33,052	79,326	3,570,660	30,085,827	128,540,982
New Cases	76	35	54	494	106	158	290	21	36	44	2,234	47,464	650,765
Total Cases Per Capita	11,466	14,352	10,160	11,509	7,729	12,894	8,019	7,249	7,242	9,302	8,898	9,114	1,660
New Cases Per Capita	3.08	18.26	5.82	4.82	3.28	7.13	8.60	7.53	7.89	5.16	5.57	14.38	8.40
Recovered	<a href="#">287,694</a>	<a href="#">24,330</a>	<a href="#">38,046</a>	<a href="#">Not Reported</a>	<a href="#">243,032</a>	<a href="#">285,817</a>	<a href="#">262,351</a>	<a href="#">19,990</a>	<a href="#">32,530</a>	<a href="#">78,343</a>	<a href="#">1,940,569</a>	<a href="#">23,696,898</a>	<a href="#">104,702,634</a>
Total Deaths	4,171	710	1,229	23,171	4,731	4,356	3,555	251	443	969	58,090	546,704	2,808,308
New Deaths	17	4	8	35	4	13	0	0	2	11	154	560	11,608
Deaths Per Capita	168.99	370.47	132.54	225.89	146.54	196.45	105.48	90.01	97.07	113.63	144.76	165.62	36.26
% of State's Cases	7.93%	0.77%	2.64%	33.06%	6.99%	8.01%	7.57%	0.57%	0.93%	2.22%	<b>11.87%</b>	<b>23.41%</b>	
Currently in Hospitals	109	5	52	634	131	118	183	4	30	46	2,200		
Total Hospital Beds	3,243	234	1,080	19,282	5,795	3,559	6,453	460	603	1,147	65,684		
Currently in ICU	30	2	11	200	22	30	61	0	11	8	576		
ICU Beds Available	87	8	36	625	254	150	275	25	30	45	2,182		
Case Fatality Rate	1.47%	2.58%	1.30%	1.96%	1.90%	1.52%	1.32%	1.24%	1.34%	1.22%	1.63%	1.82%	2.18%
COVID Tests Daily	2,835	207	1,067	54,605	4,617	2,423	6,872	317	416	1,147	103,017		
Total COVID Tests	2,049,570	165,988	693,613	24,806,719	2,856,387	2,172,601	3,379,596	244,001	353,271	1,086,952	53,149,309		
Population*	2,468,145	191,649	927,251	10,257,557	3,228,519	2,217,398	3,370,418	278,862	456,373	852,747	40,129,160	330,100,590	7,745,123,000
% of Population	6.15%	0.48%	2.31%	25.56%	8.05%	5.53%	8.40%	0.69%	1.14%	2.13%	<b>1.08%</b>	<b>0.3884%</b>	

Sources: CDPH, WHO, CDC, Local County Data

The date for which case statistics and hospital data were reported. Hospital COVID data are self-reported through a portal managed by the California Hospital Association and pulled at 2pm. COVID case statistics are reported by local health departments to CalREDIE and are pulled at 2pm. Hospital data and case statistics are integrated by the California Department of Technology and made available through the Open Data Portal the following morning. CA Open Data Portal is at least 24 Hours behind although a backlog of new case reports at the State level has ostensibly been cleared, some County dashboards still contain notes that indicate data are missing. \*California Demographics from State Database Blueprint Data Chart 12-15-20 & census.gov . Presumptive active cases - A calculation (Total Cases - Recovered - Dead) (\* LA County does not report recovery rates)

Norco College hosted a vaccination event on Tuesday 03-30-21



## **Norco College hosted a vaccination event on Tuesday 03-30-21**

We had a successful vaccination event today, serving a reported 275 doses to students and employees. The second dose in the series will be administered on campus on April 20.

## **Safe Return Plan Spring 2021 Presentation to Classified professionals on 3-23-201**

The Safety & Emergency Preparedness Coordinator presented to the Classified professional staff about the safeguards and protocols that have been put into place to keep everyone safe during the Spring 2021 semester. These items included the following items:

- Signage
- Daily health check
- Masks
- Physical distancing
- One-way systems
- Hand washing & sanitation
- Cleaning & sanitizing
- HVAC upgrades
- Hazard reporting and feedback
- Safety audits
- Vaccine



# Safe Return Plan SPRING 2021

What are we doing to keep everyone safe?

Presented by Justin Czerniak





## Charter for Technology Committee

April 2021

This Charter is established between the Technology Committee and the future Resources Council to structure the process and planned outcomes included herein during the 2021-2022 academic year.

### Purpose

The Norco College Technology Committee provides strategic planning, guidelines, assessment, and recommendations for the direction, implementation, and sustainability of technology resources throughout the college to support student learning programs, services, and improve institutional effectiveness consistent with the college's mission.

### Charge

The Norco College Technology Committee is the shared governance committee that engages in discussions regarding all college technology matters. The committee keeps abreast of technology needs and is responsible for creating, maintaining, and updating the Technology Plan, technology principles, guidelines, and procedures, as well as prioritizing allocation of technology resources, monitoring campus software and hardware inventory, assessing technology needs and how technology resources support institutional goals to improve student success, access, and equity, and assure that technology planning is integrated with institutional planning.

### Guiding Principles and Assumptions

Norco College is committed to managing its technology resources in an organized, deliberative, and cost-effective manner. The Technology Committee is guided by the principles of:

- Providing technology training and support for the college community
- Support instruction and student learning with technology
- Measuring and responding to technology needs
- Maintaining an integrated Technology Plan
- Developing technology budget priorities to support resource allocation

Classified professionals from Technology Support Services and the Instructional Media Center attend Technology Committee meetings as a resource and to provide professional expert input in discussions and decision-making.

### **Guiding Principles and Assumptions**

RCCD, through the Information Technology Strategy Council (ITSC) maintains the District Strategic Technology Plan and Security Plan which coordinates and communicates with Norco College through its Technology Committee representatives. Through ITSC, Norco College Technology Committee representatives participate in the prioritization of resource allocation of technology resources for the district.

### **Scope & Expected Deliverables**

The Technology Committee does the following:

- Provide technology prioritization from annual program review
- Review rubric for technology prioritization
- Technology Survey
- Technology Recommendations
- Technology Budget Priorities
- Support technology workshops, tools, and training
- Review and update the Technology Plan

### **Membership**

The voting membership of the Technology Committee consists of five faculty members as appointed by the Academic Senate, five classified professional members as appointed by the California Schools Employees Association Chapter 535, two students appointed the Associated Students of Norco College, and two administrators appointed by the President's Cabinet. The Administrative Co-Chair is appointed by the President's Cabinet and the Classified Professional Co-Chair is appointed by CSEA 535.

- Administrative Co-Chair - Administration
- Classified Professional Co-Chair - Classified Professionals
- Faculty Representative - Faculty
- Administrative Representative - Administration
- Classified Professional Representative - Classified Professionals
- Student Representative - ASNC
- Student Representative - ASNC

### **Meeting Time/Pattern**

The Technology Committee meets monthly on the third Thursday at 2pm via zoom during the fall and spring semesters. Contact the Co-Chairs to place an item on a future agenda.

### **Roles of Co-Chairs and Members**

The Co-Chairs are accountable to Resources Council to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Technology Committee based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Technology Committee that can help to achieve its charge. Members actively participate in meetings, deliberations, and decision-making processes. The Technology Committee welcomes all attendees to participate in lively conversations that take place at its meetings. Each member brings their knowledge and expertise as well as constituent perspectives to help the committee discuss technology matters and collaboratively provide recommendations on technology needs and resources rooted in data.

Members are representatives of their constituent groups and through those groups reporting mechanisms report back to their representative groups. The Technology Committee creates and posts agendas and minutes on its webpage to communicate with the college community and publish its discussions and actions taken.

### **Meeting Procedures and Expectations**

The Co-Chairs, and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve the work of the committee established through the Technology Plan's goals and objectives. Meeting minutes are taken and posted to the committee webpage.

Members endeavor to:

- Review all relevant material prior to the committee meetings or through email correspondence.
- Contribute to the discussions concerning the committee's issues.
- Attend all meetings of the committee and sub-committees
- Participate in carrying out the goals and objectives in the Technology Strategic Plan
- Promote awareness of the Technology Strategic Plan
- Actively participate in the work of the committee

## IMC Classroom Technology Projects

Update 4/1/21

- Classroom/Essential Labs A/V replacement plan and adding video streaming
- Currently in the design phase: Next Steps – purchase equipment:

Theater 101 – Large Lecture Hall - Touchless beam signal mics, auto tracking cams..etc.

ITEC 117 – Large Lecture Hall

ST 203 - Lab

HUM 208 – Lab

- Alternative solutions for remainder of classrooms- Web cams, 360-degree cams.... etc
- Projector screen replacement ITEC 124
  - Next Steps: Delivery and Install
- CSS 217 Replacement of defective projector and interactive display
  - Projector installation is complete
  - On hold for interactive display

Exploring options to include zoom licenses for all student @ Norco College

- Discussion phase with Zoom on how this can be implemented for the College
- Third Street LED marquee update
  - Firmware upgrade to cellular device
  - Improvements to the TEMP sensors
  - Improvements to the ambient light sensors
  - Upgrade = 1 of 5 complete

*Please note: Upgrades will take place remotely and sign will be off during the process. Will update college with exact date and time.*