

BFPC
Business & Facilities Planning Council
Tuesday, December 10, 2019
11:15am-12:45pm
OC116

MINUTES

Present: Dr. Collins, Patty Sanchez, Jim Thomas, Andy Aldasoro, Courtney Buchanan, Ashley Etchison, Mike Angeles, Steve Marshall, Dan Lambros, Kimberly Bell, Sgt. Kleveno, Dr. Lee, Kaneesha Tarrant,

Guests: Kristine Anderson, Justin Czerniak, Kevin Fleming

1. Welcome
2. Public Comments
 - Jim Thomas made a comment on how clear and cohesive the standards were written and sent kudos to all involved.
3. Approval of Meeting Minutes from November 12, 2019 (Handout)
 - Motion to approve by: Jim Thomas
 - Seconded by: Kimberly Bell
 - Abstentions: 3
 - Motion carried
4. Accreditation Team Site Visit Update – Dr. Lee / Kristine Anderson (Handout)
 - Standards IIIB and IIID overview and discussion - Facilities Resources & Financial Resources
 - The visiting team may ask to speak with BFPC members.
 - Key questions and concept examples were reviewed.
 - A suggestion was made to possibly keep copies of the ISER on hand to reference as needed.
 - The committee members reviewed and discussed how each of the standards support learning services, maintaining fiscal responsibility, ongoing evaluations, etc.
 - The committee reviewed and discussed how the standards are guided by our mission statement, values, and core commitments.
5. NC Building Namesake Displays and President's Wall – Dr. Kevin Fleming (Handout)
 - An overview of this project was reviewed.
 - Dr. Fleming spoke with the Foundation office in regards to any criteria for signage guidelines. Diana Meza will research and develop a standardize look for the identification plaques that will be carried through the future. A uniformed procedure with standardized signage will be created and moved to adopt.
 - There is a classroom in the IT building that has also been dedicated that should be included in the list.
 - It was noted there are also various trees, planters, benches that have already been dedicated in the past.
 - There was a suggestion to add the name items to the website so the public can read about each dedication.
 - A suggestion was made to add rotating distinguished Faculty, classified staff member of the year, ASNC president, to this designated "wall".

BFPC Statement of Purpose

(Approved by BFPC on May 14, 2013)

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- The current goal is to complete the project in Spring 2020.
- The committee was directed to go back to each of their respective constituents for feedback, and report at the next BFPC meeting, scheduled for February 11, 2020.
- This information item will be added to the February agenda, with the goal of finalizing at the March meeting.

6. Budget Report – Dr. Collins

- BAM Implementation/Budget Update:
 - FTES draft targets have been submitted to the District that will allow a modeling of BAM revenue flow for 2020-2021 to the colleges.
 - At November month end, we were under budget with 31.75% of our total budget expended as well as 35% of total salaries and benefits (41% is target). This also includes our one-time funds that are mixed into our general fund budget.
 - Electricity costs are showing high, at 51%. We are currently working with SCE and our A/P department to ensure billing is accurate and timely.
 - We are currently preparing to present our 2nd quarter budget performance report at December month end. Then beginning to prep our projections for 2019-2020 end-of year.
- We are working to include intercollegiate athletics for Norco into the “unique” funding model. Athletics was not pulled out in 2018-2019, as the costs were embedded in Kinesiology and not considered specifically for intercollegiate athletics.
 - The college has also run a budget report for intercollegiate athletics that helps the college understand how much of the general fund is allocated to supporting our current athletics program. In 2019-2020, the college has allocated \$310,000 of the general fund to the program.
- At November month-end, we are seeing a significant over-spend of our 1439 object code for Part-Time Counseling/Librarians. Our year-end actuals last year were \$739k, and our adopted budget for 2019/2020 is \$347k. As of November month-end, we are at \$302k. We deficit spent last year, and will do it again in 2019-2020, as there was no new revenue provided for additional Fund 11 expenses related to PT Counselors and Librarians. However the expectation for services has increased over the past two fiscal years. This is a critical augmentation that is needed from the District.

7. FTES Target for fiscal year 2020-2021 – Dr. Lee (Handout)

- The chart provided is broken out by discipline (Fall/Winter/Summer/Spring) showing total FTES.
- This FTES target will be run through the new BAM model to see how the revenue will flow to each college.
- The intent is to grow 3% across the district which is set for 10 years and not necessarily by discipline. There will always be physical limitations as to where and how we can grow. This does not include non-credit courses, which will have separate targets.
- Educational Master Plan was developed to meet the needs of our resident area at 3% (district standard), as well as 5.2% (college standard). We will have two sets of targets to focus on. A question was raised if we should meet the 5.2% target, would we be funded? The short answer is that we are paid by the state for growth and base FTES, but if there is money left from some districts who didn’t reach FTES growth targets, there would be a chance to apply for those funds. Doing that creates a higher base for the next fiscal year.

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8. Standing Items/Reports:

- Facilities Project Updates – Steve Marshall (Handout)
 - Next week's projects with varying degree of impact to the campus:
 - Trimming of palm trees (approximately 100 trees).
 - Fire alarm panel and various fire devices in STEM (will require some testing).
 - CPU removal of IT121 (working on coordination with Dr. Parks).
 - Parking Lot A refurbishment - grinding, slurry, resurface, and restripe. (the lot will be shut down the week of December 16 and one weekend yet to be determined in January) Note: There will be an increase of student parking stalls by six (6).
 - Various Library drywall/paint projects.
 - ADA path of travel project has been awarded to a company, who should begin the project on January 13.
 - This will impact Mustang circle and ramp (approximately 45 day project).
 - Amphitheater Shading – We are currently making selections with architect for various types of shades to minimize visual obstructions and optimize shade areas.
 - Soccer field replacement is on schedule for February (approximately 30 days to complete).
 - Rugby striping will also be incorporated onto field.
 - Veterans Resource Center construction is estimated to begin in May 2020.
 - DTSC came back and stated that no additional site work will be required.
- Facilities Maintenance/Operations Update – Steve Marshall
 - We are currently preparing for rain events (gutter cleaning/addressing potential flooding issues)
 - Currently working on issues in SSV with overloading electrical circuits by using space heaters. The temperature of the building was raised (75) to better assist comfort throughout the building.
- Safety & Emergency Preparedness Update – Justin Czerniak (Handout)
 - CERT Training dates provided beginning in February.
 - CPR and Stop the Bleed training dates also listed.
 - Committee reviewed the Risk Management Newsletter and Desk Reference Guide
 - Siren drill and training currently scheduled for December 20. Emails with pertinent information will be going out shortly.
- Instructional Media Services Update – Dan Lambros
 - IT 101 A/V Upgrade – Proposal approved
 - Next Steps: Purchase REQ and Equipment Order – Estimate Winter 2020 completion.
 - Cashier Windows Intercom:
 - Equipment Arrived - Next Steps: Installation during Winter break
 - Interactive Screen for CSS 217 and Business Park:
 - Equipment has been ordered, currently waiting for delivery.
 - Business Park equipment was funded by their specific grant.
 - Theater 101 stage performance lighting will be installed in the next two weeks.

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- Technology Services Update - Mike Angeles (Handout)

1. Standing Work Orders:

- a. IT121 (R/W Lab) Scheduled move – Dec. 16, 2019
 - i. Cascade IT121 to student computers to SSV/ASNC – Week 3-4 January
- b. IT127 – Tentative replacement schedule – Week 2 Dec.
 - i. Status – Computers ordered -
- c. IT124 – Tentative replacement schedule – Week 2 –3 Dec.
 - i. Status – computers ordered
- d. Associate Faculty Office (LIB115) completed setup computers/monitors
 - i. Will need to order Network Printer
- e. Completed installation (12) 3d Printers in ATEC109
- f. Update JDK software in ATEC118

2. Podium Computers:

- a. Ongoing: STEM, LIB, WEQ

3. Inventory Update:

- a. 94 Admin/Faculty/Staff/Student computers
 - i. Tentative schedule – Cascade first to Student Computer Use , ASNC/SSV

Location	#PC	Priority	Tentative Schedule
ATEC	5		
B Park	1		
CRC	6		
CSS	17	1	Week 3-4 January
HUM	3		
IT	14		
LIB	2		
PORT	4		
SSV100	25	2	Week 3-4 January
SSV200	9	3	Week 3-4 January
ST	5		
THTR	2		

- b. 4 Computers Labs Replacement Tentative Schedule

- i. IT124 – Dec 2019
- ii. IT127 – Dec 2019
- iii. STEM302 - Week 3 Feb. 2020
- iv. IT106 - -Week 2 April 2020

9. Good of the Order

- None

10. Next Meeting

- Tuesday, February 11, 2020 11:15am-12:45pm OC116

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Standard III: Resources

Standard III is divided into four sections. Major accomplishments and improvements-in-progress that have emerged during the self-evaluation process include the following:

- **III.A: Human Resources**—The College has a new Professional Development Plan drafted by the Leading from the Middle team. Over the past two years, the College also has been focusing on hiring through an equity lens. In addition, a new online part-time faculty orientation is in the works.
- **III.B: Facilities Resources**— A new Facilities Master Plan was approved in spring 2019. Also, repurposing of space in support of Guided Pathways continues, as evident in the opening of Student Engagement Centers in November 2019.
- **III.C: Technology Resources**—The College utilizes a technology process for resource support and has introduced an annual budget specifically for technology updates.
- **III.D: Financial Resources**—The District has a new Budget Allocation Model, based on the principles of fairness, equitability, and transparency. At the local level, the College has engaged in clarifying and further documenting the resource allocation process.

Norco College Mission 2012-2019

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

Norco College Mission (to be approved fall 2019 as part of the new EMP)

Norco College inspires a diverse student body by an inclusive innovative approach to learning through its pathways to transfer, professional, career and technical education, certificates, and degrees. We are proud to be a pivotal hub for scholarship, arts and culture, dynamic technologies, and partnerships. Norco College encourages self-empowerment and is dedicated to transforming the lives of our students, employees, and community.

Questions for Reviewing the Standard

→Key concepts for Standard IIIB: safe and sufficient physical resources, effectiveness and continuous improvement to support programs/services and achieve the mission, regular evaluation of facilities and equipment, planning

- How does the college mission guide the work of this Standard?
- How do the activities related to this Standard support student learning and student achievement?
- How does the College create, implement, evaluate, and improve upon its [fill in the blank]?
- What are the most important initiatives, trends, and developments related to this Standard?
- What are some improvements-in-progress related to this Standard?

If you're unsure of an answer . . .

- ✓ “I will be glad to ask Dr. Samuel Lee, the accreditation liaison officer, to provide that information for you.”
- ✓ (If the question is not clear) “Would you please reframe that question as it relates to the accreditation Standard?”

Standard III.B. Physical Resources

1. The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Evidence of Meeting the Standard

In order to assure safe and sufficient resources, the College identifies and addresses issues dealing with access, safety, security, and a healthful learning and working environment on a continuing basis.

The Facilities, Maintenance, and Operations department implements scheduled maintenance and inspection of College facilities and equipment, including security checks. The Facilities Condition Assessment (FCA) report of 2017 ([1-01](#)) is part of an integrated planning process to identify building needs, taking into account relevant fire, seismic, and environmental health requirements as well as life-cycle status in order to guide resource allocation. The FCA report provides a reliable third-party assessment used by the District in state-scheduled maintenance planning and allocation, which are integrated into the state Chancellor's Office-supported FUSION database for tracking purposes. The Business and Facilities Planning Council (BFPC) is the shared governance group that receives information and provides feedback on major facilities improvements and other facility-related matters, as shown in meeting agendas, such as the agenda for May 14, 2019 ([1-02](#)). In addition, a 2018 Safety Questionnaire of the college community qualitatively supports the safety on campus ([1-03](#)). For example, of respondents, over 91 percent said they felt safe outside, alone on campus during the day (44.57 percent strongly agree and 46.74 percent agree), a majority felt safe on campus outside alone at night (over 66 percent: 18.48 percent strongly agree, 47.83 percent agree), and approximately 87 percent agreed with the statement, "I feel safe here at Norco College" (35.87 strongly agree, and 51.09 agree) ([1-04](#)).

The College regularly evaluates its physical resources to ensure they support a safe and effective educational and work environment. To do so, the College uses FUSION Space Inventory to track the square footage and building efficiency of physical resources to support the academic mission ([1-05](#)). As explained in [Standard III.B.2](#), this procedure informed the development of the current Facilities Master Plan, which articulates how the College envisions its facilities evolving over the next fifteen years.

The College safety and emergency planning coordinator, a member of the district Safety and Security Council, communicates recommended safety policy and procedure changes for the purpose of adoption and implementation. Safety inspection reports are performed by the safety coordinator and the District's Joint Powers Authority (JPA) ([1-06](#)), as shown in the October 2018 report ([1-07](#)). The coordinator addresses recommendations from the JPA, identifying the issues in the Footprints work order system and processing the issues as work orders to be undertaken, as shown in work orders based on the Safety Assessment of October 26, 2018 ([1-08](#), [1-09](#)). The coordinator regularly consults with the Disability Resource Center (DRC) and College Police and supports the College in providing safe egress and regress

travel access to all facilities, both informally and formally, as shown in scheduled DRC walks for August 2018 and June 2019 (1-10). The safety and emergency planning coordinator also chairs the Norco College Safety Committee. The committee, as shown in its statement of purpose (1-11), addresses facility deficiencies and safety concerns. An example is found in the committee discussion and action regarding the crosswalk and intersection near the STEM building (1-12, 1-13). An example of follow-up is found in Business and Facilities Planning Council meeting in February 2019, during which the safety coordinator reported on installation of HAWK signage (1-14). The Safety Committee, a college governance committee composed of classified staff, faculty, and administrators (1-15), supports the development and maintenance of a healthy and safe learning environment, assisting the College to identify and address safety concerns and compliance.

To further support safety in the learning and working environment, Facilities, Maintenance, and Operations staff participate in on-the-job safety training, as shown on the Target Solutions Report of completed trainings in 2018 (1-16). Periodically, the district Risk Management Department, with input from JPA, reviews and updates the District's Injury and Illness Prevention Program (1-17) to follow best practices to ensure health and safety of the work environment.

Personnel and students can report facility safety hazards to district Risk Management or the college safety manager 24 hours a day, seven days a week, using the electronic work order form found on the college Safety and Emergency Planning webpage (1-18). These reports are investigated by the director of Facilities, Maintenance, and Operations, and remediation of unsafe or damaged facilities is coordinated with the district Risk Management Department depending on situation. For routine college maintenance and custodial services, departments also submit work requests using the Footprints program via the College webpage, which allows users to track safety issues and emergency repair work, as illustrated in an example from a work order in February 2019 (1-19).

Analysis and Evaluation

Through planning and procedures, the College effectively evaluates and manages physical resources to ensure sufficiency as well as access, safety, security, and a healthful learning and working environment. Internal and external assessments and evaluations are used for continuous improvement of facilities. Personnel and students have access to a process for reporting safety or other problems with facilities at the College. The College uses the Injury and Illness Prevention Program to ensure that it regularly inspects facilities, repairs all unsafe or access-related deficiencies in a timely way, and provides reports to district Risk Management and college safety and emergency coordinators.

As identified in the new Facilities Master Plan (1-20), the College shows a deficiency of space in certain academic disciplines and general student study space, and library and learning resources. Planning based on the Facilities Master Plan is focused on addressing these needs. The Facilities Master Plan is staged to address the space deficiencies in the short term and the long term and ensure comprehensive college development.

2. The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services to achieve its mission.

Evidence of Meeting the Standard

Guided by the college mission, the 2019 Educational Master Plan informed the development of the updated 2019 Facilities Master Plan ([2-01](#)). This long-range facilities plan is the result of an extensive, collaborative process that included significant participation of the College faculty, staff, students, administration, as well as the community at large, as shown in scheduled meetings during its development ([2-02](#)) and the development process ([2-03](#)).

To ensure that the needs of programs and services are considered when planning facility needs, the College relies on the three-year program review cycle and program review resource request process, as described in [Standard I.B.5](#) and [Standard I.B.9](#), to provide areas, divisions, and departments the opportunity to identify equipment needs, corresponding maintenance requirements, and needed improvements to meet their intended outcomes and the College's mission. [Standard I.A.3](#) shows how resource requests are directly tied to the College's mission and goals in program reviews. College planning councils evaluate requests from program reviews in their area, and each establishes a prioritized list of needs and projects, as shown in the Joint Resource Allocation Prioritization Process approved by ISPC on September 18, 2019 ([2-04](#)). While the annual resource allocation request process, described in [Standard III.D.1](#), is used to ensure that program and service needs (such as facilities, equipment, and technology) are met, unexpected and emergency funding needs are handled by area vice presidents, who have reserve budget lines set aside for such needs to preserve instructional continuity.

The Five-Year Construction Plan, which the College and District review and update annually, is based on the Educational Master Plan and Facilities Master Plan, as shown in College project proposals for 2021-2025 ([2-05](#)). The College prioritizes facility needs in the five-year plan based on departmental program reviews. In addition to long-range planning for facilities, when opportunity funding becomes available for projects, such as state funding for the Veteran's Resource Center project, adjustments are made to project prioritization while still following the path laid out in the Facilities Master Plan ([2-06](#)).

Analysis and Evaluation

The College takes into consideration all programmatic and educational needs and develops the Facilities Master Plan to support the Educational Master Plan. The facilities planning and resource allocation process ensures that building maintenance, upgrades, and replacements of physical resources, including facilities, equipment, land, and other assets, are informed by inclusive participation and fosters effective utilization and supports continuous quality improvement of programs and services to achieve the college mission. Guided by the Facilities Master Plan, the combined efforts of college planning and implementation effectively meet the needs of students, faculty, and staff.

3. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

Evidence of Meeting the Standard

The College regularly assesses the use of facilities through usage data, evaluations, and surveys to ensure the maintenance and safety of all campus buildings, as shown in daily custodial emailed reports ([3-01](#)), results from maintenance and operation surveys ([3-02](#)), facilities condition assessment ([3-03](#)), and 25-Live ([3-04](#)). Critical to this success are the monthly reports generated by the Footprints maintenance work order system ([3-05](#)). The College also evaluates effectiveness of its physical resources by utilizing the facility reports in the FUSION database, which provides efficiency reporting and cap load ratios ([3-06](#)).

Assessments of facilities condition influence scheduled maintenance planning for physical facilities. For example, information from 25-Live drives decisions related to room utilization and function. In 2019, analysis of ST 107 and ST 108 was conducted to determine the feasibility of changing the function and utilization of the conference room and classroom into Student Engagement Centers. As another example, recent reroofing of the library was driven by facilities assessment. FUSION reports are used to develop the District's Five-Year Construction Plan ([3-07](#)), which is submitted annually to the California Community College Chancellor's Office.

Analysis and Evaluation

The College evaluates its physical resource needs utilizing multiple methods, and uses the results of these assessments to improve facilities or equipment in a systematic way.

4. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

Evidence of Meeting the Standard

The 2019-2030 Facilities Master Plan (FMP) ([4-01](#)) was driven by development of the new Educational Master Plan, following strategic planning goals. Through integrated planning, long-range capital plans support institutional improvement goals and are linked to college planning. To assess the effectiveness of long-range planning in advancing improvement goals, the College does a full space analysis when creating the FMP ([4-02](#)) and uses information about growth areas to meet enrollment and program demands in the future.

Per BP/AP 6600: Capital Construction ([4-03](#)), the College, in conjunction with the District, considers needs identified in educational plans regarding future academic and student services programs and the effects of such programs on construction needs. The Five-Year Construction Plan ([4-04](#)) is updated and reviewed annually by the Board of Trustees and the

California Community College Chancellor's Office. The plan is submitted in accordance with the California Community Colleges Facilities Planning Manual (4-05).

Implementation of college facility plans depends on funding sources. As funding becomes available, the College follows the designated order of priority to implement projects, as shown in budgets for capital projects in the Five-Year Construction Plan (4-06) and those supported by the Measure C bond (4-07). However, a project may be a result of a direct state appropriation aimed at serving a specific regional need in a timely manner. An example is the Veterans Resource Center project, for which funding was allocated in the 2017-2018 State Budget Act, led by a state assembly member in an effort to support military veterans' attainment of higher education at Norco College (4-08).

The College uses an integrated strategy that considers building processes, plans, and equipment required to plan for total ownership costs of College facilities. The Total Cost of Ownership (TCO) spreadsheet is available on the Business Services webpage (4-09, 4-10). District facilities planning professionals account for total cost of ownership of new building construction in collaboration with the architect. Examples can be found in the initial project proposal (IPP) for the Library and Learning Resource Center (4-11) and the final project proposal (FPP) for the Center for Human Performance and Kinesiology (4-12).

Analysis and Evaluation

The College's Facilities Master Plan and the Five-Year Construction Plan align with goals in the new Educational Master Plan, developed during 2019, and show that long-range capital plans support institutional improvement goals. These plans reflect projections of the total cost of ownership of new facilities and equipment.

Conclusions on Standard III.B. Physical Resources

The College has various plans and procedures in place to effectively evaluate and manage physical resources and to ensure access, safety, security, and a healthful learning and working environment. Internal and external assessments and evaluations are used as a basis for continuous improvement of facilities. The College's inclusive processes for planning, acquisition or building, maintenance, and upgrading or replacing physical resources, including facilities, equipment, land, and other assets, ensure effective utilization and the continuing quality necessary to support programs and services, meet the needs of students, faculty, and staff, and achieve the college mission. The College's Facilities Master Plan and the District's Five-Year Construction Plan show that long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership.

Standard III: Resources

Standard III is divided into four sections. Major accomplishments and improvements-in-progress that have emerged during the self-evaluation process include the following:

- **III.A: Human Resources**—The College has a new Professional Development Plan drafted by the Leading from the Middle team. Over the past two years, the College also has been focusing on hiring through an equity lens. In addition, a new online part-time faculty orientation is in the works.
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Questions for Reviewing the Standard

→Key concepts for Standard IIID: *sufficient resources to support learning programs and services; improving effectiveness; distribution of resources; mission-centered, inclusive planning; effective oversight; communication; fiscal responsibility and stability; integrity*

- How does the college mission guide the work of this Standard?
- How do the activities related to this Standard support student learning and student achievement?
- How does the College create, implement, evaluate, and improve upon its [fill in the blank]?
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Standard III.D. Multi-College Districts or Systems

1. In multi-college districts or systems, the district/system CEO provides leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. Working with the colleges, the district/system CEO establishes clearly defined roles, authority and responsibility between the colleges and the district/system.

Evidence of Meeting the Standard

BP 1100: The Riverside Community College District (RCCD) ([1-01](#)) defines the-District as the three colleges. The chancellor is the CEO of the District and provides leadership in setting and communicating expectations of educational excellence and integrity through Chancellor’s Forums, Flex Day presentations, and meetings with various councils, committees, and task forces ([1-02](#), [1-03](#)). The chancellor assures support for the effective operation of the colleges through centralized district services in human resources, information technology, business and finance, educational services, and distance education ([1-04](#)). Even though some services are centralized at the District Office, staff members are assigned to each of the colleges in areas such as human resources and distance education. Financial Services are centralized, but the District and the colleges work collaboratively on financial matters through the presidents and vice presidents at the colleges ([1-05](#)).

BP 2430: Delegation of Authority to Chancellor and Presidents describes the responsibilities of the chancellor and states, “Authority flows from the Board of Trustees through the Chancellor to the College Presidents” ([1-06](#)). Per BP 3100: Organizational Structure, “The Chancellor shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District” ([1-07](#)). The RCCD Functional Maps delineate and clarify the responsibilities and functions of the district/system with those of the colleges ([1-08](#)). Furthermore, roles and responsibilities for decision-making in district and college governance—inclusive of faculty, staff, and students—are defined in BP 2510: Participation in Local Decision Making ([1-09](#)).

Analysis and Evaluation

The chancellor provides leadership in setting and communicating expectations of educational excellence and integrity throughout the District through regularly-scheduled District and college meetings. Various board policies delineate roles and responsibilities between the District and the colleges, and an ongoing dialog about services occurs among the District Office and colleges on a regular basis. The revision process for the RCCD Functional Maps provided an opportunity for rich conversations about responsibilities and services; the functional maps are a living document that will be updated as the system evolves.

2. The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to

support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the Standards, and its performance is reflected in the accredited status of the institution.

Evidence of Meeting the Standard

The RCCD Functional Maps, revised in spring 2019, clearly define, document, and communicate roles and responsibilities among the colleges and District Office (2-01). The revised functional maps offer a platform for collaboration and improving efficiency across the District.

To ensure that the colleges receive effective and adequate resources to support their institutional missions and functions, and in alignment with the accreditation Standards, RCCD evaluates services provided by the District Office through the program review and planning process and through surveys, such as the spring 2018 strengths, weaknesses, opportunities, and threats (SWOT) survey (2-02). The revised program review and five-year planning model for the District Office provides for alignment with district strategic planning goals and for a more service-oriented approach to District Office planning (2-03). District Office functions of human resources, information technology, business and finance, educational services, and distance education submit program reviews (2-04). As the District developed its Strategic Plan 2019-2024 and five-year program review and planning process, some units completed abbreviated reviews, in particular to ensure resource allocation in areas where time-sensitive changes were needed (2-05).

In addition, these district areas work with the colleges on their institutional self-evaluation reports, as evidenced by District accreditation meetings of January 22, 2019, and May 14, 2019 (2-06). Additional feedback on level of services is provided through Chancellor's Cabinet discussions, meetings of the college presidents and chancellor, vice chancellors' meetings, districtwide vice presidents' meetings, and other venues.

Analysis and Evaluation

Since the last revision to the RCCD Functional Maps in January 2013, the District and three colleges have evolved from institutions in the process of becoming a multi-college district to a fully-fledged multi-college district with three independently accredited colleges. The revised functional maps outline this more mature relationship between the District and three colleges. Two important purposes of the functional map revision were to collaboratively determine the appropriate level of support from the District to the three colleges now that the colleges are independent, and to align with the revised accreditation standards.

When constituents responded to the SWOT survey item, "The District Office effectively meets the diverse needs of the students at all three colleges," the score was 3.33 on a scale of 1-strongly disagree to 5-strongly agree. The score on "The District Office does a good job of advancing its mission" was 3.23. The score on "The District Office efficiently uses its resources" was 3.04. On a rating of district services, including legal, business, grants, risk management, facilities, public affairs, human resources, and fundraising, all scored between a 2 and 3 on a scale of 1-poor to 4-excellent. Based on these perceptions, while none of the

services was rated as poor, there are clearly areas in which services can be improved. The results were discussed in the District Strategic Planning Council so that managers can address any concerns in their planning processes ([2-07](#)).

The District Office has been building a revised model for program review and planning and expects to have drafts of program reviews for all vice chancellors' areas by spring 2020.

3. The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.

Evidence of Meeting the Standard

Board policies detail district fiscal policies, including budget management to support effective operations and sustainability of the colleges and District as well as the chancellor's authority and responsibility for effective control of expenditures.

BP 6300: Fiscal Management ([3-01](#)) refers to procedures for maintaining financial books and records, including stipulations that "Fiscal objectives, procedures, and constraints are communicated to the Board of Trustees and employees" as well as "The management information systems provide timely, accurate, and reliable fiscal information." In alignment with this policy, the Board of Trustees receives a monthly financial report comparing prior year actual financial activity, adopted and revised budget information, and current year-to-date financial activity for each District fund. The Board receives a monthly Capital Program Executive Summary report showing Measure C project commitments, quarterly CCFS-311Qs and the annual CCFS-311 financial and budget information required by the state Chancellor's Office, and the annual Tentative and Final Budget documents, as shown in recent agenda items for presentations about the District's budget as well as the state budget ([3-02](#), [3-03](#), [3-04](#)). Demonstrating that the District reviews and controls system-wide expenditures, the most recent independent auditor reports for the District, Measure C, and Foundation express unqualified opinions on the financial statements, internal controls, and federal and state compliance as applicable for the fiscal year ending June 30, 2018 ([3-05](#), [3-06](#), [3-07](#)). The auditor reported no finding or questioned costs associated with each of their audits.

In accordance with BP/AP 6100: Delegation of Authority ([3-08](#)), the chancellor ensures effective control of expenditures through delegated authority, oversight, and consultation with districtwide committees. One such committee, with representation from the District Office and the three colleges including faculty, students, staff, and management, is the District Budget Advisory Council (DBAC) ([3-09](#)). This district council has developed the first phase of the Budget Allocation Model (BAM) to allocate unrestricted general operating funds in a fair, equitable, and transparent manner ([3-10](#)). DBAC continues its work through fall 2019 on the second phase of the BAM, which is to develop FTES exchange rates, among other BAM components, for the allocation of resources in fiscal year 2020-2021, as shown in [Standard III.D.1](#). For planning purposes, DBAC also receives regular updates on the status of the state budget development process, and districtwide budget planning efforts, as shown in

itemized materials and documents presented at DBAC meetings ([3-11](#)).

Another districtwide committee is the District Enrollment Management Committee (DEMC) ([3-12](#)), with responsibility for decisions concerning effective enrollment management. With the advent of the new California Student Centered Funding Formula, which changes the apportionment distribution model at the state level from one driven almost exclusively by FTES to one that incorporates student equity and success metrics, the DEMC has modified its membership to include college representatives from financial aid and other student services areas. In addition, DEMC now discusses financial aid processes and procedures, and student success goals and metrics ([3-13](#)).

The District Strategic Planning Council (DSPC) is another districtwide committee that is responsible for the development and coordination of district strategic planning ([3-14](#)). DSPC and the three college-wide strategic planning committees develop, recommend, and maintain the strategic plan to ensure it is aligned with the goals, vision, and processes for the District. The committee makes recommendations about district procedures and practices where they relate to strategic planning and long-term budgeting ([3-15](#)). DSPC addresses issues pertaining to long-range planning and resource allocation.

Analysis and Evaluation

Policies and procedures, including participation of representatives from the three district colleges, support adequate allocation and reallocation of resources for effective operations to meet the needs and priorities of the colleges and to sustain the District. As part of recent review and revision of the budget allocation model, DBAC recommended substantial changes to the phase one BAM revision project for implementation in fiscal year 2019-2020, including ongoing work relative to development of FTES exchange rates, among other revisions, for phase two implementation in fiscal year 2020-2021. Audit reports indicate that the District reviews and controls system-wide expenditures.

4. The CEO of the district or system delegates full responsibility and authority to the CEOs of the colleges to implement and administer delegated district/system policies without interference and holds college CEOs accountable for the operation of the colleges.

Evidence of Meeting the Standard

BP/AP 2430: Delegation of Authority to Chancellor and Presidents evidences delegation of responsibility and authority to the chancellor and college presidents ([4-01](#)). BP/AP 2430 states that the Board of Trustees delegates to the chancellor the executive responsibility for providing leadership for the District, carrying out district programs, administering policies, executing decisions of the Board, and ensuring compliance with state and federal regulations and statutes. In turn, the chancellor delegates authority for the administration and operation of the colleges to the presidents. Delegation of authority to the presidents flows through the Board and the chancellor. Other board policies identify areas of delegation of authority without interference to the College presidents. BP/AP 6100: Delegation of Authority ([4-02](#)) stipulates that the college presidents retain certain authority for business procedures. For

example, “For contracts on their campus on public works projects, (excluding maintenance), the President may enter into and sign contracts less than \$125,000. Anything over that amount must go through the competitive bidding process.” BP/AP 7110: Delegation of Authority relates to college presidents’ authority in matters of human resources ([4-03](#)).

Section [IVB of RCCD Functional Maps](#) delineates the roles of the chancellor and presidents.

Analysis and Evaluation

The roles and responsibilities of the chancellor and the presidents are defined. Through delegation of authority expressed in BP/AP 2430 and BP/AP 7110, a system exists that enables the chancellor and the presidents to perform their duties and carry out the responsibility for oversight and decision-making at the District and college levels. Through a systematic and documented evaluation process, employees, and specifically the chancellor and presidents, are held accountable for effectively carrying out their responsibilities.

Through the College’s development of its vision, role, and master planning in 2019, it became evident that the college and district structures were not well aligned. This led to differing expectations concerning the future direction of the College. As one example, the Educational Master Plan required approval by the District Strategic Planning Council before being forwarded to the Board of Trustees. In previous years, educational master plans were shared with District Strategic Planning Council as information items only. To address process and governance gaps such as this, the College is working closely with District leadership and councils to better align with current procedures and roles to ensure effective and timely operations.

5. District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness.

Evidence of Meeting the Standard

District planning and evaluation are integrated with college planning and evaluation through the District Strategic Plan ([5-01](#)). All college and district goals are aligned with the California Community Colleges Chancellor’s Office Vision for Success ([5-02](#)). The District Strategic Planning Council (DSPC), which includes representation from the three colleges and the District Office ([5-03](#)), convened in May 2017 to revise the District Strategic Plan and planning process. Six teams were formed: A) Plan Review and Assessment Team, B) Scan and Analysis Team, C) SWOT Analysis Team, D) Mission/Vision/Values and Strategic Themes Team, E) Organization Structures and Processes Team, and F) Writing Team.

During late spring 2017, Team A assessed the existing District Strategic Plan ([5-04](#)). During the 2017-2018 academic year, Team B prepared an environmental scan with an internal scan focused on student metrics, human resources, technology, facilities, and budget along with an external scan focused on population, education, and economic characteristics and trends, workforce/employment characteristics, state budget and legislative issues, and regional workforce analyses ([5-05](#)). During spring 2018, Team C developed a SWOT survey and

analyses (5-06). Analyses relied not only on the SWOT survey but also on the external scan to identify potential opportunities and threats. During summer 2018, Team D drafted a district mission statement, vision, values, goals and objectives (5-07). During late summer and fall 2018, Team E began to re-envision the district council and committee structure to better align with the colleges' structures (5-08). Team F drafted the Riverside Community College District Strategic Plan 2019-2024, which was approved by the Board of Trustees at its October 15, 2019, meeting (5-09).

As part of the district strategic planning process, each department in the District Office completes a program review and plan on a five-year cycle. District Office's plans address the goals and targets in the District Strategic Plan 2019-2024 and align with the colleges' strategic plans (5-10).

Analysis and Evaluation

As Team D completed its tasks, careful consideration was given to the alignment among the colleges' and District's mission, vision, values, and goals within a Guided Pathways framework for strategic planning. In particular, the colleges' and District's goals are clearly aligned. For example, the District's strategic goal of student success, "The District will provide clear pathways and support for achieving certificates, degrees, and transfer," is evidenced in Moreno Valley College's goal: Student Learning, Success, and Completion (5-11), Norco College's goal: Increase Student Achievement and Success (5-12), and Riverside City College's goal: Student Success (5-13).

The colleges and District evaluate student learning and achievement through the review of the Student Success Scorecard Metrics (5-14) and revised Student Success Metrics (5-15). During development of the District Strategic Plan, baseline metrics were developed for each goal and expanded to include analyses on Guided Pathways and Dual Enrollment (5-16).

The RCCD Strategic Plan 2019-2024 provides an overarching framework for the alignment of the colleges' and District Office's plans. The RCCD Strategic Plan, using historical data and past three years' average change, sets minimum annual standards for objectives in access, success, and equity (5-17). The colleges' strategic planning targets will meet or exceed these targets, just as the RCCD targets meet or exceed the statewide Vision for Success targets. This alignment will be supported through the colleges' work, as they refresh their strategic plans and as the plans are monitored, assessed, and evaluated annually. Norco College's Educational Master Plan, completed in fall 2019, provides a chapter on Planning Integration showing alignment with the District Strategic Plan along with other college plans and Vision for Success goals (5-18).

RCCD utilizes program review and assessment processes to measure institutional effectiveness.

6. Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively.

Evidence of Meeting the Standard

BP/AP 3250: Institutional Planning ([6-01](#)) describes a bi-directional flow of information to facilitate effective decision making. It states that after college plans proceed through college academic planning councils and strategic planning committees, the plans are submitted, as appropriate, to district councils to consider and make recommendations. Planning recommendations for districtwide initiatives may also originate at district planning councils.

As addressed in BP/AP 3250, an important mechanism for sharing planning information among the three colleges and District Office is through the collaborative council/committee processes, which include DSPC ([6-02](#)), District Academic Senate (DAS) ([6-03](#)), and District Curriculum Committee (DCC) ([6-04](#)), with broad representation from all three colleges. Councils and committees meet on a regular basis, often monthly, to ensure timeliness of information-sharing. Meeting minutes reveal communication between the District and the colleges to aid in decision-making. References to time constraints are common, reflecting an awareness of timely communication, as are examples of collegial dialog and recommendations, showing a focus on ensuring accuracy and completeness ([6-05](#), [6-06](#), [6-07](#)). Meeting minutes from councils and committees are shared and available on the district website, as demonstrated by minutes pages from DSPC, DAS, and DCC ([6-08](#), [6-09](#), [6-10](#)).

Another important mechanism for communication is administrative groups, such as the Chancellor's Cabinet, vice presidents of Academic Affairs meetings, and vice presidents of Student Services meetings. The Chancellor's Cabinet and Board of Trustees, as shown in minutes from May 21, 2019 ([6-11](#)), meet bimonthly to ensure timely, accurate, and complete information for decision-making. The chancellor holds monthly forums at each college, welcoming staff and students as well as faculty and managers to communicate information on strategic planning, Guided Pathways, organizational structure, and budget ([6-12](#)). The chancellor holds office hours before or after every forum to meet personally with college personnel on a drop-in basis. Anecdotal response to these forums has been very positive.

Finally, a number of work groups and task forces meet to communicate about issues affecting operations for areas such as AB 705 ([6-13](#)), Early Enrollment ([6-14](#)), and Course Capacities ([6-15](#)). These groups have broad representation to provide reporting to and from the respective audiences.

Analysis and Evaluation

The processes for sustaining timely and accurate information among the District and colleges are multiple. The processes are periodically examined to determine if changes are needed for improved communication. For example, utilizing the analyses of District Strategic Plan Development Team E, the council structure for the District was revised to align with the goals of the District Strategic Plan and to align more closely with the colleges' council structure through shared membership ([6-16](#)).

7. The district/system CEO regularly evaluates district/system and college role delineations, governance and decision-making processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals for student achievement and learning. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.

Evidence of Meeting the Standard

During spring 2017, the District Strategic Plan Development Team A—Plan Review and Assessment Team developed an assessment of the RCCD Strategic Plan 2013-2016 ([7-01](#)). This assessment focused on the composition of the 2013-2016 plan development team, plan development process, alignment with college plans, implementation, and outcomes. The recommendations, all of which were implemented to improve the districtwide planning process, included the following:

- Clearly define the District and the District Office
- Continue work on the Function Maps
- Clarify the district strategic planning process and role(s) of DSPC
- Inventory and align districtwide committees within the planning processes
- Write District Strategic Plan as an overarching framework for the alignment of the colleges' and District Office's plans
- Create District Office Plan [vice chancellors' plans] which develops District Office strategies that are more directly in support of the colleges' goals
- For goals, indicate responsible parties, timeline, resources needed, measures, and targets; to the degree possible, utilize measures and targets of the colleges and include cost analyses when reporting data
- Assess, evaluate, and monitor the strategic plan; hold an annual DSPC retreat

In addition, in fall 2017 Team A assessed the BAM and provided a recommended charge for the BAM revision ([7-02](#)). In its February 23, 2018 meeting ([7-03](#)), DSPC charged the District Budget Allocation Committee (DBAC) with the BAM revision.

During spring and fall 2018, the Function Map Task Force reviewed and provided a major revision to the previous functional maps to clarify District Office and college roles and responsibilities ([7-04](#)). The central principle guiding the recent functional mapping work was that the colleges, along with the District Office, are the District. The District Office, as a distinct entity, has important roles to play to further the abilities of the colleges to fulfill their missions. Thus, the District Strategic Plan provides an overarching framework for the plans of 1) the District Office, 2) Moreno Valley College, 3) Norco College, and 4) Riverside City College. Similarly, the District Office plan delineates how the District will foster and support goals of student access, success, and equity along with strategies for resource development and stewardship, system effectiveness, and partnerships.

College goals have been aligned with district goals as well as with the state Chancellor's Office Vision for Success goals ([7-05](#)). The district chancellor has communicated the results of the assessments and evaluations, along with the revised District Strategic Plan and process, in open forums and strategic planning retreats ([7-06](#), [7-07](#)).

As detailed in [Standard IV.D.5](#), during fall 2018, the District Office assessed its program review and planning process to better align with districtwide strategic planning goals and targets and to develop five-year plans to better support the colleges in achieving goals for student achievement and learning.

Analysis and Evaluation

Team A's recommendations for the new plan and planning process focused on strengthening the regular evaluation process on college role delineations, governance, and decision-making processes to assist the colleges in meeting their goals of improving access, success, and equity. The assessment and revisions to the District Office strategic planning process have resulted in better-defined goals to support the colleges, and results are widely communicated. In addition, alignment of the colleges' and District's goals with the statewide Vision for Success goals has fostered a planning environment with a greater clarity of purpose and better means of monitoring, assessing and evaluating progress.

Conclusions on Standard IV.D. Multi-College Districts or Systems

Board policy establishes the roles of the district chancellor in setting and communicating expectations of educational excellence and integrity, as well as the authority and responsibility between the colleges and the District, and delegation of responsibility and authority to college presidents. The central principle guiding district strategic planning and recent functional mapping work is that the District Office and the colleges together comprise the District. The District Office, as a distinct entity, has important roles to play to further the abilities of the colleges to fulfill their missions. Policies and practices have been established for communication among colleges and the District to support effective operations and decision-making. District program reviews and plans regularly evaluate district services. Resources are allocated through, in particular, a recently revised budget allocation model, in which business services vice presidents from all three colleges participated to ensure that needs and priorities of the colleges were represented.

Projects	1. NC Presidents Wall - FYI - Designated CSS 217 wall to display NC Past Presidents - Allegra submitted a quote that will be shared with Facilities. Waiting for a comp. - The display will include the following: - Marie Pepicello, Provost 1991 - 1994 - Brenda Davis, Ph.D. Provost 1994-2006 President 2006 - 2011 - Dale Paul Parnell, Jr., Ph.D. 2012 - 2016 - Bryan Reece, Ph.D. 2017 - 2019 - New President Name 2020 - Extra copy with logo The purpose is to keep a historical archive of past presidents. 2. Three building namesake displays - FYI - Locate wall place for photo and paragraph for the following buildings: Sandra Filion Foster(CACT), Wilfred J. Airey Library, and Drs. Brenda and William Davis (CSS) - Diana, Valerie and Ruth are working on the logistics. - Will work with the Library team to access historical information. The purpose is to provide historical background of the amazing people the buildings are named after.
People	Strategic Development, College President, Academic Senate, and Public Affairs Officer. Assigned by: Kevin Fleming Strat Dev
Time	Permanent displays Will take about 6-8 weeks to complete
Finances	Marketing budget Project 1: quote came in at \$2,034.57. Pending approval. Project 2: Not to exceed \$500

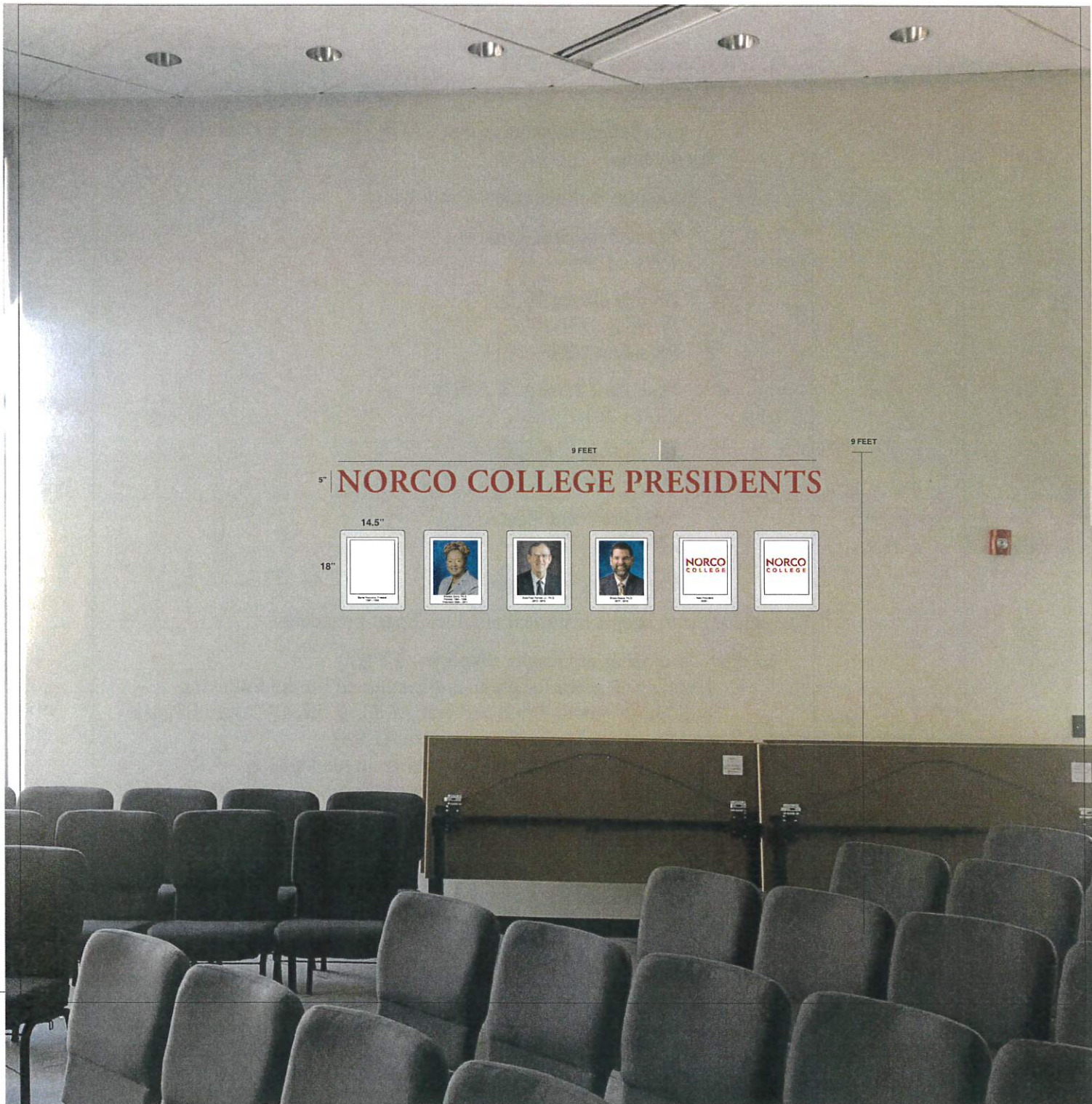
5' NORCO COLLEGE PRESIDENTS

9 FEET

9 FEET

14.5"

18"



NORCO COLLEGE DISCIPLINE TARGETS

2018-2019 CREDIT RES EMD AS OF 11-18-2019

DISC	18FAL	18SUM	19SPR	19WIN	Total
ACC	45.3	3.8	55.4	6.1	110.6
ADJ	27.7	5.6	29.2	2.6	65.0
ANT	75.6	18.6	68.2	19.8	182.1
ARE	3.4		3.8		7.2
ART	68.6	12.3	68.7	16.5	166.1
BIO	207.6	37.2	262.4	57.7	564.9
BUS	90.3	7.4	70.6	17.7	186.0
CAT	4.9		4.5	1.0	10.3
CHE	125.4	20.6	132.9	17.9	296.9
CIS	113.6	20.1	83.8	21.1	238.6
COM	89.0	20.5	94.4	23.8	227.7
CON	21.8	2.2	19.9		43.8
DAN	3.7		3.6		7.3
DFT	0.0		4.5		4.5
EAR	59.8	12.6	57.5	17.8	147.8
ECO	31.1	2.0	30.5	3.0	66.6
ELC			1.5	0.0	1.5
ELE	42.7	1.9	30.2	9.7	84.5
ENE	45.6	3.6	45.0	6.4	100.6
ENG	415.1	71.0	337.5	67.8	891.4
ESL	29.7	1.7	26.1	3.4	60.9
FRE	12.4		7.7	2.1	22.1
GAM	66.3	11.2	63.6	8.2	149.3
GEG	56.8	12.5	58.8	8.5	136.7
GUI	63.0	3.2	46.4	7.6	120.1
HES	53.8	5.6	33.5	5.0	97.8
HIS	100.1	26.9	97.1	34.1	258.2
HUM	37.3	1.9	36.6	6.9	82.7
ILA	9.9	1.0	8.6	1.3	20.8
JOU	3.5				3.5
KIN	95.6	19.1	65.6	14.1	194.4
LIB	1.1	0.8	1.4	0.5	3.9
MAG	5.4	1.1	6.5	1.3	14.3
MAN	20.2	2.4	7.5	4.5	34.6
MAT	557.6	99.4	420.9	80.8	1158.8
MIS	27.0		21.3		48.2
MKT	1.5		0.9		2.4
MUS	53.7	12.2	57.1	10.7	133.6
PHI	44.1	3.8	32.0	5.1	84.9
PHO			4.3		4.3
PHS	3.3	0.7	6.5		10.5
PHY	29.7	1.0	33.0		63.7
POL	78.8	18.8	71.2	13.9	182.8
PSY	130.9	35.7	126.1	33.6	326.3
REA	11.6		7.3		18.9
RLE	19.3	7.5	28.1	2.0	56.9
SOC	83.4	8.6	73.3	8.5	173.7
SPA	69.9	10.8	63.6	10.5	154.7
THE	18.7	9.8	25.6	2.7	56.8
WKX	5.1	8.3	14.7		28.0
Total	3160.8	543.0	2849.1	554.1	7107.0

ANNUAL CREDIT RESIDENT TARGET FTES

2018-2019		2019-2020		2020-2021			
7135.45		7366.00		7586.98			
ANNUAL TARGET GROWTH %							
0.0000%		3.2311%		3.0000%			
ANNUAL EMD TARGET GROWTH %							
0.0000%		3.6437%	CHNG 0	NEW	3.0000%	CHNG 0.0	NEW
DISCIPLINE FTES TARGETS							
110.6	114.6	0	114.6	118.0	(3.4)	114.6	
65.0	67.4	0	67.4	69.4	(2.0)	67.4	
182.1	188.8	0	188.8	194.4	(5.6)	188.8	
7.2	7.5	0	7.5	7.7	0.0	7.7	
166.1	172.1	0	172.1	177.3	(5.2)	172.1	
564.9	585.5	0	585.5	603.0	57.0	660.0	
186.0	192.8	4	196.8	198.6	(1.8)	196.8	
10.3	10.7	0	10.7	11.0	(0.3)	10.7	
296.9	307.7	0	307.7	316.9	22.0	338.9	
238.6	247.3	0	247.3	254.7	(7.4)	247.3	
227.7	236.0	0	236.0	243.1	7.0	250.1	
43.8	45.4	0	45.4	46.8	(1.4)	45.4	
7.3	7.6	0	7.6	7.8	(0.2)	7.6	
4.5	4.6	0	4.6	4.8	(0.2)	4.6	
147.8	153.2	0	153.2	157.8	(1.0)	156.8	
66.6	69.1	0	69.1	71.1	(2.0)	69.1	
1.5	1.5	0	1.5	1.6	(0.1)	1.5	
84.5	87.6	0	87.6	90.2	(2.6)	87.6	
100.6	104.3	-10	94.3	107.4	0.0	107.4	
891.4	923.9	0	923.9	951.6	(27.7)	923.9	
60.9	63.1	0	63.1	65.0	(1.9)	63.1	
22.1	22.9	0	22.9	23.6	(0.7)	22.9	
149.3	154.7	0	154.7	159.4	0.0	159.4	
136.7	141.7	0	141.7	145.9	4.2	150.1	
120.1	124.4	0	124.4	128.2	62.0	190.2	
97.8	101.3	0	101.3	104.4	(3.1)	101.3	
258.2	267.6	0	267.6	275.6	0.0	275.6	
82.7	85.7	0	85.7	88.2	0.0	88.2	
20.8	21.5	6	27.5	22.2	(0.7)	21.5	
3.5	3.6	0	3.6	3.7	(0.1)	3.6	
194.4	201.5	0	201.5	207.5	0.0	207.5	
3.9	4.0	0	4.0	4.2	(0.2)	4.0	
14.3	14.8	0	14.8	15.3	(0.5)	14.8	
34.6	35.9	0	35.9	37.0	(1.1)	35.9	
1158.8	1201.0	-4	1197.0	1237.0	(76.0)	1161.0	
48.2	50.0	0	50.0	51.5	(1.5)	50.0	
2.4	2.5	0	2.5	2.6	(0.1)	2.5	
133.6	138.5	0	138.5	142.7	(4.2)	138.5	
84.9	88.0	0	88.0	90.6	(2.6)	88.0	
4.3	4.4	0	4.4	4.6	(0.2)	4.4	
10.5	10.9	0	10.9	11.2	(0.3)	10.9	
63.7	66.0	0	66.0	68.0	4.0	72.0	
182.8	189.4	0	189.4	195.1	2.0	197.1	
326.3	338.1	0	338.1	348.3	2.0	350.3	
18.9	19.6	0	19.6	20.2	(0.6)	19.6	
56.9	58.9	0	58.9	60.7	(1.8)	58.9	
173.7	180.1	0	180.1	185.5	(2.0)	183.5	
154.7	160.4	0	160.4	165.2	0.0	165.2	
56.8	58.9	0	58.9	60.6	(1.7)	58.9	
28.0	29.1	4	33.1	29.9	0.0	29.9	
7107.04	7366.00			7586.98			

Ref. No.	Summary of Moves and Projects - Norco College 2019-20												NOTES
	Item	Current Location/Description	New Location	Staff/Program	Requirements	Furniture Devl & Install Date	Projected Move Date	Funding Required	Funding Source	Primary Contact	PO #/Date issue	Status	
	1	LRC Associate Faculty			Refitting of the room to transform from a testing facility to an office/work space for Associate Faculty	After ST 107 & 108	10/23/2019		Grant			COMPLETE	Move old furniture, Electrical disconnect. Relocate LRC tables and chairs
	2	ST 107 & 108 Engagement Center	In Progress - See Notes		Furniture has been selected and ordered 5-28-19	10/18/2019	10/22/19		Non-Resident Capital outlay	Dr James Dr Tarrant		Complete Less Signage	11-25-19: Bidding procurement and installation with Blanchard Signs. 10-30-19: Signage in the procurement process.
	3	CSS 219 Exterior Furniture	CSS 219	Phoenix Scholars Center	Placement of new exterior furniture outside of CSS 219	10/18/2019	10/21/2019		NextUp Funds	Dr Ocequera Bernice Delgado		COMPLETE	No M&O Work
	4	Transfer Space	SSV 2nd floor		New partitions and furnishings	TBD	TBD		TBD	Dr James		Funding source required	10-1-19 Finish color selection is to be confirmed 10-4-19. Layout has been selected. Proposal requested 8-13-19. Remove and replace all of the existing partitions and furnishings.
	5	IT Faculty Moves	IT & ATEC		Relocation of Faculty and Staff offices IT 200, 217 and ATEC 215		Oct 25-30	N/A				COMPLETE	Additional relocation Credenza from the Unity Zone to IT 217
	6	IT 121	IT 121	English	Conversion of IT-121 from English Lab to general classroom	16-Dec-20	12/20/2020					Planning	The English Lab is being converted to an online course and the room can now be used for general course instruction
	7	CSS 216 Unity Zone	CSS 216	Unity Zone	Removal and installation of new table	Oct 31-Nov 4						COMPLETE	Locating of new table to meet request
	8	OC 120 TSS	OC 120	TSS	Installation of additional desk at Jason's Cubical	Oct 31-Nov 4						COMPLETE	Placement of the desk removed from the Unity Zone in to Jason's work space.
	9	SSV 212	Puente/Umoja	Puente/Umoja	Flooring and furnishing replacement.	TBD	2/13/2020		Student Equity	Dr Oceguera		Planning	10-30-19: Dr O and Strategic to meet Nov 7th to start layout and selection.
	10	Corral - Holiday Lighting	Corral		Installation of SS support wire and clamps for the NC Holiday party		12/9/2020		Facilities			Planning	Unistrut beam clamps with high strength fishing line and couplings.
	11	Library - Shelving removal	Library		Removal of 5 existing bookshelves and installation of study tables with power & data	TBD	TBD	TBD	TBD	Damon Nance Steve Marshall		Preliminary	Removal of 5 existing low bookshelves, wall patch/paint, carpet replacement, 5 retangular tables with power and data for 6 stations each.
	12	STEM - Solar Displays	Bamboo Garden & STEM	STEM	Installation of mounting poles	TBD	TBD	Completed	STEN Grant	Dr Parks & Patricia Gill		Bidding phase	Design and installation of 6" display posts for the mounting of solar projects.
	13	ADA Path of Travel	Parking Lots B & D		Asphalt & concrete replacement	Start Jan 13, 20			Scheduled Main/District	Steve Marshall	Contract issued	Pre-Construction	Revisions to ADA path of travel in Parking lot B & D.
	14	Parking Lot A - Refurbishment	Parking Lot A		Refurbishment of asphalt	Start Dec 16, 19			1 Time Funds	Steve Marshall		Pre-Construction	Grind, resurface, seal & stripe Parking Lot A.
	15	Amphitheater Shading	Amphitheater		Shading of Amphitheater seating area	TBD			1 Time Funds	Steve Marshall	PO being issued for Arch't	Design phase	Design and installation shading for the seating area of the Amphitheater
	16	Amphitheater tables & Umbrellas	Amphitheater		10 tables w/ umbrellas	9-Dec-19			1 Time Funds	Steve Marshall	PO being revised	Procurement	10 tables with umbrellas for the Amphitheater area
	17	Soccer Field Turf Replacement	Soccer Field		Replacement of existing field turf	Start March 2020			Measure "C"	Steve Marshall		Design phase	Replacement of the existing field turf and the possible addition of Rugby lines and goals(pending funding)
	18	Elevator Refurbishment	SSV Elevator		Refurbishment of the SSV Elevator	Summer 2020				Steve Marshall		Design Phase	11-25-19: Arch't is in the process of developing Bidding Documents.
	19	Hydration Stations	Theater/IT		Installation of 2 hydration stations	Mid Nov 2019			ASNC/1 Time Funds	Steve Marshall Sarah Gadalla	PO's issued	COMPLETE	10-30-19: Pending delivery of materials. Replacement of 2 existing drinking fountains and replacement with hydration stations with bottle filler at the Theater and IT Bldgs
	20	Key Control	Campus		Replacement and update of the campus keying system	Spring 2020			1 Time Funds	Steve Marshall		Design phase	11-26-19: MV and RCC have completed their door and lock counts. 10-30-19: NC and RCC completing door and lock counts. Replacement of the existing door cylinders and updating of the existing keying system with updated and streamlined keying organization.
	21	Veterans Resource Center	VRC	VRC	New VRC Building	Start Feb 2020			State Appropriation	Steve Marshall		Design phase	DSA has approved plans. Pending DTSC testing results and any additional actions.
	22	Early Childhood Education Center	TBD		Development of an Early Childhood Education Center	TBD			State Appropriation	TBD		Planning & Site Investigation	Development of an Early Childhood Education Center
	23	Solar Panel - Field Lab	WEQ-CACT	STEM	Construction of a residential roof system for simulation of solar panel installation	Winter/Spring term				Dr Parks Steve Marshall		Planning & Development	Planning of class needs and design of the roof size and structural needs. Class size of approx. 24. Pending action by Dr Parks.

Planning and Check Lists

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

Riverside Community College District

RISK MANAGEMENT – DESK REFERENCE GUIDE

Interim Director of Risk Management: Monica Esqueda (951) 222-8566 monica.esqueda@rccd.edu **RCCD Police Dispatch:** (951) 222-8171
Casualty Claims Coordinator: BJ Cain (951) 222-8127 bj.cain@rccd.edu **Medcor:** (800) 775-5866

Moreno Valley Safety & Emergency Planning Coordinator: James Oh (951) 571-6943 james.oh@mvc.edu
Norco Safety & Emergency Planning Coordinator: Justin Czerniak (951) 738-7798 justin.czerniak@norcocollege.edu
RCC Safety & Emergency Planning Coordinator: Sean Disalvio (951) 222-8911 sean.disalvio@rcc.edu

Employee Injured at Work	1) Call 911 if it is an emergency. If 911 is called, report it to Risk Management immediately. 2) The employee needs to report the injury to their supervisor. 3) The injured employee and their supervisor must call Medcor at (800) 775-5866 to report the injury. Medcor will take a report and refer the employee to the closest open work comp clinic if medical care is needed. If their supervisor is unavailable, please still have the employee call Medcor and report the injury. 4) When an employee is injured at work and needs medical attention, they <u>MUST</u> see a work comp doctor in our network. Please tell the employee to go to the location they are referred to by Medcor. *Unless a predesignation is in place. 5) Seek medical attention if needed. Employees do not need to schedule an appointment for the first visit. 6) Risk Management will be notified of the injury by the employee's supervisor and/or Medcor. 7) The employee will receive injury paperwork from the District that needs to be completed and returned to Risk Management. 8) Please submit doctor's notes to Risk Management via email or take a picture with your cell phone and text it to (951) 203-3297. 9) Any time missed from work for a work comp appointment will be reported as work comp leave on the employee's Absence Affidavit.
Workers Compensation Claims Contacts	• Sedgwick Risk Services Group, Inc. P.O Box 619079, Roseville, CA 95661 • Adjuster: Dan Conley (951) 231-6873 Dan.conley@yorkrsg.com • Risk Management Claims contact: BJ Cain (951) 222-8127 bj.cain@rccd.edu
FMLA & Accommodations Contacts	• The Family and Medical Leave Act (FMLA) process is managed by: - o RCC & District – Martha Arellano HRER (951) 222-8591 martha.arellano@rccd.edu - o Norco – Susan Boling HRER (951) 222-8356 & (951) 739-7801 susan.boling@rccd.edu - o Moreno Valley – Silvester Julianne (951) 222-8593 silvester.julianne@rccd.edu • The Accommodations process is managed by Georgina Villasenor in HRER (951) 328-3725 georgina.villasenor@rccd.edu
Ergonomic Evaluations	If you are new to a workstation or having discomfort in your current workspace, you can request an ergonomic evaluation. • Reach out to your College Safety and Emergency Planning Coordinator. • Complete the Ergonomic Evaluation Request Form and submit. • You will be contacted for your availability to schedule the evaluation. Risk Management will provide a lot of ergonomic equipment that is requested/needed, but some larger items such as chairs are to be purchased by the department. Below are some preferred vendors for ergonomic chairs and sit/stand desks. - o Office Seating Outlet Lisa Barsamian (909) 816-9094 lisa.barsamian@att.net Galaxy #103604 - o Varidesk (800) 207-2587 P.O. Box 660050, Dallas, TX 75266 Galaxy #108329
Automobile Claim Procedures for District Vehicles	1) All information taken at the scene of an accident/incident should be included on a Vehicle Collision Report Form and returned to Risk Management. 2) On the Vehicle Collision Report, the RCCD driver must provide a complete description of the RCCD vehicle, year, make, model, color, area of damage, and current location of the vehicle for inspection. 3) The incident should be reported to any involved employee's supervisor. 4) Two estimates for repairs are required and must be submitted to Risk Management. Risk Management will forward the information to the District's auto insurance carrier. 5) Once estimates are received, Risk Management decides on the vendor to use for repairs. The driver's department will create the requisition and go through the purchasing process to complete the repairs. A copy of the requisition should be sent to Risk Management. - o The department is to use their budget for repairs. - o Once Risk receives the reimbursement check, the amount minus the deductible will be posted to the department's budget.
Preferred Auto Providers	• <u>Moreno Valley Campus:</u> - o Buds Tire Pros 22510 Alessandro Blvd., Moreno Valley, CA 92553 (951) 653-0707 Galaxy #39393 - o Solutions RV 25620 Sierra Cadiz Ct., Moreno Valley, CA 92551 (951) 490-8041 Galaxy #103212 • <u>Norco Campus:</u> - o A&J Trucking Repair 2231B Hamner Ave., Norco, CA 92860 (951) 898-0386 Galaxy #51450 - o Hemborg Ford 1900 Hamner Ave., Norco, CA 92860 (951) 737-6151 Galaxy #44333 • <u>Riverside Campus:</u> - o Fritts Ford 8000 Auto Dr., Riverside, CA 92504 (951) 687-2121 Galaxy #16830
Vandalism & Theft Incidents	1) Notify the District Police (951) 222-8171. 2) Survey the property for damage and/or missing items. 3) A completed police report will be forwarded to Risk Management.

Student Injuries	1) Call 911 if it is an emergency. If 911 is called, report to Risk Management immediately. 2) Refer student to Student Health Services. 3) Complete Student Incident Form (Health Services will do this). 4) A copy of the Student Incident Form will be forwarded to Risk Management.
Student Accident Insurance Claims Procedure	1) Immediately report all incidents to the college authority (instructor, coach, trainer, or health services) 2) Complete and send the Student Accident Insurance Claim Form and the Student Accident Report Form to the Plan Administrator (Myers-Stevens & Toohey) within 120 days of the accident. 3) Forms should be submitted via: - o Email: claims@myers-stevens.com CC: bj.cain@rccd.edu - o Fax: (949) 348-2630 - o Mail: Myers-Stevens & Toohey 26101 Marguerite Pkwy., Mission Viejo, CA 92692 - o Questions: (800) 827-4695, bilingual support (800) 827-4695 4) The injured student must also file a claim with any other health and/or accident carrier plans they have available to them. The student insurance carrier will require this information if other insurance plans are available to the student. 5) Attach all itemized bills to the student insurance claim form and mail within 90 days of the date of treatment.
Agency Inspections (OSHA)	1) OSHA inspections are never announced. Politely ask the inspector to wait until appropriate personnel can accompany the OSHA representative during their visit. 2) Contact your college Safety & Emergency Planning Coordinator and inform them of the representative's arrival. 3) Notify Risk Management of their arrival as well.
Certificate of Insurance or Coverage	1) Complete the Request for Liability Certificate of Coverage form. 2) Ensure the certificate holder information appears correctly on the form in accordance with the vendor. 3) If the vendor is requiring to be listed as an additional insured, make sure you mark the correct box. 4) Be specific as to the event/program and dates in the "Program Activity" section of the form. Most companies/vendors will tell you exactly what is required on the certificate. If they do not give instructions, be as specific as possible. 5) Complete your information at the bottom of the form in the "For District Use" section. 6) Leave the District Representative Signature blank for Risk Management to sign 7) Please submit the request form and any contract and/or supporting documents pertaining to insurance requirements.
Filing a Property Loss Claim	1) Complete the California Schools Risk Management Loss or Damage Report Form and submit to Risk Management. 2) Risk Management will notify the claims administrator (Carl Warren Adjusters) of the incident 3) In the event of theft or property damage resulting from forced entry and/or burglary, the appropriate law enforcement agency needs to be notified. 4) A complete inventory of all damages must be submitted to Risk Management by the Department. • Lost/Stolen Property: - o Submit a copy of the police report if there is one - o Submit a copy of the original purchase order for the item if available - o Complete a requisition for the replacement item and submit a copy of the requisition and new purchase order to Risk Management - o Once Risk Management received the reimbursement check minus the deductible, the department's budget number will be provided to accounts receivable for credit to the account • Damaged Property: - o Submit a copy of the police report if there is one - o Obtain estimates for repairs - o Once the estimates are received, and the department decides on a vendor to use, the department will be responsible for creating a requisition and going through the purchasing procedures. - o A copy of the requisition and purchase order must be submitted to Risk Management. - o Please note that no repairs should be started or completed until a purchase order is generated. - o Once Risk Management received the reimbursement check minus the deductible, the department's budget number will be provided to account receivable for credit to the account.
Preferred Property Loss Providers	California Schools Risk Management JPA maintains a panel of three preferred vendor partners specializing in emergency restoration. These vendors off RCCD a 10% professional discount because of the District's CSRM membership. • Belfor Inland Empire (877) 543-8239 Galaxy #104606 - o Mitch Lavine mitch.lavine@usbelfor.com • All County Environmental Restoration (866) 839-8049 Galaxy #104633 - o Don Moser dmoser@allcountyenvironmental.com • Padgett's (800) 273-1194 Galaxy #41822 - o Mary Padgett Mary@trustpadgetts.com Tim Padgett Tim@trustpadgetts.com California Schools Risk Management JPA permits one preferred provider for Emergency Environmental/Hazmat Services: • Stericycle Environmental Services (FKA Double Barrel Environmental Services) (877) 577-2669 Galaxy #31600
Safety Training	The District uses Target Solutions for online safety training. The web address to the login page is below. • https://app.targetsolutions.com/auth/index.cfm?action=login.showloginone&customerid=0&customerpath=login&msg= • If you have questions or problems accessing your account, contact Monica Esqueda monica.esqueda@rccd.edu
Employee Assistance Program (EAP)	REACH Employee Assistance & Work Life Services • For confidential assistance call (800) 273-5273 24 hours/7 days a week • www.reachline.com info@reachline.com

SAFETY UPDATE

11/27/19

CERT Training:

The City of Riverside is hosting an upcoming CERT training at the City of Riverside Emergency Operations Center, 3085 St Lawrence St, Riverside Ca 92504

Please note that the training is a total of 16 hours and will take place on Friday February 21st and Friday February 28th from 8:00am- 4:00pm.

You must attend both sessions in there entirety to receive the Certificate.

Please email Monica Esqueda, at monica.esqueda@rccd.edu to sign up for this training.

Desk reference guide. The guide will help answer some of the most frequently asked risk management questions.

- Attached

New Risk Management Monthly Newsletter, November has already come out December will be posting soon. - Attached

Upcoming CPR/AED/First Aid trainings.

Please note that we are offering two different types of classes:

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

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

Please email Monica Esqueda, at monica.esqueda@rccd.edu to sign up for this training

Upcoming Stop the Bleed Classes:

Date	Class	Location	Time
12/3/2019	Stop the Bleed	HUM 204	1:00 PM -2:00 PM
12/4/2019	Stop the Bleed	OC 116	9:00 AM - 10:00 AM
12/10/2019	Stop the Bleed	OC 116	07:00 PM - 08:00 PM

Please contact Justin Czerniak to sign up. justin.czerniak@norcocollege.edu

Justin Czerniak

College Safety and Emergency Planning Coordinator

Norco College

2001 Third St, Norco, CA 92860

Office 951-738-7798

Work Cell 951-204-4297

justin.czerniak@norcocollege.edu

Twitter: [@NCSafetyPrep](https://twitter.com/NCSafetyPrep)

Facebook: [@NCPrepFair](https://www.facebook.com/NCPrepFair)

RISK MANAGEMENT NEWS

RCCD Risk Newsletter

In this issue:

- Risk in Review
- RM Topic of the Month
- Safety Corner
- RCC Tiger Talks
- MVC Lion Lesson
- Norco Mustang Message

Risk in Review

Did you know that as District Employees we are all Disaster Service Workers? What does this mean? Pursuant to CA Government Code Section 3100-3109 and Administrative Policy 3505C (attached) “all employees of the District are declared to be disaster service workers, subject to such disaster service activities as may be assigned to them by their supervisors or by law.” The Administrative Policy reviews where to report, what is expected of employees, and trainings that are offered to help prepare employees for serving as a disaster service worker.

A good way to be prepared for your duties as a Disaster Service Worker in the event of an emergency is to take advantage of the many trainings we offer. Keep an eye out for Stop the Bleed Training and check out the online courses available through FEMA, ICS 100: ICS Introduction for Higher Education (<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>) and IS 700: NIMS Introduction (<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>).

We also have the following CPR/First Aid/AED coming up. If you are interested in signing up, contact Monica Esqueda monica.esqueda@rccd.edu.

Upcoming Classes			
Date	Type of class	Address	Times
11-8-19 Norco	Recertification	2001 3rd Street Norco CA 92860 CSS Upper lounge	8:30-12:30pm
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RM Topic of the Month—Emergency Preparedness

All of our campuses are prepared for an emergency. Each campus has an Emergency Operations Center, emergency supplies, AED units, and first aid kits.

In the event of an emergency each campus has designated a location to set up an Emergency Operations Center (EOC) as a central command for carrying out emergency management. If you are interested in learning more about your EOC and playing a larger roll in Emergency Management, ask your Safety Coordinator about becoming a Building or Floor Captain and/or being a part of your campus Safety Committee.

Each campus also has emergency food, water and supplies in various locations on campus that are accessible by key personnel and each campus is also equipped with AED units and first aid kits that are checked and stocked on a regular basis.

- District: 4 AED units & 4 first aid kits (also an AED & first aid kit in every District Police car)
RCC: 6 AED units & 30 first aid kits
MVC: 17 AED units & 17 first aid kits
Norco: 30 AED units & 30 first aid kits

For more information contact your campus Safety Coordinator below.

- District Office & Moreno Valley College: Monica Esqueda, ext. 8566
Riverside City College: Sean Disalvio, ext. 8911
Norco College: Justin Czerniak, ext. 7798

Ergonomic monthly tip:

The key to a proper ergonomic workstation setup is neutral posture. For tips on neutral seated posture check out the attached ergonomic worksheet. Do you know how to adjust your chair? This sheet is a good guide for proper chair adjustment and mechanics. [Ergonomic Worksheet](#)

RCCD Risk Newsletter

Free flu shots for RCCD students and employees



CAADO: Room 309 November 4, 2019 1:00-3:00 PM

MVC: Student Health Services, PSC-6

M, T, W 8AM-4PM; TH 2PM-4PM; F 8AM-12PM

Norco: Available at Student Health Services

RCC: MLK & Math/Science Breezeway

November 7 & 13 9:00 AM-2:00 PM

Safety Corner— Emergency Procedures

Do you know what to do in the event of an emergency? We thought it might be a good idea for a little refresher. Is there a medical emergency, a fire, an active shooter? Has there been a bomb threat, a hazardous materials spill, or an earthquake? These are all events that can happen anywhere at anytime and you need to know what steps to take to keep yourself safe. In many places around campus you will find Emergency Procedures Posters that review the steps to be taken in each of these emergency events. A copy of these procedures has also been attached to this newsletter for you to review. Make sure you know what to do and how to be safe in the event of an emergency.

When there is an evacuation make sure you follow the guidance of your Building and Floor Captains and know where you are supposed to meet based on the building/floor you are located in. If you want to be more involved in this process, speak to your College Safety and Emergency Planning Coordinator about becoming a Building or Floor Captain.

If you have any questions or ideas about safety or safety related procedures, attend a campus Safety Committee Meeting. This is a good way for you to get more information about safety and emergency preparedness going on at your campus. **Emergency Procedures**



RCC Tiger Talks

A message from your RCC Safety & Emergency Coordinator

Have you ever wondered what is in those large orange Tiger Boxes around campus? Each of these 12 boxes located on the upper and lower campus, contains supplies that will help emergency responders and staff in the event of a large scale disaster. Having these supplies located in key points around campus will save time in an emergency and enable our team to ultimately save lives! Each box includes: an axe, safety equipment, first aid kits/materials, adjacent building floor plans, information on emergency shut offs for gas, water and electric, and much more! Keys for each of the boxes have been distributed to trained personnel in Facilities, Police and other Administrative units across the campus so that they can be accessed as needed. Safety and emergency planning is a high priority for campus community, so our plan is to continue to add more boxes in the future. If you think your area needs its own Tiger Box or if you have any questions regarding safety, emergency planning at RCC, please contact Sean DiSalvio, College Safety Coordinator at sean.disalvio@rcc.edu.

"GO TIGERS!"



RCCD Risk Newsletter



MVC Lion Lesson

A message from your MVC Safety & Emergency Coordinator

To keep you informed of our safety/emergency supplies, below is a list of locations of the AED units and first aid kits on our campus. Go Lions!

Building	AED Location	Mounted First Aid Kit Location
Student Academic Services	2nd Floor by the elevator at top of stairs	3rd Floor employee Lounge room 324
Humanities	First floor hallway by room 108	First floor inside Counseling Office 104
Library	2nd floor Lobby by fire switch	2nd floor behind front desk in employee area
Student Services	2nd floor Financial Services area off Lobby	2nd floor Financial Services area off Lobby
Science & Technology	2nd floor wall by room 204	2nd floor inside room 204
Lion's Den	By drink station next to fire extinguisher	In kitchen
Bookstore	Front of Store near cash register	Manager's Office
Student Activities Center	By bathrooms	Back wall by employee breakroom
Network Operating Center	Wall by TSS Manager's Office	Wall by TSS Manager's Office
Dental Education Center	Building A Clinic	Building A Breakroom
Early Childhood Education Center	By Fire Switch Behind Front Desk	Employee breakroom
Admin Annex	Hallway	Kitchen
Warehouse	Wall by room 109	Wall by room 109
Multipurpose Building	By main door	By main door
PSC 1	In Lobby by front door	Breakroom
PSC 6	Front Office	By Manager's Office
PSC 15	Front Office	Front Office



Norco Mustang Message

A message from your Norco Safety & Emergency Coordinator

Time Change: change your clocks change your batteries.

This Sunday November 3rd at 2 am make sure to Fall Back and get that extra hour of sleep. Additionally, replace your smoke alarm alkaline and carbon monoxide batteries.

Change your clocks...

Change your batteries!

Cold and Flu Season.

Keeping hands clean is one of the most important steps you can take to avoid getting sick and spreading germs to others. It's best to wash your hands with soap and clean running water for 20 seconds. If that's not possible, use alcohol-based hand rubs.



Thanksgiving Safety

Fire safety: According to the U.S. Fire Administration, more than 4,000 fire happen each Thanksgiving Day, usually in the kitchen! Never leave your food unattended while frying or grilling. Use a timer and routinely check whatever you're cooking. ... Avoid dangling accessories or loose clothes around kitchen fires.

Food:

- Turkey should be cooked immediately after thawing. Avoid partially cooking the turkey. A whole turkey is safe when cooked to a minimum internal temperature of 165 °F as measured with a food thermometer. Check the internal temperature in the innermost part of the thigh and wing and the thickest part of the breast.
- Ham & Pork is safe when cooked to a minimum internal temperature of 145 °F as measured with a food thermometer.

Have a
Safe and Happy
Thanksgiving

Technology Support Services Update: 11/21/19

1. Standing Work Orders:
 - a. IT121 (R/W Lab) Scheduled move – Dec. 16, 2019
 - i. Cascade IT121 to student computers to SSV/ASNC – Week 3-4 January
 - b. IT127 – Tentative replacement schedule – Week 2 Dec.
 - i. Status – Computers ordered -
 - c. IT124 – Tentative replacement schedule – Week 2 –3 Dec.
 - i. Status – computers ordered
 - d. Associate Faculty Office (LIB115) completed setup computers/monitors
 - i. Will need to order Network Printer
 - e. Completed installation (12) 3d Printers in ATEC109
 - f. Update JDK software in ATEC118
2. Podium Computers:
 - a. Ongoing: STEM, LIB, WEQ
3. Inventory Update:
 - a. 94 Admin/Faculty/Staff/Student computers
 - i. Tentative schedule – Cascade first to Student Computer Use , ASNC/SSV

Location	#PC	Priority	Tentative Schedule
ATEC	5		
B Park	1		
CRC	6		
CSS	17	1	Week 3-4 January
HUM	3		
IT	14		
LIB	2		
PORT	4		
SSV100	25	2	Week 3-4 January
SSV200	9	3	Week 3-4 January
ST	5		
THTR	2		

- b. 4 Computers Labs Replacement Tentative Schedule
 - i. IT124 – Dec 2019
 - ii. IT127 – Dec 2019
 - iii. STEM302 - Week 3 Feb. 2020
 - iv. IT106 - -Week 2 April 2020