



RESOURCES COUNCIL

Thursday, April 23, 2026

12:50pm-1:50pm

OC116 and Zoom

Meeting ID: 891 3089 3079

Pass Code: 540597

AGENDA

Council Members: Michael Collins (Admin co-chair), Esmeralda Abejar, Rosio Becerra, Kimberly Bell, Travonne Bell, Kacey Boyer, Karina Gigliotti, Azadeh Iglesias (CPRO co-chair), Dan Lambros, Virgil Lee (Faculty co-chair), Edwin Romero, Ameera Chaudhry (ASNC Student Rep)

Subject to Brown Act: No

Quorum: 7 (50%+1)

1. Call to Order

2. Action Items

2.1 Approval of Meeting Agenda

2.2 Approval of Meeting Minutes: March 26, 2026

2.3 2025-2030 Resources Council Charter Adoption

3. Discussion Items

3.1 LabStats: Computer Lab Monitoring Tool

4. Information Items

4.1 Facilities Report

4.2 Safety Annual Report 2026

5. Good of the Order

6. Adjournment

Fall 2025 and Spring 2026 Meeting Dates:

| | | | |
|---------|--------|---------|---|
| Sept 25 | Oct 23 | Nov 20* | *(Note: Nov moved up 1 week due to holiday) |
| Feb 26 | Mar 26 | Apr 23 | May 28 |



Council & Committee Charter (2025-2030)

Name of Council/ Committee: **Resources Council**

| | |
|--------------------------------------|---|
| Description (25-50 words): | Coordinate, discuss, and makes recommendations regarding functions, plans, and activities related to human, physical, technology, and financial resources. The RC provides leadership and retains responsibility for ACCJC Standard III, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned EMP objectives. The RC makes recommendations to the College Council and the Vice President of Business Services. |
| Brown Act (Yes or No): | No |
| Meeting Schedule: | 4 th Thurs (Fall/Spr): Sept, Oct, Nov, Feb, Mar, Apr, May 12:50pm - 1:50pm In Person and Virtual |
| Chair(s): | Michael Collins – Administrative Virgil Lee – Faculty Azadeh Iglesias - CPRO |
| Reports and Recommends to: | College Council |
| Required Reports and Updates: | <p>Annually review proposed district college budget, including components for the development of the adopted budget, and ensure alignment with the mission, goals, and objectives of the college’s Strategic and Education Master Plans</p> <p>Annually review the district Budget Allocation Model and provide recommendations for continuous improvement</p> <p>Recommend and monitor long-range fiscal plan with consideration of priorities consistent with district and college planning. (Multi-year projections, contingency reserves)</p> <p>Reviews general fund revenues and expenditures on a quarterly basis</p> <p>Communicate, through its members, with the college community on fiscal and physical resource issues and recommendations</p> <p>Prioritize annual resource requests for Business Services operational area</p> <p>Oversee the development of the College’s Safety and Emergency Preparedness Master Plan, and review of the District’s Safety and Emergency Preparedness Master Plan every three years.</p> <p>Oversee the development of the College’s Technology Master Plan, and review of the District’s Technology Master Plan every three years.</p> |

| | |
|---|---|
| | <p>Support the implementation of the Facilities Master Plan</p> <p>Review the financial, human resource, and facilities impact of potential grant and college development opportunities</p> <p>Receive reports from Business Services operational areas</p> <p>In mid-spring of each academic year, the Resources Council will participate separately in dialogue sessions to 1) self-evaluate the effectiveness of their Scope & Expected Deliverables planning and decision-making processes through the Survey of Effectiveness, 2) self-report on EMP objective progress and appropriate objective assignment, and 3) self-assess the completion of their charter's scope/deliverables during the academic year. The Resources Council will conduct its evaluation of effectiveness and post an executive summary on the Council's website.</p> |
| <p>Key Performance Indicators/Goals:</p> | <p>Goal 7: (Facilities) Build a comprehensive and inspiring campus integrated into the region that serves as a destination for education, commerce, life, and the arts</p> <p>Goal 8: (Resources) Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals</p> |
| <p>ACCJC Accreditation Standard(s):</p> | <p>Standard III- Infrastructure and Resources</p> |
| <p>Equity Focus:</p> | |
| <p>Edition Date:</p> | <p>October 23, 2025</p> |
| <p>Link to council/committee site with Membership Roster:</p> <p>https://www.norcocollege.edu/committees/rc/index.html</p> | |

LPA in+site
creating sustainable places and spaces that enrich the lives of those who use them



March 13, 2026

Joint Presentation by:
Technology Support
Services (TSS) and
LabStats

LabStats: Data-Driven Management of Computer Labs

RCCD Computer Lab Overview

Computer Labs

- Moreno Valley College: 21 labs
- Norco College: 11 labs
- RCC: 64 labs
- **Total: 96**

Laptop/Mobile Carts

- Moreno Valley College: 43 carts
- Norco College: 7 carts
- RCC: 54 carts
- **Total: 104**

Software Availability

- **Approximately 220** software titles available in lab environments

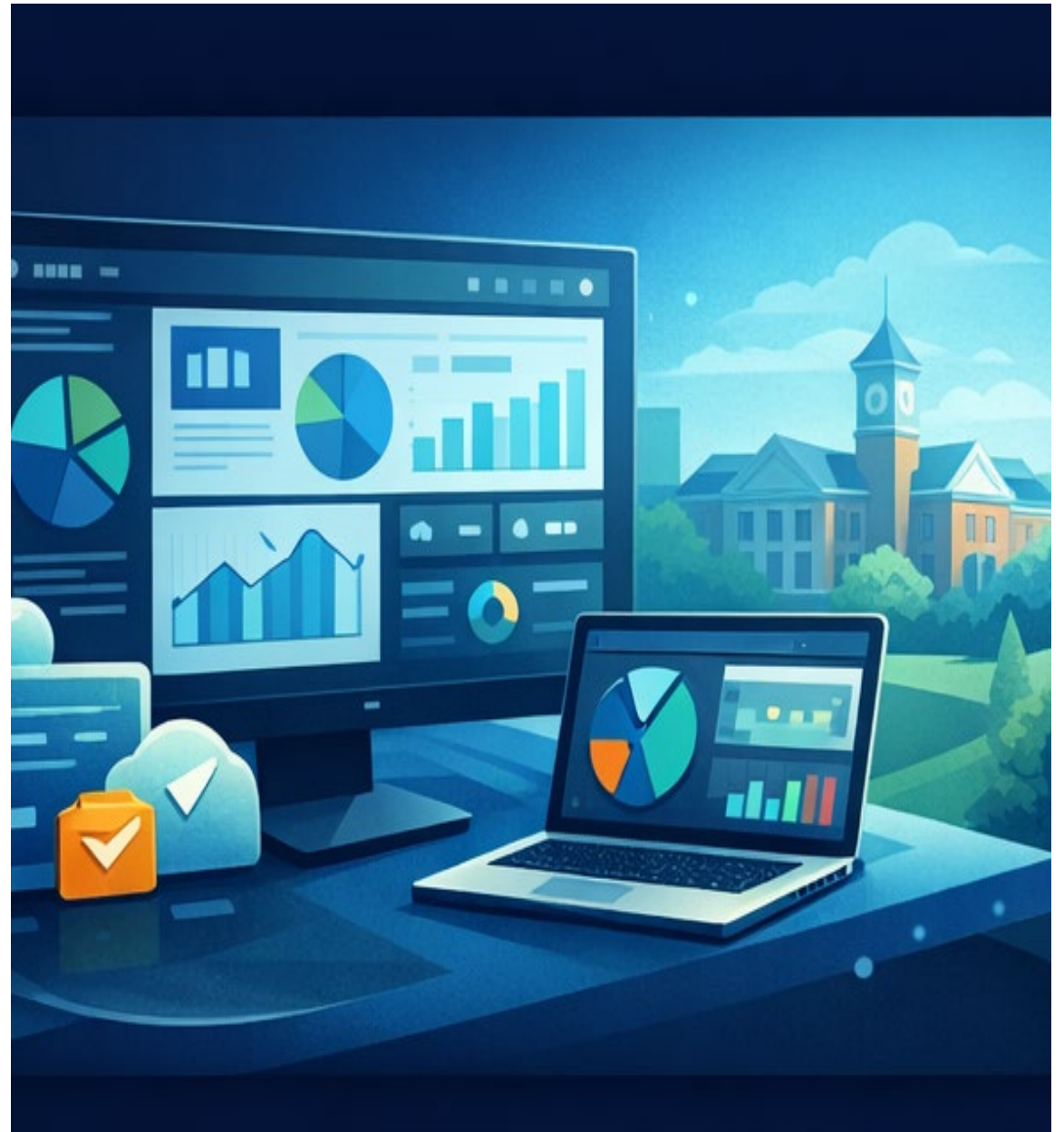
Why LabStats

Capabilities:

- Real-time monitoring of workstation usage
- Historical analytics lab occupancy and peak usage
- Software Usage Tracking
- Student session reporting
- Dashboard views

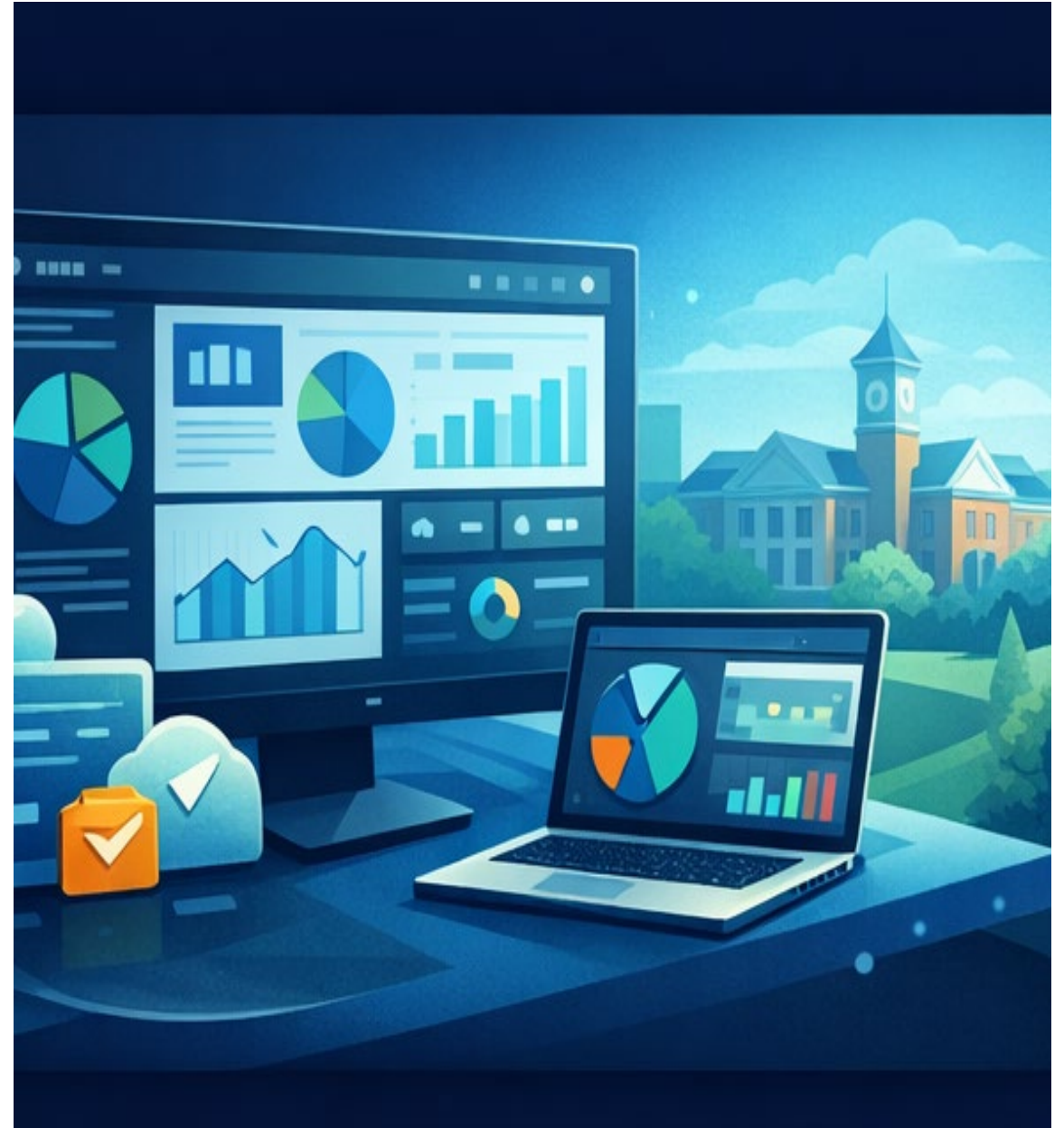
Benefits:

- Support data-driven refresh cycles
- Reduce unused software licensing costs
- Provide data for purchasing decisions
- API/Direct Data Access



Strategic Value

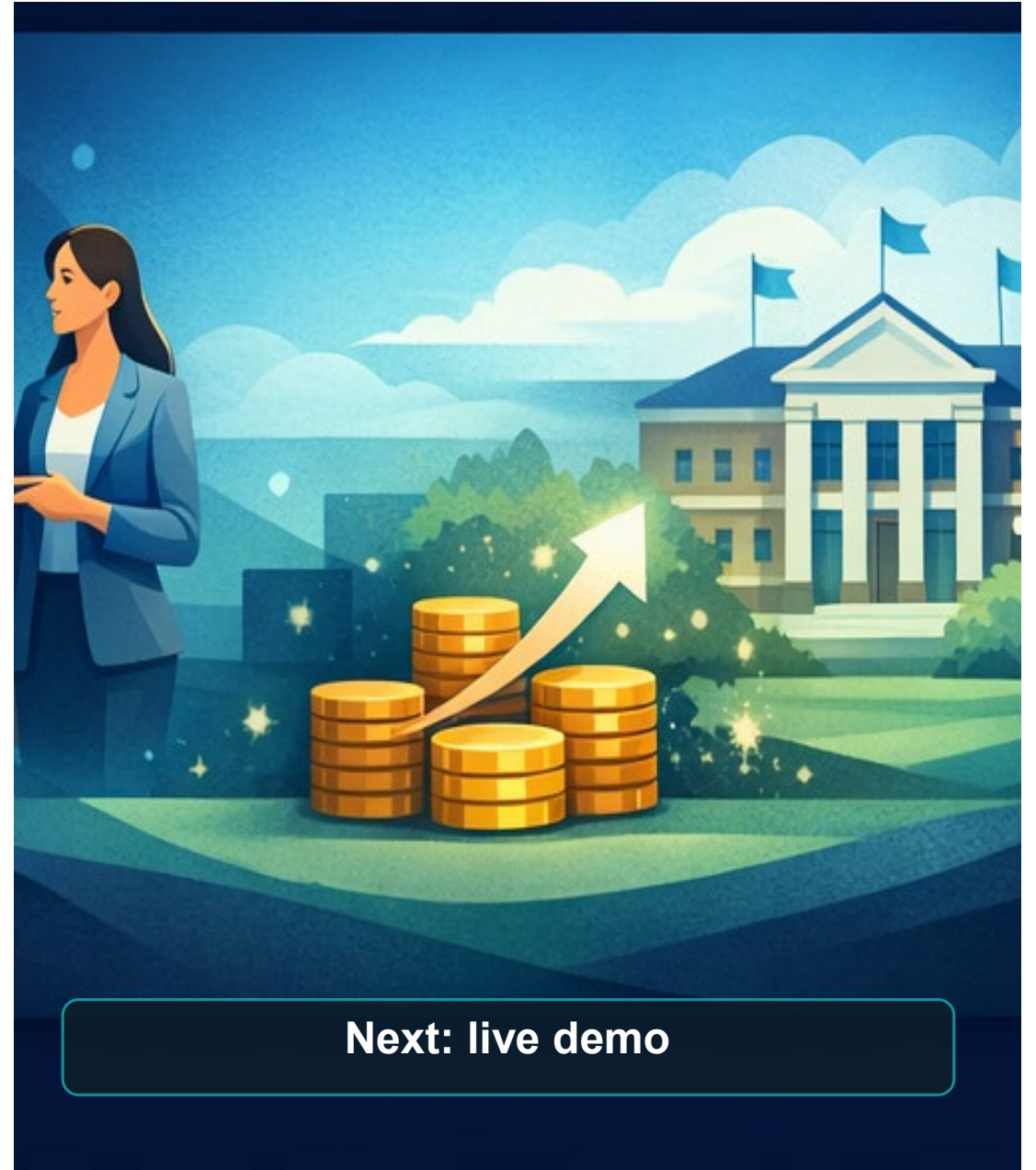
- Improve student access to technology
- Align lab resources with actual demand
- Support budget planning and justification
- Provide analytics for program review and accreditation
- Enable districtwide visibility across all three colleges.



Recommendation

Purchase and Implement LabStats at all three colleges to make technology decisions evidence-based for the following outcomes:

- Trim Waste
- Right-size labs, devices, and licenses
- Give leadership a clearer case for where to invest next.



Next: live demo



What We Have Accomplished

Training

Compressive list of trainings these are in addition to the CCC Vision Resource Center trainings.

Flex presentation - (Fall 2025 /Spring 2026)

- 2025-08-20 - Fall Session 1 Safety
- 2025-08-20 - Fall Session 2 Fire Extinguisher
- 2026-02-06 - Spring Session 1 Conflict Awareness & De-escalation
- 2026-02-06 - Spring Session 2 Communication, Decision-Making & Safe Referral

Safety Day Training Sessions

- 2025-07-17 - First Aid, CPR/AED
- 2025-07-17 - Stop the Bleed
- 2025-07-17 - Stryker Chair - 2 sessions
- 2025-09-11 - First Aid, CPR/AED
- 2025-09-11 - Stop the Bleed
- 2025-09-11 - Stryker Chair
- 2026-01-20 - First Aid, CPR/AED
- 2026-01-20 - Stop the Bleed
- 2026-01-20 - Stryker Chair

Other Trainings Sessions

- 2025-07-10 - Fork lift AM
- 2025-08-07 - Fork lift PM
- 2025-09-05 - New Hire Orientation
- 2025-09-18 - Active Shooter
- 2025-10-03 - Swatting and Bomb Threat
- 2025-11-14 - FBI Presentation Norco College
- 2025-11-21 - Pilot of Department EM planning
- 2025-12-11 - Active Shooter
- 2026-03-24 - Driver Safety - golf cart - 2 classes
- 2026-03-30 - Driver Safety - golf cart - 2 classes
- 2026-04-02 - Driver Safety - golf cart - 2 classes

Drills / Events

- 2025-08-14 - Lockdown testing - The access control system operated smoothly.
- 2025-10-16 - Shakeout & Evacuation Drill – Full campus evacuation and all clear in 3 minutes
- 2026-03-27 - Fire & Evacuation Drill – Full campus evacuation and all clear in 9 minutes



Upcoming/Future items:

Drills / Events

- Health, Wellness & Safety Fair (10-2 Palm Path) – 04/28/2026
- Driving and Golf Cart training – ASNC – 05/01/2026
- Safety Day
(First aid CPR/AED, Stop the Bleed, Stryker Chair) – 05/05/2026
- Norco College CERT Class – 05/06, 05/10, 05/13, 05/17/2026
- NOMU – 05/15/2026
- Building & Floor Captain Recognition – 06/01/2026
- Commencement/Graduation – 06/12/2026
- Building Captain meeting
(Recurring 4th Thursday monthly) – 06/25/2026
- Open Safety Meeting (open to all of campus)
(Recurring 4th Thursday monthly) – 06/25/2026
- Safety Day
(First aid CPR/AED, Stop the Bleed, Stryker Chair) – 08/18/2026 - Tentative
- Shakeout & Evacuation Drill – 10/15/2026

OSHA & Compliance / Safety / EHS

- OSHA 300 Log – 2025 attached # of
 - Total number of deaths – 0
 - Total number of cases with days away from work – 0
 - Total number of cases with job transfer or restriction – 4
 - Total number of other recordable cases – 4
- Ongoing Maintenance:
 - 24 AED's
 - 32 First Aid Cabinets
 - 178 Fire Extinguishers
 - 19 Eyewash/Showers locations



Emergency Management / District & Norco College

- Department Emergency Action Plans
- Classes Using Vision Resource Center
- College Safety Walks – 1 building per month
 - Operations Center - 2026-01-09
 - West End Quad - 2026-01-27
 - ATEC Building - 2026-02-24
 - IT Building - 2026-03-24
 - CSS Building - 2026-04-14
- Safety/Risk Management section in the work order system

Home Services Knowledge Base

Welcome to the RCCD Service Desk.

Find a list of Facilities and Technology support services and create requests for assistance in our [Service Catalog](#).

The [Knowledge Base](#) provides information about the services offered, how-to guides, troubleshooting information, FAQs, and more.

[Your Support Tickets](#)

Facilities

Safety/Risk Management

Technology

Contact Helpdesk: helpdesk@rccd.edu | (951) 222-8388 | M-F 7:00am - 6:00pm | [Riverside Community College District](#) | [Site Map](#)

Categories (5)

[Report Safety Hazard](#)

[Request Ergonomic Assessment](#)

[Request Safety/Emergency Management prevention consultation](#)

[Request Manager Assistance with Emergency Action Plans](#)


[Report General Risk Management concerns](#)




Program Review – Safety Requests for 2026

1. Install traffic control speed cushions/tables on 3rd street
2. Door Replacement Library 121
3. Campus mapping – with geo tags and maps
4. Remove Emergency “Blue” phones across campus
5. HAWK pedestrian crosswalk system update
6. Temperature-Controlled Emergency Storage Unit
7. Funds for, EOC and Emergency supplies phase 1
Food, water, supplies, response needs. Setup EOC costs.
8. Classroom ergonomic desks starting July 2026
9. Funds for Captains program
10. Crosswalk at College way and Mustang Circle

Captain Corner: Assemble!



**WHEN IT HAPPENS,
THEY'RE ALREADY
MOVING.**



Building & Floor Captains don't wait for direction—they guide evacuations, account for people, and keep operations controlled.


**We have gaps.
Your building needs coverage. Step in.**

Become a Captain

Contact Justin.Czerniak@norccollege.edu
To Learn more



**NOT EVERYONE
RUNS FROM THE
EMERGENCY.**




Some step forward.


They clear buildings.
They assist those who can't evacuate.
They report real-time conditions.

We are currently understaffed across campus.

Contact Justin.Czerniak@norccollege.edu
To Learn more



**YOUR BUILDING.
YOUR PEOPLE.
YOUR RESPONSIBILITY.**



Every building requires trained Captains to:

- Lead evacuations
- Account for occupants
- Coordinate with emergency operations

Training Provided – Real Impact

Contact Justin.Czerniak@norccollege.edu
To Learn more



OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

Year 2025
U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMS no. 1218-0178

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete. Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases write "0".

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35 in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

| Number of Cases | | | |
|------------------------|--|--|--|
| Total number of deaths | Total number of cases with days away from work | Total number of cases with job transfer or restriction | Total number of other recordable cases |
| 0 | 0 | 4 | 4 |
| (G) | (H) | (I) | (J) |

| Number of Days | |
|-------------------------------------|---|
| Total number of days away from work | Total number of days of job transfer or restriction |
| 0 | 270 |
| (K) | (L) |

| Injury and Illness Types | | | | | |
|---------------------------|---|-------------------------|---|--|--|
| Total number of... (M) | | | | | |
| (1) Injury | 8 | (4) Poisoning | 0 | | |
| (2) Skin Disorder | 0 | (5) Hearing Loss | 0 | | |
| (3) Respiratory Condition | 0 | (6) All Other Illnesses | 0 | | |

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this collection of information, contact: US Department of Labor, OSHA Office of Statistics, Room N-3604, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Norco College
 Street 2001 Third St.
 City Norco State CA Zip 92505
 Industry description (e.g., Manufacture of motor truck trailers)
 Education
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715) 8 2 2 2
 OR North American Industrial Classification (NAICS), if known (e.g., 336212) 6 1 1 2 1 0

Employment information

Annual average number of employees 889
 Total hours worked by all employees last year 672,489

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Bethel Tu Director, Risk Management
 Company executive Title
 951-222-8128 Phone 1/30/2025 Date



NORCO COLLEGE

CERT

COMMUNITY EMERGENCY RESPONSE TEAM

Course Offerings ADJ 801

Norco College is offering the CERT program FREE under it's non-credit course offerings.

CERT programing offers a consistent, nationwide approach to natural disaster volunteer training. Team members can assist others in their neighborhood or workplace following a disaster when first responders are not immediately available to help.

Enroll today and learn about how to prepare yourself and your family in the event of an emergency.

Courses are offered multiple times a year. The schedule can be found in the college's class schedule under Non-Credit - Administration of Justice.



For more information contact
Dr. Sigrid Williams
Associate Professor, Administration of
Justice sigrid.williams@norccollege.edu
951-739-7825

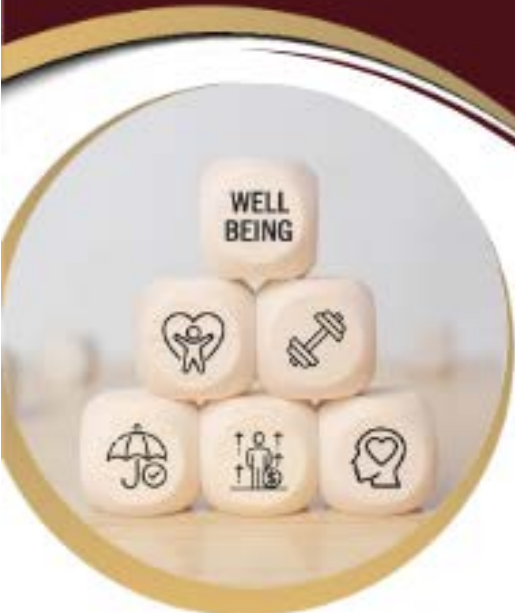


More information can be found at www.NorcoCollege.edu/CERT

NORCO
COLLEGE



NORCO COLLEGE



HEALTH, WELLNESS & SAFETY FAIR

with Heritage Farmer's Market

Open to students, staff, and
the local community

Hosted by Health Services,
Basic Needs & Wellness,
& Campus Safety

April 28, 2026
10 am - 2 pm
Norco College

Event Highlights

- Free health screenings
- Earth Day-related activities
- Safety & emergency preparedness resources
- First responders & public health organizations
- Community wellness programs
- Informative demonstrations
- Exciting giveaways
- Free food for participants (while supplies last)

Norco Community College District is committed to providing access and reasonable accommodation to all District programs and activities. Accommodations for persons with disabilities may be requested by contacting the program/event organizer by no less than 3 days before the event. Requests received after this date will be honored whenever possible.

