

BFPC

Business & Facilities Planning Council

Tuesday, November 10, 2020

11:15am-12:45pm

Zoom

MINUTES

Present: Michael Collins, Esmeralda Abejar, Dan Lambros, Jim Thomas, Kimberly Bell, Steve Marshall, Vince Azada (ASNC Rep), Andy Aldasoro, Courtney Buchannan, Sam Lee, Ashley Etchison

Guests: Jim McMahon, Justin Czerniak, Ricardo Aguilera, Mark DeAsis, Ana Molina, Alex Zadeh, Maria Romero-Tang, Sheri Cologgi, Greg Ferrer, Gustavo Ocegueda, Kevin Fleming

1. Welcome – Dr. Collins
2. Public Comments – Dr. Collins
 - None
3. Approval of Meeting Minutes from October 13, 2020 – Dr. Collins (Handout)
 - Motion to approve made by Jim Thomas
 - Seconded by Courtney Buchannan
 - Abstentions - None
 - Motion carried
4. Budget Update – Esmeralda Abejar and Dr. Collins (Handouts)
 - 20-21 Adopted Budget Presentation – Dr. Collins/E. Abejar
 - o 19-20 end of year:
 - Fund 11 revised budget \$45,521,629.00
 - Fund 11 actual expenses \$44,565,085.57
 - Balance: \$525,809.36 (Balance includes holding accounts)
 - Fund 11 carryover balance \$2,793,287.00
 - o 19/20 ongoing budget challenges: PT and Overload instructional salaries, adopted budget for fiscal year 2020/2021, etc. (most colleges in CA have the same issues in trying to achieve FTES targets vs. PT faculty/lecture hour equivalents/etc.). DBAC will be reviewing the current formula to see if it is broken? Is it performing like it should? How can we improve the formula in the future?, Etc.
 - Budget \$7,731.597
 - Actual \$8,621,868.53
 - 13xx's accounts overspent by \$-890,271.53 (Adopted budget FY 20/21 \$6,974,748)
 - o 19/20 Part Time/Overload, Academic, Non-Instructional Salaries
 - Budget \$527,980.00
 - Actual \$1,139,277.51
 - Mainly PT Counselors and PT Librarians (Fixed cost is not included)

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- Lottery and Instructional Equipment (No new IE funds in FY 20/21)

LOTTERY FUNDS	Norco
FY 18/19 Budget	605,146.00
FY 18/19 Expenses	560,373.00
Estimated Carryforward to FY 19/20	44,773.00
FY 2019/20 Revenue	369,600.00
Total available funds FY 19/20	414,373.00
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INSTRUCTIONAL EQUIPMENT FUNDS	NORCO
FY 18/19 Budget	123,147.00
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Carryover to FY 20/21	57,710.84

- All Funds: Software and Equipment Purchases FY 19/20

ALL FUNDS SOFTWARE AND EQUIPMENT PURCHASES FY 19/20		
Object	Description	Total Expenses as of 6/30/20
5649	Computer Software Maint/Lic	258,680.97
5890	Other Services	738,828.14
6226	Remodel Projects	759,043.69
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6486	Comp Equip Additional \$5000	29,223.92
	Total	2,966,392.38
* Includes holding accounts, I.E. and Lottery funds		

- o Some contingency funds set aside for emergency purchases as needed for any technology/equipment that may need replacement as needed. This remains important as technology is the primary way of delivering instruction and day to day college business.
- 2020/2021 Adopted Budget “Highlights”
 - o 2020-21 Governor’s January Prop 98 proposal was \$84 billion. The Adopted Budget estimate is \$70.9 billion. \$13.1 billion lower!
 - o 2020-21 revenue is basically flat, expenses increase by \$8 million district-wide
 - o No FTES growth funding or COLA provided by the state for 2020-21
 - o No instructional equipment or scheduled maintenance funding provided by the state
 - o Apportionment and categorical programs funded at 2019-20 levels
 - o Student Centered Funding Formula hold harmless provisions through 2023-24
 - o College/District one-time savings plans are in place for the 2020-21 budget year
 - o \$22.5 million in one-time COVID-19 Pandemic Relief Funding for 2020-21 District budget
 - o Our District share of total apportionment deferrals is \$46.81 million
 - o TRAN in November, borrow from internal funds first to reduce the TRAN \$
 - o \$1.9 million State deficit factor applied to our (.95%) District apportionment revenue
 - o Reduced CalSTRS and CalPERS employer contribution from May Revise- liability still exists, just punted to out-years.
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been collecting parking revenue which covers some parking services staff, same with food services, etc.)

- 2020/2021 District Budget Picture:
 - o \$520,000 decrease in 2020-21 Ongoing District Revenue
 - o \$8 million in cost increases for 2020-21
 - 2% increase for FT salaries
 - 2.5% increase for PT faculty salaries
 - Step/Column/Growth/Placement/Classification
 - PERS (20.70%)
 - Health Insurance (Rate changes, Plan migration, Retiree coverage)
 - 16 new FT Faculty positions
 - New Distance Ed positions
 - PT faculty harassment training

FUND 11			
BUDGETED EXPENSES	FY 19/20 Revised Budget	Adopted Budget FY 20/21	Diff. 19/20 vs 20/21
Academic Salaries	20,551,466	20,476,205	(75,261)
Classified Salaries	5,895,979	5,916,608	20,629
Benefits	11,384,440	10,917,670	(466,770)
Total Salaries & Benefits	37,831,885.00	37,310,483	(521,402)
			-
Supplies & Materials	1,220,530	1,196,859	(23,671)
Services & Operating Expenses	5,738,131	4,984,023	(754,108)
Capital Outlay	702,675	257,622	(445,053)
Total Outgo	28,408	294,535	266,127
Total Non-Salary	7,689,744.00	6,733,039.00	(956,705)
Budgeted Expenses (includes holding)	45,521,629.00	44,043,522.00	(1,478,107.00)

- 2020/2021 Norco College Savings Plan:
 - o Holding Faculty (4), Management (1) and Classified positions (1 FT, 2 PT) = \$812,775
 - o Utilities Savings Due to College Closure - average 16% reduction = \$100,000
 - o Travel Restrictions (mileage, conferences) - 40% reduction = \$17,383
 - o Total Savings = \$930,158
- CARES/COVID-19 Budget/Expenditure Update – E. Abejar

COVID -19 & CARES Funding			
Funding	Amount	Expiration	Notes
CARES I – Emergency Aid To Students	\$9,018,216		Distributed to students for COVID-19 related financial needs due to disruption in in-person instruction MVC @ \$1,840,922, NC @ \$1,761,528, RCC @ \$5,415,766 No SPP number needed, goes through Datatel To Date \$4,282,838 dispersed
CARES II –Institutional (SPP 223)	\$9,018,216	May 2021	To support institutional needs related to COVID-19 MVC @ \$1,840,922, NC @ \$1,761,528, RCC @ \$5,415,766 To Date \$2,351,220.01 has been spent and encumbered.
CARES III – MSI/HSI (SPP 224)	\$ 1,158,629	May 2021	MVC @ \$239,006, NC @ \$231,694, RCC @ \$687,929
COVID-19 Response Block Grant– Federal (SPP 130)	\$1,465,004	December 30, 2020	The funds should be used on activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19. Not to be used on lost revenue, insurance, payroll/benefits, overtime, severance, pay or legal settlements
COVID -19 Response Block Grant – State (SPP 159)	\$1,798,311	June 30, 2022	The funds should be used on activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19. Not to be used on lost revenue, insurance, payroll/benefits, overtime, severance, pay or legal settlements
COVID Holding Account (SPP 587)			Pass through until determination is made for funding source

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- BAM-Budget Allocation Model Update – E. Abejar
 - o The Revised Budget Allocation Model was developed to allocate resources around the following core principles:
 - Fair – Resource allocation decisions will be informed by objective, predictable, verifiable, and easily accessible data and will be made in an impartial and consistent manner.
 - Equitable – Resources will be distributed in a manner that adequately supports the full array of programs offered at each college while ensuring compliance with statutory and regulatory requirements; efficient and strategic use of resources is expected, and inefficiencies will not be subsidized or supported.
 - Transparent – Resource allocation decisions will be made in an open and consultative manner with representative stakeholder groups and that it is simple, easy to administer and communicate as possible.
 - o 2020/2021 District Revenue Allocation by College:
 - RCC \$114,353,842 54.466% 20-21 FTES Target= 17,219
 - NC \$ 46,818,345 22.299% 20-21 FTES Target= 7,366
 - MVC \$ 48,782,566 23.235% 20-21 FTES Target= 7,272
 - District \$ 31,282,791 Expenses covered by college allocation ratio

Revised BAM FINAL BUDGET - FY 2019/20 FY 18/19 MEAN USED FOR FY 19/20 FINAL BUDGET				Revised BAM FY 2020-21 TENTATIVE BUDGET FY 18/19 MEDIAN			
19/20 Revenue Allocation				20/21 Revenue Allocation			
Direct Instructional, Academic Affairs, Student Services, Business Services and Other Costs				Direct Instructional, Academic Affairs, Student Services, Business Services and Other Costs			
Norco College				Norco College			
Total FTES	7,367			Total FTES	7,366		
Direct Instructional & Academic Affairs Costs	29,544,512			Direct Instructional & Academic Affairs Costs	28,292,863		
Student Services, Business Services, and Other	10,339,579			Student Services, Business Services, and Other	18,525,482		
Total Norco College	\$ 39,884,091	22.15%		Total Norco College	\$ 46,818,345	22.299%	
Moreno Valley College				Moreno Valley College			
Total FTES	7,336			Total FTES	7,272		
Direct Instructional & Academic Affairs Costs	31,880,375			Direct Instructional & Academic Affairs Costs	30,493,494		
Student Services, Business Services, and Other	10,296,394			Student Services, Business Services, and Other	18,289,072		
Total Moreno Valley College	\$ 42,176,769	23.42%		Total Moreno Valley College	\$ 48,782,566	23.235%	
Riverside City College				Riverside City College			
Total FTES	17,667			Total FTES	17,219		
Direct Instructional & Academic Affairs Costs	73,220,710			Direct Instructional & Academic Affairs Costs	71,048,057		
Student Services, Business Services, and Other	24,796,647			Student Services, Business Services, and Other	43,305,785		
Total Riverside City College	\$ 98,017,357	54.43%		Total Riverside City College	\$ 114,353,842	54.466%	
	\$ 180,078,217				\$ 209,954,754		
FY 20/21 Assumptions:				***FY 20/21 District Expenses/Revenue Included in College Allocation***			
Assumed Median district-wide cost for STEM, LA, CTE, SS, BS and Other				***FY 19/20 Did not include Expense/Revenue in College Allocation***			
Assumed Actual Cost for Unique Programs							
Escalation calculation: Contract and Cola and STRS at 2% and 3.26% and 5.037% for FY 19/20							
Escalation calculation: Contract and Cola and STRS at 2% and 2.86% and 7.602% for FY 20/21							

- BAM “To Do” Tasks for 2020/2021 moving forward:
 - Analyze and justify “Unique” disciplines–Will continue to work on this in FY 20/21.
 - Develop a treatment for “District Operations” costs – Task partially completed.
 - Establish the “Exchange Rate” (mean or median) for discipline categories. Task completed in 19-20, Median rate established.
 - Model revenue flow through the revised BAM- determine true impacts to the college. Task completed in 19-20, ongoing work to update cost/FTES by discipline in 20-21.
 - Analyze/implement budget development improvements that allow for planning. In progress.

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- Analyze strategic programs/considerations that impact the cost of an FTES. In Progress.
- Further consider the “Comprehensive College” allocation. In progress.
- Prep for implementation of the revised BAM in 2021-22 budget year. In Progress.

o Budget Performance Report: (Handout)

- Report updated with adopted budget figures, including October expenses.
- Report shows percentages of what budget has been used to date.
- Utilities shown on report are only for what Norco has utilized.
- Report shows that 23.16% of the NC allocated budget has been spent in the first few months of this fiscal year.

o Holding Accounts Report: (Handout)

Holding Account Beginning Balance FY 20/21	\$ 2,793,287
NC FY 20/21 Proposed Expenditure Plan (One-Time Funds)	Amount
1% of 19/20 Expenditures per BAM requirement	415,782
Technology Replacement Program. AV Equipment	
Replacements/Computers	100,000
Professional Development	15,984
Set Aside for Resource Allocation/Program Review	60,000
Scheduled Maintenance (Additional Cost from SPP 655)	42,740
Personnel Expenses/other operating expenses (SPP 797 and SPP 738 ongoing expenses)	599,203
Facilities Operations/Dept Operations	50,000
VRC Project Local Match	1,200,000
Contingency for College Operational Emergencies	309,578
Total	2,793,287
Total SPPs 993,997,999	787,603
Total	3,580,890
Key Access Control (RDA funding Fund 12)	80,000

5. Face2Face Safe Lab Return Planning/Winter- Dr. Collins

- Winter schedule is set. (4 BIO sections F2F and Manufacturing/ELE class held in the IT “breezeway” for essential classes)
- Staffing plan put together for full support by custodial/M&O/cashiering/etc.
- Spring schedule will be set very soon. Still looking at cost of instruction, facilities needed, etc. to plan for the Spring.
- DRC will continue to be included when plan is put in place for Spring as we move forward.

6. Proposed Campus Mural Project- Dr. Collins

- Dr. Bemiller proposed student artwork throughout campus. The idea for this committee will be to identify locations, not what the art will be or themes, etc will be.
- This committee should set standards on how to work with heights, how to not impede walking flow, etc.

7. Standing Items/Reports:

- Facilities Project Update – Steve Marshall (Handout)
 - o Committee reviewed the updated active projects on campus.

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- o Puente/Umoja – floor covering delivered and ready to be installed
- o Amphitheater Shading Project – in fabrication. Installation set for December
- o Key control – planning in progress
- o Veterans Resource Center – “Virtual” groundbreaking should take place this week and “dirt” work will commence at the end of the month or beginning of December.
- o Dance room floor repair - ongoing
- Facilities/M&O Update – Jim McMahon (Handout)
 - o Committee reviewed the updated report provided
 - o Extreme winds that recently took place, caused some minor damage across campus and the grounds/M&O/custodial have been working hard to clean and repair as needed.
 - o Warehouse continues to clean/organize/and deliver items as needed in a timely manner.
- Safety & Emergency Preparedness Update – Justin Czerniak
 - o Norco PPE supplies are extremely well stocked and ready for use.
 - o Continue to watch new laws/regulations as we move towards a safe return to campus when needed.
 - o Fire extinguishers across campus have been updated and re-certified throughout campus.
- Technology Support Services (TSS) Update – Ricard Angeles (Handout)
 - o Standing Work Orders:
 - Providing tech support to all students, staff, faculty and admin for the district wide issue of Microsoft licensing with Windows 10 and all version of MS Office.
 - Continue reimaging returned student laptops from LRC
 - Completed reimaging of 32 laptops for admin/faculty refresh, 50 Dell laptops for staff.
 - Preparing plan for the reimaging of laptops during winter semester.
 - Updating all Norco College Police Officers VPN login certificate to connect to Cal State Univ. of San Bernardino.
 - o Work Order Reports thru Helpdesk, July–Oct 2020:
 - Received =142, Closed =127

YYYYMM	DEPT	ASSIGNED_TEAM	REQUEST	IN_PROGRESS	ON_HOLD	CLOSED	TOTAL
202007	IT Incidents	NC TSS	0	0	0	5	5
202007	IT Requests	NC TSS	4	0	3	10	17
202008	IT Incidents	NC TSS	0	0	0	15	15
202008	IT Requests	NC TSS	1	0	0	13	14
202009	IT Incidents	NC TSS	0	0	0	32	32
202009	IT Requests	NC TSS	0	1	1	16	18
202010	IT Incidents	NC TSS	3	0	0	20	23
202010	IT Requests	NC TSS	2	0	0	16	18
TOTAL						127	142

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- o Student laptop return is scheduled for: 12/16, 12/17, & 12/18. These will be cleaned, refurbished, and prepared for loan to students for the next semester. Norco currently has 70 laptops still available for loan as needed for Winter in addition to Spring as needed.
- o Remote Support for Students, Staff, Faculty and Admin:
 - TSS providing remote support Mon to Fri, 8am-4pm
 - (1) TSS team member onsite M-W-F, 8am 1pm
 - Please be sure to submit a helpdesk work order prior to contacting the three Norco TSS staff (Mike Angeles, Ricardo Aguilera, and Jason Caceres), to schedule a time for assistance.
- Instructional Media Services (IMS) Update–Dan Lambros (Handout)
 - o IT 101 Upgrade
 - Installation was postponed due to equipment backorder. Installation will take place in May. (Completed Spring 2020)
 - o Projector Screens WEQ 7 and IT 110
 - Installation is complete. (Completed Spring 2020)
 - o CSS 217 Replacement of defective projector and interactive display
 - Projector installation is complete
 - On hold for interactive display
 - o Projector screens IT 124, IT 206 and LIB 121
 - PO issued, waiting for delivery (Completed Spring 2020)
 - o Interactive displays for ST 107 and 108 (Engagement Center)
 - PO issued, waiting for delivery Waiting for Installation. (Completed Fall 2020)
 - o Audio systems for LIB 109 and 110
 - Equipment has arrived. Waiting for installation (Completed Spring 2020)
 - o Third Street LED marquee update
 - Firmware upgrade to cellular device
 - Improvements to the TEMP sensors
 - Improvements to the ambient light sensors
 - Upgrade = 1 of 5 complete

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

8. Good of the Order:

- None

9. Future Meeting Dates:

- Tuesday, December 8, 2020
- Tuesday, February 9, 2021
- Tuesday, March 9, 2021
- Tuesday, April 6, 2021 (*Note: moved up 1 week due to Spring Break*)
- Tuesday, May 11, 2021

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

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NC 20-21 Adopted Budget Overview

Dr. Michael Collins, VP of Business Services

19-20 End-of-Year Budget Performance Report

End of the Year Budget Performance Report.

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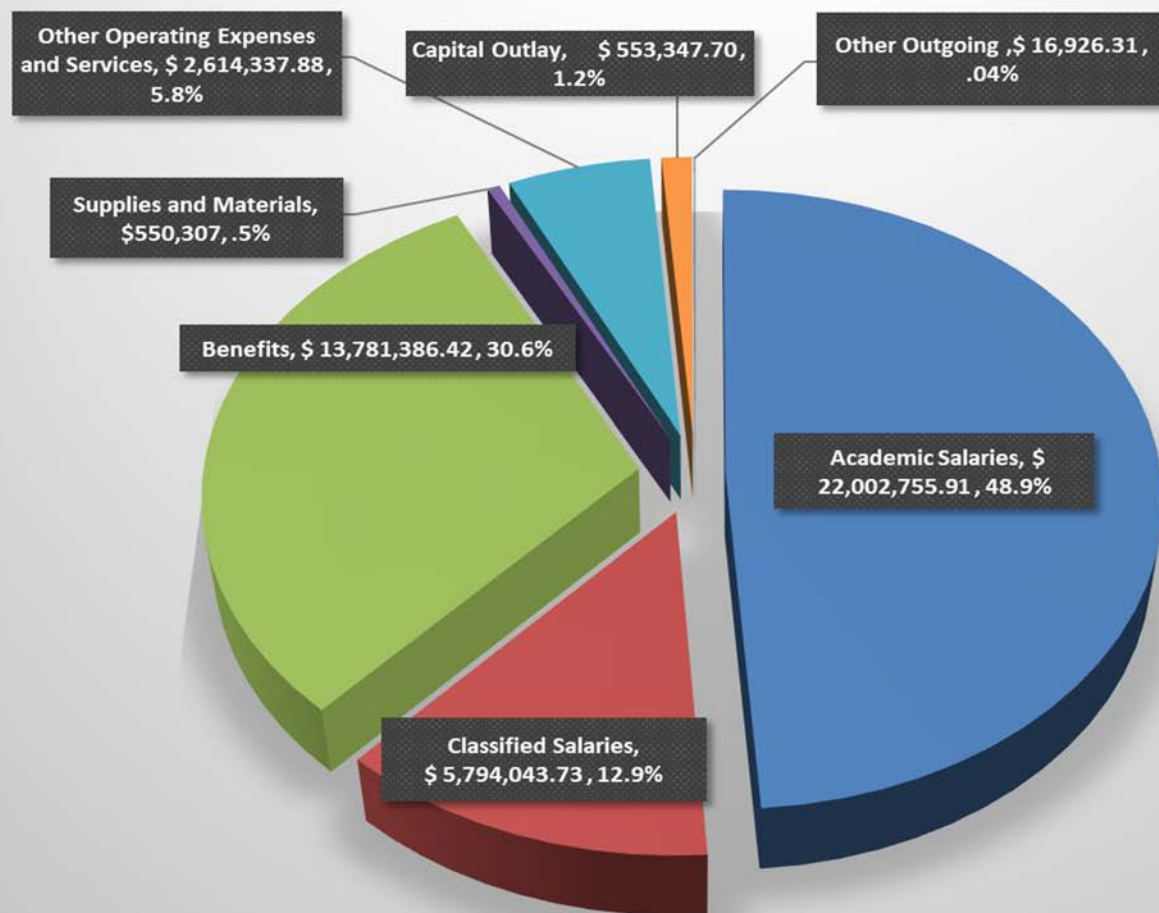
FY 19/20 Year-End Budget Performance Report

Fund 11

DOES NOT
INCLUDE
DISTRICT
EXPENSES

FUND 11				
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Total Salaries & Benefits	37,831,885.00	41,578,186.06	(3,746,301.06)	92.40%
Supplies & Materials	1,220,530	233,021.69	987,508.31	0.5%
Services & Operating Expenses	5,738,131	2,614,337.88	3,123,793.12	5.8%
Capital Outlay	702,675	553,347.70	149,327.30	1.2%
Total Outgo	28,408	16,926.31	11,481.69	0.0%
Total Non-Salary	7,689,744.00	3,417,633.58	4,272,110.42	7.60%
Total Budgeted Expenses (includes holding accts)	45,521,629	44,995,819.64	525,809.36	100%

Norco Actual Expenditures FY 19/20 (Fd 11)



Ongoing Budget Challenges

19/20

- Part Time & Overload, Academic, ***Inst. Salaries.***
 - Budget \$7,731,597
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Adopted Budget FY 20/21 \$6,974,748

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 - Budget 527,980.00
 - Actual 1,139,277.51
 - Mainly PT Counselors and PT Librarians
- 14xx's accounts overspent by **\$-611,297.51**
Adopted Budget FY 20/21 \$530,633

*(Fixed cost is not included)

Lottery and Instructional Equipment

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VRC Project Local Match	1,200,000
Contingency for College Operational Emergencies	309,578
Total	2,793,287
Total SPPs 993,997,999	787,603
Total	3,580,890
Key Access Control (RDA funding Fund 12)	80,000

20-21 NC Budgeted Expenditures

FUND 11			
BUDGETED EXPENSES	FY 19/20 Revised Budget	Adopted Budget FY 20/21	Diff. 19/20 vs 20/21
Academic Salaries	20,551,466	20,476,205	(75,261)
Classified Salaries	5,895,979	5,916,608	20,629
Benefits	11,384,440	10,917,670	(466,770)
Total Salaries & Benefits	37,831,885.00	37,310,483	(521,402)
			-
Supplies & Materials	1,220,530	1,196,859	(23,671)
Services & Operating Expenses	5,738,131	4,984,023	(754,108)
Capital Outlay	702,675	257,622	(445,053)
Total Outgo	28,408	294,535	266,127
Total Non-Salary	7,689,744.00	6,733,039.00	(956,705)
Budgeted Expenses (includes holding)	45,521,629.00	44,043,522.00	(1,478,107.00)

Fund 12 covers 10.3 million in salaries and benefits.

COVID -19 & CARES Funding

Funding	Amount	Expiration	Notes
CARES I – Emergency Aid To Students	\$9,018,216		Distributed to students for COVID-19 related financial needs due to disruption in in-person instruction MVC @ \$1,840,922, NC @ \$1,761,528, RCC @ \$5,415,766 No SPP number needed, goes through <u>Datatel</u> To Date \$4,282,838 dispersed
CARES II –Institutional (SPP 223)	\$9,018,216	May 2021	To support institutional needs related to COVID-19 MVC @ \$1,840,922, NC @ \$1,761,528, RCC @ \$5,415,766 To <u>Date</u> \$2,351,220.01 has been spent and encumbered.
CARES III – MSI/HSI (SPP 224)	\$ 1,158,629	May 2021	MVC @ \$239,006, NC @ \$231,694, RCC @ \$687,929
COVID-19 Response Block Grant– Federal (SPP 130)	\$1,465,004	December 30, 2020	The funds should be used on activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19. Not to be used on lost revenue, insurance, payroll/benefits, overtime, severance, pay or legal settlements
COVID -19 Response Block Grant – State (SPP 159)	\$1,798,311	June 30, 2022	The funds should be used on activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19. Not to be used on lost revenue, insurance, payroll/benefits, overtime, severance, pay or legal settlements
COVID Holding Account (SPP 587)			Pass through until determination is made for funding source

Budget Allocation Model Update

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

- Fair – Resource allocation decisions will be informed by objective, predictable, verifiable, and easily accessible data and will be made in an impartial and consistent manner.
- Equitable – Resources will be distributed in an manner that adequately supports the full array of programs offered at each college while ensuring compliance with statutory and regulatory requirements; efficient and strategic use of resources is expected, and inefficiencies will not be subsidized or supported.
- Transparent – Resource allocation decisions will be made in an open and consultative manner with representative stakeholder groups and that it is simple, easy to administer and communicate as possible.

20-21 District Revenue Allocation By College

• RCC	\$114,353,842	54.466%	20-21 FTES Target= 17,219
• NC	\$46,818,345	22.299%	20-21 FTES Target= 7,366
• MVC	\$48,782,566	23.235%	20-21 FTES Target= 7,272
• DIST	\$31,282,791	Expenses covered by college allocation ratio	

20/21 Budget Allocation Model Update

Revised BAM FINAL BUDGET - FY 2019/20 FY 18/19 MEAN USED FOR FY 19/20 FINAL BUDGET				Revised BAM FY 2020-21 TENTATIVE BUDGET FY 18/19 MEDIAN			
19/20 Revenue Allocation Direct Instructional, Academic Affairs, Student Services, Business Services and Other Costs				20/21 Revenue Allocation Direct Instructional, Academic Affairs, Student Services, Business Services and Other Costs			
Norco College				Norco College			
Total FTES	7,367			Total FTES	7,366		
Direct Instructional & Academic Affairs Costs	29,544,512			Direct Instructional & Academic Affairs Costs	28,292,863		
Student Services, Business Services, and Other	10,339,579			Student Services, Business Services, and Other	18,525,482		
Total Norco College	\$ 39,884,091	22.15%		Total Norco College	\$ 46,818,345	22.299%	
Moreno Valley College				Moreno Valley College			
Total FTES	7,336			Total FTES	7,272		
Direct Instructional & Academic Affairs Costs	31,880,375			Direct Instructional & Academic Affairs Costs	30,493,494		
Student Services, Business Services, and Other	10,296,394			Student Services, Business Services, and Other	18,289,072		
Total Moreno Valley College	\$ 42,176,769	23.42%		Total Moreno Valley College	\$ 48,782,566	23.235%	
Riverside City College				Riverside City College			
Total FTES	17,667			Total FTES	17,219		
Direct Instructional & Academic Affairs Costs	73,220,710			Direct Instructional & Academic Affairs Costs	71,048,057		
Student Services, Business Services, and Other	24,796,647			Student Services, Business Services, and Other	43,305,785		
Total Riverside City College	\$ 98,017,357	54.43%		Total Riverside City College	\$ 114,353,842	54.466%	
	\$ 180,078,217				\$ 209,954,754		
FY 20/21 Assumptions:				***FY 20/21 District Expenses/Revenue Included in College Allocation***			
Assumed Median district-wide cost for STEM, LA, CTE, SS, BS and Other				***FY 19/20 Did not include Expense/Revenue in College Allocation***			
Assumed Actual Cost for Unique Programs							
Escalation calculation: Contract and Cola and STRS at 2% and 3.26% and 5.037% for FY 19/20							
Escalation calculation: Contract and Cola and STRS at 2% and 2.86% and 7.602% for FY 20/21							

BAM “TO DO” Tasks in 2020-21

- Analyze and justify “Unique” disciplines – Will continue to work on this in FY 20/21
- Develop a treatment for “District Operations” costs – Task partially completed.
- Establish the “Exchange Rate” (mean or median) for discipline categories. Task completed in 19-20, Median rate established.
- Model revenue flow through the revised BAM- determine true impacts to the college. Task completed in 19-20, ongoing work to update cost/FTES by discipline in 20-21
- Analyze/implement budget development improvements that allow for planning. In progress
- Analyze strategic programs/considerations that impact the cost of an FTES. In Progress
- Further consider the “Comprehensive College” allocation. In progress
- Prep for implementation of the revised BAM in 2021-22 budget year. In Progress

Norco- Budget Performance Report 20-21 10-30-20

Norco College			E	FUND_11						
Fund:	11	Resource:	1000	FY 2020/21						
		Prior Year 2019/20	Current Year 2020/21	Actuals					Balance	%
Object	Object Description	Actual	Revised Budget	JUL	AUG	SEP	OCT	YTD 6/30/21		Used
8831	CONTRACT INSTRUCTIONAL SERVICES	-	-	-	-	-	-	-	-	
8844	FOOD SALES/COMMISSIONS	-	-	-	-	-	-	-	-	
8847	BOOKSTORE COMMISSIONS	-	-	-	-	-	-	-	-	
8848	BOX OFFICE RECEIPTS	-	-	-	-	-	-	-	-	
8849	OTHER SALES	-	-	-	-	-	-	-	-	
8850	RENTALS AND LEASES	(38,104.38)	116,497.00	-	-	1,000.00	-	1,000.00	115,497.00	0.86%
8860	INTEREST AND INVESTMENT INCOME	302,850.45	211,862.00	-	-	-	-	-	211,862.00	0.00%
8871	CHILD DEVELOPMENT SERVICES	-	-	-	-	-	-	-	-	
8872	COMMUNITY SERVICE CLASSES	-	-	-	-	-	-	-	-	
8874	ENROLLMENT	2,936,392.16	2,381,849.00	416,424.92	6,471.25	245,888.84	597,787.70	1,266,572.71	1,115,276.29	53.18%
8875	FIELD TRIPS AND USE OF NONDISTRICT FACILITIES	-	-	-	-	-	-	-	-	
8876	HEALTH SERVICES	-	-	-	-	-	-	-	-	
8878	INSURANCE	-	-	-	-	-	-	-	-	
8879	STUDENT RECORDS	17,758.48	20,000.00	-	-	2,426.07	1,615.52	4,041.59	15,958.41	20.21%
8880	NONRESIDENT TUITION	497,187.91	543,975.00	-	-	24,321.00	100,797.00	125,118.00	418,857.00	23.00%
8881	PARKING SERVICES AND PUBLIC TRANSPORTATION	-	-	-	-	-	-	-	-	
8884	STUDENT REPRESENTATION FEE	63,372.08	-	-	(77.00)	29,037.89	81,516.75	110,477.64	(110,477.64)	
8889	OTHER STUDENT FEES & CHARGES	3,913.82	16,683.00	-	-	318.00	708.00	1,026.00	15,657.00	6.15%
8890	OTHER LOCAL REVENUE	175,370.47	289,718.00	-	42.00	-	3.35	45.35	289,672.65	0.02%
8897	INDIRECT COSTS TRANSFERS	380,963.13	632,834.00	-	-	-	-	-	632,834.00	0.00%
8898	CASH OVER/SHORT	-	-	-	-	-	-	-	-	
88xx	Local Revenues	14,593,102.88	16,073,410.00	416,424.92	6,436.25	369,415.97	782,428.32	1,574,705.46	14,498,704.54	9.80%
8912	SALE OF EQUIPMENT & SUPPLIES	57.08	34.00	-	-	-	-	-	34.00	0.00%
8980	INTERFUND TRANSFER IN	-	-	-	-	-	-	-	-	
8999	INTRAFUND TRANSFER IN (OUT)	4,506,845.50	(340,731.00)	-	-	-	-	-	(340,731.00)	0.00%
89xx	Other Financing Sources	4,506,902.58	(340,697.00)	-	-	-	-	-	(340,697.00)	0.00%
	Total Revenues	50,562,040.33	48,981,968.00	468,843.92	2,661,436.25	2,313,500.97	5,553,886.32	10,997,667.46	37,984,300.54	22.45%
1110	INSTRUCTORS, FULL TIME	8,042,520.27	8,770,856.00	620,833.30	727,066.48	721,723.07	719,512.24	2,789,135.09	5,981,720.91	31.80%
1160	INSTRUCTORS, SUBSTITUTE	-	-	-	-	-	-	-	-	
1170	INSTRUCTORS, RELEASE / REASSIGN TIME	72,196.33	64,136.00	3,879.62	6,466.74	6,466.74	6,466.74	23,279.84	40,856.16	36.30%
1180	INSTRUCTORS, SABBATICAL	49,971.06	158,093.00	8,600.22	-	-	-	8,600.22	149,492.78	5.44%
11xx	FT, Academic Inst Salary	8,164,687.66	8,993,085.00	633,313.14	733,533.22	728,189.81	725,978.98	2,821,015.15	6,172,069.85	31.37%
1218	ACADEMIC MANAGERS FULL TIME	2,152,887.56	2,170,521.00	193,022.48	157,443.74	173,865.11	171,534.41	695,865.74	1,474,655.26	32.06%
1219	COUNSELORS / LIBRARIANS / COORDINATORS	1,924,034.65	1,807,218.00	121,135.83	162,423.84	161,471.30	159,872.03	604,903.00	1,202,315.00	33.47%
1280	ACADEMIC ADMINISTRATORS, SABBATICAL	-	-	-	-	-	-	-	-	
12xx	FT, Academic, Non-Inst Salary	4,076,922.21	3,977,739.00	314,158.31	319,867.58	335,336.41	331,406.44	1,300,768.74	2,676,970.26	32.70%
1330	INSTRUCTORS, PART TIME FALL	2,737,134.83	2,191,518.00	-	966.00	11,436.44	470,627.12	483,029.56	1,708,488.44	22.04%
1331	INSTRUCTORS, PART TIME SUMMER (ODD YR)	361,578.77	168,425.00	2,646.58	-	-	-	2,646.58	165,778.42	1.57%
1332	INSTRUCTORS, PART TIME WINTER	579,741.65	577,164.00	-	-	1,276.02	1,276.02	2,552.04	574,611.96	0.44%
1333	INSTRUCTORS, PART TIME SPRING	2,386,470.90	1,985,229.00	-	-	-	-	-	1,985,229.00	0.00%
1334	INSTRUCTORS, PART TIME SUMMER (EVEN YR)	321,369.57	152,866.00	323,687.34	-	4,788.17	-	328,475.51	(175,609.51)	214.88%

Norco- Budget Performance Report 20-21 10-30-20

Norco College			E	FUND_11						
Fund:	11	Resource:	1000	FY 2020/21						
		Prior Year 2019/20	Current Year 2020/21	Actuals						%
Object	Object Description	Actual	Revised Budget	JUL	AUG	SEP	OCT	YTD 6/30/21	Balance	Used
1335	INSTRUCTORS, FULL TIME OVERLOAD FALL	496,908.85	422,901.00	-	-	144,518.61	159,464.73	303,983.34	118,917.66	71.88%
1336	INSTRUCTORS, FULL TIME OVERLOAD SUMMER (EVEN YR)	352,585.77	110,948.00	345,948.25	(7,830.43)	-	-	338,117.82	(227,169.82)	304.75%
1337	INSTRUCTORS, FULL TIME OVERLOAD WINTER	548,473.58	607,257.00	-	-	-	-	-	607,257.00	0.00%
1338	INSTRUCTORS, FULL TIME OVERLOAD SPRING	465,727.67	417,805.00	1,990.50	(564.29)	-	-	1,426.21	416,378.79	0.34%
1339	INSTRUCTORS, FULL TIME OVERLOAD SUMMER (ODD YR)	265,595.96	116,951.00	11,859.00	-	-	-	11,859.00	105,092.00	10.14%
1360	INSTRUCTORS, SUBSTITUTES	30,559.06	-	-	-	-	-	-	-	
1370	INSTRUCTORS, EXTRA DUTY	34,810.56	44,490.00	1,029.16	1,029.16	1,029.16	1,029.16	4,116.64	40,373.36	9.25%
1371	INSTRUCTORS, LARGE LECTURE STIPENDS	40,911.36	179,194.00	-	-	639.96	-	639.96	178,554.04	0.36%
13xx	PT & Overload, Academic, Inst Salary	8,621,868.53	6,974,748.00	687,160.83	(6,399.56)	163,688.36	632,397.03	1,476,846.66	5,497,901.34	21.17%
1439	ACADEMIC - PT COUNSELORS / LIBRARIANS / COORDINATORS	1,003,047.96	356,062.00	108,540.64	25,981.75	43,603.14	77,524.24	255,649.77	100,412.23	71.80%
1460	LONG TERM SUBSTITUTES FOR COUNSELORS / LIBRARIANS / COORDINATORS	-	-	-	-	-	-	-	-	
1469	SHORT TERM (DAILY) SUBSTITUTE COUNSELORS / LIBRARIANS / COORDINATORS	7,482.02	8,035.00	-	-	-	6,852.70	6,852.70	1,182.30	85.29%
1470	NONINSTRUCTIONAL SALARIES, OTHER EXTRA DUTY	-	-	-	-	-	-	-	-	
1479	EXTRA DUTY STIPENDS	81,335.89	91,613.00	6,006.23	7,101.39	8,716.71	7,462.27	29,286.60	62,326.40	31.97%
1490	ACADEMIC SPECIAL PROJECTS	47,411.64	74,923.00	-	3,000.00	1,982.00	452.94	5,434.94	69,488.06	7.25%
14xx	PT & Overload, Academic, Non-Inst Salary	1,139,277.51	530,633.00	114,546.87	36,083.14	54,301.85	92,292.15	297,224.01	233,408.99	56.01%
	Academic Salaries	22,002,755.91	20,476,205.00	1,749,179.15	1,083,084.38	1,281,516.43	1,782,074.60	5,895,854.56	14,580,350.44	28.79%
2117	CLASSIFIED FULL TIME SUPERVISOR	85,613.86	80,026.00	6,668.83	7,268.42	7,868.01	7,268.42	29,073.68	50,952.32	36.33%
2118	CLASSIFIED FULL TIME ADMINISTRATOR	858,441.62	878,354.00	73,196.14	73,196.14	73,196.14	73,196.14	292,784.56	585,569.44	33.33%
2119	CLASSIFIED FULL TIME STAFF	3,836,288.26	4,197,139.00	320,024.72	312,139.22	328,207.71	312,963.47	1,273,335.12	2,923,803.88	30.34%
2129	CLASSIFIED PERMANENT PART TIME STAFF	146,837.02	74,685.00	9,947.02	10,427.62	10,367.36	10,267.39	41,009.39	33,675.61	54.91%
21xx	Classified, Non-Inst Reg Salary	4,927,180.76	5,230,204.00	409,836.71	403,031.40	419,639.22	403,695.42	1,636,202.75	3,594,001.25	31.28%
2210	INSTRUCTIONAL CLASSIFIED FULL TIME STAFF	332,203.52	342,354.00	28,252.68	24,731.74	24,365.76	21,432.91	98,783.09	243,570.91	28.85%
2220	INSTRUCTIONAL CLASSIFIED PERM PART TIME STAFF	121,985.21	174,953.00	11,299.77	11,299.77	11,539.64	11,441.32	45,580.50	129,372.50	26.05%
22xx	Classified, Inst Aide Reg Salary	454,188.73	517,307.00	39,552.45	36,031.51	35,905.40	32,874.23	144,363.59	372,943.41	27.91%
2331	SHORT-TERM STUDENT HELP, NON-INSTRUCTIONAL	47,965.71	50,729.00	-	1,071.00	350.00	-	1,421.00	49,308.00	2.80%
2339	SHORT-TERM NONCLASSIFIED, NON-INSTRUCTIONAL	82,205.18	14,748.00	-	5,799.73	3,820.26	6,952.84	16,572.83	(1,824.83)	112.37%
2349	SHORT-TERM OVERTIME, NON-INSTRUCTIONAL	52,970.16	25,836.00	83.74	(83.74)	5,619.36	842.89	6,462.25	19,373.75	25.01%
2369	SHORT-TERM SUBSTITUTES, NON-INSTRUCTIONAL	175,056.13	47,164.00	-	-	-	-	-	47,164.00	0.00%
2390	SHORT-TERM SPECIAL PROJECT, NON-INSTRUCTIONAL	-	612.00	-	-	-	-	-	612.00	0.00%
2399	CLASSIFIED PRESENTERS - COMM. ED / CUSTOMIZED SOLUTIONS	-	-	-	-	-	-	-	-	
23xx	Non-Instructional Salary, Other	358,197.18	139,089.00	83.74	6,786.99	9,789.62	7,795.73	24,456.08	114,632.92	17.58%
2430	SHORT-TERM STUDENT HELP, INSTRUCTIONAL	7,326.70	22,796.00	-	-	395.20	-	395.20	22,400.80	1.73%
2431	SHORT-TERM SUMMER COACHING, INSTRUCTIONAL	-	-	-	-	-	-	-	-	
2440	SHORT-TERM OVERTIME, INSTRUCTIONAL	10,870.35	-	-	-	-	-	-	-	
2449	SHORT-TERM NONCLASSIFIED, INSTRUCTIONAL	36,280.01	7,212.00	210.48	-	140.32	-	350.80	6,861.20	4.86%
2469	SHORT-TERM SUBSTITUTES, INSTRUCTIONAL	-	-	-	-	-	-	-	-	
24xx	Instructional Aides, Other	54,477.06	30,008.00	210.48	-	535.52	-	746.00	29,262.00	2.49%
	Classified Salaries	5,794,043.73	5,916,608.00	449,683.38	445,849.90	465,869.76	444,365.38	1,805,768.42	4,110,839.58	30.52%
3110	INSTRUCTIONAL STRS	2,404,459.79	2,407,187.00	202,409.80	117,837.88	140,011.24	199,804.07	660,062.99	1,747,124.01	27.42%
3150	CALSTRS ON-BEHALF FOR INSTRUCTIONAL	1,546,237.91	-	-	-	-	-	-	-	

Norco- Budget Performance Report 20-21 10-30-20

Norco College			E	FUND_11						
Fund:	11	Resource:	1000	FY 2020/21						
		Prior Year 2019/20	Current Year 2020/21	Actuals						%
Object	Object Description	Actual	Revised Budget	JUL	AUG	SEP	OCT	YTD 6/30/21	Balance	Used
3210	INSTRUCTIONAL PERS	70,938.09	78,322.00	6,467.14	6,898.88	6,967.65	6,967.65	27,301.32	51,020.68	34.86%
3310	INSTRUCTIONAL FICA	25,534.53	23,459.00	2,305.79	2,065.77	2,474.50	2,281.82	9,127.88	14,331.12	38.91%
3315	INSTRUCTIONAL MEDICARE	248,274.23	237,661.00	19,718.68	11,048.77	13,434.37	20,151.26	64,353.08	173,307.92	27.08%
3410	INSTRUCTIONAL HEALTH & WELFARE	2,372,805.01	2,701,641.00	8,648.33	7,663.61	4,968.92	232,763.57	254,044.43	2,447,596.57	9.40%
3450	OPEB, TEACHERS AND AIDES	34,575.70	33,034.00	2,720.41	1,526.28	1,856.60	2,782.33	8,885.62	24,148.38	26.90%
3510	INSTRUCTIONAL SUI	16,785.48	12,176.00	679.90	381.00	463.24	694.99	2,219.13	9,956.87	18.23%
3610	INSTRUCTIONAL WC	276,548.52	264,243.00	21,763.81	12,210.62	14,853.14	22,260.14	71,087.71	193,155.29	26.90%
	Instructional Benefits	6,996,159.26	5,757,723.00	264,713.86	159,632.81	185,029.66	487,705.83	1,097,082.16	4,660,640.84	19.05%
3440	RETIREE BENEFITS ACAD & CLASS	231,173.14	188,404.00	110.89	-	-	45,377.98	45,488.87	142,915.13	24.14%
3120	CLASSIFIED STRS - (FOR CLASSIFIED EMPLOYEES PAYING INTO STRS)	-	-	-	-	-	-	-	-	
3130	NON-INSTRUCTIONAL STRS - FOR ACADEMIC ADMINISTRATORS / COUN	634,751.89	598,615.00	51,080.67	47,689.41	50,117.31	54,897.44	203,784.83	394,830.17	34.04%
3160	CALSTRS ON-BEHALF CLASSIFIED	-	-	-	-	-	-	-	-	
3170	CALSTRS ON-BEHALF NON-INSTRUCTIONAL ACADEMIC	475,426.10	-	-	-	-	-	-	-	
3220	CLASSIFIED PERS	943,416.17	1,071,303.00	82,995.82	82,894.74	83,064.55	83,115.65	332,070.76	739,232.24	31.00%
3230	NON-INSTRUCTIONAL PERS	160,175.17	158,803.00	13,196.63	13,196.63	13,445.65	13,279.64	53,118.55	105,684.45	33.45%
3320	CLASSIFIED FICA	295,220.16	315,926.00	25,218.42	24,932.07	25,592.16	23,033.08	98,775.73	217,150.27	31.27%
3325	CLASSIFIED MEDICARE	74,642.17	77,119.00	5,934.19	5,909.72	6,204.54	5,949.24	23,997.69	53,121.31	31.12%
3330	NON - INSTRUCTIONAL FICA	48,796.13	41,555.00	5,063.27	3,808.77	3,837.87	1,267.06	13,976.97	27,578.03	33.63%
3335	NON - INSTRUCTIONAL ACADEMIC MEDICARE -COUNSELORS / LIBRARI	75,626.37	65,371.00	6,198.65	5,132.35	5,623.04	6,121.46	23,075.50	42,295.50	35.30%
3420	CLASSIFIED HEALTH & WELFARE	1,477,565.91	1,654,697.00	7,117.05	7,052.74	7,492.85	149,900.25	171,562.89	1,483,134.11	10.37%
3430	NON - INSTRUCTIONAL HEALTH & WELFARE (COUNSELORS / LIBRARIAN	872,390.34	774,890.00	2,864.27	2,601.48	2,683.97	81,733.84	89,883.56	685,006.44	11.60%
3460	OPEB, CL EMPLOYEES	11,125.70	10,738.00	819.81	819.60	858.90	822.98	3,321.29	7,416.71	30.93%
3470	OPEB, OTHER CE EMPLOYEES	10,429.26	9,012.00	857.43	711.94	779.26	847.41	3,196.04	5,815.96	35.46%
3520	CLASSIFIED SUI	8,015.73	22,955.00	204.65	203.84	213.99	205.16	827.64	22,127.36	3.61%
3530	NON - INSTRUCTIONAL SUI - (COUNSELORS / LIBRARIANS / COORDINAT	6,744.87	12,514.00	213.72	177.00	193.92	211.10	795.74	11,718.26	6.36%
3620	CLASSIFIED WC	83,125.84	85,908.00	6,558.24	6,549.58	6,859.32	6,579.57	26,546.71	59,361.29	30.90%
3630	NON - INSTRUCTIONAL WC - COUNSELORS / LIBRARIANS / COORDINAT	83,442.47	72,137.00	6,859.25	5,695.18	6,234.20	6,779.17	25,567.80	46,569.20	35.44%
3900	OTHER BENEFITS	-	-	-	-	-	-	-	-	
3910	CalSTRS On Behalf	630.57	-	-	-	-	-	-	-	
3920	CalSTRS On Behalf	3,757.25	-	-	-	-	-	-	-	
3930	CalSTRS On Behalf	(517.36)	-	-	-	-	-	-	-	
3939	Golden Handshake Payments	1,289,289.28	-	-	-	-	-	-	-	
3912	PAYPRO 125 PLANS	-	-	-	-	-	-	-	-	
3999	PAYROLL TAX ADJUSTMENTS	-	-	-	-	-	-	-	-	
	Non-Instructional Benefits	6,554,054.02	4,971,543.00	215,182.07	207,375.05	213,201.53	434,743.05	1,070,501.70	3,901,041.30	21.53%
	Benefits	13,781,386.42	10,917,670.00	480,006.82	367,007.86	398,231.19	967,826.86	2,213,072.73	8,704,597.27	20.27%
	Total Salaries & Benefits	41,578,186.06	37,310,483.00	2,678,869.35	1,895,942.14	2,145,617.38	3,194,266.84	9,914,695.71	27,395,787.29	26.57%
4230	REFERENCE BOOKS / MATERIALS	1,629.14	9,172.00	-	-	-	-	-	9,172.00	0.00%
4320	INSTRUCTIONAL SUPPLIES	1,235.95	72,632.00	-	-	-	-	-	72,632.00	0.00%
4330	PERIODICALS / MAGAZINES / SUBSCRIPTIONS INCLUDING ON-LINE SUB	-	26.00	-	-	-	-	-	26.00	0.00%
4351	INSTRUCTIONAL MEDIA	-	1,000.00	-	-	-	-	-	1,000.00	0.00%

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Norco College			E	FUND_11						
Fund:	11	Resource:	1000	FY 2020/21						
		Prior Year 2019/20	Current Year 2020/21	Actuals						%
Object	Object Description	Actual	Revised Budget	JUL	AUG	SEP	OCT	YTD 6/30/21	Balance	Used
5198	PROFESSIONAL SERVICES	29,718.01	344,203.00	2,913.44	-	-	-	2,913.44	341,289.56	0.85%
5210	MILEAGE / TOLL FEES	6,117.89	7,394.00	-	-	70.16	58.65	128.81	7,265.19	1.74%
5211	MEETING EXPENSES	1,188.44	5,961.00	1,500.00	-	-	-	1,500.00	4,461.00	25.16%
5219	TRAVEL EXPENSES - NON-RCCD EMPLOYEES / STUDENTS	7,602.25	2,739.00	-	-	-	-	-	2,739.00	0.00%
5220	CONFERENCES (INCLUDING WEBINAR PROGRAMS)	45,417.29	56,484.00	200.00	-	200.00	-	400.00	56,084.00	0.71%
5250	TRAVEL EXPENSES - EMPLOYEE CANDIDATES	-	-	-	-	-	-	-	-	
5310	MEMBERSHIP / DUES	63,580.13	60,985.00	-	300.00	43,643.00	419.40	44,362.40	16,622.60	72.74%
5400	INSURANCE	-	-	-	-	-	-	-	-	
5410	FIRE AND THEFT INSURANCE	-	-	-	-	-	-	-	-	
5420	LIABILITY INSURANCE	-	-	-	-	-	-	-	-	
5421	GENERAL LIABILITY AND PROPERTY EXPENSE	444,748.76	435,760.00	-	-	-	-	-	435,760.00	0.00%
5430	FIDELITY BOND PREMIUMS	985.50	-	-	-	-	-	-	-	
5440	STUDENT INSURANCE	-	-	-	-	-	-	-	-	
5450	INSURANCE CLAIMS EXPENSE (EXTERNAL INS CO)	-	-	-	-	-	-	-	-	
5451	SELF INSURANCE CLAIMS	-	-	-	-	-	-	-	-	
5510	NATURAL GAS	168,678.18	125,391.00	-	2,986.26	15,246.39	10,788.59	29,021.24	96,369.76	23.14%
5520	ELECTRICITY	322,079.01	498,137.00	-	-	2,603.20	3,479.55	6,082.75	492,054.25	1.22%
5530	WATER	126,764.32	142,335.00	-	8,346.10	9,555.23	9,550.23	27,451.56	114,883.44	19.29%
5540	TELEPHONE	13,260.76	36,585.00	-	2,568.48	1,289.21	1,284.15	5,141.84	31,443.16	14.05%
5541	CELLULAR TELEPHONE	26,118.03	20,691.00	155.55	105.97	86.31	86.68	434.51	20,256.49	2.10%
5550	LAUNDRY AND CLEANING	7,658.45	9,500.00	-	643.55	(643.55)	-	-	9,500.00	0.00%
5560	TOWEL SERVICE	-	-	-	-	-	-	-	-	
5570	WASTE DISPOSAL	32,977.20	43,495.00	2,014.32	1,896.72	2,583.34	2,353.47	8,847.85	34,647.15	20.34%
5610	COUNTY CONTRACTS	31,325.00	31,325.00	-	-	-	-	-	31,325.00	0.00%
5621	CATALOG PRINTING	-	-	-	-	-	-	-	-	
5622	CLASS SCHEDULE PRINTING	-	-	-	-	-	-	-	-	
5630	RENTS AND LEASES	29,153.50	102,552.00	8,699.28	22,044.13	9,799.28	382.25	40,924.94	61,627.06	39.91%
5631	FILM RENTAL	-	-	-	-	-	-	-	-	
5632	SCENIC RENTALS	-	-	-	-	-	-	-	-	
5633	COSTUME RENTALS	-	-	-	-	-	-	-	-	
5644	REPAIR SERVICES - PERFORMED BY AN OUTSIDE VENDOR	262,714.20	279,292.00	-	226.11	10,231.96	4,926.36	15,384.43	263,907.57	5.51%
5649	COMPUTER / SOFTWARE - MAINTENANCE / LICENSE	75,690.51	64,961.00	25,002.74	21,986.86	-	-	46,989.60	17,971.40	72.34%
5650	TRANSPORTATION CONTRACTS	3,920.64	650.00	-	-	-	-	-	650.00	0.00%
5660	TRANSPORTATION IN LIEU	-	-	-	-	-	-	-	-	
5691	GOVERNMENTAL FEES	-	-	-	-	-	-	-	-	
5710	AUDIT SERVICES	-	-	-	-	-	-	-	-	
5720	ELECTIONS	-	-	-	-	-	-	-	-	
5730	LEGAL	-	-	-	-	-	-	-	-	
5740	ADVERTISING - MAY INCLUDE SPONSORSHIP IF OUR ONLY BENEFIT IS C	85,381.53	63,568.00	-	-	-	1,129.91	1,129.91	62,438.09	1.78%
5790	OTHER - (FEES FOR LICENSES, PERMITS, PROCESSING, CPR, WEB HOST	20,605.54	12,914.00	-	-	1,019.43	389.78	1,409.21	11,504.79	10.91%

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Norco College Holding Accounts												
As of October 30, 2020												
Funding Source	SPP/ Resc	SPP/ Resc .	One Time, Annual, On Going	Carry Over ?	Fund	Resc.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Revised Budget	FY 2020/21 Rev/Exp Net of Abatements	FY 2020/21 Encumbrances	Uncommitted / Unrealized
Salary Savings	991	991	OT	N	11	1000	Savings from Permanent Gen.Fund Staff Positions	-	-	-	-	-
Sabbatical Holding Account	993	993	OT	N	11	1000	Savings from Permanent Gen.Fund Staff Positions	66,472	66,472	-	-	66,472
Barnes & Noble Commission Transfer	566	566	A	Y	11	1000	Annual Commissions rec'd from B&N	99,211	99,211	-	-	99,211
Barnes & Noble Signing Bonus	728	728	OT	Y	11	1000	One-time Funding - Rolled over Year to Year until gone	7,430	7,430	-	-	7,430
Follett Bookstore Commission Transfer	563	563	A	Y	11	1000	Annual Commissions rec'd from Follett	240,620	240,620	-	-	240,620
Follett Bookstore Signing Bonus	733	733	OT	Y	11	1000	One-time Funding - Rolled over Year to Year until gone	128,993	128,993	-	-	128,993
Follett Bookstore Textbook Scholarship	746	746	OT	Y	11	1000	Annual Funding with carry over	1,667	1,667	-	-	1,667
Pepsi Signing Bonus	734	734	OT	Y	11	1000	One-time Funding - Rolled over Year to Year until gone	-	1,000	-	-	1,000
Non-Resident Base Budget	729	729	A	Y	11	1000	Based on a Percentage of Non-Resident Fees rec'd	651,884	651,884	-	-	651,884
Budget Savings Distribution	738	738	OT	Y	11	1000	One-Time Allocation from Dist. Reserves in FY 17/18	692,075	692,075	45,029	162,301	484,745
Budget Savings Distribution	716	716	OT	Y	11	1000	One-Time Allocation in FY 18/19 for borrowed back FTES	123,335	123,335	200	-	123,135
Norco Soccer Field Use	568	568	OT	Y	11	1000	Facilities Fees Revenue	51,640	51,640	-	5,500	46,140
Permanent Position Funding	997	997	OG	Y	11	1000	To/From Permanently Funded Positions	697,016	697,016	-	-	697,016
Classified/Management Position Allocation	998	998	A	N	11	1000	Allocation to fund add'l Classified/Mgmt. Positions - has not been distributed in FY 18/19	-	-	-	-	-
Contract Holding Account	999	999	OT	Y	11	1000	Adjusting Account to Address Permanent Increases in College Contracts	24,115	24,115	-	-	24,115
Indirect Expenditure Holding Account	797	797	OT	Y	11	1000	Indirect Cost Recovery (at 83%)	795,432	795,432	29,214	61,093	705,125
							Fund 11- Unrestricted	3,579,890.00	3,580,890.00	74,443.18	228,893.31	3,277,553.51
Instructional Equipment	075	075	A	Y	12	1190	Restricted to Instructional Equipment	57,711	57,711	-	54,883	2,828
Lottery - Restricted	735	735	A	Y	12	1190	Restricted to Instructional & Library Materials including Instructional Software	423,193	423,193	74,777	95,575	252,842
Redevelopment Allocation	1180	1180	A	Y	12	1180	Relatively Unrestricted	182,695	182,695	-	-	182,695
Non-Resident Capital Outlay	709	709	A	Y	12	1190	Restricted to Capital Purchases	65,815	65,815	36	-	65,779
Veterans Resource Center	190	190	OT	Y	12	1190	State Appropriation - VRC and Articulation Platform	1,521,815	1,521,815	5,442	461,690	1,054,684
Early Childhood Education Center	191	191	OT	Y	12	1190	State Appropriation	4,999,712	4,999,712	-	-	4,999,712

Norco College Holding Accounts													
As of October 30, 2020													
Funding Source	SPP/ Resc	SPP/ Resc .	One Time, Annual, On Going	Carr y Over ?	Fun d	Res c.	Description	FY 2020/21 Adopted Budget	FY 2020/21 Revised Budget	FY 2020/21 Rev/Exp Net of Abatements	FY 2020/21 Encumbran ces	Uncommitted / Unrealized	
							Fund 12 Restricted	7,250,941	7,250,941	80,255	612,147	6,558,539	
Academic Affairs Instructional Holding Acct.			OG	N	11	1000	Academic Affairs Holding (set up in FY 15/16)	53,384	53,384	-	-	53,384	
Contingencies	5899	5899											
VP, Business Services	EDB	EDB	OG	N	11	1000	Administrative Contingencies	29,929	29,929	-	-	29,929	
Dean, Special Funded Programs	ECW	ECW	OG	N	11	1000	Administrative Contingencies	500	500	-	-	500	
VP, Academic Affairs	EJA	EJA	OG	N	11	1000	Administrative Contingencies	5,370	5,370	-	-	5,370	
President	EMA	EMA	OG	N	11	1000	Administrative Contingencies	25,369	25,369	-	-	25,369	
Dean of Instruction	EMB	EMB	OG	N	11	1000	Administrative Contingencies	500	500	-	-	500	
Dean of Instruction	EMG	EMG	OG	N	11	1000	Administrative Contingencies	500	500	-	-	500	
VP, Student Services	EZA	EZA	OG	N	11	1000	Administrative Contingencies	15,419	15,419	-	-	15,419	
Dean, Admissions & Records	EZB	EZB	OG	N	11	1000	Administrative Contingencies	1,000	1,000	-	-	1,000	
Dean, Student Services	EZG	EZG	OG	N	11	1000	Administrative Contingencies	1,000	1,000	-	-	1,000	
Dean, Student Life	EZK	EZK	OG	N	11	1000	Administrative Contingencies	1,000	1,000	-	-	1,000	
							Total Fund 11- Administrative Contingencies	133,971	133,971	-	-	133,971	
Note: All allocations to the General Fund Must Adhere to General Fund													
							Fund 11- Unrestricted		3,713,861	3,714,861	74,443	228,893	3,411,525
							Fund 12-Restricted		7,250,941	7,250,941	80,255	612,147	6,558,539
							Total Fund 11 and 12		10,964,802	10,965,802	154,698	841,041	9,970,063

View Financial Summary								
Begin Date	07/01/2020							
	10/31/2020	NORCO GRANTS REPORT AS OF 10/31/20						
Fund	School	Function	Adopted Budget	Revised Budget	Rev/ Exp Net of Abatements	Encumbrances	Uncommitted/ Unrealized	SPP Description
		020	313,296.00	313,296.00	0.00	0.00	313,296.00	BASIC SKILLS/ESL 2020/2021 Total
		024	0.00	0.00	31,322.19	78,901.93	-110,224.12	BASIC SKILLS/ESL 2018/2019 Total
		026	298,377.00	298,377.00	19,720.40	46,140.93	232,515.67	BASIC SKILLS/ESL 2019/2020 Total
		032	86,138.00	86,138.00	0.00	0.00	86,138.00	VETERAN RESOURCE CENTER - ONGOING Total
		035	27,772.00	27,772.00	0.00	602.74	27,169.26	HUNGER FREE CAMPUS SUPPORT ALLOCATION 17/18 - 19/20 Total
		045	357,417.00	357,417.00	58,517.23	114,155.56	184,744.21	NEXTUP (CAFYES) Total
		051	150,199.00	150,199.00	74,698.54	149,839.22	-74,338.76	CALIFORNIA COLLEGE PROMISE (AB 19) Total
		053	18,140.00	18,140.00	0.00	0.00	18,140.00	CAMPUS SAFETY AND SEXUAL ASSAULT Total
		060	597,204.00	597,204.00	151,149.20	271,602.92	174,451.88	EOPS Total
		061	52,645.00	52,645.00	5,500.00	1,000.00	46,145.00	EOPS CARE Total
		067	267,732.00	267,732.00	82,073.74	178,836.72	6,821.54	SFAA - CAPACITY (old term Augmentation) Total
		069	99,312.00	99,312.00	31,528.84	68,115.97	-332.81	SFAA - BASE (old term BFAP) Total
		074	225,299.00	225,299.00	73,180.82	187,930.90	-35,812.72	GUIDED PATHWAYS Total
		075	57,711.00	57,711.00	0.00	53,126.46	4,584.54	INSTRUCTIONAL EQUIPMENT Total
		078	261,888.00	261,888.00	2,720.89	0.00	259,167.11	VETERANS STUDENT SUPPORT SERVICES PROJECT (20-21)
		081	929,367.00	929,367.00	210,037.42	343,337.25	375,992.33	STUDENT SUCCESS & SUPPORT PROGRAM (old term MATRICULATION) Total
		090	275,105.00	275,105.00	2,967.68	0.00	272,137.32	NORCO- STUDENT SUPPORT SERVICES PROGRAM Total
		091	261,888.00	261,888.00	3,671.23	0.00	258,216.77	NORCO- STUDENT SUPPORT SERVICES STEM PROGRAM Total
		103	121,681.00	121,681.00	9,388.27	3,165.42	109,127.31	HERE TO CAREER Total
		118	0.00	0.00	18,562.67	44,680.24	-63,242.91	MIDDLE COLLEGE HIGH SCHOOL - NORCO 15/16 Total
		121	100,000.00	100,000.00	0.00	0.00	100,000.00	MIDDLE COLLEGE HIGH SCHOOL - NORCO Total
		130	0.00	0.00	223,369.77	0.00	-223,369.77	COVID-19 RESPONSE BLOCK GRANT - FEDERAL Total
		132	110,161.00	110,161.00	94,266.62	117,007.20	-101,112.82	TITLE V - ACCELERATING PATHWAYS TO GRADUATION & TRANSFER Total
		134	2,722.00	2,722.00	0.00	0.00	2,722.00	CACT-SEMINARS Total
		135	387,934.00	387,934.00	71,165.81	120,004.04	196,764.15	UPWARD BOUND - CORONA HIGH SCHOOL 17/22 Total
		141	90,922.00	90,922.00	15,000.00	40,250.00	35,672.00	FINANCIAL AID TECHNOLOGY Total
		150	7,592.00	7,592.00	3,400.00	0.00	4,192.00	MENTAL HEALTH SUPPORT Total
		160	42,421.00	42,421.00	0.00	3,500.00	38,921.00	THE CALIFORNIA WELLNESS FOUNDATION Total
		166	76,254.00	76,254.00	15,923.49	32,884.28	27,446.23	INNOVATION IN HIGHER EDUCATION GRANT Total
		174	213,572.00	213,572.00	25,331.50	45,567.75	142,672.75	CALIFORNIA APPRENTICESHIP INITIATIVE Total
		175	499,021.00	499,021.00	23,613.70	71,116.18	404,291.12	NORCO COLLEGE APPRENTICESHIP PROGRAM Total
		177	10,000.00	10,000.00	0.00	0.00	10,000.00	GROWING INLAND ACHIEVEMENT - COVID-19 EMERGENCY RELIEF Total
		178	117,284.00	117,284.00	100,022.86	9,230.00	8,031.14	COLLEGE FUTURE FOUNDATION Total
		180	985,910.00	985,910.00	274,012.02	634,245.12	77,652.86	DSP&S Total
		186	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	VETERANS RESOURCE CENTER - FY 19/20 Total
		187	500,000.00	500,000.00	0.00	0.00	500,000.00	WORKFORCE DEVELOPMENT PRG - FY 19/20 Total
		188	481,195.00	481,195.00	79,844.87	157,663.29	243,686.84	UPWARD BOUND - CENTENNIAL HIGH SCHOOL 17/22 Total
		189	31,957.00	31,957.00	10,425.78	25,725.24	-4,194.02	CFIS REENTRY PROGRAM Total
		190	1,521,815.00	1,521,815.00	5,441.60	417,086.00	1,099,287.40	VETERANS RESOURCE CENTER Total
		191	4,999,712.00	4,999,712.00	0.00	0.00	4,999,712.00	EARLY CHILDHOOD EDUCATION CENTER Total
		192	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	NEW WORKFORCE DEVELOPMENT CENTER Total
		193	26,521.00	26,521.00	29,490.40	0.00	-2,969.40	VETERANS RESOURCE CENTER - VISION FOR SUCCESS Total
		207	133,336.00	133,336.00	-455.59	100,000.00	33,791.59	WORKFORCE ACCELERATOR FUND (WAF) Total
		223	0.00	0.00	16,496.88	318,983.03	-335,479.91	CARES ACT - INSTITUTIONAL Total
		225	1,408,888.00	1,408,888.00	217,067.19	544,770.76	647,050.05	STEM ENGINEERING PATHWAYS Total
		232	50,000.00	50,000.00	0.00	0.00	50,000.00	CALIFORNIA COLLEGE PATHWAYS FUND GRANT Total
		236	72,759.00	72,759.00	13,328.80	28,512.27	30,917.93	MENTAL HEALTH SERVICES Total

View Financial Summary								
Begin Date	07/01/2020							
	10/31/2020	NORCO GRANTS REPORT AS OF 10/31/20						
Fund	School	Function	Adopted Budget	Revised Budget	Rev/ Exp Net of Abatements	Encumbrances	Uncommitted/ Unrealized	SPP Description
		249	3,192.00	3,192.00	0.00	0.00	3,192.00	UMOJA COMMUNITY EDUCATION FOUNDATION Total
		250	34,761.00	34,761.00	-1,141.16	8,980.22	26,921.94	EXPANDING COMMUNITY COLLEGE APPRENTICESHIPS Total
		251	199,554.00	199,554.00	179,300.00	0.00	20,254.00	INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE - SANTA CLARITA CCD Total
		271	1,860,425.00	1,860,425.00	164,371.21	762,302.32	933,751.47	NATIONAL CENTER FOR SUPPLY CHAIN AUTOMATION Total
		272	586,167.00	586,167.00	68,332.67	133,360.57	384,473.76	UPWARD BOUND - NORTE VISTA HIGH SCHOOL Total
		276	692,885.00	692,885.00	141,347.51	261,518.03	290,019.46	PACES: PATHWAYS TO ACCESS, COMPLETION, EQUITY AND SUCCESS Total
		297	77,433.00	77,433.00	80,586.68	115,721.28	-118,874.96	SSS RISE - NORCO 15/20 Total
		300	35,977.00	35,977.00	0.00	0.00	35,977.00	FWS OFF CAMPUS (COMMUNITY SERVICE) Total
		304	323,797.00	323,797.00	16,665.33	0.00	307,131.67	FWS ON CAMPUS (INSTRUCTIONAL/NON-INSTRUC) Total
		339	75,145.00	75,145.00	94,812.00	115,721.28	-135,388.28	STUDENT SUPPORT SERVICES TRIO-NORCO 15/20 Total
		344	585,689.00	585,689.00	0.00	0.00	585,689.00	STRONG WORKFORCE PROGRAM LOCAL 20/21 Total
		345	129,245.00	129,245.00	0.00	0.00	129,245.00	STRONG WORKFORCE PROGRAM REGIONAL 20/21 Total
		346	21,774.00	21,774.00	14,667.17	0.00	7,106.83	STRONG WORKFORCE PROGRAM LOCAL 17/18 Total
		347	120,809.00	120,809.00	65,900.13	120,377.60	-65,468.73	STRONG WORKFORCE PROGRAM REGIONAL 17/18 Total
		348	463,007.00	463,007.00	117,424.03	250,327.14	95,255.83	STRONG WORKFORCE PROGRAM LOCAL 18/19 Total
		349	697,000.00	697,000.00	102,302.70	315,457.85	279,239.45	STRONG WORKFORCE PROGRAM REGIONAL 18/19 Total
		350	734,980.00	734,980.00	0.00	0.00	734,980.00	STRONG WORKFORCE PROGRAM LOCAL 19/20 Total
		351	390,691.00	390,691.00	111.99	70.20	390,508.81	STRONG WORKFORCE PROGRAM REGIONAL 19/20 Total
		366	45,309.00	45,309.00	3,746.80	9,806.14	31,756.06	TANF (TEMPORARY ASSTCE TO NEEDY FAMILIES) Total
		367	252,360.00	252,360.00	74,826.62	173,679.88	3,853.50	CAL WORKS Total
		370	220,570.00	220,570.00	34,974.19	114,713.94	70,881.87	PERKINS - TITLE I-C Total
		375	0.00	0.00	10,577.34	0.00	-10,577.34	ONLINE CTE PATHWAYS GRANT PROGRAM Total
		388	141,532.00	141,532.00	14,919.08	35,924.86	90,688.06	AB 86 ADULT EDUCATION BLOCK GRANT 19/20 Total
		587	0.00	0.00	2,070.11	0.00	-2,070.11	COVID-19 RECOVERY COSTS
		618	182,695.00	182,695.00	0.00	0.00	182,695.00	REDEVELOPMENT - RIVERSIDE COUNTY/CITY
		709	65,815.00	65,815.00	36.37	0.00	65,778.63	NON-RESIDENT CAPITAL OUTLAY SURCHARGE FEE
		730	8,112.00	8,112.00	18.38	1,000.00	7,093.62	VETERANS EDUCATION
		735	423,193.00	423,193.00	74,776.78	85,512.08	262,904.14	LOTTERY
		TOTAL	28,205,263.00	28,205,263.00	3,647,460.29	7,599,454.40	16,958,348.31	GRANT TOTAL

Summary of Moves and Projects - Norco College 2019-20													
Ref No.	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	NOTES
	1	Transfer Space	SVI 2nd floor		New partitions and furnishings	TBD	TBD		AB 19 funds	Dr James	PO issued	Pending delivery	11/2-20: Scheduling the delivery of the flooring materials. 9/23/20: Furnishings delivered and stored on 2nd floor of SVI. 8/31/20: On hold until staff can return to empty their offices and the furnishings can be removed. 4-8-20: Scheduled start of installation on June 22. 2-25-20: It is reviewing the layout and proposal due to errors that were found in the final review 12-11-20: Having to review proposal due to prevailing wage installation. 1-29-20: Materials approved and directed to move forward with issuing PO and ordering materials. 10-1-19: Final color selection is to be confirmed 10-4-19: Layout has been selected. Proposal requested 8-11-19: Remove and replace all of the existing partitions and furnishings.
	2	SVI 212	Puerta/Umoja	Puerta/Umoja	Flooring and furnishing replacement.	TBD	2/13/2020		Student Equity	Dr Orogosa	PO issued	Pending delivery	6/23/20: Furnishings delivered and stored on 2nd floor of SVI. 8/31/20: On hold until staff can return to empty their offices and the furnishings can be removed. 4-8-20: Scheduled start of installation on June 15-22. 3-4-20: M&O setting pricing for the paint and carpet work required. 3-26-20: It is preparing a reviewed layout and proposal for approval. Facilities is getting pricing for painting and carpet work. 10-30-19: On-Call Strategic to meet New 7th to start layout and selection.
	3	Library - Shelving removal	Library		Removal of 5 existing bookshelves and installation of study tables with power & data	TBD	TBD	TBD	TBD	Danion Nancy Stone Marshall		Preliminary	8/31/20: On hold until staff can return to work on projects. 3-4-20: M&O setting carpet pricing for the 235 SF of patch back work required. 2-25-20: M&O removed shelves in part of the book cases and installed a section of carpet. All the metal shelves will need to be removed and new carpet priced and installed(Contractor). 2-11-20: Reviewing additional options with Danion. 1-15-20: Moving forward with developing scope and getting cost estimates. Removal of 5 existing bookshelves, wall patch/paint, carpet replacement, 1 rectangular tables with power and data for 8 stations each. Rough estimate of cost is \$22-25k and was reported to Danion on 12-10-19.
	4	Lighting Controller installation	5 Bldgs		Replacement of the lighting controllers on conversion to EMS system	Start Dec 14				Stowe, Andy & Jim		Construction	6/1/20: Individual room emergency sensors need to be installed to complete the project. 3-4-20: Pending installation of motion sensors. 2-25-20: Pending completion 2-5-20: By pass switch and motion sensors to be installed and complete by Feb 18th. 1-25-20: CSD to be completed 1-30-20. Motion sensors and credits remaining. 1-1-20: CSD to complete. 1-8-20: NEC and CSD still in complete.
	5	Amphitheater Shading	Amphitheater		Shading of Amphitheater seating area	TBD			1 Time Funds	Stowe Marshall	Pending PO for shade structures	Fabrication	11/2/20: Fabrication to be completed on Nov 13. 10/5/20: Proposals received for inspection services and PO's are being cut. 9/28/20: Proposals are due 9/30/20 for the IRI and Testing Lab services. Fabrication to start in Nov. 8/31/20: Contract was issued 8/28/20 and work can now move forward for the completion date of no later than Dec 31. 4-10-20: Pending revised proposal from USA Shade for PO to be issued via Piggyback. 2-25-20: Presenting to ASNC & BPPC for input and agreement. 2-11-20: Plans cannot be checked DTG with NC. Additional engineering required for DSA submittal. 1-29-20: Shading analysis being completed. USA Shade needs to be issued PO to complete design drawings for DSA plan check. Design and installation shading for the seating area of the Amphitheater
	6	Soccer Field Turf Replacement	Soccer Field		Replacement of existing field turf	18-Feb-20			Metaspur "C"	Stowe Marshall	PO issued	Complete	11/2/20: Acct's reviewing scope of work for concrete replacement. 10/5/20: Plans and specs were approved by DSA. We can now start the bidding of the remaining work and inspections. 9-28-20: Re-submitted to DSA for approval. 8/31/20: Concrete replacement part of the work needs to be DSA approved, bid and completed. 4-8-20: Punch walk completed with Field Turf. 3-3-20: Work in progress. 2-5-20: Start date of Feb 18. 2-26-20: PO for Field Turf in progress. 1-8-20: PO going to Board on Jan 22. 12-19-19: Plans to be ready for DSA Submittal on 12-23-19. Replacement of the existing field turf and the possible addition of Rugby lines and goals(pending funding)
	7	Elevator Refurbishment	SVI Elevator		Refurbishment of the SVI Elevator	Summer 2020			Scheduled Maint 18/20	Stowe Marshall		Design Phase	8/31/20: Acct's making final revisions to the bidding documents. 2-8-20: Comments returned to S&H for revision. 1-8-20: Project Documents received for review. 12-19-19: Plans to be ready for DSA Submittal on 12-23-19. 11-25-19: Acct's is in the process of developing Bidding Documents.
	8	Key Control	Campus		Replacement and update of the campus keying system	Spring 2020			1 Time Funds	Stowe Marshall		Design phase	11/2/20: First 2 key logic meetings have been held and 3rd is to be scheduled for the week of Nov 9th. 9-28-20: Key logic sent to development team for review. Development meeting pending. 8/31/20: We are ready to start having the key logic meetings with the VP, Deans and M&O staff. 3-3-20: establishing a key logic meeting 2-11-20: NC to provide room keying information to Asca Abbey. AA to provide budget material pricing and specification information. 2-5-20: Key logic meeting 2-10-20 with Medico. 1-29-20: Cylindrical lockset types to be confirmed by Art. Get budget and consultant feedback. 1-23-20: Met with Asca Abbey and we need to get them a little information so they can provide pricing. 1-8-20: meeting scheduled for 1-16-20. 12-19-19: All lock counts are in. 11-26-19: BM and MCC have completed their door and lock counts. 10-30-19: NC and MCC completing door and lock counts. Replacement of the existing door cylinders and updating of the existing keying system with updated and streamlined keying organization.
	9	Veterans Resource Center	VRC	VRC	New VRC Building	Bld in March. Start in May			State Appropriation	Stowe Marshall		CDMA Approval	11/2/20: Notice to Proceed to be issued to Contractor in Early Nov. 10/5/20: Contractor has been selected and needs to be approved by the Board. 9/28/20: Revised proposals were submitted but there is a protest on the Low Bidder that is being investigated prior to going to the Board for approval. 8/31/20: Project had to go out for the bid. Re-bid is due Sept 17th with the NTP coming on Nov 11th and completion of the project in July/Aug. 1-8-20: Bidding in Feb and March. 12-11-19: DTSC approved the test samples and we are in CDMA review and approval. DSA has approved plans. Pending DTSC testing results and any additional actions.
	9	Dance Room wood floor replacement	WES-CACT		Replacement of water damaged wood flooring and refinishing of entire floor.	1-Nov-20			Insurance cover	Stowe Marshall		Construction	11/2/20: Demolition is completed and the delivery of the flooring materials is scheduled for Nov 4th.
	10	Faculty Offices(9)	Various locations		Addition of 9 Faculty Offices					Stowe Marshall		Review	8/31/20: Needed office court was reduced to 5. 4-8-20: locations to be confirmed with Cabinet.
	10	District Solar Study	Campus wide		Installation of PV panels on rooftop and ground mount.				TBD	Rossini Agha Stone Marshall		Planning	10/5/20: Draft of study to be presented to the BPPC in Oct. 9/28/20, 8/31/20 The District is currently conducting the investigation, planning and feasibility of installation of solar panels at the 3 campuses.
	11	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
	11	Solar Panel - Field Lab	WES-CACT	STEM	Construction of a residential roof system for simulation of solar panel installation	Winter/Spring term				Dr Parks Stowe 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

Campus prep for re-opeining

Maintenance

- Campus domestic water flush
- Chillers/HVAC tune up campus wide
- HVAC filters new installed
- Water fountain new filters installed
- Campus lighting outdoor lighting checked and replaced
- Removal of damaged street banners
- Maintenance vehicles serviced
- Fire safety monitering systems battery back up checked
- Genarator serviced and ran
- EMS lighting and HVAC systems checked
- Cart maintenance
- Installed new belts on exhaust fans above ST buildig

completed

completed

completed

completed

completed

ongoing

completed

in progress

monthly

completed

in progress

Completed

Grounds

- Weeding campus wide
- Mowing/Edging inner campus and STEM
- Detailed line trimming inner campus
- Lifting tree canopys
- Inner campus blowing
- Hedge trimming campus wide
- Campus and parking lot trash
- Pesticide spraying campus wide
- Irrigation repairs campus wide
- Water conservation garden foliage thinning out

ongoing

ongoing

ongoing

ongoing

ongoing

ongoing

ongoing

ongoing

assesment

in progress

Safety cert issued for boom truck

Battery, tire and brake assements

Future repair of three gate valves inorder to isolate areas to avoid system shutdown

In order for students and guest to see signage

Technology Support Services Update: 11/4/20

1. Standing Work Orders:

- a. Providing tech support to all students, staff, faculty and admin for the district wide issue of Microsoft licensing with Windows 10 and all version of MS Office.
- b. Continue reimaging returned student laptops from LRC
- c. Completed reimaging of 32 laptops for admin/faculty refresh, 50 Dell laptops for staff.
- d. Preparing plan for the reimaging of laptops during winter semester.
- e. Updating all Norco College Police Officers VPN login certificate to connect to Cal State Univ. of San Bernardino.

2. Work Order Reports thru Helpdesk, July – Oct 2020. Received =142, Closed =127

YYYYMM	DEPT	ASSIGNED_TEAM	REQUEST	IN_PROGRESS	ON_HOLD	CLOSED	TOTAL
202007	IT Incidents	NC TSS	0	0	0	5	5
202007	IT Requests	NC TSS	4	0	3	10	17
202008	IT Incidents	NC TSS	0	0	0	15	15
202008	IT Requests	NC TSS	1	0	0	13	14
202009	IT Incidents	NC TSS	0	0	0	32	32
202009	IT Requests	NC TSS	0	1	1	16	18
202010	IT Incidents	NC TSS	3	0	0	20	23
202010	IT Requests	NC TSS	2	0	0	16	18
TOTAL						127	142

3. Remote Support for Students, Staff, Faculty and Admin:

- a. TSS providing remote support Mon to Fri, 8am-4pm
- b. (1) TSS team member onsite M-W-F, 8am 1pm

IMC Classroom Technology Projects

- IT 101 Upgrade
 - Installation was postponed due to equipment backorder. Installation will take place in May. – **Completed Spring 2020**
- Projector Screens WEQ 7 and IT 110
 - Installation is complete – **Completed Spring 2020**
- CSS 217 Replacement of defective projector and interactive display
 - Projector installation is complete
 - On hold for interactive display
- Projector screens IT 124, IT 206 and LIB 121
 - PO issued, waiting for delivery - **Completed Spring 2020**
- Interactive displays for ST 107 and 108 (Engagement Center)
 - PO issued, waiting for delivery Waiting for Installation. – **Completed Fall 2020**
- Audio systems for LIB 109 and 110
 - Equipment has arrived. Waiting for installation - **Completed Spring 2020**
- Third Street LED marquee update
 - Firmware upgrade to cellular device
 - Improvements to the TEMP sensors
 - Improvements to the ambient light sensors
 - Upgrade = 1 of 5 complete

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