



RESOURCES COUNCIL

<https://www.norcollege.edu/committees/rc/Pages/index.aspx>

Minutes for May 26, 2022

12:50pm-1:50pm

Via Zoom

Meeting Participants:

Committee Members Present:

Esmeralda Abejar, Mike Angeles, Paula Barrera Partida, Courtney Buchanan, Michael Collins, Teresa Friedrich Finnern, Refugio "Jr" Lopez, Gustavo Ocegüera, Edwin Romero, Makenna Ashcraft (ASNC Student Rep)

Committee Members Not Present: Jim Rossum

Guest(s): Justin Czerniak, Alex Zadeh, Ana Molina

1. Call to Order: 12:50pm

1.1 Public Comments

- None

2. Action Items

2.1 Approval of Agenda

- MSC (Romero/Collins)
- Amendments: None

2.2 Approval of April 28, 2022 Minutes

- MSC (Ocegüera/Buchanan)
- Amendments: None

3. Discussion Item

3.1 Resources Council Report of Council Effectiveness Review (Michael Collins)

- Report provided to council members for review, prior to the meeting and will be included in the minutes.
- The RC Survey of Effectiveness was previously reviewed and discussed at the last meeting:
 - Visit the idea of longer meeting times.
 - Look at clarifying the approval role of the council moving forward.
- Each EMP Goal and Objective Alignment was reviewed and discussed.
- Assessment of Scope and Deliverables were reviewed and key points were noted:
 - Councils will continue to work on how best to report out to the college community annually.
 - Various documentation is provided and recorded within the minutes to ensure transparency to the college and community, which can be referenced as needed during accreditation (aka evidence).
 - Budget information is provided to the council as well as various informational updates via email to Nor-All.
 - Regular meeting notes are sent out to Nor-All, keeping the college community updated, while the minutes are being finalized and uploaded to the webpage.
 - Regular updates and safety issues are brought to the council via the safety task force and recommendations are made on issues of importance as needed.

4. Information Items

4.1 Safety Update – Traffic Study Report (Justin Czerniak)

- Presentation provided to council members for review, prior to the meeting and will be included in the minutes.
- The survey was conducted on February 23, 2022 with the understanding that the college was not operating at full capacity at that time, so projections were forecast at 100%.
- Observances included speeding issues, congestion points, driver compliance with existing HAWK signal, pedestrian crossing locations, and some other misc items.
- Various Speed control ideas: Speed Bump, Speed Hump, or Speed Table placed in various locations along Third Street.
- Congestion point control ideas: Place “No Stopping” signs along the curb by JFK, re-working the U-Turn options at Mustang Circle/Third, and possibly encouraging JFK cars to follow College Way to Mustang Circle, to use the double turn lanes at the intersection of Mustang Circle/Third, instead of coming out on Windy Way to make a U-Turn at Mustang Circle/Third.
- A “round-about” idea was proposed at Mustang Cir/Third, but it was determined not to be feasible at this time.
- Another congestion point is to work with the City of Norco to review the re-stripping of lanes at the intersection of Third and Hamner.

- The HAWK system working well, but it is still suggested to increase visibility by potentially adding more polls or overarching system, or adding another tower down the middle of the median.
- Additional pedestrian crossings by the VRC: The safest additional crosswalk was identified on Third on the other side of Mustang Circle. Parking Lot B to VRC is an uncontrolled intersection, which is more dangerous for pedestrians than further down Third Street.
- Miscellaneous future items to consider: Re-pave, re-stripe lanes, remove old signs, install new signs, trim vegetation, extend turn pocket, etc.
- One suggestion was made to not allow the cars to make a U-turn at Mustang Circle, and to continue down to the end of Third by West End Quad for the U-turn.
- Approximate costs were provided to council for the various pricing options.
- A question was raised addressing the HAWK system: Was additional signage at the beginning of Third Street (by College Park), warning drivers about the upcoming crossing suggested? Some cars start stopping on Third St, before JFK to drop off/pick up their students, instead of going through the existing JFK drop off/pick up procedure.
- This information will be shared with the architect of the Third Street improvement project to see if we can incorporate some of these ideas/suggestions into their project.
- Once the architect has determined what can be done, the project update(s) will be presented to the Resources Council for recommendation.
- A question was raised in regards to the timeline: Is it feasible to get this project done over the Summer? At this time, the project is slated for Winter 2023. (Weather and traffic patterns permitting).

4.2 Draft 2022/2023 Holding Accounts Expenditure Plan (Esmeralda Abejar)

- The draft plan is currently very fluid and will continue to grow and change.
- Holding Accounts are the “one-time” funds that were earned by the college and are eligible to be carried over year to year. These funds can be spent on one time expenses only.
- Some of this money may be used to fund the match required for the new Center for Performance & Kinesiology building. The design phase for this building was approved, but the state has not yet approved the build.
- Various items on the list from Guided Pathways, Technology, Facilities, Safety, Personnel, Professional Development, 2021 Program Review Resource Requests, Marketing and Outreach, Commencement and Contingency funding for any operational emergencies were all reviewed by councilmembers.
- It was noted that some specific funds are from HERFF indirect funds.
- A reminder was made to the council that this draft plan (Items/estimates/etc.) will continue to change and develop moving forward.

5. **Good of the Order**

- Future budget concerns will continue to be reviewed and discussed, but current projections show the upcoming fiscal year 2022/23 and even 2023/24 look very good at the moment.

6. **Adjournment: 12:56pm**

Fall 2022 / Spring 2023 Meeting Dates:

4th Thursday unless otherwise noted

College Hour: 12:50pm-1:50pm

- August 25
- September 22
- October 27
- November 10 (*Moved up 2 weeks due to holiday*)
- February 23
- March 23
- April 27
- May 25



Report of Effectiveness 2021-2022

Governance Entity:

Resources Council

Charge:

The Resources Council (RC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives. Operational items are to be handled at the departmental, task force, project team, or workgroup level often determined by job title or functional area of responsibility.

Sponsoring Council/Senate:

College Council

Co-chairs:

Paula Barrera Partida, Courtney Buchanan, Michael Collins

Members:

Michael Collins, Esmeralda Abejar, Mike Angeles, Paula Barrera Partida, Courtney Buchanan, Teresa Friedrich Finnern, Refugio "Jr" Lopez, Steve Marshall, Gustavo Ocegueda, Edwin Romero, Jim Rossum, Makenna Ashcraft (ASNC Student Rep).

Evaluation of the Survey of Effectiveness:

At the April 28, 2022 meeting, the Resources Council reviewed the Survey of Effectiveness data, and discussion ensued regarding what is needed to better fulfill our goals and meet our mission. The survey was provided to the Council in advance of the meeting.

- The survey had 50% of the voting members respond.
- Discussion points included:
 - It is very hard (almost impossible) to get everything done in a 1-hour meeting per month. Previously, BFPC had met for an hour and a half every month, and still struggled to get through the agenda items. One comment suggested that we can start our meeting at 12:50 with the other Councils, but go until 2:30 or so to give us enough time.
 - It was also noted during the evaluation that the committee/task forces should be given a template on what to report on.
 - There was discussion regarding clarifying the approval role of the Resources Council, and a desire to discuss that topic, when the Council reviews its charter next.

EMP Goal Alignment and Objective Alignment:

- Objective 9.1 - Plan and advocate for the funding augmentations needed to meet staff requirements to achieve the vision for a more comprehensive college.
- Objective 10.1 - Plan and advocate for the funding needed to meet facilities growth to achieve the vision for a more comprehensive college.
- Objective 10.2 - Develop and maintain Facilities Master Plan.
- Objective 10.3 - Buildout funded projects.
- Objective 10.4 - Finish Veterans Resource Center Phase 1 by Spring 2021
 - This project was completed.
- Objective 10.5 - By Fall 2020, open the Early Childhood Education Center.
- Objective 10.6 - Develop plans and strategies to capitalize on state facilities funding to maximize local project funding availability.
 - The Council voted to recommend resubmittal of the 2021-22 FPP/IPP projects to the State Chancellor's office.
- Objective 10.7 - Build 2nd access road.
- Objective 10.8 - Explore and pursue land acquisition adjacent to college property.
- Objective 10.9 - Develop and start implementing sustainable campus.
 - The Council has been engaged in the planning of the District Sustainability Plan, as well as establishing a Norco College Sustainability Task Force.
- Objective 10.10 - Design spaces that intentionally build community.
- Objective 10.11 - Install immediate/temporary facilities to address current capacity needs by summer 2021.
- Objective 10.12 - Enhance transportation infrastructure.
- Objective 10.13 - Develop and implement plans for off-campus facilities for instructional purposes.
- Objective 12.1 - Plan and advocate for the general fund budget augmentations needed to meet operational demands to achieve the vision for a more comprehensive college.
 - The Council receives regular reports on resources required to build new facilities on the Norco College campus.
- Objective 12.2 - Coordinate with RCCD to establish a BAM that allocates funding equitably
 - The Council receives quarterly updates on the BAM working group, and revisions that are being proposed.
- Objective 12.4 - Develop 30% of the overall budget from non-general fund revenue sources.

Assessment of Scope and Deliverables:

1. Annually review the proposed college budget, including components for the development of the adopted budget, and ensure alignment with the mission, goals, and objectives of the college's Strategic and Education Master Plans.
 - a. This work will happen when the adopted budget is developed after the State budget is approved in the fall.
2. Annually review the district Budget Allocation Model and provide recommendations for continuous improvement.
 - a. This review occurs each quarter during the Quarterly Budget Performance Report, and is noted in the meeting minutes.
3. Recommend and monitor long-range fiscal plan with consideration of priorities consistent with district and college planning. (Multi-year projections, contingency reserves).
 - a. Multi-year projections are developed at the district level, and local contingency reserves (holding account) balances are provided each quarter to the Council.

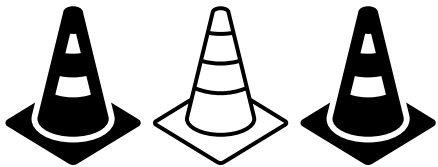
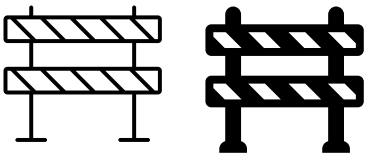
4. Reviews State and Federal legislation for local budget impact.
 - a. Budget information is provided to the Council and the college community as a whole on a regular basis when updates are available.
5. Reviews general fund revenues and expenditures on a quarterly basis.
 - a. Quarterly Budget Performance Reports are provided to the Council.
6. Communicate, through its members, with the college community on fiscal and physical resource issues and recommendations.
 - a. Regular communication and updates are provided in the Council that are intended to be carried back to constituency groups. Also, regular meeting “notes” are provided immediately after the Council meetings to update the entire college community.
7. Prioritize annual resource requests for Business Services operational area.
 - a. This work is completed in the Council, with recommendations made to the Executive Cabinet.
8. Oversee the development of the College’s Safety and Emergency Preparedness Master Plan, and review of the District’s Safety and Emergency Preparedness Master Plan every three years.
 - a. Regular updates and safety issues are brought to the Council via the Safety Task Force, and recommendations are made on issues.
9. Oversee the development of the College’s Technology Master Plan, and review of the District’s Technology Master Plan every three years.
10. Support the implementation of the Facilities Master Plan.
11. Review the financial, human resource, and facilities impact of potential grant and college development opportunities.
 - a. The Grants Advisory Panel (GAP) vets the potential impact of grants on the college and the Dean of Grants & Equity provides bi-monthly reports regarding development opportunities that involve financial, human, or facilities resources.
12. Receive reports from Business Services operational areas.
 - a. Reports are provided from Business Services operational areas, typically in writing as informational items.

Norco College engaged RBI Traffic's Registered Traffic Engineers to evaluate conditions along the length of Third Street, the main entry roadway for the campus, between Hamner Avenue and its terminus.

Speed and volume data on Third Street was collected for 24 hours on February 23, 2022.

Key items addressed in the report:

- Speeding
- Congestion points
- Driver compliance at existing HAWK signal
- Pedestrian crossing locations
- Additional Miscellaneous items



Speeding

A speed profile was conducted over a 24-hour period. The speed that 85% of drivers are traveling at or below are considered reasonable drivers, who drive according to the conditions present, with due care for the safety of themselves and others.

On Third Street, this critical speed is 42 mph, 7 mph over the posted speed limit of 35 mph. The speed profile also showed that over 24 hours there were 398 vehicles, or 6.4% of total vehicles counted, that exceeded 45 mph while 93.6% of drivers drove at 45 mph or less.

The data indicates that 30% of those driving over 45 mph are doing so between 4:00 and 6:00 pm. Therefore, it is recommended that, in order to abate the number of high-speed offenders, targeted enforcement should be performed during those hours.

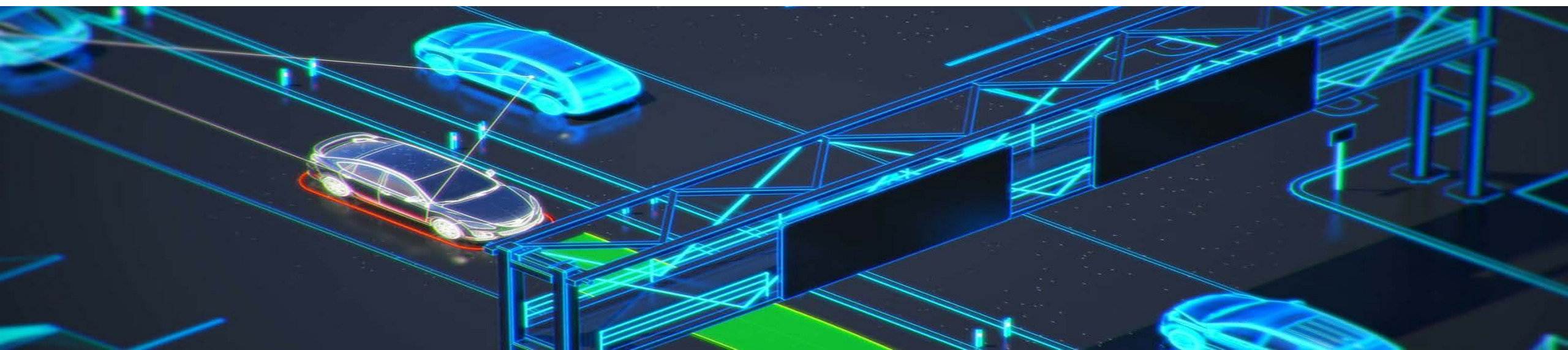


FIGURE 1

Counts Unlimited, Inc.

PO Box 1178

Corona, CA 92878

Phone: (951) 268-6268

email: counts@countsunlimited.com

Page 3

City of Norco
Third Street
Just E/ Windy Way
24 Hour Directional Speed Survey
Eastbound, Westbound

NORTHEWI
Site Code: 188-22152

Start	1	16	21	26	31	36	41	46	51	56	61	66	71	76	
Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999	Total
02/23/22	0	1	0	0	1	0	1	0	0	0	0	0	0	0	3
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	2	0	2	2	0	0	0	0	0	0	0	6
03:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2
04:00	0	3	1	0	0	0	0	0	0	0	0	0	0	0	4
05:00	0	2	0	1	0	2	0	0	1	0	0	0	0	0	6
06:00	1	25	7	3	9	15	8	3	0	0	0	0	0	0	71
07:00	143	218	56	64	167	201	90	23	3	0	0	0	0	0	965
08:00	13	51	18	19	56	94	64	19	1	0	0	0	0	0	335
09:00	16	38	13	18	68	116	71	36	2	2	0	0	0	0	380
10:00	6	32	15	29	100	118	51	18	7	0	0	0	0	0	376
11:00	8	37	23	17	84	171	115	35	6	2	1	0	0	0	499
12 PM	23	51	36	75	105	164	115	27	4	1	0	1	0	0	602
13:00	7	27	18	20	61	101	60	20	8	0	1	0	0	0	323
14:00	85	103	69	108	189	217	80	19	3	1	1	0	0	0	875
15:00	3	23	16	21	69	107	69	27	7	0	1	0	0	0	343
16:00	10	10	9	16	58	161	116	32	6	0	0	0	0	0	418
17:00	7	10	7	21	103	163	86	35	3	0	0	1	0	0	436
18:00	2	8	7	19	32	59	29	6	1	1	0	0	0	0	164
19:00	1	1	6	12	51	55	25	5	2	1	1	0	0	0	160
20:00	1	2	1	14	37	75	35	15	1	1	0	0	0	0	182
21:00	0	0	5	5	22	19	12	6	0	0	0	0	0	0	69
22:00	0	0	2	3	2	2	1	1	0	0	0	0	0	0	11
23:00	0	0	1	4	1	0	0	0	0	0	0	0	0	0	6
Total	326	642	310	472	1216	1842	1030	327	55	9	5	2	0	0	6236

Daily
15th Percentile : 19 MPH
50th Percentile : 35 MPH
85th Percentile : 42 MPH
95th Percentile : 46 MPH

Statistics
Mean Speed(Average) : 33 MPH
10 MPH Pace Speed : 31-40 MPH
Number in Pace : 3058
Percent in Pace : 49.0%
Number of Vehicles > 55 MPH : 16
Percent of Vehicles > 55 MPH : 0.3%

Speeding

In order to bring the critical speed down closer to the posted speed of 35 mph, speed tables can be considered.

If the college were to install speed tables on Third Street, they should be placed at locations that would also provide positive speed control at areas used for pedestrian crossing.

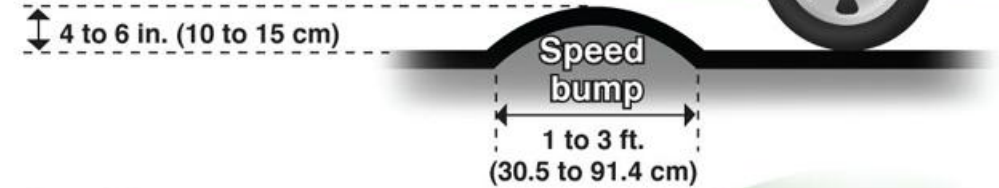
Properly placed speed tables could also street racing that has taken place on Third Street late at night.

Traffic-control methods

Traffic-control devices are installed on public roads and in private developments.

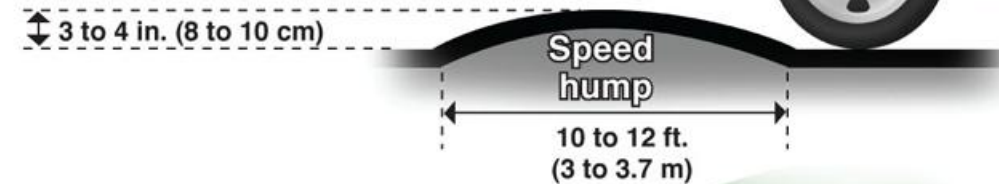
Speed bump

Used mostly in private residential developments and shopping centers



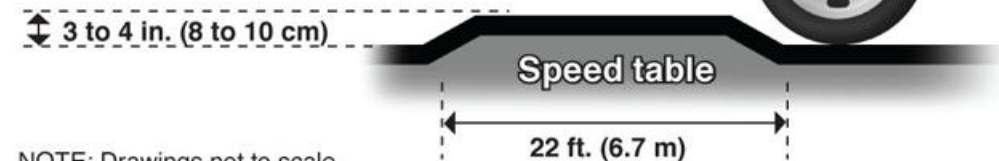
Speed hump

Used mostly on residential streets with speed limits up to 25 mph (40 kph)



Speed table

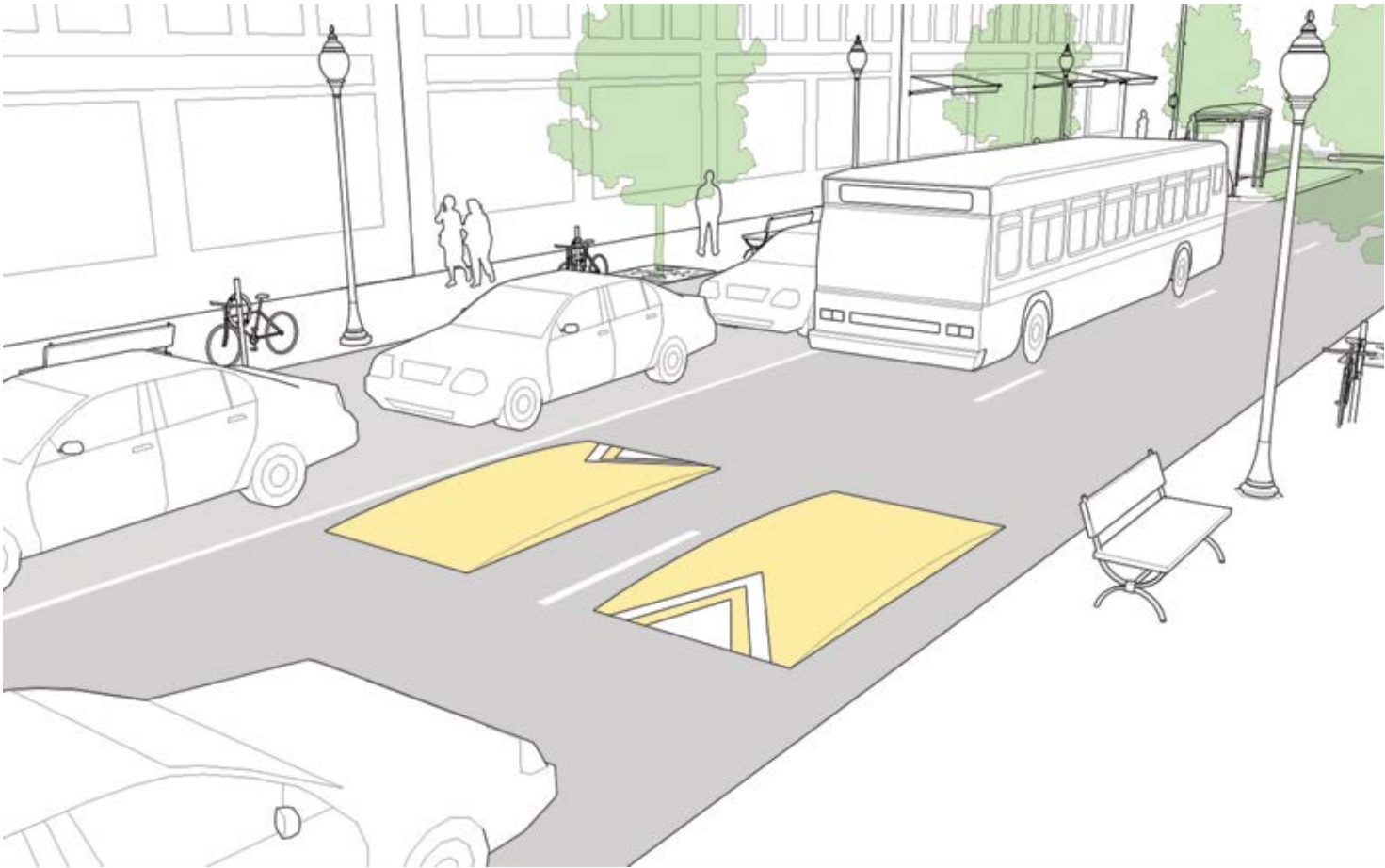
Used on more traveled residential streets with speed limits up to 30 mph (48 kph)



NOTE: Drawings not to scale

Source: Palm Beach County and local communities

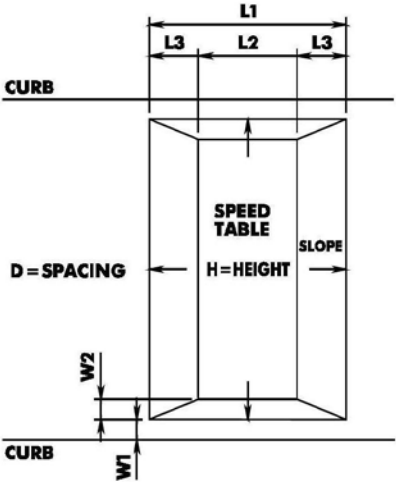
Graphic: Steve Lopez, The Palm Beach Post



SPEED CONTROL DEVICES – VERTICAL SPEED TABLE

FIGURE 15-B

BDC13MR-03



NOTES:

1. Curb to edge width (W1) is desirably 2 feet. Where parking is allowed full-time, this may be widened to 6 feet. Since drivers will seek to avoid traversing a speed table if at all possible, these exceptions should be kept to a minimum.
2. Where there is a marked on-street bike lane, the edge should align with the lane marking (typically 5 feet from the curb).
3. The ratio to determine the side taper width (W2) is 8:1. For a 3-inch table it is 24 inches.

4. On bus or truck routes, the overall length (L1) should be extended to accommodate the wheelbase of the design vehicle. For example, a school bus has a wheelbase of 22 feet, so the speed table would have a top length (L2) of 22 feet. The ramp lengths (L3) remain the same, but the overall length (L1) increases accordingly, up to a maximum of 50 feet.
5. The spacing (D) is given as a range for it is largely dependent on the location of driveways, curves in the roadway, roadway grade, catch basins, utility openings, and roadside features. Above all, speed tables should be located according to context. For example, if a park, school or playground abuts the roadways, then a speed table should be located at or before (in the direction of travel) the entrance to the park, school or playground. Similarly, the nighttime visibility of a speed table can be maximized by locating the speed table directly under a street light, or just after one (in the direction of travel).
6. The top of the speed table should be graded parallel to the roadway.
7. Overall length (L1) may be lengthened to coordinate with pavement, streetscape, landscape or other urban design treatment to a maximum of 50 feet.

Speed Table Dimensions

Speed Profile mph	H Height inches	L1 Overall Length feet	L2 Top Length feet	L3 Ramp Length feet	D Spacing feet
25	3	20	10	5	375-425
30	3	22	10	6	450-500
35	3	26	10	8	525-575



Congestion points

Observation showed very little significant congestion along Third Street. However, when the onsite attendance approach's 100%, it is possible to predict the number of locations that may experience congestion.

Most of the congestion is related to the intense traffic experienced during the drop-off and pick-up times for the students at JFK Middle College High School.

A number of drivers were observed stopped along the curb on Third Street to let-out or pick-up high school students. This has the potential to create congestion problems once traffic volumes increase, especially when it interferes with the moving queue of vehicles that is anticipated.

While increasing the number of and replacing faded “NO STOPPING” signs should be considered along the last 200’ of roadway on westbound Third Street prior to Kennedy Lane, the only effective deterrent is enforcing the stopping restriction.



Congestion points

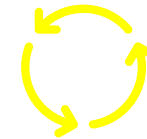
The number of high school related vehicles queued up to exit Windy Way onto Third Street in order to queue up in the single left-hand lane to make a U-turn at Mustang Circle far exceeded the vehicles using the dual left turn lanes out of Mustang Circle onto Third Street.

A more balanced use of these two access points during high school drop-off and pick-up times would significantly reduce overall queues and wait times. It is recommended that an information campaign be initiated to make high school parent drivers aware of this potential benefit.

Congestion points

The idea of constructing a roundabout at the intersection of Third Street and Mustang Circle was evaluated but it was decided that the installation of a modern roundabout would not provide enough benefit to justify the cost.

It was felt that the all-way stop control would work adequately especially if the U-turn queue and dual left-turn queue could be better balanced as mentioned above.



Congestion points

The intersection of Third Street and Hamner Avenue was also observed during the peak hours and appeared to operate well with the current signal phasing and lane configuration.

However, with an increase in-person instruction, it is recommended that Third Street be increased to three lanes in each direction all the way to Hamner Avenue.

To handle the high percentage of vehicles turning right onto Hamner Avenue, it is recommended that at that intersection eastbound Third Street should



Congestion points



High-intensity Activated Crosswalk (HAWK)

While no right-of-way violations regarding pedestrians using the HAWK signal were observed, staff related incidents of drivers not stopping for students properly using the signal to cross Third Street.

Based on those concerns, it is recommended that the existing HAWK system be upgraded by replacing the existing signal poles to ones that have mast arms on which an additional signal head can be placed. These additional signal heads will be positioned over each side of the roadway facing oncoming traffic. This would significantly improve visibility by approaching vehicles.

Another option is to add a single additional pole (without a mast arm) in the center of the roadway at the crossing with an additional head facing each direction. This will improve visibility of the signal but, on a three-lane roadway, not as much as placing heads on signal mast arms as described above. In addition, most of the cost benefit of this option would be lost in constructing a wide enough median island at that location to accommodate the pole properly.

HAWK

High-Intensity Activated Crosswalk



How to use a HAWK

DRIVER INSTRUCTIONS	PEDESTRIAN INSTRUCTIONS
 Proceed with caution	 Push Button to activate system
 Slow Down Pedestrian has activated the push button	 Don't Cross
 Prepare to Stop	 Don't Cross
 STOP! Pedestrians in crosswalk	 Start Crossing watch for vehicles
 STOP! Proceed with caution if crosswalk is clear	 Finish Crossing
 Proceed if crosswalk is clear	 Push Button to activate system

Existing (HAWK)



Example with mast arms



Example with additional center tower

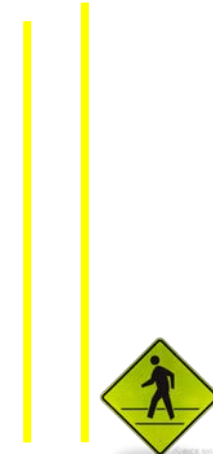


Additional Pedestrian Crossing Locations

The new Veterans (VRC) building on the south side of Third Street did not see much pedestrian traffic during the observation period. However, in anticipation of increased foot traffic in the future, a more convenient path from the college campus to the VRC building should be considered.

A new crosswalk should be placed on the west side of the Third Street/Mustang Circle intersection. At this location a crosswalk will not interfere with the heavier vehicular volumes experienced by the westbound rights, southbound lefts and westbound U-turns.

This would require the construction of an additional handicap ramp on the south side of the street.



Miscellaneous

A few miscellaneous items were noted during field visits to the Norco campus.

- Sight distance would be improved by trimming vegetation on the Third Street at Student Center Drive.
- Faded stop signs with little or no nighttime reflectivity should be considered for replacement
- Faded stop legends and stop bars should be considered for replacement.
- Install reflective pavement markers along the median islands and existing Third Street striping per the California Manual on Uniform Traffic Control Devices (CA MUTCD) would improve nighttime visibility of lane delineation, especially during rain events.
- Replace the existing solid white stripe currently delineating the two left turn pockets on Third Street that are no longer in use at Windy Way and Kennedy Lane with Double Yellow striping per the CA MUTCD.
- Remove two left turn arrows from left turn pocket that is no longer in use on Third Street at Windy Way.
- Potential to increase available parking for special events by reducing the inside westbound through lane between Mustang and the terminus to ten feet wide. This would leave room for two through lanes and parking when needed.
- Permanently closing left turn pockets that are currently blocked off at Windy Way and Kennedy Lane with raised curb. If done, it is recommended that access to those roadways from eastbound Third Street be maintained for emergency vehicles by the use of mountable curbs with a drivable median surface





P
Parking Lot K

Third St

Third St

Third St

Third St

Third St

Third St

Third St

Third St

Third St

St

Norco College
- STEM Center





Priority list from Traffic Survey

*Costs are estimated based on available data

1. HAWK system upgrade and permanently closing left turn pockets that are currently raised mountable curbs maintained for emergency vehicles in the median
 - HAWK system - **\$86,000+**
 - Median and mountable curbs -**\$50,000+**
2. Installing Speed humps/tables at locations that would provide positive speed control at areas used for pedestrian crossing and could deter street racing/speeding. - **\$30,000+**
3. Install new crosswalk location on the west side of the Third Street/Mustang Circle intersection. (High-visibility crosswalk with a ladder design).
 - Stripe/paint **\$75+**
 - Concrete and Truncated Dome - **\$7000+**
4. Change striping and replace/upgrade traffic related signs. - **\$15,000+**
 - Stripe Lanes – Solid, Double Solid and Skip line striping
 - Stripe 3 lanes from Hamner Avenue to Mustang Circle, both east and westbound.
 - Re-stripe the intersection at Hamner Avenue, and Third Street with four ten-foot lanes: one left, one through and two for right turns.
 - Stripe from Mustang and the terminus, with one ten feet wide lane and one larger lane.
 - Diamond Grade Reflective Aluminum - High Visibility Traffic Sign
 - Replace/update the existing items that are no longer used to match California Manual on Uniform Traffic Control Devices (CA MUTCD) compliance.
5. Install reflective pavement markers per CA MUTCD compliance - **\$42,000+**
6. Obtain Signing and Striping plan with traffic engineer's stamps for the DSA project. - **Quote at \$3,800**

GENERAL PREVAILING WAGE APPRENTICE RATES \$37.34-\$50.21 Per Hour

Apprentices Parking and Highway Improvement (Striper-Laborer)

journeyman Parking and Highway Improvement (Striping, slurry & seal coat operations-Laborer) (e)

<https://www.dir.ca.gov/OPRL/pwappwage/wage/22113530.html?VarWageId=22133530>