

**Norco College  
Committee of the Whole  
March 3, 2016**

**MINUTES**

***Faculty***

Bader, Melissa (co-chair)  
Adams, Laura  
Andacheh, Khalil  
Anderson, Kris  
Beck, Rex  
Bemiller, Quinton  
Boelman, Peter  
Brotherton, Cathy  
Comstock, Tami  
Covarrubias, Araceli  
De Guzman, Joseph  
Friedrich Finnern, Teresa  
Gray, Alexis  
Gutierrez, Monica  
Harris, Vivian  
Hines, Dean

Hitchcock, Dominique  
Kamerin, Kim  
Kyriakos, Stephany  
Lewis, Mark  
Makin, Deborah  
Muto, Jan  
Palmer, Diane  
Parks, Jason  
Perry, Judy  
Rosales, Carolyn  
Russell, Tim  
Shirinian, Margarita  
Stevens, Walter  
Thomas, Jim  
Van Hulle, Paul  
Wallstrom, Tim  
Zwart, Gail

***Staff***

Leal, Ruth (co-chair)  
Creswell, Debra  
(recorder)  
Delgado, Bernice  
Esparza, Monica  
Etchison, Ashley  
Hodawanus, Tricia  
Lambros, Daniel  
Molina, Ana  
Power, Erin  
Santa Cruz, Elena  
Terrazas, Denise  
Thursby, Diann

***Administrators***

Alonso, Miriam  
Farrar, Carol  
Fleming, Kevin  
Gomez, Beth  
Gonzalez, Maria  
Green, Monica  
Hartley, Mark  
Hendrick, Irving  
McCarson, Daniela  
McGraw, Shirley  
Monsanto, Steve  
Oceguera, Gustavo  
Sinclair, Maureen  
Uesugi, Koji

***Students***

Barragan, Maria  
Hayes, Kevin

Melissa Bader opened the meeting at 12:55 pm.

**Approval of December 3, 2015 Meeting Minutes**

Motion to Approve: Gail Zwart

Seconded: Alexis Gray

Corrections/Discussion: none

Vote: approved with 6 abstentions

### **Technology Committee Recommendations (attachment)**

Ruth Leal presented the technology prioritization recommendations from the Technology Committee.

Paul Van Hulle motioned to approve the recommendations; Jason Parks seconded.

Discussion:

- The technology requests are submitted through Program Review. The Technology Committee prioritizes the requests using criteria from the Technology Plan.
- The request are ranked high, medium or low priority based on age of the equipment to be replaced and programmatic need.
- After the requests have gone through the strategic planning committee process, the recommendations are forwarded to the President who, along with the Vice Presidents, determines which items to purchase based on available funding.
- The committee is also working on a refresh plan, proposing to replace 25% of equipment each year. A survey of employee equipment and inventory lists are included in planning.
- The priority lists are for planning only; funding is a different discussion. They have been vetted through BFPC and ISCP.

Vote: approved unanimously

### **Accreditation Midterm Report (attachment)**

Kris Anderson, Accreditation Co-Chair, reported that in February ACCJC sent an action letter to the President that our Follow-up Report was accepted and the recommendations have been met.

A Midterm report is due March 2017, so planning has already begun. The first part of the report will document how we are continuing to address the recommendations from the last Self Evaluation. The second part is to show we are addressing the Action Plans from the last Self Evaluation. There are five Action Plans; we have made progress on them, and some are completed. As with all the other reports we have submitted to ACCJC, evidence will be provided in support of the Midterm Report.

### **Budget Update**

Beth Gomez gave an overview of the District and College budget in light of the Governor releasing the state 2016-17 budget proposal.

- The Governor's proposal includes 'access' funds which used to be called 'growth.' Norco's portion is around \$800,000, which is 23% of the District's portion.
- The District has committed to filling 20 new FT faculty positions.

- Prop 39 funds are for energy upgrades. Norco has replaced the outside LED lights and is now in the process of working on the interior lights.
- ‘Deferred Maintenance and Instructional Equipment’ funds can be divided by the college as needed. This year, we have elected to spend 60% on deferred maintenance due to the number of roofs that need to be fixed.
- There are funds in the Governor’s budget for ‘Apprenticeship Program.’ We don’t know exactly how much funding will be available, but Norco is the only college in the district with an apprenticeship program.
- There will be a state facilities bond measure on the ballot in November. If the bond passes and our project makes the cut, we could be able to build the Multimedia Arts building.
- Budget trailer bill:
  - Strong workforce budget – set the consortiums up like the adult education (AB86); everything will be run locally
  - Student Success for Basic Skills – new conditions on that money; resubmission of the basic skills plan and implement multiple measures (what we already do)
  - Zero cost textbook degree – associate degree with a no text book cost; looking for innovation in technology
  - Adult Education Block Grant; widened the consortium to include input from classified staff and student input

**Proposed Reserve Calculations Changes/Budget Stability Plan (attachment)**

Beth Gomez presented the District’s plan to revise how the mandated reserve is calculated. Currently, the beginning balance plus revenue are used to determine the 5% reserve balance. The recommendation by the Vice Presidents of Business Services and the Vice Chancellor of Business and Financial Services is to calculate the reserve on the revenue only.

Currently we budget to spend more than we bring in, but we never end the year in a deficit. We need to budget more realistically. A three-year plan will be put in place to keep a restricted holding account and eliminate the budget shortfall.

These items will continue to be discussed at the District and College levels.

**OPEB Update**

Other Post-Employment Benefits (OPEB) are health benefits for retirees. Prior to this year, RCCD did not have an account and it was noted in the ACCJC reports. The District has addressed the recommendation and now has a \$250K irrevocable trust with CalPERS for OPEB funds. Beth Gomez serves on the District Investment Committee along with Aaron Brown, Amber Casolari, Gustavo Segura and community member Dwight Tate which oversees the trust. The investment risk is ‘medium’ and the trust should grow over time.

### **Program/Unit Review Data**

In preparation for Program Review submission in April, Program Review Co-Chairs Alexis Gray and Kevin Fleming provided an update on the data that is available on the Program Review webpages to assist in the preparation of unit Program reviews. Included is data on retention and success, efficiency, and program specific data. The college data sheets and template can be found here:

<http://www.norcocollege.edu/about/president/strategic-planning/programreview/Pages/Annual-Instructional-Program-Review.aspx>

Kevin and Alexis demonstrated how to use the data sheets. Greg Aycock is going to include a legends/definition tabs. He can also provide an assessment or analysis of the data by discipline upon request.

New email address to submit is [programreview@norcocollege.edu](mailto:programreview@norcocollege.edu). A new question this year is to list the resources (personnel and equipment) you received from last year's request and how it affected student learning. This is also the opportunity to ask again for the resources you didn't get, and document the impact of not receiving those resources.

### **Good of the Order**

- Dr. Irving Hendrick was introduced as Norco's Interim President.
- Carol Farrar recognized the new one-semester faculty—Nancy Duong, Math; Steven Han, Chemistry; Carolyn Rosales, English.
- Monica Green reminded everyone of the Silver Jamboree event on March 12 to celebrate the college's 25<sup>th</sup> anniversary.

2015 Norco College SSPC Annual Program Review Technology Requests - Recommendations by the Technology Committee

Dept.	Request	Justification	Equip Instructional/ Non-Instructional	No.#	Total Cost	Recommendation (High/Medium/Low)	Recommendation Comments	Recommendation Action
Assessment	New Computer workstations (27)	Currently, the Assessment Center is administering the web-based placement test on computers that are at least 4 years old. It is highly recommended by the manufacture to replace computers when they have reached the maximum efficiency which is about 3-4 years.	N	25	\$30,093.12	High	Recommend replacement - computer age 4 yrs old per Micro.	High Priority Recommendation.
SSS	Bluemen 10.0 Technical Support Software		N		\$1,890.00	Low	Need criteria information.	
SSS Rise	Bluemen 10.0 Technical Support Software		N		\$300.00	Low	Need criteria information.	
T3P	Desktop Computers		N	5	\$10,000.00	Low	Micro has questions on this request. Need criteria information.	
T3P	Printer		N	1	\$400.00	Low	Micro has questions on this request. Need criteria information.	
A&R	Secondary Monitors and Articulating Arms (3)	To provide an efficient means of reviewing documents in areas of duplicate file merge, research, and statistical analysis.	N	3	\$1200.00	Low		
A&R	Large Copy Machine	Current copy machine is approximately (10) years old. It requires constant repairs and malfunctions frequently.	N	1	\$9,000.00	Medium		
CalWORKs	Lenovo Desktop Computer	Replace the All-in-One for the Asst. Dean. Current all-in-one is not functioning properly	N	1	\$1600.00	Medium	Recommend replacement - computer age 4 yrs old per Micro.	
Counseling	Web Cams w/ Mic (3) w/3year onsite warranty	Web Cams w/ Mic are needed for all Full-time Counselors in order to facilitate online counseling appointments. Currently 2 full-time counselors do not have a Web Cam with Mic. We are hiring an additional SSSP	N	3	\$150.00	Low	Need quote from IMC.	
Counseling	Camtasia Software	To enhance online class "lecture" and develop slides/presentation for various Counseling topics	I	1	\$161.69	Low	Use Camtasia in Professional Development Center.	Reserve PDC to use Camtasia.
Counseling	SARs TRAK	As the Counseling Dept increases outreach and provides counseling services at other locations on the Norco College campus, SARS TRAK will allow for accurate data collection regarding student's use of counseling services. SARS-TRAK is a student self-serve check-in/check-out system for measuring students' use of college services, such as advising and counseling services. A PC at each site prompts students to record their arrivals, reasons for their visits, and departures. Students can enter their ID numbers using a keyboard, touch screen, or scanning	N	1	\$9,520.00	Medium		
DRC	Desktop workstations for staff (8)	The DRC staff are currently utilizing desktops and accompanying monitors that are over five years old. The staff are reporting that the machines are slowing down and need to be replaced during the 2015-16 academic year to reduce the possibility of a hard drive crash. The estimated number of workstations includes those for future staff (director, counselor, staff)	N	8	\$10056.00	Medium	Recommend replacement. Purchase date of current staff computers are 5/25/10.	
EOPS	Desktop workstations with Printers	The EOPS/CARE staff are currently utilizing desktops and accompanying monitors that are over five years old. The staff are reporting that the machines are slowing down and need to be replaced during the 2015-16 academic year to reduce the possibility of a hard drive crash. The estimated number of workstations includes those for future staff (director	N	2	\$3443.64	Medium	Purchase date of current staff computers are 5/25/10.	

<b>EOPS</b>	iPad and appropriate accessories	The EOPS/CARE office is in need of an upgraded tablet for staff use for taking meeting minutes at EOPS/CARE staff meetings and advisory committee meetings, store program related documents, and for providing program related presentations (power points).	N	1	\$ 892.00	Low	Need criteria information.
<b>JFK</b>	Laptop	To provide access for onsite counseling, advising, and enrollment follow up at the JFK Middle College High School location.	N	1	\$ 2,600.00	Being purchased with Middle College Grant.	
<b>Outreach</b>	Surface Pro 3 Laptop Computer	Utilize it to conduct off-site outreach presentations, College/Job Fairs and special events. This would help us go prepared as needed for presentations.	N	1	\$ 1,835.99	Low	
<b>Outreach</b>	BEM Wireless Kickstand Mini Portable Projector	Utilize it with the laptop during off site Outreach presentations. When invited to events, schools struggle to provide equipment for presentations. This would help us go prepared as needed for presentations.	N	1	\$ 594.00	Low	
<b>Outreach</b>	Lenovo Desktop Computer	The computer assigned to this position/office is the old computer from the Asst. Dean of CalWORKs. It is outdated.	N	1	\$ 1,600.00	Low	
<b>Puente</b>	Laptop for hourly worker	The hourly worker does not have a workstation nor a computer so the laptop would be vital since this position requires use of a computer.	N	1	\$ 1,000.00	Low	Need criteria information.
<b>Student Employment</b>	Electronic Timesheets	This area processes over 6000 paper timesheets each year. It is costly because departments also have to keep a copy and the number of timesheets printed doubles. The margin of error increases with manual timesheets. With the increasing number of student employees hired at Norco, it makes sense to infuse technology. Electronic timesheets can deliver improved accuracy of payroll data, simplify data entry, electronic signatures would also save time for supervisors that have to sign dozens of timesheets for their area. It would save money, time, efficiency, and benefit all departments. (One time purchase cost).	N	1	\$ 10,000.00	Low	Need criteria information to evaluate.
<b>Student Employment</b>	Fax Machine	This area deals with high volume of very confidential faxes that come through for payroll, hiring purposes, employment verifications.	N	1	\$ 400.00	Low	Need criteria information. Recommend using scanning/email instead of outdated technology.
<b>Student Employment</b>	Lenovo 3554-CTO M72h All-In-One w/3year onsite warranty	Current computer keeps crashing. It's 4 years old.	N	1	\$ 1,000.00	Low	Need criteria information.
<b>SFS</b>	Computers (5)	These computers are needed for staff to work efficiently. Our current computers are approximately 5 years old.	N	5	\$ 5,000.00	Medium	Asset Tag#044629, 44617, 44630, 44616, 44628: all purchased 6/10/11
<b>Transfer</b>	iPad Air 2	Utilize for digital sign-in at workshops and transfer fairs. For Transfer Center staff to utilize at conferences, meetings. To send text updates to students, and appointment reminders to student, and used to conduct student surveys. Department student employees are utilizing current mobile device (iPad mini) at on campus information tables for appointment registration.	N	1	\$ 500.00	Low	
<b>Veterans</b>	Secondary Monitors and Articulating Arms	To provide an efficient means of processing VA certifications as I currently have to switch from Norco College's UIWEB software to the Department of Veterans Affairs VAONCE software.	N		\$ 1,500.00	Low	
<b>Veterans</b>	iPad	The use of a mobile device is needed for taking notes while attending VA workshops/meetings. To assisting veterans/dependents.	N	1	\$ 700.00	Low	Need criteria information.

2015 Norco College BFPC Annual Program Review Technology Requests - Recommendations by the Technology Committee

Dept.	Request	Justification	Equip Instructional/ Non-Instructional	No.#	Total Cost	Recommendation (High/Medium/Low)	Recommendation Comments	Recommendation Action
Library	Replacement Computers for Library Staff/Reference Desk	Computers for the Circulation desk staff, Library Technical Assistants, and Library Reference Desk are at end of life and beginning to fail.	N	8	\$ 9,500.00	High	Recommend replacement per Micro. 041928, 041941, 041945, 041949 (Circulation desk); 041929 (Reference desk) purchased 5/30/10; 041233 (Miguel Castro) purchased 2/22/10; 041920 (Chris Poole) purchased 5/30/10; 033866 (Library Print Server) purchased 4/5/07 *Part of 25% Oldest Computers	5th High Priority Recommendation. Part of 25% oldest computers on campus.
Library	Replacement Computer for Library Student/Public Catalog Station	Computer for locating books in the Library Catalog is old (Gateway) and beginning to fail.	N	1	\$ 1,200.00	High	Recommend replacement per Micro. Asset Tag #031408; purchased 1/11/06 *Part of 25% Oldest Computers	6th High Priority Recommendation. Part of 25% oldest computers on campus.
CTE	Instructional software required for classes: Unity, Fusion 5, Game Maker, Unity Pro, Z-Brush, Adobe Suite, and Quia	Our Title V "Portal to the Future" grant is ending 15Fall and much of our industry-grade gaming software is categorically supported. It needs to be institutionalized to support our 7 Game Development certificates and degrees. Software includes: Unity, Fusion 5, Game Maker, Unity Pro, Z-Brush, Adobe Suite, and Quia.	I		\$ 45,597.00	Medium	Instructional need per Micro.	
DOI	Color Copier/Scanner	The five members of the unit require the ability to scan documents. Seven members require the ability to print in color. The existing printer is at end of life.	N	1	\$ 8,500.00	Low	Recommend replacement per Micro. Asset Tag#020873; not in inventory; old asset tag number	
STEM	Server for Copy Machine	We need a server for the copy machine in STEM 117. This is the copier for the students and it is currently on the server located in the NOC. Due to its location we may experience problems when students try to print.	N	1	\$ 12,000.00	Low	Micro has questions on this request.	
TSS	Upgrade AV Equipment in ATEC 109	Replace all AV systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.	I		\$ 20,000.00	High	Need to provide a quote and installation is required. 7 years old per IMC. Instructional Need.	4th High Priority Recommendation.
TSS	Upgrade AV Equipment in ATEC 114	Replace all AV systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.	I		\$ 60,000.00	High	Need to provide a quote and installation is required. 7 years old per IMC. Instructional Need.	4th High Priority Recommendation.
TSS	Upgrade AV Equipment in ATEC 118	Replace all AV systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.	I		\$ 20,000.00	High	Need to provide a quote and installation is required. 7 years old per IMC. Instructional Need.	4th High Priority Recommendation.
TSS	Upgrade AV Equipment in ATEC 119	Replace all AV systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.	I		\$ 20,000.00	High	Need to provide a quote and installation is required. 7 years old per IMC. Instructional Need.	4th High Priority Recommendation.
TSS	Technology Recommendation Refresh Plan for 77 Computers, 46 Printers, 64 Monitors	Per the Technology Strategic Plan and Replacement of Technology Infrastructure & Equipment Refresh Plan, 25% of the computer inventory is recommended to be replaced based on age and programmatic needs. This is the 25% recommendation made by the Technology Committee	N		\$ 139,850.00	High	Recommend replacement per Micro. Oldest computer items in inventory. Replace oldest computers based on staggered refresh plan per strategic plan and accreditation.	1st High Priority Recommendation. Oldest Computers on campus (25% per the Refresh Plan)
TSS	Projectors for JFK	Replace old projectors in media carts for JFK/Norco College evening instructional use. Projectors have already reached their end of life.	I	7	2000 per unit	High	9 years old per IMC. Instructional Need.	2nd High Priority Recommendation.
Facilities	Tablet	To use for meeting minutes and to work on off-site locations.	N	1		Low	Few details provided.	
TSS	Upgrade all Projectors in IT Building	Replace End of Life Projection systems for all classrooms. Current projectors are losing color quality and brightness rapidly. \$1,000 per year for lamps.	I	22	3000 per unit	High	Need to provide a quote and installation is required. 6 years old per IMC. Instructional Need.	3rd High Priority Recommendation.
TSS	Purchase new projector for CSS 217 Board Room	Purchase new projector for CSS 217 Board Room. Current system is approaching end of life.	N	1	\$ 6,000.00	Medium	Need to provide a quote and installation is required. 5 years old per IMC.	

TSS	Cordless Microphones	Purchase new wireless microphone systems for IMC, AV Norco College events.	N	4	2500 per unit	Medium		
TSS	BYOD Hardware in all Conference Rooms	Upgrade Technology for non-instructional spaces in conferences rooms. This system is to keep current with new technology systems that will allow all mobile and desktop systems to connect and present on the AV systems.	N	6	2500 per unit	Medium	Need to provide a quote and installation is required.	
TSS	Microsoft Surface Pro 3		N	4		Low	TCO not provided.	
TSS	Lenovo Thinkpad X1		N	1		Low	Need criteria information. TCO not provided.	
TSS	Dell Precision Workstations	Upgrade TSS equipment	N	6		Low	Asset tag numbers 52402; 52401; 52404; 52403; Newer tag numbers; purchase date not in inventory but purchased with Operations Center in 2013; TCO not provided.	
TSS	3TB External Hard Drives		N	4		Low	TCO not provided. Need criteria information.	

2015 Norco College APC Annual Program Review Technology Requests - Recommendations by the Technology Committee

Dept.	Request	Justification	Equip Instructional/ Non-Instructional	No.#	Total Cost	Recommendation (High/Medium/Low)	Recommendation Comments	Recommendation Action
AHWL	Professional Video Camera	Recording of in-class and public performances is a great tool for student assessment by instructors, and for peer review. It would also be a great tool for posting to our social media outlets: YouTube and Facebook. It would be specifically useful for MUC 1ABC, MUC 10, MUC 11, (and several MUC classes as well).	I	1	\$2,500.00	Low	IMC recommends purchase of small video camera for \$1k or checking out the video camera (2 available) IMC has for faculty use. IMC now has 2 checkout video cameras. Need criteria information.	Contact IMC to checkout video camera.
AHWL	Better computer connection to projector in ATEC 211	Unreliability of connection hampers effective teaching/learning, and is a safety hazard due to cords in teacher's area	I	1	Did not provide	IMC Repair Issue. IMC will follow-up on this request.		
AHWL	Computer in HUM 101	Computer currently in HUM 101 is incredibly slow and can't be practically used for instruction because of the time needed to load and display content.	I	1	\$1,800.00	Medium	Needs to be replaced, computer 5 yrs old per Micro.	
AHWL	Replace student laptops in Language Lab Classroom	Current laptops are 5 years old	I	32	\$12,800.00	Medium	Needs to be replaced, computer 5 yrs old per Micro.	
BEIT	Lynda.com subscription is an essential tool used for keeping up-to-date for training of staff.	This cost has been covered for both CIS and GAM through Perkins grant funds and this last year was covered by Norco College. During 2014/2015 Norco College provided this tool for all staff and students. There is no assurance it will be covered next year. This tool is a must-have for faculty to need to stay abreast of changes that are on-going in software	N	5	\$1,875.00	Medium	Lynda.com already in place and used by 2477 users. Recommended by Technology Committee at \$25k. Funded only through June 30, 2016.	
BEIT	SchoolVue	SchoolVue is an essential tool used for used in our Learning Lab and classrooms. It allows us to direct and monitor student terminals in both lecture and lab environment.	I	Not provided	\$3,000.00	Medium	Instructional need per Micro. Should already be covered by existing budget. This is not new. It is currently used and a very important aspect of teaching with computer skills.	
BEIT	Camtasia/Snagit	Camtasia/Snagit is a tool provided for faculty to enhance their lecture and course tool preparation.	I	Not provided	\$175.00	Medium	Instructional need per Micro. Should already be covered by existing budget. Not a new purchase. It is a renewing of existing license.	
BEIT	Two Desktop computers for CIS faculty offices in ATEC building	Computers in the offices of Cathy Brotherton and John Coverdale are older than, and significantly below the performance of, computers in the CIS labs and LRC. Lack of hard drive space and power make these computers ineffective for the combined use of Microsoft Office and Adobe Creative Cloud applications. Possibly more recent computers may be available in current inventory as a result of upgrades to the LRC and ATEC 118.	I	2	\$5,000.00	High	Needs to be replaced, computer 5 yrs old per Micro. We teach software that demands newer computers. Computers part of 25% oldest computers in inventory.	4th High Priority Recommendation. Replace as part of 25% of oldest computers on campus.
BEIT	Upgrades to computers in LRC	In the meeting of the LRC Transition Task Force, it was agreed that with reduced lab hours, it would be desirable to maximize the use of the LRC for independent student work, peer tutoring and group activities. To most effectively use this space, the 32 computers on the CIS side of the lab will need to be upgraded to parity with the newer computers in the GAM lab. Notwithstanding the LRC transition this upgrade that would need to happen in the not-distant future during the ordinary technology replacement cycle. Moving this	I	32	\$80,000.00	High	Needs to be replaced, computer 5 yrs old per Micro.	1st High Priority Recommendation.
BEIT	Replace computers in IT 208	Due to the growth in both MUC and GAM, additional classroom space is required to serve students pursuing certificates and degrees in the 6 new game development programs. These are high end computers to be used for industry quality 3D modeling, animation and rendering. The cost is estimated. We are in the process of obtaining quotes.	I	30	\$60,000.00	Medium	Computers are 2 yrs old. NIT 202 needs to be replaced too... Same age with IT 208. Per Grants, there is not additional funding for replacement computers.	
BEIT	Computer and Phone for new Game Art Faculty	A new Full-Time Game Art Faculty will need a computer and phone for the faculty office. The estimate was provided by Beth Gomez.	N	1	\$1,500.00	Low	Faculty is low on list to be hired.	
BEIT	Replace 30 Computers in the LRC	Because the LRC now requires greater flexibility due to the recent changes in lab structure, existing computers that were previously only suited for handling CIS department related tasks will need to be upgraded to accommodate the higher technical demands of the games development classes. The current lab environment is divided into two nearly equal parts between CIS and GAM disciplines. These lab computers are scheduled as attached to courses, but neither side has enough machines individually to handle an entire classroom of students. This is not as much of a problem for CIS students, but since GAM	I	30	\$60,000.00	High	Needs to be replaced, computer 5 yrs old per Micro. High student usage area.	2nd High Priority Recommendation.

BEIT	Computers for IT 124	The computers in IT 124 are now seven years old and are obsolete. They really need to be replaced and are very slow. Kevin Fleming and I have been talking about adding larger tables into IT 124 which would allow for more students to work in the middle of the classroom.	I	30	\$60,000.00		Request reviewed and approved by Technology Committee in spring 2015 and fulfilled by inventory in December 2015.
COMM	New Computer or Laptop for Discipline.	The sole full-time discipline member at Norco College is also the District Discipline Facilitator. The current college-provided computer is both out-of-date, and plagued with viruses. Most of the files were corrupted. While the Help Desk has been very supportive in trying to solve the problems, the discipline member/District Facilitator cannot adequately perform the duties of the job without current technology.	I	1	Unknown. Depends on the college district/vendor		Request fulfilled by inventory in 2014 Program Review Cycle.
COMM	Computer	Replacement/upgrade of faculty office computer - memory and speed - for instructional technology demands of course content (Journalism).	I	1	1,000		Per department chair, request is no longer needed due to class not being offered at this time.
M&S	Addition of wireless printer for ST 207 lab	Did Not Provide	I	1	\$300.00	Low	Micro highly recommends a wired network printer not wireless for the classroom and lab environment. There will be some impediments of having a wireless printer in our current wired network infrastructure.
M&S	Six additional laptop computers to replace missing laptops in ST 207.	Did Not Provide	N	6	\$4,800.00	Low	Questions regarding if the missing laptops have been reported? Need information on the age of the remaining laptops.
M&S	Annual site license for Wavefunction, Inc. chemical modeling software program called SPARTAN Student Model. This is being listed as technology because it is neither a consumable material or supply good nor capital equipment.	We currently have a one-year site license for this program. It is a valuable addition to laboratory organic chemistry and contrasts chemical modeling (calculations of energy states, stability, physical traits, reactivity, etc.) for virtually any compound as opposed to more traditional chem lab experiment that are performed to learn about handling equipment, chemicals, understand basic reactions and syntheses while working with real chemicals. By having some lab sessions be about chemical modeling, the cost of chemicals can be held down some with no loss in the students' learning opportunities.	I	1	\$2,250.00	Low	Need information as to whether the listed cost for the annual subscription only or does it include the initial cost of the software and what does the annual subscription provide.
M&S	The printer, photocopier in ATEC 219 are very old. The laser printer needs to be replaced. The copier needs to be replaced.	Did Not Provide	I	Did not provide	Did not provide	Low	Micro recommends that the printer needs to be replaced with a network printer.
M&S	Faculty Computers – All 9/8 faculty members	All computers are very old, many approaching 10 years old. The department lacks the funds to replace computer equipment on a regular basis and some faculty members have been fortunate enough to receive hand-me-down computers from departments with greater technology needs and/or grants but even those are aging now	N	Did Not Provide	See technology plan	High	Majority of the computers are end-of-life and part of the 25% oldest computers on campus. Need to be replaced per Technology Plan Refresh. Vital due to increasing number of students needing college math and developmental math courses.
M&S	Classroom projectors	Current classroom projectors are not well suited for mathematics instruction, placing the projection in the center of the board and leaving small areas on either side of the whiteboard for use. New projectors would be placed above the whiteboard and project down immediately onto the board near the sides so instructors can efficiently utilize the rest of the board in conjunction with the projection. (See also Program Review for Library/Learning Rescours, 2014 – ITEM: Replacement Projectors)	I	Did Not Provide	Detailed Prices available on Library/Learning Resources Program Review 2014	Medium	IMC needs information as to which buildings and rooms these projectors need to be installed. Currently, STEM 125 and 127 have these side projectors installed. Information needed for IMC to provide a quote. Valuable to increase student success.
SBS	Office equipment for new hire: Computer desk bookcase phone	New Hire requires these things to fulfill contract	N	1	\$4,000.00	Low	Need criteria information. Committee reviewed the computer only.
SBS	Camtasia Software	To enhance online class "lecture" and develop slides/presentation for various Counseling topics.	I	1	\$ 161.69	Low	License if for PCs only. Reserve Professional Development Center instead which is equipped with Camtasia software.
SBS	Computer, Desk, Bookcase & Phone for new faculty	Did not list	N	1	\$4,000.00	Low	Need criteria information. Committee reviewed the computer only.
SBS	Desktop computer with Office 2010. Much older computer	Older Computer, slower.	N	1	\$1,200.00	Low	Few details provided. Computer purchased on 5/30/10.
SBS	Replacement of lectern computer in IT 122	The computer frequently will not access the internet sites and it is very slow. Almost all political science courses are held in this room so the computer has a high usage.	I	1	\$1,200.00	High	5th High Priority Recommendation.
SBS	Replacement for overhead projector device for PowerPoints in IT 122	Continuous flickering of light even with bulb change is distracting to students and decreases learning.	I	1	\$4,500.00		Per IMC, projector replaced in summer 2015.

SBS	New Full-Time Faculty Equipment (computer, desk, bookcase, phone)	All newly hired full-time faculty need equipment to fulfill work responsibilities.		1 set	\$4,000	Low	Need criteria information. Committee reviewed the computer only.	
SBS	Six lab top for student use (rank1)	Did not provide		6	\$6,000.00	Low	Need criteria information.	
SBS	Statistics program	Students will research practically (Rank1)		1	\$15,000.00	Low	Need criteria information.	

## **Norco College Actionable Improvement Plans 2014**

### **II.A.2. Actionable Improvement Plan**

The College will complete a Substantive Change Proposal and submit it for approval to the Accrediting Commission for Community and Junior Colleges.

### **II.B.2.d. Actionable Improvement Plan**

The College will develop a system for maintaining records of student complaint/grievances.

### **III.B.1.a. Actionable Improvement Plan**

The College will address the recommendations of the District Information Technology Audit and move toward decentralization of other technology support services from the District to the College.

### **III.B.2.a. Actionable Improvement Plan**

The College will refine and develop a procedure for implementation of Total Cost of Ownership.

### **III.D.1.a. Actionable Improvement Plan**

To further enhance communication, the College president will formally communicate annually the impact of resource allocation to support student learning.

# **FY 2016-2017 Governor's Budget Proposal**

Committee of the Whole  
March 3, 2016



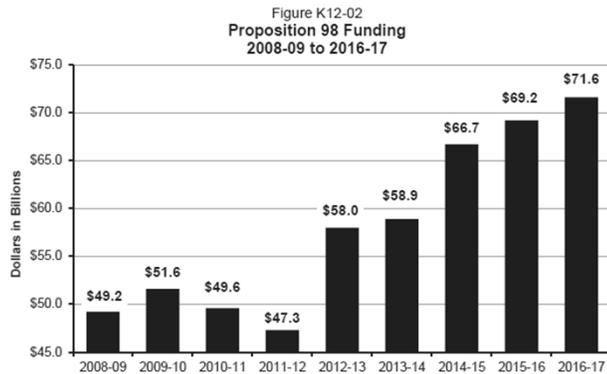
- 
- **Release of the Governor's FY 2016-17 Budget Proposal is just the beginning of the State budget process...**

Source: BOT Committee Meeting 2/2/16

**NORCO**  
COLLEGE

## Strong Growth in the Proposition 98 Minimum Guarantee

- FY 2015-16 approved budget set the K-14 minimum guarantee at \$68.4 billion...Now revised to \$69.2 billion. 3
- □ FY 2016-17 Governor estimates
- the guarantee at \$71.6 billion.
- –A year over year increase of about 3.47%



Source: BOT Committee Meeting 2/2/16

**NORCO**  
COLLEGE

## FY 2016-2017 Governor's Budget Proposal

### Base Changes (In Millions)

#### Unrestricted Ongoing Revenues

Access (2%/2.4 % - Equals 674 Credit FTES)

COLA (.47%)

Base Allocation Increases

Full-Time Faculty Hiring

Total Unrestricted Ongoing Revenues

#### Unrestricted One-Time Revenues

State Mandate Block Grant

Total Unrestricted Revenues

	State	RCCD	Est. 23% Norco
\$	114.7	3.4	\$ 0.79
\$	29.3	0.7	\$ 0.16
\$	-	-	\$ -
\$	-	-	\$ -
\$	144.0	4.1	\$ 0.95
\$	76.3	1.8	\$ 0.4
\$	220.3	5.9	\$ 1.4

Source: BOT Committee Meeting 2/2/16

**NORCO**  
COLLEGE

## FY 2016-2017 Governor's Budget Proposal

### Base Changes (In Millions)

#### Restricted Revenues

	State	RCCD	Est. 23% Norco
Proposition 39 - Energy Revenues (Total - \$45 Million)	\$ 6.4	\$ 0.1	\$ 0.02
Deferred Maintenance & Instructional Equipment (Total - \$289 Million)*	\$ 141.0	\$ 3.3	\$ 0.76
Student Success and Student Equity (No Increase)		\$ -	\$ -
<b>Total Restricted Revenues</b>	<b>\$ 147.4</b>	<b>\$ 3.4</b>	<b>\$ 0.78</b>

Source: BOT Committee Meeting 2/2/16

**NORCO**  
COLLEGE

## FY 2016-2017 Governor's Budget Proposal

(In Millions)

#### Other

	State	RCCD	Est. 23% Norco
Strong Workforce Program	\$ 200.0	?	?
Career Technical Education Pathways (SB 1070)	\$ 48.0	?	?
Cal Grant	\$ 39.0	?	?
Basic Skills Program	\$ 30.0	?	?
Innovation Awards	\$ 25.0	?	?
Zero-Textbook-Cost Degrees	\$ 5.0	?	?
Institutional Effectiveness - Implementing Statewide Performance Strategies	\$ 10.0	?	?
Data Security - Telecommunications & Technology Infrastructure Program	\$ 3.0	?	?
Apprenticeship Program	\$ 1.8	?	?
<b>Total Other</b>	<b>\$ 361.8</b>		

Note – Information about these proposals will be detailed in yet-to-be released Trailer Bill language associated with the Governor's Budget Proposal.

Source: BOT Committee Meeting 2/2/16

**NORCO**  
COLLEGE

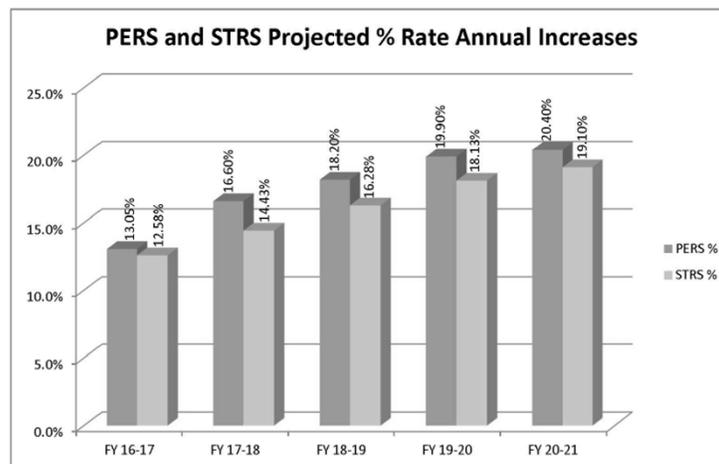
## Items to Consider

- Sales tax portion of Proposition 30 started to phase out in January 2016
- Ballot Measure to extend personal income tax portion of Proposition 30?
- Stock market volatility/Recession concerns
- State Facilities Bond/Alternatives
- RCCD PERS and STRS increases on average \$2.5 million per year over the next 5 years.

Source: BOT Committee Meeting 2/2/16



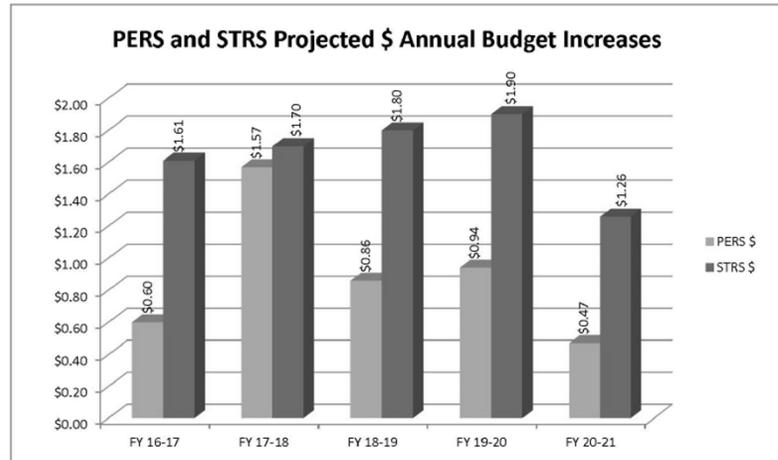
## RIVERSIDE COMMUNITY COLLEGE DISTRICT



Source: BOT Committee Meeting 2/2/16



## RIVERSIDE COMMUNITY COLLEGE DISTRICT



Source: BOT Committee Meeting 2/2/16

**NORCO**  
COLLEGE

## 2016-17 BUDGET TRAILER BILL SUMMARY

- The Strong Workforce Program
  - Restructure to distribute funds similar to Adult Education – \$200 million.
- The Student Success for Basic Skills Program
  - Transitions to college level math and English coursework would augment funding for Basic Skills by \$30 million. Conditions will include: 1) resubmit of Basic Skills Plan and 2) implementing multiple measures.

Source: BOT Committee Meeting 2/2/16

## 2016-17 BUDGET TRAILER BILL SUMMARY

---

- The Zero-Textbook-Cost Associate Degree Grant Program
  - Chancellor's Office to distribute grants of up to \$500,000 for each zero-textbook-cost degree.
- The Awards for Innovation in Higher Education
  - \$25million - Will make awards of at least \$4million through established criteria.
- The Adult Education Block Grant
  - Widens consortia to consider input from students, faculty, administrators and staff before a decision is made.

Source: BOT Committee Meeting 2/2/16



**General Information**

**Information Accessibility**

The CERBT Strategy 2 portfolio consists of assets managed internally by CalPERS and/or external advisors. Since it is not a mutual fund, a prospectus is not available nor is information available from a newspaper source. This summary is designed to provide descriptive information. CalPERS provides a quarterly statement of the employer's account and other information about the CERBT. For total market value, detailed asset allocation, investment policy and current performance information, including performance to the most recent month-end, please visit our website at: [www.calpers.ca.gov](http://www.calpers.ca.gov).

**Portfolio Manager Information**

The CalPERS Investment Committee and Board of Administration directs the investment strategy and investments of the CERBT. Under that direction, CalPERS Investment staff manages fixed income, treasury inflation-protected securities and commodities assets; and State Street Global Advisors (SSgA) manages the global equity and real estate investment trust assets.

**Custodian and Record Keeper**

State Street Bank serves as custodian for the CERBT. Northeast Retirement Services serves as record keeper.

**Expenses**

CERBT is a self-funded trust in which participating employers pay for all administrative and investment expenses. Expenses reduce the gross investment return by the fee amount. The larger the fee, the greater the reduction of investment return. Currently, CERBT expenses are 0.10% which consist of administrative expenses borne by CalPERS to administer and oversee the Trust assets, investment management and administrative fees paid to SSgA to manage the global equity and real estate trust assets, and recordkeeping fees paid to Northeast Retirement Services to administer individual employer accounts. The expenses described herein are reflected in the net asset value per share. CERBT's actual expenses may differ from the amount currently being accrued due to factors such as changes in average fund assets or market conditions. The expense accrual rate may change without notice in order to reflect changes in average portfolio assets or in expense amounts. The CalPERS Board annually reviews the operating expenses and changes may be made as appropriate. Even if the portfolio loses money during a period, the fee is still charged.

**What Employers Own**

Each employer choosing CERBT Strategy 2 owns a percentage of this portfolio, which invests in pooled asset classes managed by CalPERS and/or external advisors. Employers do not have direct ownership of the securities in the portfolio.

**Price**

The value of the portfolio changes daily, based upon the market value of the underlying securities. Just as prices of individual securities fluctuate, the portfolio's value also changes with market conditions.

**Principal Risks of the Portfolio**

The CalPERS CERBT Fund provides California government employers with a trust through which they may prefund retiree medical costs and other post-employment benefits. CERBT is not, however, a defined benefit plan. There is no guarantee that the portfolio will achieve its investment objectives nor provide sufficient funding to meet these employer obligations. Further, CalPERS will not make up the difference between actual health care premiums for payment of future benefits provided to retirees should CERBT assets not be sufficient to cover future obligations.

An investment in the portfolio is not a bank deposit, and it is not insured nor guaranteed by the Federal Deposit Insurance Corporation (FDIC), CalPERS, the State of California or any other government agency.

There are risks associated with investing, including possible loss of principal. The portfolio's risk depends in part on the portfolio's asset class allocations and the selection, weighting and risks of the underlying investments. For more information about investment risks, please see the document entitled "CERBT Principal Investment Risks" located at [www.calpers.ca.gov](http://www.calpers.ca.gov).

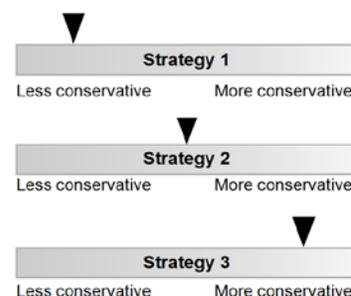
**Fund Performance**

Performance data shown on page 1 represents past performance and is no guarantee of future results. The investment return and principal value of an investment will fluctuate so that an employer's units, when redeemed, may be worth more or less than their original cost. Current performance may be higher or lower than historical performance data shown. For current performance information, please visit [www.calpers.ca.gov](http://www.calpers.ca.gov) and follow the links to California Employer Retirees' Benefit Trust.

**CERBT Strategy Risk Levels**

CalPERS offers employers the choice of one of three investment strategies. Risk levels among strategies vary, depending upon the target asset class allocations. Generally, equities carry more risk than fixed income securities.

Asset Class Target Allocations	Strategy 1	Strategy 2	Strategy 3
Global Equity	57%	40%	24%
Fixed Income	27%	39%	39%
Treasury Inflation-Protected Securities	5%	10%	26%
Real Estate Investment Trusts	8%	8%	8%
Commodities	3%	3%	3%



**Riverside Community College District  
Proposed Reserve Calculation Change  
and  
Budget Stability Plan**

**Handout #13**

	Possible Scenarios			
	Total Available Funds	Reserve Calculation - Ongoing Total Available Funds Only	Reserve Calculation - Ongoing Revenue Only	Reserve Calculation - Ongoing Expenditures Only
Beginning Balance at July 1, 2015	\$ 10.45	\$ 10.45	\$ 10.45	\$ 10.45
Revenue Budget (Deficit)	\$ (0.84)	\$ (0.84)	\$ (0.84)	\$ (0.84)
Expenditure Budget Savings	\$ 20.55	\$ 20.55	\$ 20.55	\$ 20.55
Less, One-Time	\$ -	\$ (15.04)	\$ (15.04)	\$ (15.04)
Beginning Balance at July 1, 2016	\$ 30.16	\$ 15.12	\$ 15.12	\$ 15.12
Revenue Budget	\$ 166.88	\$ 165.09	\$ 165.09	\$ 165.09
Total Available Funds	\$ 197.04	\$ 180.21	\$ 180.21	\$ 180.21
Less, Required Reserve Balance	\$ (10.84)	\$ (9.91)	\$ (9.08)	\$ (9.69)
Amount Available for Expenditures	\$ 186.20	\$ 170.30	\$ 171.13	\$ 170.52
Expenditure Budget	\$ (186.20)	\$ (176.22)	\$ (176.22)	\$ (176.22)
Budget (Shortfall)/Surplus	\$ -	\$ (5.92)	\$ (5.09)	\$ (5.70)
Three Year Implementation		\$ (1.97)	\$ (1.70)	\$ (1.90)
<b><u>Entity Reserve Holding Account</u></b>				
DO/DSS	\$ -	\$ (0.27)	\$ (0.23)	\$ (0.26)
RCC	\$ -	\$ (0.93)	\$ (0.80)	\$ (0.90)
NC	\$ -	\$ (0.36)	\$ (0.31)	\$ (0.35)
MVC	\$ -	\$ (0.40)	\$ (0.35)	\$ (0.39)
Total	\$ -	\$ (1.97)	\$ (1.70)	\$ (1.90)

**FY 15-16 BAM Expenditure Percentages (After Removal of One-Time)**

DO/DSS	\$ 22.82	13.83%
RCC	\$ 77.98	47.26%
NC	\$ 30.46	18.46%
MVC	\$ 33.74	20.45%
Total	\$ 165.00	100.00%

1. Calculate 5% reserve requirement using ongoing revenues only (eliminate one-time revenues for the calculation).
2. Calculate ongoing budget shortfall after eliminating one-time revenues and expenditures.
3. Utilize a multi-year strategy (3 Years) to set-aside the ongoing budget shortfall into "restricted" holding accounts for each entity.
4. Use BAM Expenditure Percentages to determine each entity's proportionate share of the budget shortfall, after elimination of one-time budget items that are maintained in holding accounts.
5. Physically transfer budget to a "restricted" holding account within each entity, under the college Vice President's of Business Services and Vice Chancellor of Business and Financial Services, respectively. The transferred budgets can't be used for any purpose during the fiscal year.
6. **Entity generated budget savings will remain at the entity level.**