



College Council

Meeting Minutes for October 10, 2024, | 12:50 pm to 1:50 pm | Location: OC*116

Join via [Zoom Link](#) | Meeting ID: 818 1323 0186 | Passcode: 789776

Council Members (total# 18)

Dr. Quinton Bemiller, Dr. Peggy Campo, Dr. Michael Collins, Ms. Janet Frewing, Dr. Tenisha James, Mr. Yusuf Jilani, Ms. Ashlee Johnson, Mr. Daren Koch, Dr. Virgil Lee, Mr. Jethro Midgett, Mr. Dan Reade, Dr. Kaneesha Tarrant, Ms. Leona Vassale, and Ms. Patty Worsham

Ex-officio Members:

Dr. Monica Green (Administrator), Ms. Araceli Covarrubias (Faculty Association), Vacant (CPROS), Vacant (ASNC Rep)

Council Members Not Present:

Ms. Natalie Aceves, Dr. Hayley Ashby, Ms. Kimberly Bell, Ms. Azadeh Iglesias, and Mr. Alex Spenser

Guest(s):

Ms. Tricia Hodawanus

Recorder:

Ms. Desiree Wagner

Quorum: 10

Subject to Brown Act: No

1. Call to Order

- 12:53pm

2. Action Items

2.1 Approval of Agenda

- MSC (Motion- Dr. Peggy Campo /Second- Mr. Jethro Midgett)
- Add Dr. Quinton Bemiller to College Council Membership.
- Request to have Faculty and CPROS membership confirmation at the next meeting.
- Approved by consensus.

2.2 Approval of Meeting Minutes, [September 12, 2024](#)

- MSC (Motion- Dr. Tenisha James /Second- Mr. Jethro Midgett)
- Approved by consensus.

2.3 [Business Services PR Resource Request Prioritization List 9-26-24](#)

2.3.a. [BS Mgr. & Leads PRRR Prioritization Process Timeline 2024](#)

- Dr. Collins presented the Business Services Resources Request Prioritization list. He explained the process and its approval by the Resources Council. Members questioned the necessity of the process, suggesting it might be more about documentation than efficiency. Dr. Collins clarified that the prioritization process is a requirement for accreditation standards.
- The Business Service PR Resource Request Prioritization List was unanimously approved.

2.4 **E-voting Protocols**

- Dr. Lee and Dr. James discussed the challenges of meeting quorum and conducting business and proposed the implementation of electronic voting protocols to encourage participation, support transparency, and ensure consistency across leadership councils. The protocols would allow for e-voting on any agenda item from meetings of a Leadership Council or the College Council at which quorum is not met. The e-voting process would be initiated within three business days of the meeting, with council members having five business days to vote. Following the vote, the co-chairs will send an e-vote report listing each member's vote and summarizing the outcome. The report will be included in the minutes of the next meeting at which quorum is met.
- The Council agreed to include language in the protocols that would allow the use of forms for voting and to discuss and vote on action items. They also discussed the need for a new quorum process, with the leadership councils suggesting that the current 50% plus one still makes sense.
- Recommended edits:
- Scope: Governance Councils do not follow the Brown Act, exclude e-voting on Agendas and Minutes as the approval will be carried forward.
- Step 3: Include the recommendation of including relevant documentation in the e-vote email for the item. Add "Discuss and Collect E-Votes" so members can submit discussion/comments and their e-vote.
- Step 4: Include language: various forms or software, as multiple options may be available to us.
- Step 5: Add that a passing vote necessitates a majority (50% + 1) of the voting members.
- MSC (Motion- Dr. Peggy Campo /Second- Ms. Janet Frewing) to approve the E-voting Protocols with the changes suggested. The revised document will be brought to the November meeting as an information item.

3. **Discussion Items**

3.1 **Quorum Update**

- Dr. James started a discussion about the quorum update, emphasizing the importance of maintaining 50+1 quorum as per the leadership council's feedback. She also proposed the implementation of e-voting protocols as an alternative to approving action items when quorum is not met to ensure business continuity. Dr. James highlighted there were five meetings across all councils that did not meet quorum in the past year, and the lack of attendance could significantly impact work efficiency. The co-chairs are proposing the adoption of e-voting protocols as an action item at this meeting to address this issue. The discussion also involved concerns about the feasibility of these protocols and the potential for departments to use them for curriculum decisions.
- It was proposed that the lack of perceived value of the work being done by councils is responsible for the lack of attendance at council meetings. Council members need to feel engaged, whether in-person or online. Additionally, concerns were expressed about e-voting protocols hindering informed decision-making in Leadership Councils. The discussion centered around reassessing the council's structure, purpose, and responsibilities to improve clarity and engagement.

3.2 **Addressing Committee Members**

- A discussion took place about how members address each other in Council meetings, during which it was suggested that the use of titles may create a two-tier system. It was decided that members should continue to use first names unless there is a specific reason to use titles. Members agreed that the use of titles should be organic and not forced.

4. **Information Item**

4.1 **Budget Priorities**

- Dr. Collins presented the Budget Priorities for 2024-2025, aligning them with the district's strategic goals for student, regional, and college transformation. Members expressed concerns about fund distribution in the event of unmet growth targets. Dr. Collins stressed the importance of restoring enrollment to pre-pandemic levels by the end of the fiscal year 2024-25, as the 24-25 enrollment numbers will be used to establish the new baseline apportionment in future years. The credit FTES target for Norco College is set at 7,230.42, while the non-credit FTES target is 65.15. The discussion resulted in an agreement to send the Budget Priorities document to Council members for review in preparation for it being submitted for approval at the

November 14th meeting. Members requested that the document note these budget priorities will guide funding allocations for resource requests related to the NC program review.

5. Good of the Order

5.1 DSPC Update

- No update since the September DSPC meeting was cancelled by the Chancellor, and the October meeting has not yet taken place.

6. Future Agenda Topics

7. Adjournment

- 1:45pm

Next Meeting: November 14, 2024, **Time:** 12:50pm to 1:50pm, **Location:** OC*116

Fall 2024 Meeting Schedule of College Council	Agenda Item Request Deadline
September 12, 2024, from 12:50-1:50 PM	5 PM on Thursday, September 5, 2024
October 10, 2024, 12:50-1:50PM	5 PM on Thursday, October 3, 2024
November 14, 2024, 12:50-1:50PM	5 PM on Thursday, November 7, 2024
December 5, 2024, 12:50-1:50PM	5 PM on Thursday, December 2, 2024

Business Service Program Review Resource Requests - Sept 2024														PRIORITY: 5=Very; High 4=High; 3=Medium; 2=Low; 1=Very Low; 0=NA									
Unit	Cycle	\$ Amount Requested	Resource Type	Resource Title	What resources do you need?	Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.	What resources do we already have?	Area	Area Priority	Funding Status	Area Notes	To what extent does this request support one or more EMP GOALS?	To what extent does this request support a PROGRAM REVIEW GOAL?	To what extent does this request support student SAFETY or COMPLIANCE?	To what extent is this request supported by OUTCOMES ASSESSMENT DATA?	DEPT RANKING Highest Rank = 10 Second Highest= 8 Third Highest= 6 Fourth Highest= 4 Fifth Highest= 2 Sixth Highest= 0	Rubric Total	Council Rank	2024 Resource Request Final Status	2024 notes			
Program Review - Administrative: Business Services	2024 - 2027	\$350,000.	ITEM: Equipment, Services, Software, Furniture	Funding	Funds to build out and renovate the Emergency Operations Center and provide backup power to the EOC and server room and purchase disaster supplies for the college.	Providing support to our college community after a disaster would require the purchase of items to maintain basic needs (food, water, shelter, hygiene, and sanitation) all functions supported by an EOC. EOCs come in all shapes and sizes and EOCs functions fall under two major roles: interagency coordination and or decision making. An EOCs need adequate, flexible space, storage and support facilities to maintain around the clock operations for days or months at a time. This funding will help to support college accreditation III. B, and help assure safety and security for the college.	We currently have some disaster supplies (food, water, supplies, etc.) that need rotation. We also are the only school in the district with an EOC location.	Safety	1			5	5	3	3	10	26	1		Tie broke by area priority			
Program Review - Administrative: Business Services	2024 - 2027	\$45,000.	ITEM: Equipment, Services, Software, Furniture	Funding	Funds to provide labor and installation of materials.	Many of the signs (STOP, speed limit, Fire lane, turn lane, pedestrian crossing, handicap, etc...) across the campus are fading or sun-bleached and need to get replaced. Replacing these signs/posts will provide for better pedestrian and road safety across the campus. This funding will help to support college accreditation 3 and help assure safety and security for the college.	Existing road infrastructure and the road layout to contribute to the overall support of this project.	Safety	3			5	5	5	5	6	26	2		Tie broke by area priority			
Program Review - Administrative: Business Services	2024 - 2027	\$50,000.	ITEM: Equipment, Services, Software, Furniture	Funding	Funds to provide labor and installation of materials for project	This funding will help with increased pedestrian safety and speeding as well as cutting down on possible street racing on 3rd street. Additionally, this will support college accreditation 3	Existing road infrastructure and the road layout to contribute to the overall support of this project	Safety	2			4	4	5	4	8	25	3					
Program Review - Administrative: Business Services	2024 - 2027	\$15,000.	ITEM: Equipment, Services, Software, Furniture	Funding	system (GIS) location mapping of key safety and facilities assets that will help with scheduled maintenance, inspection reports and emergency shutoff incidents.	This project will support college accreditation 3. and will have the added benefits to help streamlined maintenance processes, faster emergency response times, and enhanced campus safety.	Campus blueprints and institutional knowledge of existing shutoff locations flow and path of current infrastructure.	Safety	4			5	5	5	5	4	24	4					
Program Review - Administrative: Business Services	2024 - 2027	\$150,000.	ITEM: Equipment, Services, Software, Furniture	Funding	Time funding and a process to document and store this data and use it in the event of a disaster.	Data recovery business continuity and student records retention emergency planning to support college accreditation.	Campus institutional knowledge, job descriptions and knowledge of infrastructure needs to provide essential services and classes running. Storage of critical records and documents vital to business continuity and student records retention.	Safety	5	Completed/F unded		5	5	5	5	2	22	5					
Program Review - Administrative: Business Services	2024 - 2027	\$145,000.	ITEM: Equipment, Services, Software, Furniture	Backhoe/loader	A (N) Backhoe/Loader Tractor for Facilities department	A backhoe can significantly enhance the Grounds team the ability to maintain the campus, ensuring it is clean, safe, and visually appealing. The ability to quickly and efficiently carry out tasks such as landscaping, soil movement, and trenching for irrigation can lead to a more attractive campus, fostering pride among all constituent groups.The use of a backhoe can increase the efficiency of the Grounds team, reducing the physical strain associated with manual labor. This contributes to a more positive workplace environment and can improve the overall morale of the staff.Relation to Objective 10.1 (Support for Facilities Growth): Infrastructure Development: A backhoe would be instrumental in supporting the growth of facilities through efficient groundwork and preparation for new buildings or renovations. This aligns with the objective of planning for and advocating for the resources necessary to support facilities growth. Relation to Objective 10.2 (Facilities Master Plan): Execution of Grounds-related Goals: The backhoe enables the Grounds team to effectively implement the outdoor space aspects of the Facilities Master Plan. This includes tasks such as creating new landscape features, repairing pathways, or preparing sites for new facilities. Relation to Objective 10.6 (Maximizing Funding): Campus Appeal and Funding Opportunities: A well-maintained campus can serve as a showcase for potential donors and funding bodies. The backhoe's contribution to campus aesthetics and functionality can make the college more attractive to these groups, potentially leading to increased funding opportunities. Relation to Objective 10.9 (Sustainable Practices): Sustainable Grounds Maintenance: The backhoe can be used in projects that promote sustainability on campus, such as developing rain gardens or constructing swales for stormwater management. These projects contribute to the college's commitment to sustainable campus practices. Relation to Objective 10.10 (Building Community): Enhancing Community Spaces: By maintaining and improving outdoor communal areas with the help of a backhoe, the Grounds team can contribute to creating inviting spaces that encourage community interaction and engagement. Relation to Objective 12.1 (Budget Augmentations): Operational Efficiency: The acquisition of a backhoe is an investment that can lead to long-term savings by reducing the time and labor costs associated with grounds maintenance. This aligns with planning for budget augmentations to meet operational demands. In requesting a backhoe for the grounds/facilities, it is crucial to emphasize how this resource will directly contribute to achieving the college's strategic objectives. The backhoe will enable the Grounds team to work more effectively, enhance the campus environment, foster a positive workplace culture, and support the college's vision for facilities growth and sustainability. Additionally, over the past two years facilities department has incurred expenses amounting to nearly \$10,000 for repairs on the exiting tractor, which is now demonstrably prone to breakdown. Currently, the tractor is inoperable and requires further repairs. Given the ongoing maintenance costs and the unreliability of the existing equipment, it would be in the college's best interest to invest in a replacement tractor.	Existing failing backhoe/loader	Facilities	2			2	5	3	1	8	19	6					
Program Review - Administrative: Business Services	2024 - 2027	\$221,815.	ITEM: Equipment, Services, Software, Furniture	Laptops/Docks	Quantity 70 15-in Lenovo Laptops compatible with Thunderbolt 4 Dock	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty might find the teaching devices they bring into the classroom no longer compatible with the classrooms instructional equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught is outdated and they opt for another college. Employees often find that their devices lack the resources to be compatible with updates and newer versions of the software they use.	The current stock of laptops and docking stations for staff and faculty is low and needs to be replenished.	TSS/IMC	3			5	5	1	2	6	19	7					
Program Review - Administrative: Business Services	2024 - 2027	\$4,050.	ITEM: Equipment, Services, Software, Furniture	Cell Phones	Quantity 5 Cell Phones	EMP 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. TSS team members perform fieldwork, off-site work, collaboration with repair contractors, WiFi troubleshooting, and communication during times of emergencies. Cell phones are a tool used by TSS team members to assist in performing these duties.	The current cell phones have reached their end-of-life and are showing signs of impending failure.	TSS/IMC	1			3	3	1	1	10	18	8		Tie broke by area priority			
Program Review - Administrative: Business Services	2024 - 2027	\$24,938.	ITEM: Equipment, Services, Software, Furniture	Laptops/Docking/ Monitors	- Quantity 5 Dell Precision Laptops - Quantity 5 Dell Docking Stations - Quantity 10 Dell 24-inch monitors	EMP 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. TSS team members must support an organization both onsite and remote using their computers. All AV and IT devices at the college are enrolled in device management and the TSS team manage these devices using their computers. TSS work computers are also used to host remote assistance sessions with those requesting help while working offsite.	The current TSS classified professional computers have reached their end-of-life.	TSS/IMC	2			3	3	1	3	8	18	9		Tie broke by area priority			
Program Review - Administrative: Business Services	2024 - 2027	\$67,680.	ITEM: Equipment, Services, Software, Furniture	AV Equipment	A build of materials list of AV components and equipment will be provided.ATEC204	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty and students might find the teaching and learning devices they bring into the classroom no longer compatible with the classrooms audiovisual equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught/used is outdated and they opt for another college.	The current AV equipment in this classroom is outdated and needs to be replaced.	TSS/IMC	4			5	3	1	5	4	18	10		Tie broke by area priority			
Program Review - Administrative: Business Services	2024 - 2027	\$95,000.	ITEM: Equipment, Services, Software, Furniture	Golf Carts	(4) Golf Carts for Maintenance Department	Purchasing new golf carts enhance the efficiency of campus operations for the facilities department. This supports EMP goals by optimizing resources, improving productivity, and enhancing the overall campus experience.	Worn down existing golf carts.	Facilities	1			3	2	1	1	10	17	11					
Program Review - Administrative: Business Services	2024 - 2027	\$9,750.	ITEM: Equipment, Services, Software, Furniture	Taco cart	We would like to purchase a towable taco cart for catering and special event use.	We would like to provide cook to order catering services around campus. A towable cart with dual 36 griddles will provide us with the ability to cook tacos, burgers, pancakes and anywhere our golf cart can take us. We have had many requests from programs seeking outside vendors due to our inability to cook in-person at an event. This will help us capture catering revenue and support our student employees.	We dont currently have anything like this.	Food Services	1			2	2	1	1	10	16	12		Tie broke by area priority			
Program Review - Administrative: Business Services	2024 - 2027	\$67,680.	ITEM: Equipment, Services, Software, Furniture	AV Equipment	A build of materials list of AV components and equipment will be provided.ATEC205	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty and students might find the teaching and learning devices they bring into the classroom no longer compatible with the classrooms audiovisual equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught/used is outdated and they opt for another college.	The current AV equipment in this classroom is outdated and needs to be replaced.	TSS/IMC	5			5	3	1	5	2	16	13		Tie broke by area priority			
Program Review - Administrative: Business Services	2024 - 2027	\$207,803.	ITEM: Equipment, Services, Software, Furniture	Computers	Quantity 33 Dell Desktop Small Form Factor (SFF) computers. ATEC118	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty might find the teaching devices they bring into the classroom no longer compatible with the classrooms instructional equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught is outdated and they opt for another college. Employees often find that their devices lack the resources to be compatible with updates and newer versions of the software they use.	The current student instructional computers in ATEC 118 have reached their end-of-life.	TSS/IMC	12			5	5	1	5	0	16	14		Tie broke by area priority			

BUDGET														PRIORITY: 5=Very; High 4=High; 3=Medium; 2=Low; 1=Very Low; 0=NA							
Unit	Cycle	\$ Amount Requested	Resource Type	Resource Title	What resources do you need?	Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.	What resources do we already have?	Area	Area Priority	Funding Status	Area Notes	To what extent does this request support one or more EMP GOALS?	To what extent does this request support a PROGRAM REVIEW GOAL?	To what extent does this request support student SAFETY or COMPLIANCE?	To what extent is this request supported by OUTCOMES ASSESSMENT DATA?	DEPT RANKING Highest Rank = 10 Second Highest= 8 Third Highest= 6 Fourth Highest= 4 Fifth Highest= 2 Sixth Highest= 0	Rubric Total	COUNCIL RANK	2024 Resource Request Final Status	2024 notes	
Program Review - Administrative: Business Services	2024 - 2027	\$2,100,000.	BUDGET: Facilities Building, Remodel	(HVAC) Energy Efficient Chiller F2 Plant	RFPQ, Architect, Mechanical engineer, Department of State Architect (DSA) approve set plans, DSA Inspector, & a License Contractor for construction.	Objective 9.2, which aims to foster a positive workplace culture for all constituent groups, including faculty, staff, and students, is indirectly supported by the chiller request. By ensuring a reliable and comfortable working and learning environment, the chiller contributes to creating a positive atmosphere on campus.	A comprehensive report of the condition of the college HVAC system completed in 21/22, and data from the district Sustainability Climate Action Plan (SCAP).	Facilities	2			5	5	5	5	8	28	1			
						Objective 10.1 of the 2025 plan, which aims to plan and advocate for funding to meet facilities growth and achieve a more comprehensive college. The chiller is crucial for maintaining the energy supply to the college, ensuring uninterrupted operations, and supporting any new buildings developed in the future as part of the Facilities Master Plan (Objective 10.2).															
						Objective 10.6, which emphasizes developing plans and strategies to maximize local project funding availability. By investing in energy-efficient infrastructure, the college can leverage potential state facilities funding and demonstrate its commitment to sustainability, increasing the likelihood of securing funding for future projects.															
						Objective 10.9, which focuses on developing and implementing sustainable campus initiatives. Energy efficiency is a crucial component of sustainability, and the chiller's improved efficiency will contribute to reducing the college's carbon footprint and promoting environmental stewardship.															
						Objective 10.10, which focuses on designing spaces that intentionally build community. It enhances the overall campus infrastructure, creating a comfortable and efficient environment for students, faculty, and staff, fostering a sense of community and collaboration.															
Program Review - Administrative: Business Services	2024 - 2027	\$500,000.	BUDGET: Facilities Building, Remodel	Campus Wide Wayfinding	To significantly improve wayfinding on campus, it is essential for the college to obtain approved set plans from the Division of State Architect for a comprehensive signage system, information kiosks, and directories. By implementing these resources, the college aims to enhance navigation for students, faculty and staff, ensuring they can easily access and utilize available resources effectively. Additionally, funding will be required to support the implementation of the approved design and to ensure the successful completion of the project.	1. FMP and EMP Alignment: The request for campus-wide wayfinding aligns with the objectives of developing and maintaining the Facilities Master Plan (Objective 10.2) and the Education Master Plan (Objective 10.9). Wayfinding systems are essential for creating an efficient and well-organized campus environment. By improving navigational signage and systems, the college enhances the overall campus experience, contributes to a positive workplace culture (Objective 9.2), and supports the goals outlined in the Education Master Plan.	The college existing signage exhibits signs of deterioration, including fading, breakage and overall poor condition. The college has engaged the expertise of a licensed architect to develop the schematic design, which has been approved by the college. Currently, we are in the process of reviewing the construction design to move forward with implementing the necessary improvements.	Facilities	1		5	5	3	4	10	27	2				
						2. Facilities Growth and Comprehensive College Vision: The request for campus-wide wayfindings supports Objective 10.1, which focuses on planning and advocating for the funding needed to meet facilities growth and achieve the vision for a more comprehensive college. Effective wayfinding systems are crucial for accommodating the growth of the college and ensuring that new and existing facilities are easily accessible and navigable. By requesting resources for wayfinding, the college demonstrates its commitment to supporting facilities growth and providing a comprehensive campus experience.															
						3. Designing Spaces that Build Community: Campus-wide wayfinding directly supports Objective 10.10, which emphasizes the design of spaces that intentionally build community. Clear and well-designed wayfinding systems create a more inclusive and welcoming environment for students, faculty, staff, and visitors. By improving navigation and creating intuitive pathways, the college enhances community engagement and fosters a sense of belonging on campus.															
						4. Budget Augmentations and Capitalizing on Funding: The request for campus-wide wayfinding can align with Objective 12.1, which focuses on planning and advocating for general fund budget augmentations to meet operational demands. While the specific funding needs for wayfinding may vary, it is an essential investment in operational efficiency. Additionally, effective wayfinding can help maximize local project funding availability (Objective 10.6) by ensuring that resources are efficiently utilized and supporting the successful implementation of other projects.															
						In summary, the request for campus-wide wayfinding supports the FMP and EMP for Norco College by enhancing navigational systems and promoting a comprehensive, community-oriented campus. It aligns with objectives related to facilities growth, comprehensive college vision, workplace culture, budget augmentations, and maximizing funding availability.															
Program Review - Administrative: Business Services	2024 - 2027	\$150,000.	BUDGET: Facilities Building, Remodel	Update to HAWK pedestrian crosswalk system.	Funds for vendors to provide labor and installation of materials for system's renovation and maintenance.	In order to greatly improve visibility while the HAWK system during operation and people are crossing the roadway, funding this project for the HAWK pedestrian crosswalk system would entail installing extra lights on Third roadway. This project is essential for resolving safety concerns and reducing the likelihood of pedestrian accidents, particularly during peak hours related to the neighboring High School. 20% of staff (21.43%) and students (19.48%) who responded to the safety survey in the fall of 2023 asked for greater pedestrian awareness (safe routes to campus, crosswalk safety).	We currently have traffic signs, road infrastructure, and the HAWK pedestrian crosswalk system in place.	Safety	1		3	5	5	3	10	26	3				
Program Review - Administrative: Business Services	2024 - 2027	\$12,000.	BUDGET: Facilities Building, Remodel	Installation of pedestrian crosswalk at Third Street and Mustang Circle	Funds for vendors to provide labor and installation of materials for crosswalk. Some materials will include paint, concrete work, and signs.	When surveyed in the fall of 2023, 20% of both students (19.48%) and employees (21.43%) requested increased pedestrian awareness (Crosswalk safety, safe routes to campus). The installation of the crosswalk would increase campus pedestrian and student wellbeing overall. This crosswalk's addition will provide an additional route across Third Street. There are currently two crosswalks: the west end quad and JFK, both of which use the HAWK system. This crosswalk will enable campus connectivity and offer an additional route of entry to STEM and the VRC.	Existing road infrastructure and layout to contribute to the overall support of this project.	Safety	2		3	5	5	3	8	24	4				
Program Review - Administrative: Business Services	2024 - 2027	\$10,000.	BUDGET: Request Ongoing Funding (Support, Mktg)	NCTSSIT-002a: Ongoing augmentation of the IT repairs budget	Ongoing augmentation of the IT repairs budget	EMP 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. Ultimately students are disadvantaged when broken IT equipment is not repaired or replaced. TSS currently only has a budget for repairing its own technology equipment and does not have a budget for repairing College and District Office technology equipment outside of TSS. To repair or replace College and District Office technology equipment TSS must either forward repair costs to the departments or go through the program review process to obtain funds to repair or replace equipment vital for supporting instruction and subsequently supporting student success.	Skilled and experienced classified IT professionals familiar with the acquisition, maintenance, and lifecycle of IT equipment.	TSS/IMC	1		3	5	1	4	10	23	5				
Program Review - Administrative: Business Services	2024 - 2027	\$300,000.	BUDGET: Facilities Building, Remodel	Keyless Access Control System for: Student Services, Humanities, Science and Technology, Applied Technology, Library, WEQ, CACT, & STEM (Exterior)	Hire a consultant to provide a comprehensive analysis to ensure the following: - Ensuring compatibility with the existing access control system. - Assessing scalability, network infrastructure, and power supply requirements. - Ensuring smooth integration with existing security systems. - Provide user training and education for staff and users at new locations. Hire a contractor to install new controllers after analysis has been completed.	Objective 9.2: The addition of the keyless access control system helps preserve and foster a positive workplace culture for all constituent groups within the college. The system provides a convenient and user-friendly experience for full-time faculty, part-time faculty, classified professionals, student workers, and managers, enhancing their satisfaction and well-being.	Existing access control panels at College Resource Center, Center for Student Success, Industrial Technology, Soccer Complex, Veterans Resource Center and Operation Center.	Facilities	4		4	5	5	4	4	22	6				
						Objective 10.1: The addition of the keyless access control system supports the college's plan to advocate for funding to meet the growing facility needs. It enhances the existing access control infrastructure, ensuring that the college can accommodate its expanding facilities in a comprehensive manner.															
						Objective 10.2: The implementation of the keyless access control system aligns with the college's objective to develop and maintain a Facilities Master Plan. This expansion can be incorporated into the plan as a means to improve and update the existing access control system, ensuring effective management of facility access.															
						Objective 10.6: The request for the expanded keyless access control system aligns with the college's objective to develop plans and strategies to maximize state facilities funding. By showcasing the college's commitment to modernization and technological advancements, it increases the potential for securing state funding for local projects.															
						Objective 10.9: The expansion of the keyless access control system can contribute to the college's efforts to develop and implement a sustainable campus. By minimizing the use of physical keys and adopting energy-efficient technologies, the system supports the college's sustainability goals.															
Objective 10.10: The addition of the keyless access control system contributes to the intentional design of spaces that build community. By providing convenient and secure access, the system fosters a sense of inclusivity and community engagement among students, faculty, and staff.																					
Objective 12.1: The request for an expanded keyless access control system may require budget augmentations to meet operational demands. Advocating for the necessary funds aligns with the college's objective to plan and secure the general fund budget needed to achieve its comprehensive vision.																					
In summary, the request for an additional keyless access control system at the college complements several objectives, including facility growth, Facilities Master Plan, community building, budget augmentations, sustainability, workplace culture, and funding maximization.																					
Program Review - Administrative: Business Services	2024 - 2027	\$20,000.	BUDGET: Request Ongoing Funding (Support, Mktg)	NCTSSAV-002a: Ongoing augmentation of the AV repairs budget	Ongoing augmentation of the AV repairs budget	EMP 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. Ultimately students are disadvantaged when broken AV equipment is not repaired or replaced. TSS currently only has a budget for repairing its own technology equipment and does not have a budget for repairing College and District Office technology equipment outside of TSS. To repair or replace College and District Office technology equipment TSS must either forward repair costs to the departments or go through the program review process to obtain funds to repair or replace equipment vital for supporting instruction and subsequently supporting student success.	Skilled and experienced classified AV professionals familiar with the acquisition, maintenance, and lifecycle of AV equipment.	TSS/IMC	2		3	5	1	3	8	20	7				
Program Review - Administrative: Business Services	2024 - 2027	\$18,000.	BUDGET: Facilities Building, Remodel	Turbo Chef Double Batch Pizza Oven	A faster, more consistent pizza oven	The current oven bakes pizzas slowly and tends to undercook them due to the ceramic plates being cracked due to age. Low quality pizza has been mentioned a number of times over the past several years. The new oven would take half the time to bake a pizza and can be programmed with one touch capability. The new oven would also give us capability to flash bake additional items like sandwiches, turnovers and breakfast foods similar to Subway and Starbucks.	Pizza deck oven	Food Services	1		1	5	1	1	10	18	8		Tie broke by area priority		
Program Review - Administrative: Business Services	2024 - 2027	\$50,000.	BUDGET: Facilities Building, Remodel	Emergency Backup Power	Backup generators to power the walk-in cooler and freezer.	Power outages affect the college regularly. These events put our cold food inventory at risk of spoilage, which has resulted in thousands of dollars in losses over the past several years. We would like to have an emergency system available so when the power fails the food inventory would stay cold. The minimum is to support the walk-in cooler and freezer but additional power would be necessary to offer emergency food services to the community.	We have all the equipment necessary for emergency food services if requested to provide this service to the community.	Food Services	2		2	5	1	2	8	18	9		Tie broke by area priority		
Program Review - Administrative: Business Services	2024 - 2027	\$325,000.	BUDGET: Facilities Building, Remodel	Repainting & Repairs to Exterior of the building's campus wide	Financial resources are required to cover the expenses associated with hiring a professional painting contractor and acquiring the necessary materials.	EMP 10.1, 10.2, 10.10, 12.11. Objective 10.1: Plan and advocate for the funding needed to meet facilities growth to achieve the vision for a more comprehensive college. Repainting the entire college exterior is a necessary facility improvement that contributes to creating a more comprehensive college. By requesting funds for this project, the college demonstrates its commitment to enhancing the campus environment and meeting the facilities growth required to achieve its vision.	A Facilities department with the expertise in preventative maintenance, industry standards on proper upkeep of exterior of buildings and a designated operational budget.	Facilities	3		4	5	1	1	6	17	10				
						2. Objective 10.2: Develop and maintain Facilities Master Plan. Repainting the college exterior aligns with the objective of developing and maintaining a Facilities Master Plan. This plan aims to establish a systematic approach to managing and improving college facilities. By including the repainting project in the plan, the college demonstrates its commitment to maintaining and upgrading its physical infrastructure.															
						3. Objective 10.10: Design spaces that intentionally build community. Repainting the entire college exterior can contribute to the objective of designing spaces that intentionally build community. A fresh coat of paint can enhance the aesthetic appeal of the college and create a welcoming environment. It can foster a sense of pride and belonging among students, faculty, and staff, thus promoting a stronger sense of community on campus.															
						4. 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. Requesting funding for repainting the college exterior falls under the objective of planning and advocating for budget augmentations to meet operational demands. By prioritizing the repainting project, the college recognizes the importance of maintaining a visually appealing campus environment that aligns with its comprehensive vision. It demonstrates a commitment to allocating resources to improve the overall college experience for its stakeholders.															
						In summary, the request for repainting the entire college exterior supports the 2025 objectives by contributing to facilities growth, aligning with the Facilities Master Plan, promoting community-building, and advocating for budget augmentations to enhance the college's comprehensive vision.															

STAFF Business Services Program Review Resource Requests - Sept 2024													PRIORITY: 5=Very; High 4=High; 3=Medium; 2=Low; 1=Very Low; 0=NA								
Unit	Cycle	\$ Amount Requested	Resource Type	Resource Title	What resources do you need?	Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.	What resources do we already have?	Area	Area Priority	Funding Status	Area Notes	To what extent does this request support one or more EMP GOALS?	To what extent does this request support a PROGRAM REVIEW GOAL?	To what extent does this request support student SAFETY or COMPLIANCE?	To what extent is this request supported by OUTCOMES ASSESSMENT DATA?	DEPT RANKING Highest Rank= 10 Second Highest= 8 Third Highest= 6 Fourth Highest= 4 Fifth Highest= 2 Sixth Highest= 0	Rubric Total	COUNCIL RANK	2024 Resource Request Final Status	2024 notes	
Program Review - Administrative: Business Services	2024 - 2027	\$220,504.	STAFF: Classified Professional, Confidential, Mgr	(2) Groundsperson	(1) Groundsperson	Investing in a new Groundsperson for the college will not only support the institution's vision of becoming a more comprehensive institution by 2025 but also align with the APPA standards and requirements for groundskeeping, ensuring that the college maintains high-quality grounds and landscaping that reflect its commitment to excellence and innovation. Additionally, it addresses the need for facilities growth, the development of a Facilities Master Plan, community-building spaces, operational demands, sustainable practices, positive workplace culture, and strategic funding planning. Objective 9.2 aims to preserve and foster a positive workplace culture for all constituent groups within the college. The request for a new Groundsperson supports this objective by providing resources to maintain a clean, safe, and visually appealing campus environment. A well-maintained outdoor space contributes to a positive workplace culture and enhances the overall experience for students, faculty, and staff. Objective 10.1 focuses on planning and advocating for the funding required to support facilities growth. By requesting a new Groundsperson, the college acknowledges the need to maintain and improve its outdoor spaces, which are vital components of the overall facilities. The Groundsperson's role will contribute to achieving the vision of a more comprehensive college by ensuring the proper care and maintenance of the college's grounds. Objective 10.2 emphasizes the development and maintenance of a Facilities Master Plan. The request for a new Groundsperson aligns with this objective by addressing the need for dedicated personnel to execute the plan's goals related to outdoor spaces. The Groundsperson will play a crucial role in maintaining and enhancing the college's grounds according to the Facilities Master Plan. Objective 10.6 involves developing plans and strategies to maximize local project funding availability by capitalizing on state facilities funding. While the request for a new Groundsperson may not directly impact funding strategies, it contributes to the overall improvement of the college's facilities. Well-maintained outdoor spaces can enhance the college's appearance, which may positively influence future funding opportunities. Objective 10.9 focuses on developing and implementing sustainable campus practices. The Groundsperson can contribute to this objective by employing sustainable landscaping techniques, such as water conservation, natural pest control, and native plantings. They can help create an environmentally friendly campus and promote sustainable practices in outdoor maintenance. Objective 10.10 aims to design spaces that intentionally build community. The presence of a Groundsperson supports this objective by ensuring that the outdoor spaces, such as courtyards, gardens, and recreational areas, are well-maintained and inviting. A well-kept campus environment fosters a sense of community and encourages students, faculty, and staff to engage with the outdoor spaces. Objective 12.1 involves planning and advocating for budget augmentations to meet operational demands. The request for a new Groundsperson aligns with this objective by addressing the need for additional resources to support the maintenance and upkeep of the college's outdoor areas. By investing in a dedicated staff member, the college can allocate resources effectively and ensure that the grounds remain in optimal condition.	(2) Groundsperson, (1) Sprinkler Repairperson, & (1) Athletic Field Caretaker	Facilities	1		5	5	5	5	10	30	1				
Program Review - Administrative: Business Services	2024 - 2027	\$158,706.	STAFF: Classified Professional, Confidential, Mgr	Staff	Financial Technical Analyst position	Implementation of Anthology will demand additional attention, district is also implemented a budget software that will require resources during the implementation period. The college has 12 million dollars in one-time funds that requires monitoring and reporting, (holding acct report) besides the regular operations general fund of 54 million dollars. NC has 94 Grants and Categorical projects that need budget and expense monitoring, reporting and documentation for a total budget of \$39 million. (Grants & categorical report). The travel system Concur requires constant attention and monthly expense reconciliation and constant follow up with travelers for expense reports submittals. Last year, the college spent \$406,052 in conference, mileage and student travel, the majority was processed through Concur.	FTA and Accounting Services Clerk	Business Services	1		5	5	3	5	10	28	2				
Program Review - Administrative: Business Services	2024 - 2027	\$10,000.	STAFF: Professional Development	Support for Building Captain Initiative	Funding for a range of resources to guarantee its long-term viability and success. Building captains will benefit from intensive education and training programs, access to communication tools, safety and emergency equipment, and other resources to help them acquire the necessary knowledge and abilities. Resources for community engagement are required, and building captains must be motivated and provided rewards through recognition programs, in order to foster involvement and cohesiveness.	The employee volunteer Captain Program provides support and a long-term investment in our campus community and their overall safety. This funding will help to support college accreditation III. B to assure safe and sufficient&are constructed and maintained to assure access, safety, security, and a healthful learning and working environment, and promote a positive workplace safety culture. As Disaster Service Workers funding now can provide opportunities for unique training opportunities and equipment to better support the college in the event of an emergency.	The captains, who are volunteers, work hard to maintain the safety and well-being of our campus community. The term "building captain" refers to the one in charge of maintaining order and safety in a building or specific region during routine operations or emergencies.	Safety	1		5	5	4	3	10	27	3				
Program Review - Administrative: Business Services	2024 - 2027	\$50,000.	STAFF: Classified Professional, Confidential, Mgr	Change part time FSWIII to Full time FSWIII.	We would like to increase the hours available for the FSWIII to support our growing operation.	We have experienced short staffing for a number of years and have asked our part time FSW III to fill this role. We understand that we need to provide services consistently and reliably to keep students and staff happy. We have added an espresso bar, action station, and specialty foods over the past several years which require skilled labor and supervision of student aides. We have plans to increase our offerings but will unlikely be able to support additional product lines without trained staff.	We have a part time position.	Food Services	1		5	5	1	5	10	26	4				

Program Review - Administrative: Business Services	2024 - 2027	\$207,803.	ITEM: Equipment, Services, Software, Furniture	Computers	Quantity 33 Dell Desktop Small Form Factor (SFF) computers.CACT2	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty might find the teaching devices they bring into the classroom no longer compatible with the classrooms instructional equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught is outdated and they opt for another college. Employees often find that their devices lack the resources to be compatible with updates and newer versions of the software they use.	The current student instructional computers in CACT-2 have reached their end-of-life.	TSS/IMC	13		5	5	1	5	0	16	15	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$22,200.	ITEM: Equipment, Services, Software, Furniture	Monitors	Quantity 70 27-inch Dell Monitors-All Computer labs	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty might find the teaching devices they bring into the classroom no longer compatible with the classrooms instructional equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught is outdated and they opt for another college. Employees often find that their devices lack the resources to be compatible with updates and newer versions of the software they use.	The current student instructional monitors in computer labs have reached their end-of-life.	TSS/IMC	14		5	5	1	5	0	16	16	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$82,680.	ITEM: Equipment, Services, Software, Furniture	AV Equipment	A build of materials list of AV components and equipment will be provided.ATEC209	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty and students might find the teaching and learning devices they bring into the classroom no longer compatible with the classrooms audiovisual equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught/used is outdated and they opt for another college.	The current AV equipment in this classroom is outdated and needs to be replaced.	TSS/IMC	6		5	3	1	5	0	14	17	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$82,680.	ITEM: Equipment, Services, Software, Furniture	AV Equipment	A build of materials list of AV components and equipment will be provided.ATEC210	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty and students might find the teaching and learning devices they bring into the classroom no longer compatible with the classrooms audiovisual equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught/used is outdated and they opt for another college.	The current AV equipment in this classroom is outdated and needs to be replaced.	TSS/IMC	7		5	3	1	5	0	14	18	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$82,680.	ITEM: Equipment, Services, Software, Furniture	AV Equipment	A build of materials list of AV components and equipment will be provided.ATEC211	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty and students might find the teaching and learning devices they bring into the classroom no longer compatible with the classrooms audiovisual equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught/used is outdated and they opt for another college.	The current AV equipment in this classroom is outdated and needs to be replaced.	TSS/IMC	8		5	3	1	5	0	14	19	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$105,180.	ITEM: Equipment, Services, Software, Furniture	AV Equipment	A build of materials list of AV components and equipment will be provided. ATEC114	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty and students might find the teaching and learning devices they bring into the classroom no longer compatible with the classrooms audiovisual equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught/used is outdated and they opt for another college.	The current AV equipment in this classroom is outdated and needs to be replaced.	TSS/IMC	9		5	3	1	5	0	14	20	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$90,180.	ITEM: Equipment, Services, Software, Furniture	AV Equipment	A build of materials list of AV components and equipment will be provided.ATEC118	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty and students might find the teaching and learning devices they bring into the classroom no longer compatible with the classrooms audiovisual equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught/used is outdated and they opt for another college.	The current AV equipment in this classroom is outdated and needs to be replaced.	TSS/IMC	10		5	3	1	5	0	14	21	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$97,680.	ITEM: Equipment, Services, Software, Furniture	AV Equipment	A build of materials list of AV components and equipment will be provided. ATEC119	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty and students might find the teaching and learning devices they bring into the classroom no longer compatible with the classrooms audiovisual equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught/used is outdated and they opt for another college.	The current AV equipment in this classroom is outdated and needs to be replaced.	TSS/IMC	11		5	3	1	5	0	14	22	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$207,803.	ITEM: Equipment, Services, Software, Furniture	Computers	Quantity 33 Dell Desktop Small Form Factor (SFF) computers.IT125	Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty might find the teaching devices they bring into the classroom no longer compatible with the classrooms instructional equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught is outdated and they opt for another college. Employees often find that their devices lack the resources to be compatible with updates and newer versions of the software they use.	The current student instructional computers in IT-125 have reached their end-of-life.	TSS/IMC	15		5	5	1	2	0	13	23	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$7,680.	ITEM: Equipment, Services, Software, Furniture	Mixer	Compact Mixer-This will be a new device and request to support live events at Norco College. We currently do not have this resource in place.	EMP 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. As the demand for live recording of Norco College events continues to increase, and alternative resources to support this are becoming scarcer as events throughout the district are requesting video recording, AV can provide this service to Norco College with this equipment.	Compact Mixer is for live events to support audio mixing at various events/location at Norco College.	TSS/IMC	19	Completed/F unded	4	4	1	4	0	13	24	Tie broke by area priority
Program Review - Administrative: Business Services	2024 - 2027	\$450,180.	ITEM: Equipment, Services, Software, Furniture	AV Equipment - CSS	A build of materials list of AV components and equipment will be provided. CSS Video Wall	EMP 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. Ultimately students are disadvantaged when obsolete equipment is not replaced as technology outside the college continues to improve and evolve. Faculty and students might find the teaching and learning devices they bring into the classroom no longer compatible with the classrooms audiovisual equipment. Students might find they are learning on obsolete equipment the workplace is no longer using. Programs might find they cannot teach a course requiring newer technology, so those courses cannot be offered. Colleges might find lower enrollment if students complain the technology taught/used is outdated and they opt for another college.	The current video wall system in CSS is outdated and needs to be replaced.	TSS/IMC	17		5	5	1	1	0	12	25	
Program Review - Administrative: Business Services	2024 - 2027	\$12,180.	ITEM: Equipment, Services, Software, Furniture	Video Recorder	This will be a new device and request to support live events at Norco College. We currently do not have this resource in place.	EMP 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. As the demand for video streaming and/or recording of Norco College events continues to increase, and alternative resources to support this are becoming scarcer as events throughout the district are requesting live streaming, AV can provide this service to Norco College with this equipment.	Portable video recorder for events that require video streaming and/or recording locally and to a cloud-based solution via Mediasite.	TSS/IMC	18	Completed/F unded	3	3	1	4	0	11	26	
Program Review - Administrative: Business Services	2024 - 2027	\$7,680.	ITEM: Equipment, Services, Software, Furniture	Displays	Quantity 5 Newline 86-inch Interactive Displays-All Classrooms	EMP 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. As the cost of interactive displays are dropping dramatically and are nearing the cost of non-interactive displays, replacing end-of-life non-interactive displays with interactive displays having a lot more functionality is logical. Both faculty and students find interactive displays more engaging which enhances the learning experience.	Displays in ATEC 204, ATEC 205, ATEC 210, ATEC 211, HUM 102 are non-interactive	TSS/IMC	16		4	3	1	2	0	10	27	

Business Services Managers and Area Leads Program Review Resource Request Prioritization Process

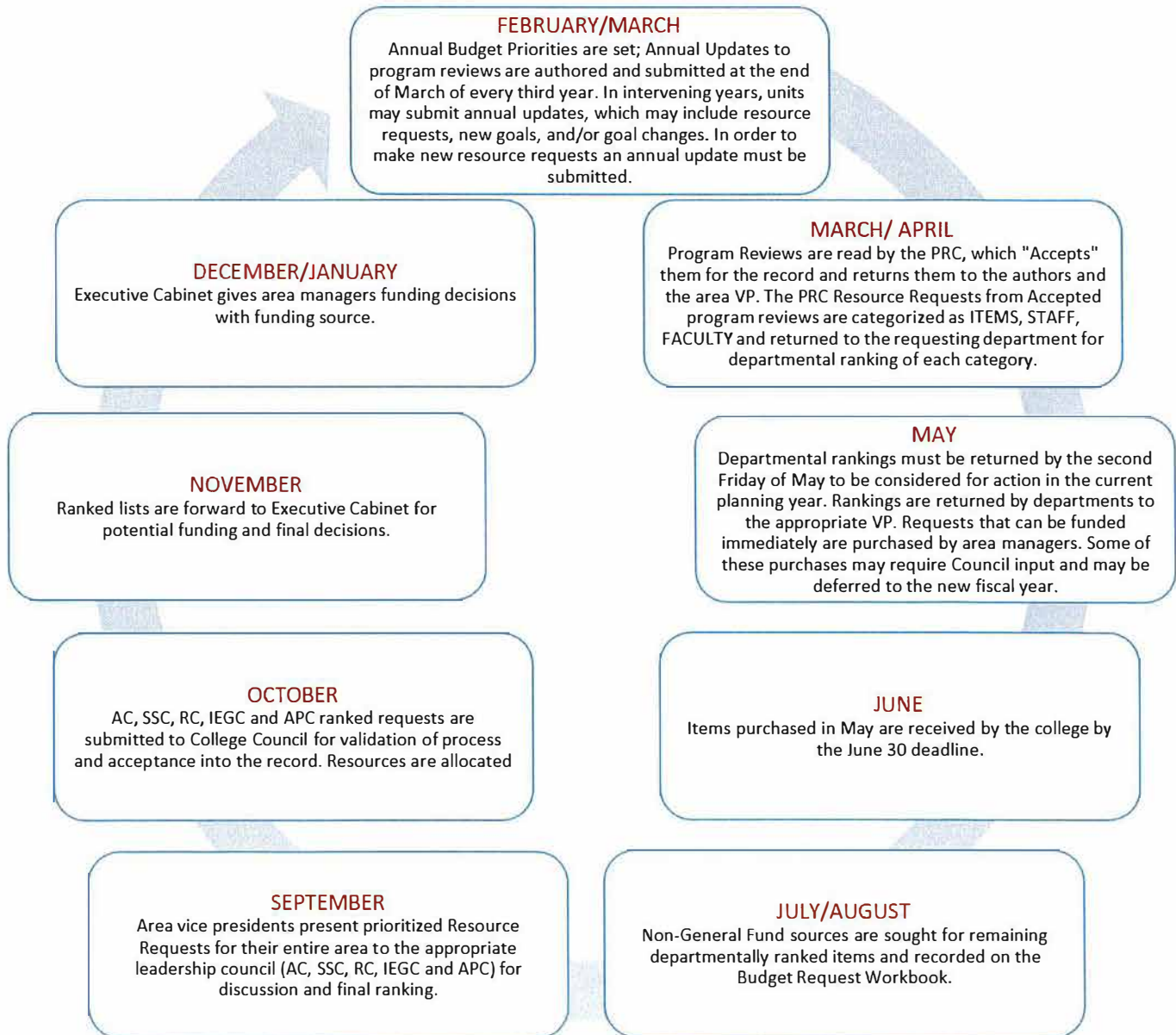
The following process was adopted as past council members felt they would like to see an initial draft ranking from the “area experts” as a starting point for the review and discussion phase.

1. Before beginning the initial ranking, each department manager and/or area lead will read the current Business Services Program Review(s), to be well informed of goals, mission, assessment review, etc. This information and more can always be found on the Norco College Program Review Committee webpage.
2. Managers and/or Area Leads will then meet with their respective staff or co-workers to review and discuss the current and remaining resource requests. Managers will then rank each of their items in order of importance in Column J of the excel worksheet provided by the PR Committee. (Please do not alter the formatting of the spreadsheet provided).
3. Once the Managers/Area Leads have met with their departments and initially ranked their requests, a meeting will be called of them to discuss each item individually and rank using the rubric criteria shown in columns M-Q (This criteria was developed and provided by IEGC).
 - Please note: there are 3 tabs of requests to discuss and rank:
 - Items
 - Staff
 - Budget
 - Tip: because the mgrs/area leads have already met with their staff and initially ranked their requests in column J...this will be used to help break any ties as needed.
4. The finalized draft ranking of the BS resource request spreadsheet will then be provided to the Norco College Resource Council members and placed on the September agenda for review, discussion, and recommendation approval. Note: Ranking managers will be invited to attend to answer any questions from council members as needed.
5. The Resource Council recommendations for Business Services resource requests will then be sent forward to the College Council for their recommendation approval at their October meeting.
6. The approved recommendations are then sent to the Executive Cabinet for funding consideration.

Program Review and Resource Request Prioritization Timeline

Program Reviews for all programs (instructional disciplines, programs of study, special programs, administrative areas, and student services) are completed in March at the beginning of each 3-year cycle.

Each year by mid-semester of spring, programs may elect to complete an Annual Update, which consists of updated goals and resource requests based on the evolving needs of the program. The following graphic depicts the annual cycle by which annual resources are prioritized and acted upon.





DRAFT E-Voting Protocols

Purpose: To encourage participation, support transparency, and ensure consistency across our Leadership Councils in decision making, electronic voting (e-voting) protocols for all Leadership Councils are being established.

Scope: These protocols allow for e-voting on agendized action items from Leadership Council meetings at which quorum is not met. These e-voting procedures may not be used for any other purpose.

Timeline: Within three business days following any Leadership Council meeting where quorum is not met, an e-vote can be initiated for any agendized action item from that meeting. Once initiated, Council members will be provided at least five business days to vote electronically on that item.

Procedures: E-voting procedures will be initiated by the Leadership Council Co-Chairs. Although council attendance is encouraged and expected for all appointed members, e-voting provides councils with the opportunity to conduct business when the 50% +1 quorum meeting requirements (both in-person and virtual attendees) are not met. Any action item from such a council meeting may be acted upon via the electronic voting procedures below.

Instructions:

1. **Establish Quorum:** Leadership Council Co-Chairs establish voting is suspended due to lack of quorum at regularly established council meeting.
2. **Initiate E-Vote:** Within three business days following a Council meeting in which a quorum was not met, the Council Co-Chairs may initiate an e-vote on any action item from that meeting.
3. **Distribute E-Vote to Members:** The Leadership Council Co-Chairs and/or meeting recorder will distribute separate messages for each item for which an e-vote is sought.
4. **Collect E-Votes:** All appointed Leadership Council members will have five business days to submit their e-vote, including council Co-Chairs.
5. **E-Vote Reporting:** At the conclusion of an e-vote, the Co-Chairs and meeting recorder will send an E-Vote Report to the members listing each members' vote and summarizing the outcome of the vote.
6. **Add to Meeting Minutes:** The E-Vote Report will be added to the agenda and meeting minutes of the next meeting in which quorum is achieved.



2024-2025 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.

These budget priorities will help guide resource request funding allocations directly related to NC program review.

Budget Context

- The Budget Act includes funding for 0.5% enrollment growth.
- It is critical that enrollment is fully restored to pre-pandemic levels by the end of fiscal year 2024-25 since enrollment levels at that time will become the new base level for apportionment calculation purposes. Credit FTES target for Norco College is 7,230.42. Non-Credit FTES target for Norco College 65.15.
- The Budget Act does not include funding for PPIS (physical plant and instructional support).
- Strategically assess enrollment performance in programs and financial performance in non-instructional areas in order to maximize the utilization of resources.

Student Transformation

- Fund the implementation of the college's strategic enrollment management plan to attract and retain students and maximize efficient FTES generation to meet established targets and provide access. The SEM Plan provides the operational framework for scaling Guided Pathways with a focus on the student journey from entry to completion and directs interventions to our identified disproportionately impacted students per our 2022-2025 Student Equity Plan.
- Implement employee professional development in alignment with our Quality Focus Essay (e.g. Leading from the Middle, equity-mindedness and cultural competency, and Guided Pathways)

Regional Transformation

- Pursue, develop and sustain collaborative partnerships. Focus on relationship and growing the College's reputation within the community.

College Transformation

- Strategic investment in college personnel to sustain an excellent workplace culture, including the evaluation of Strategically evaluate personnel replacements and additions.
- Develop/improve physical facilities to build a more comprehensive and inspiring campus.
- Implement technology-enhanced operational systems.
- Strategic investments to increase resource capacity and revenue generating projects.