



## RESOURCES COUNCIL

**Thursday, April 27, 2023**

12:50pm-1:50pm

OC116 or Zoom

### MINUTES

Council Members: (Total #12)

Michael Collins, Esmeralda Abejar, Mike Angeles, Travonne Bell, Courtney Buchanan, Teresa Friedrich Finnern, Azadeh Iglesias, Refugio “Jr” Lopez, Gustavo Ocegüera, Edwin Romero, Aneesa Kashif (ASNC Student Rep).

Absent: Jim Rossum

Guests: Graciela Caringella, Maria Romero-Tang, Ray Vasquez, Alex Zadeh, John Garakian (*Westberg-White Architecture*),

Quorum: #7

Subject to Brown Act: No

### 1. Call to Order

#### 1.1 Public Comments

- None

### 2. Action Items

#### 2.1 Approval of Agenda

- M/S/C – Friedrich Finnern / Buchanan
- Amendments: None

#### 2.2 Approval of Meeting Minutes from March 23, 2023

- M/S/C - Friedrich Finnern / Bell
- Abstentions - 1
- Amendments: None

### 3. Discussion Items

#### 3.1 Wayfinding/Signage Design Development Draft Project Update – Westberg/White Architecture

- A presentation was viewed by the councilmembers, detailing the current draft project for Norco College.
- The project has been broken down to various sections such as main entrance signage and pillars, pathway/walking guides, directories, building signage, etc.
- Each area signage will consist of various sizes/heights, materials, and lighting. (Keeping weather elements, vandalism prevention, etc. in mind for each)
- Maps of campus are planned for more areas of the campus along with navigation “stations”, identifying buildings/restrooms/spaces/etc with not only names of buildings, but numbers and/or letters (yet to be determined). One suggestion was to incorporate the new identifying of the parking lots to avoid confusion.

- Comment: The “pillar” type signs seem to look a little “boring” as compared to the space/circle they occupy. There are options to alter the final product once we get to that portion of the project. A suggestion was made to use more landscaping and lighting around the “turn-a-round pillars” that might help “dress up” the signage placement areas.
- Suggestion: Use numbers/names for buildings and numbers for parking lots. This is typically done by other entities such as universities/businesses/etc.
- Another goal outlined is the plan to simplify the building naming strategy. (Some examples were shown)
- A suggestion was made to possibly add Uber/Lyft/Taxi pick up and drop off signage at Mustang Circle.
- Electronic Directories on buildings could be color customized with the various “schools” colors: (Arts & Humanities/Business & Mgmt/Social & Behav/Sci-Tech-Eng, & Math/etc.)
- Various examples of sign illuminations were shown, including ones with solar options.
- Our existing Norco College entrance “monument” was recently destroyed by a car accident, so an example of new concrete pillars samples was also shown.



#### NORCO COLLEGE – WAYFINDING PROJECT

- I. ORGANIZATIONAL INTRODUCTORY WAYFINDING SIGNAGE COMPONENTS
- Entry Drive Directional Signage into Campus Segments



NORCO  
COLLEGE



#### NORCO COLLEGE – WAYFINDING PROJECT

- II. SECONDARY PERIMETER DIRECTIONAL SIGNAGE
- Orientation/Pedestrian Connecting Points to Primary Program/Services



NORCO  
COLLEGE



#### NORCO COLLEGE – WAYFINDING PROJECT

- III. MAIN CAMPUS PEDESTRIAN ENTRY POINT BRANDING/IDENTIFICATION MARKERS
- Red dot: Main Campus Entry Point Branding



#### NORCO COLLEGE – WAYFINDING PROJECT

- VI. INTERNAL CAMPUS ORGANIZATION LAYOUT
- Orange dot: Lacking Directional Map Locations
- VII. INTERNAL CAMPUS NAVIGATION ELEMENTS
- Blue dot: Lacking Directional Signage to Major Campus Clusters/Components/Programs and Services



#### NORCO COLLEGE – WAYFINDING PROJECT

- IX. REDUCED BUILDING NAMING CONFUSION
- Yellow dot: Simplify Building Naming Strategy



## 3.2 Memorial Tree Project

- This is a proposed project by the Counseling Department to honor Marissa Illiscupidez.
- No proposal with details, pricing, or funding suggestions was provided for the council to review.
- Facilities has identified a few areas, with proper irrigation and safety in mind.
- The council agreed that the idea for these types of memorials, could be broader in order to keep it fair and equitable for past/present/future honors. The topic will be brought to Executive Cabinet for further discussion.

### 3.3 Resources Council Report of Effectiveness Review – Michael Collins

- The finalized report was presented to the Resource Council members.
- The report will now be submitted to College Council, in line with the current process set in place.

## 4. Information Items

### 4.1 Facilities Update: Scheduled Maintenance Projects Review – Travonne Bell

| <b>Norco College</b>                                                                                         |                     |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 | 4/12/2023 |
|--------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------|-----|-----------------|--------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>2022-23 SM Scheduled Maintenance Projects - Tracking Log</b>                                              |                     |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |
| Project Name                                                                                                 | Project Total       | Capital Summary Form to FPD                        | DSA | Bid Dates       | Construction Dates | EEM or ECM | Status/Notes                                                                                                                                                                                                                                                                                    |           |
| ATEC 2nd Floor Walk Deck Repair & Repaint                                                                    | \$ 20,505           | 12/13/2022                                         | N   | 11/7/2022       | 2/6/23-2/13/23     | N          | Project completed                                                                                                                                                                                                                                                                               |           |
| Replacement of AC/Chillers - Bldg F2 (Energy Efficiency)                                                     | \$ 2,000,000        |                                                    | Y   |                 |                    | Y          | RFQP to hire an Architect & start design to take place May/June.                                                                                                                                                                                                                                |           |
| Interior Painting of Classrooms (Science & Technology, Theater, Humanities, Library, and Applied Technology) | \$ 120,000          | 1/9/2023                                           | N   | 2/7/2023        | 4/10/23-4/14/23    | N          | Project completed during Spring Break                                                                                                                                                                                                                                                           |           |
| <b>Total</b>                                                                                                 | <b>\$ 2,140,505</b> |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |
| <b>Total 2021-22 SM Allocation</b>                                                                           | <b>\$ 2,140,505</b> |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |
| Funds must be encumbered by: 6/30/2027                                                                       |                     |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |
| Funds must be expended by: 6/30/2027                                                                         |                     |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |
| <b>Norco College</b>                                                                                         |                     |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 | 4/12/2023 |
| <b>2021-22 SM Scheduled Maintenance Projects - Tracking Log</b>                                              |                     |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |
| Project Name                                                                                                 | Project Total       | Capital Summary Form to FPD                        | DSA | Bid Dates       | Construction Dates | EEM or ECM | Status/Notes                                                                                                                                                                                                                                                                                    |           |
| 3rd St & Access Road AC Repairs                                                                              | \$ 500,000          | Submitted 10-6-21                                  | Yes | 3/10/23-4/15/23 | 1/10/22-1/31/22    | No         | Project will go to May board to start construction in June. Please note that due to tree roots damaging 3rd street concrete side walk as well as AC paving along the center median. Tree roots or trees may potentially need to be removed to prevent future damage to sidewalk, and AC paving. |           |
| Irrigation Controller replacement                                                                            | \$ 99,397           | Submitted 10-6-21 - Sent to LT. for review 2/10/22 | No  | 3/21/22-4/26/22 | 6/13/22-7/29/22    | Yes        | Req. has been entered as of 4/14/23 to start construction phase of the project.                                                                                                                                                                                                                 |           |
| Caulking and window seals: Lib & CSS                                                                         | \$ 204,153          | Submitted 10-6-21 - Sent to purchasing 2/9/2022    | No  | Complete        | 6/13/22-7/5/22     | No         | Projects 95% completed, anticipated completion date 4/30/23                                                                                                                                                                                                                                     |           |
| Replacement of 2 Bard Units - Portable A & B                                                                 | \$ 219,791          |                                                    |     | 4/20/23-5/4/23  |                    |            | Req. has been entered as of 4/14/23 to start construction phase of the project in late May 2023.                                                                                                                                                                                                |           |
| Access Control - Bldgs CSS and I-Tech                                                                        | \$ 150,607          |                                                    | No  |                 |                    | No         | Project construction is anticipated to take place in June.                                                                                                                                                                                                                                      |           |
| Library Flooring Replacement                                                                                 | \$ 191,000          |                                                    | No  | 2/21/23-3/5/23  | 6/12/23-6/30/23    | No         | First phase has been completed, second phase to take place June 12-June 28, 2023.                                                                                                                                                                                                               |           |
| Operation Center - Flooring Replacement                                                                      | \$ 67,792           |                                                    | No  | 2/21/23-3/5/23  | 6/12/23-6/30/23    | No         | PO has been issued construction will take place June 12, 2023 to June 30, 2023                                                                                                                                                                                                                  |           |
| Elevators: ATECH, SSV & Theater                                                                              | \$ 555,871          | Submitted 10-6-21/ Sent to Purchasing 11/30/2021   | Yes | Complete        | 1/3/22-9/9-22      | No         | Project completed; Additional local funds applied \$69,724 Total project cost: \$625,595                                                                                                                                                                                                        |           |
| Roof Replacement- W1, W2, Portable A & B                                                                     | \$ 13,800           |                                                    | No  | 1/23/23-2/7/23  | 2/13-2/21/23       | No         | Project completed (C/O on this project for 6950.00)                                                                                                                                                                                                                                             |           |
| Fire alarm panel replacements                                                                                | \$ 13,920           | Submitted 10-21-22                                 | No  | Complete        | 3/15/23-4/15/23    | No         | Project completed                                                                                                                                                                                                                                                                               |           |
| WEQ Concrete replacement                                                                                     | \$ 3,800            | Submitted 10-6-21                                  | No  | Complete        | 6/13/22-6/27/22    | No         | Project completed                                                                                                                                                                                                                                                                               |           |
| Irrigation & Site plumbing isolation valve replacement                                                       | \$ 57,821           | 44855                                              | No  | Complete        | 12/5/22-1/9/23     | No         | Project completed                                                                                                                                                                                                                                                                               |           |
| Library footings: Water repair                                                                               | \$ 28,100           | Submitted 10-6-21                                  | No  | Complete        | 1/10/22-1/24/21    | No         | Project completed                                                                                                                                                                                                                                                                               |           |
| Emergency Lighting backup repairs                                                                            | \$ 99,105           | Submitted 10-6-21 Sent to Purchasing 8-8-22        | No  | Complete        | 1/10/22-1/24/22    | No         | Project completed                                                                                                                                                                                                                                                                               |           |
| Roof Repairs: STEM 200, 300 & WEQ W4, W5, W6, W8 & W9                                                        | \$ 110,703          | Submitted 10-6-21 - Sent to Purchasing 11/12/2021  | No  | Complete        | 1/10/22-2/7/22     | No         | Project completed                                                                                                                                                                                                                                                                               |           |
| VRC Hillside landscape improvements                                                                          | \$ 24,391           | Submitted 10-6-21 - Sent to Purchasing 12/8/2021   | No  | Complete        | 6/13/22-7/13/22    | No         | Project completed                                                                                                                                                                                                                                                                               |           |
| <b>Total</b>                                                                                                 | <b>\$ 2,340,251</b> |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |
| <b>Total 2021-22 SM Allocation</b>                                                                           | <b>\$ 2,340,251</b> |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |
| Funds must be encumbered by: 6/30/2023                                                                       |                     |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |
| Funds must be expended by: 6/30/2023                                                                         |                     |                                                    |     |                 |                    |            |                                                                                                                                                                                                                                                                                                 |           |

- Comments/Questions/Concerns
  - None

## **4.2 Resources Council Sub-Charter Annual Reports Review**

### **4.2.a. Grants Advisory Panel submitted by Gustavo Ocegüera**

- Comments/Questions/Concerns
  - The current grants request process seems to be working and the recommendation is it should remain the same moving forward with no changes for next year.

### **4.2.b. Safety Workgroup Committee submitted by Justin Czerniak**

- Comments/Questions/Concerns
  - None

### **4.2.c. Technology Committee – Ruth Leal/David Schlanger**

- An annual report was not provided as requested.

## **5. Good of the Order**

- Dr. Buchanan reported the Resources Council faculty co-chair will be rotated out for Fall23/Spr24.

## **6. Adjournment: 12:51pm**

### **Fall 2022 and Spring 2023 Meeting Dates:**

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



# NORCO COLLEGE - WAYFINDING/SIGNAGE DESIGN DEVELOPMENT

04/20/2023





## NORCO COLLEGE – WAYFINDING PROJECT

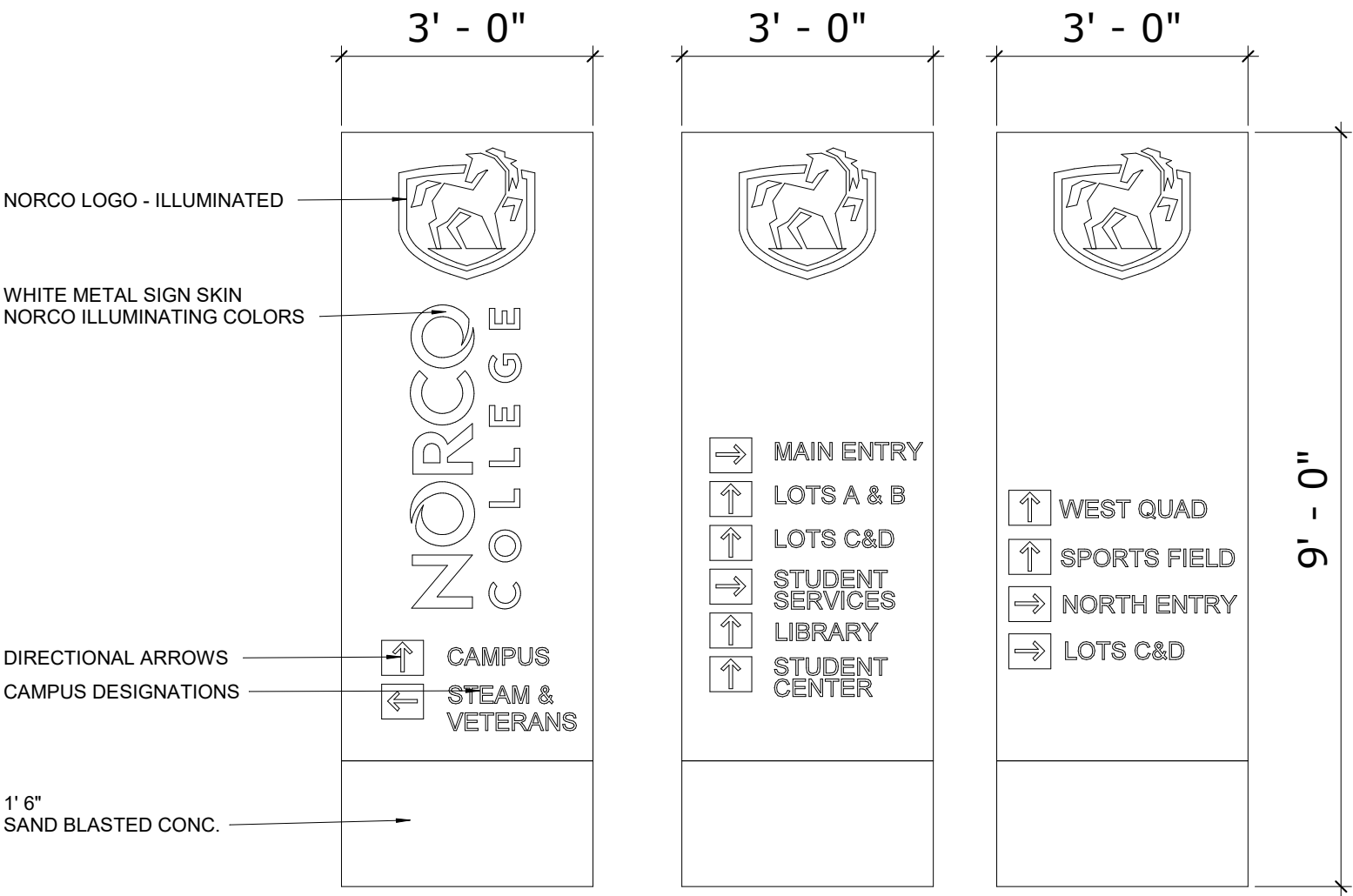
### I. ORGANIZATIONAL INTRODUCTORY WAYFINDING SIGNAGE COMPONENTS

- Entry Drive Directional Signage into Campus Segments



## ORGANIZATIONAL INTRODUCTORY WAYFINDING SIGNAGE COMPONENTS

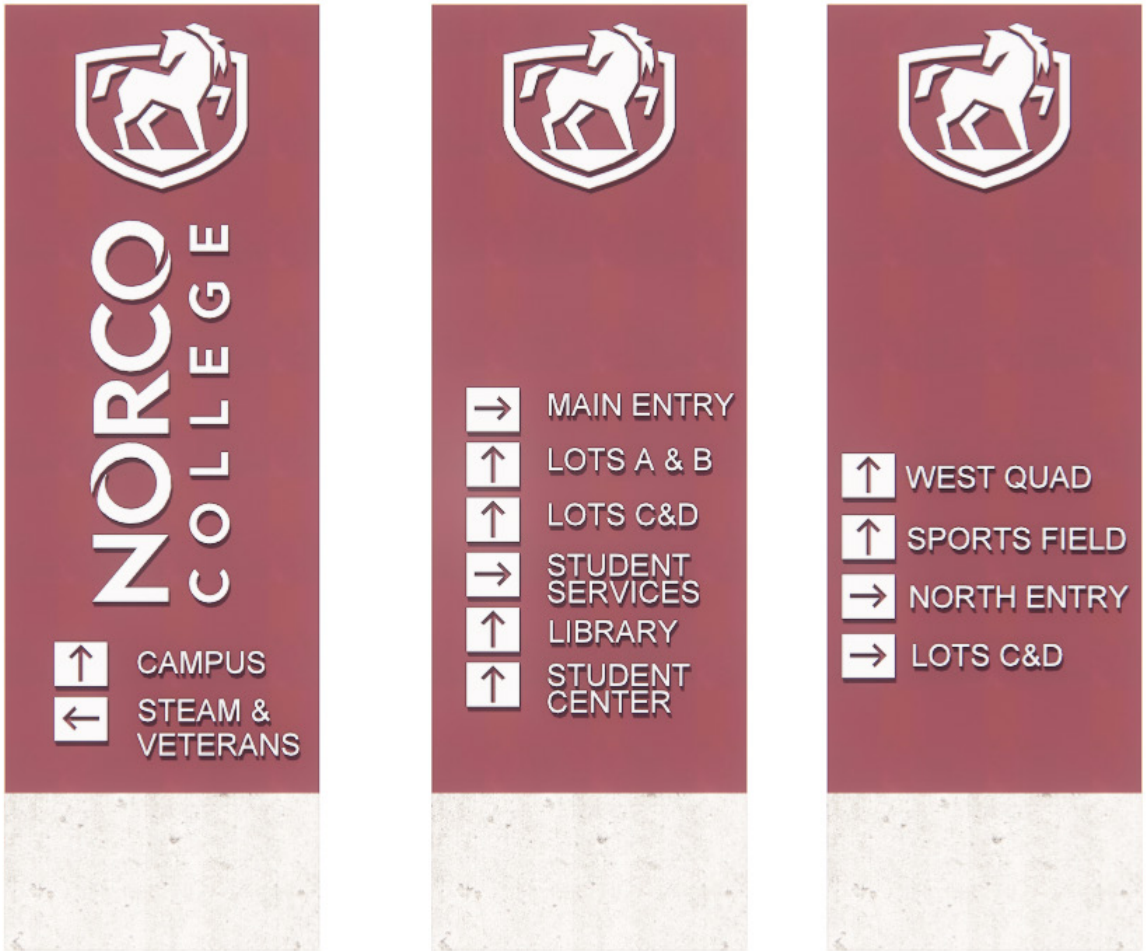
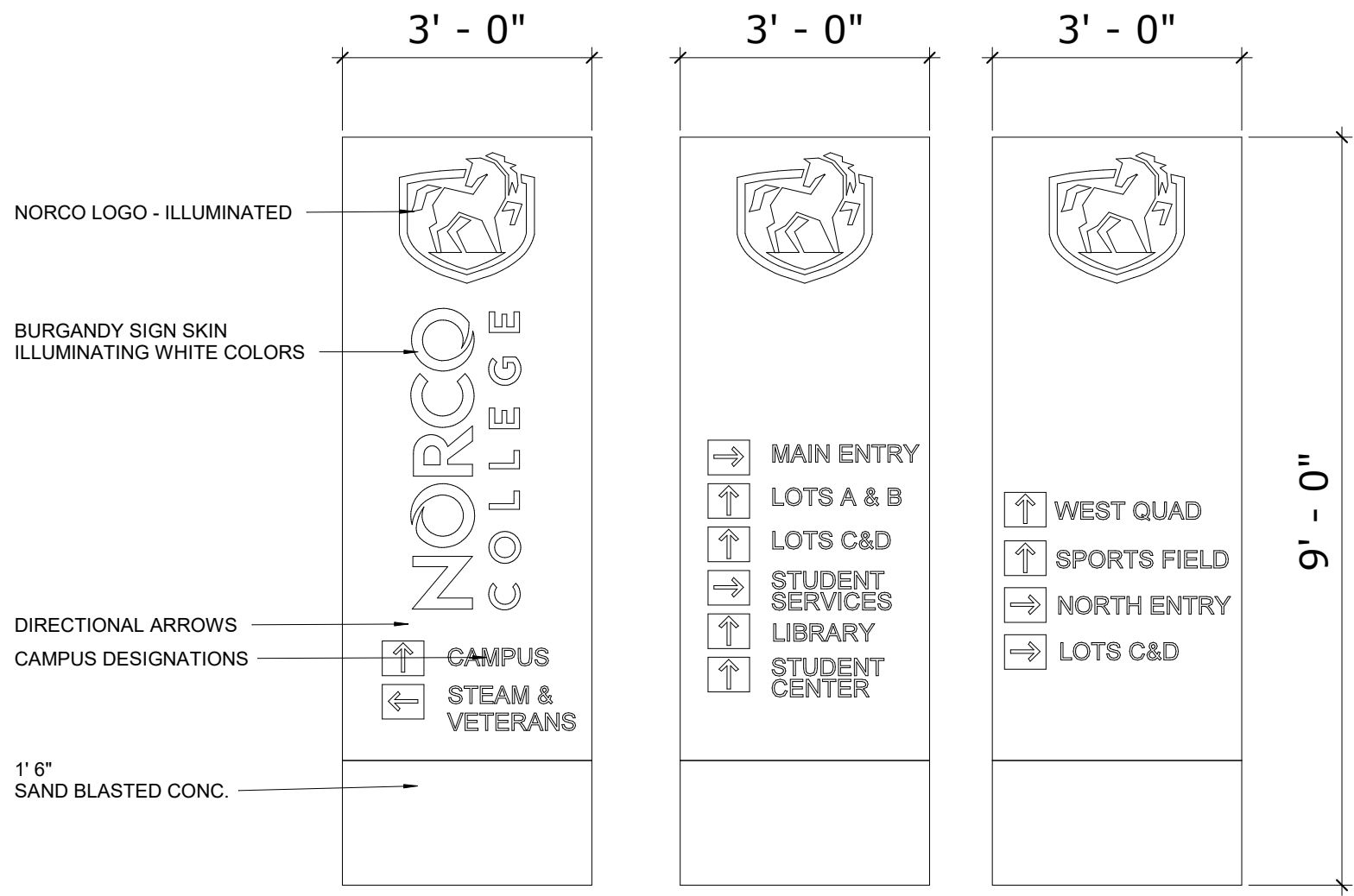
OPTION 1



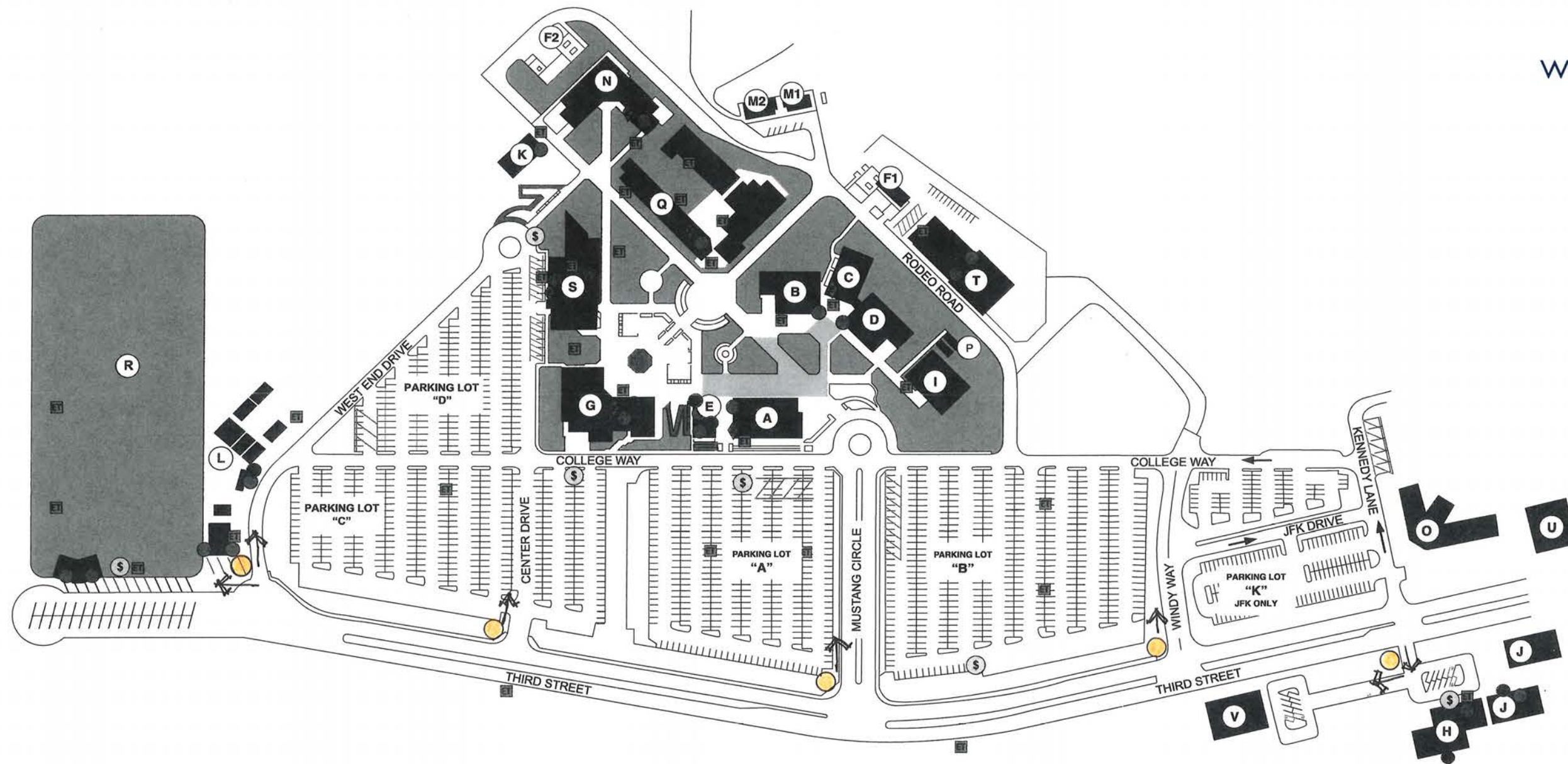
ORGANIZATIONAL INTRODUCTORY WAYFINDING SIGNAGE COMPONENTS



OPTION 2



ORGANIZATIONAL INTRODUCTORY WAYFINDING SIGNAGE COMPONENTS



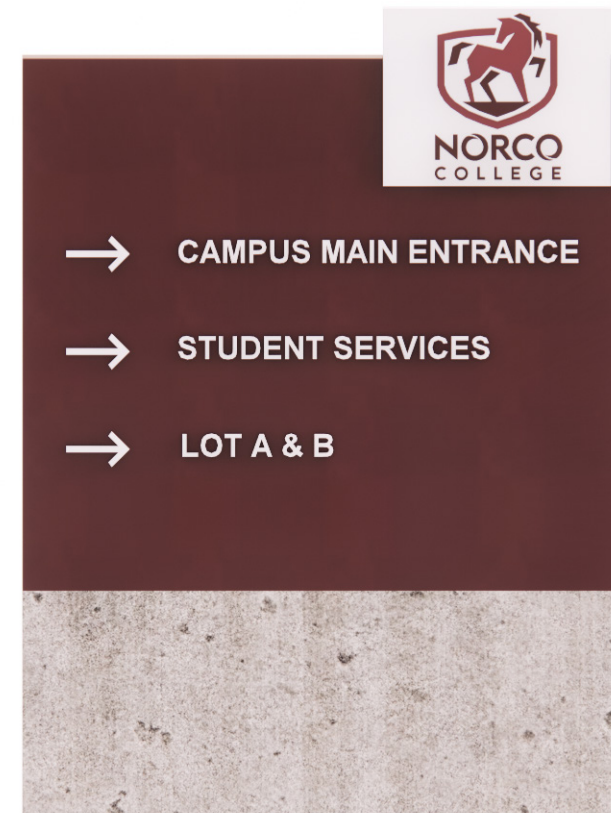
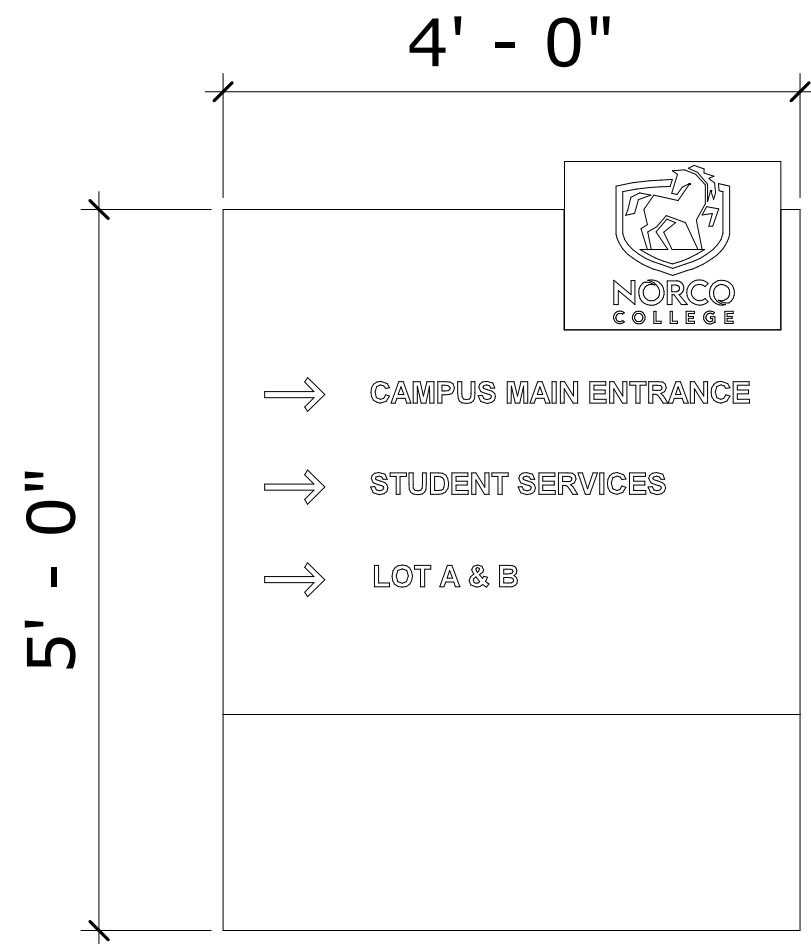
## NORCO COLLEGE – WAYFINDING PROJECT

### II. SECONDARY PERIMETER DIRECTIONAL SIGNAGE

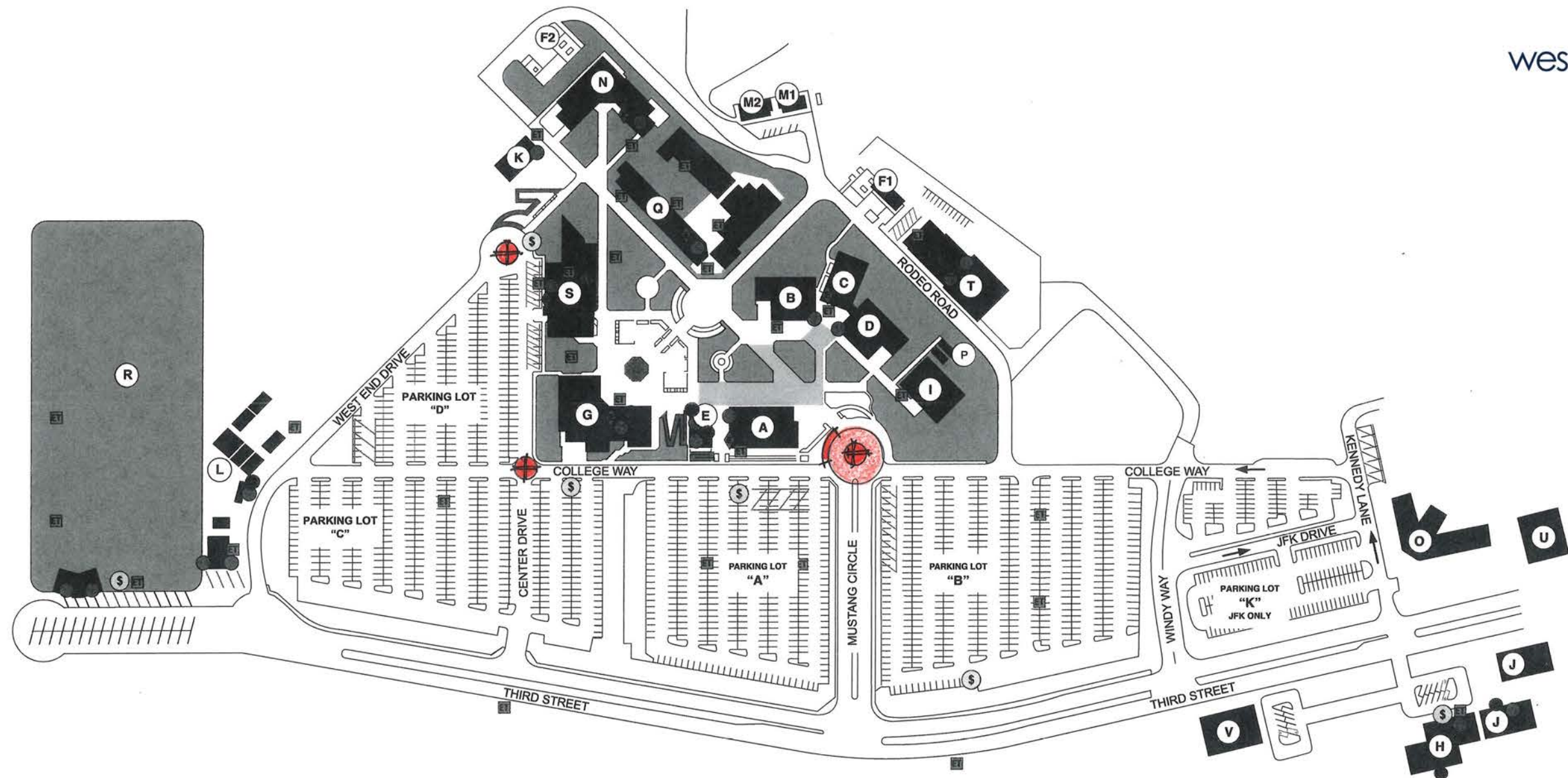
- Orientation/Pedestrian Connecting Points to Primary Program/Services



SECONDARY PERIMETER DIRECTIONAL SIGNAGE



## SECONDARY PERIMETER DIRECTIONAL SIGNAGE



### NORCO COLLEGE – WAYFINDING PROJECT

#### III. MAIN CAMPUS PEDESTRIAN ENTRY POINT BRANDING/IDENTIFICATION MARKERS

- Main Campus Entry Point Branding



MAIN CAMPUS PEDESTRIAN ENTRY POINT BRANDING/ IDENTIFICATION MARKERS



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architecture



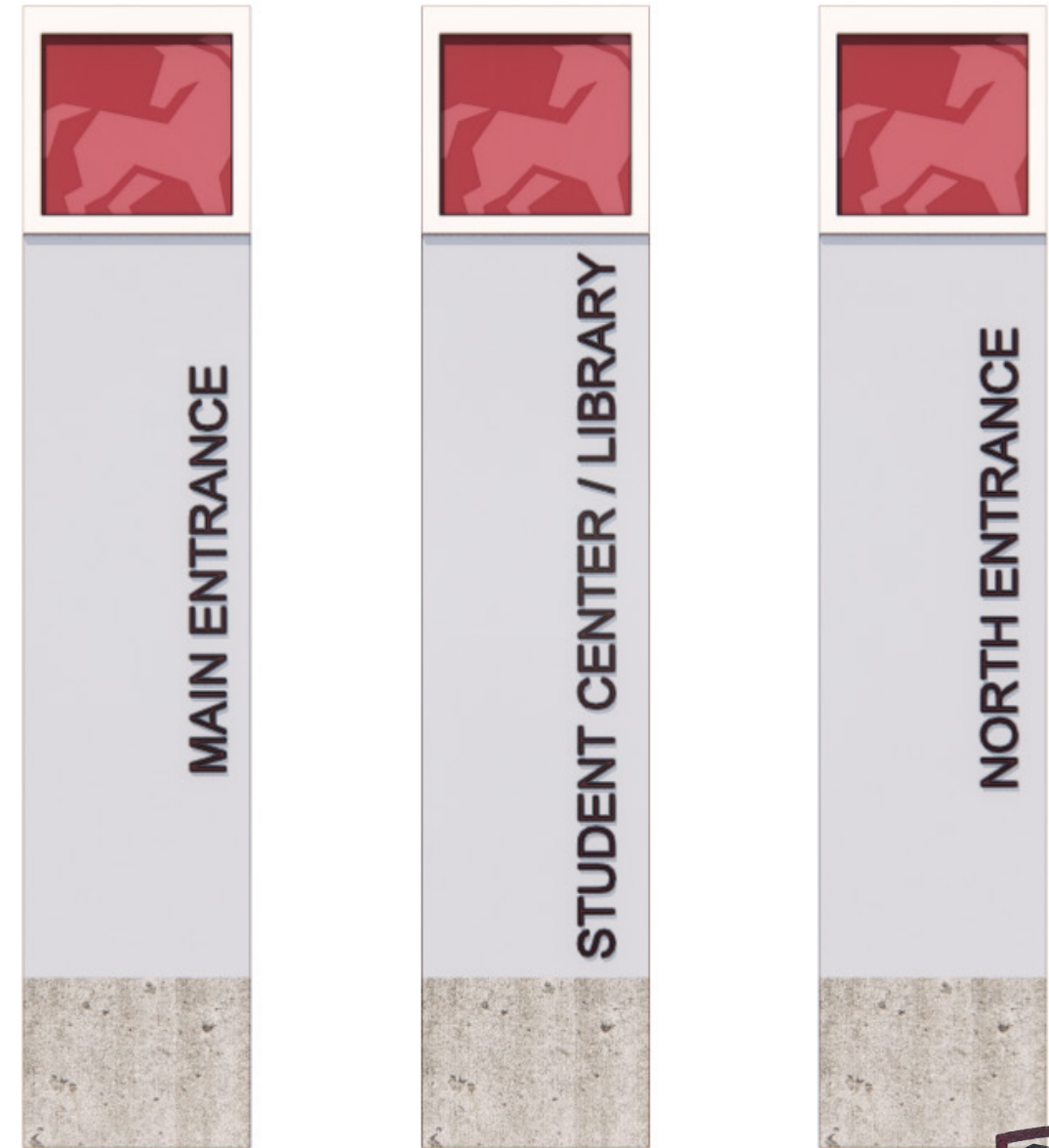
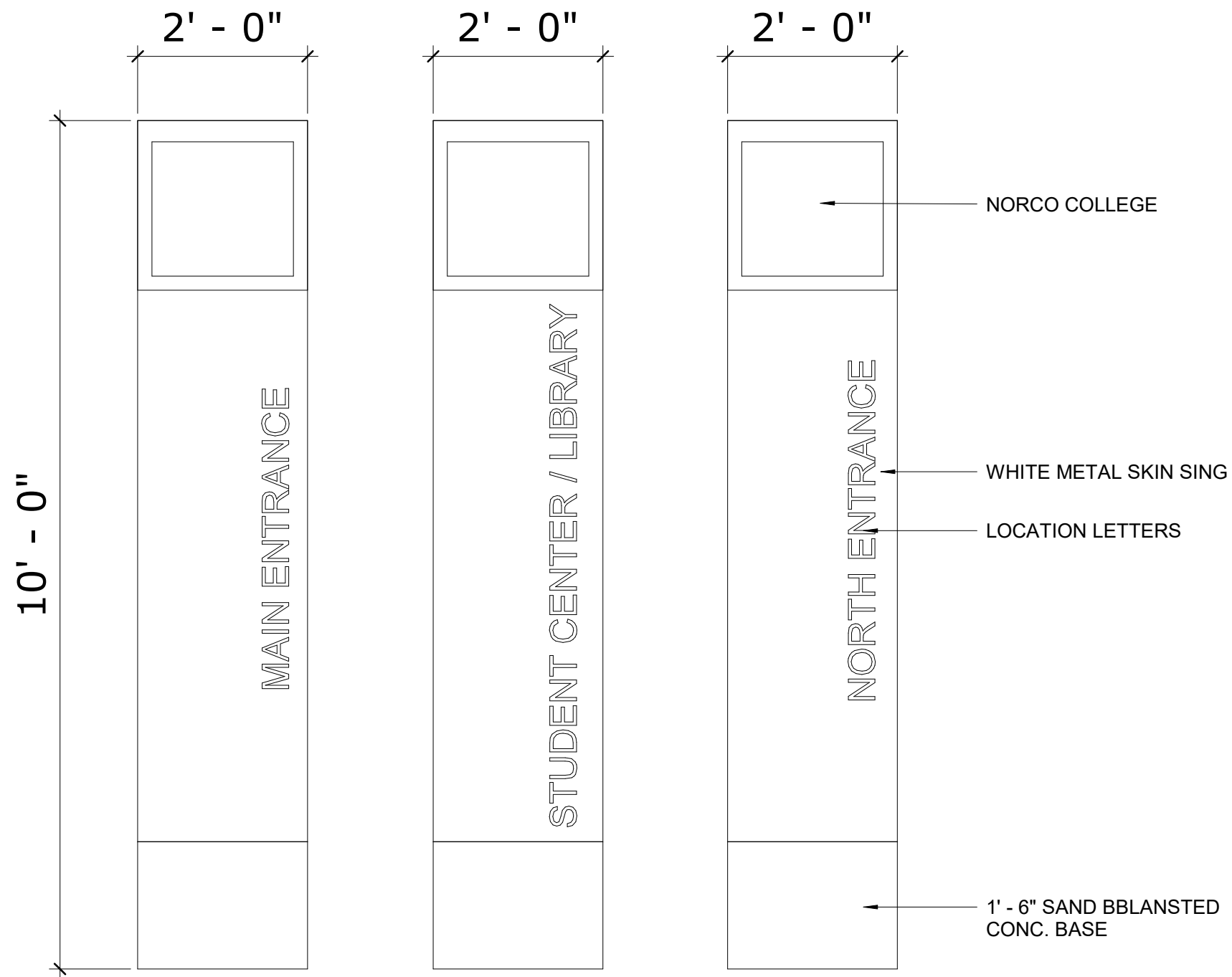
MAIN CAMPUS PEDESTRIAN ENTRY POINT BRANDING/ IDENTIFICATION MARKERS



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MAIN CAMPUS PEDESTRIAN ENTRY POINT BRANDING / IDENTIFICATION MARKERS



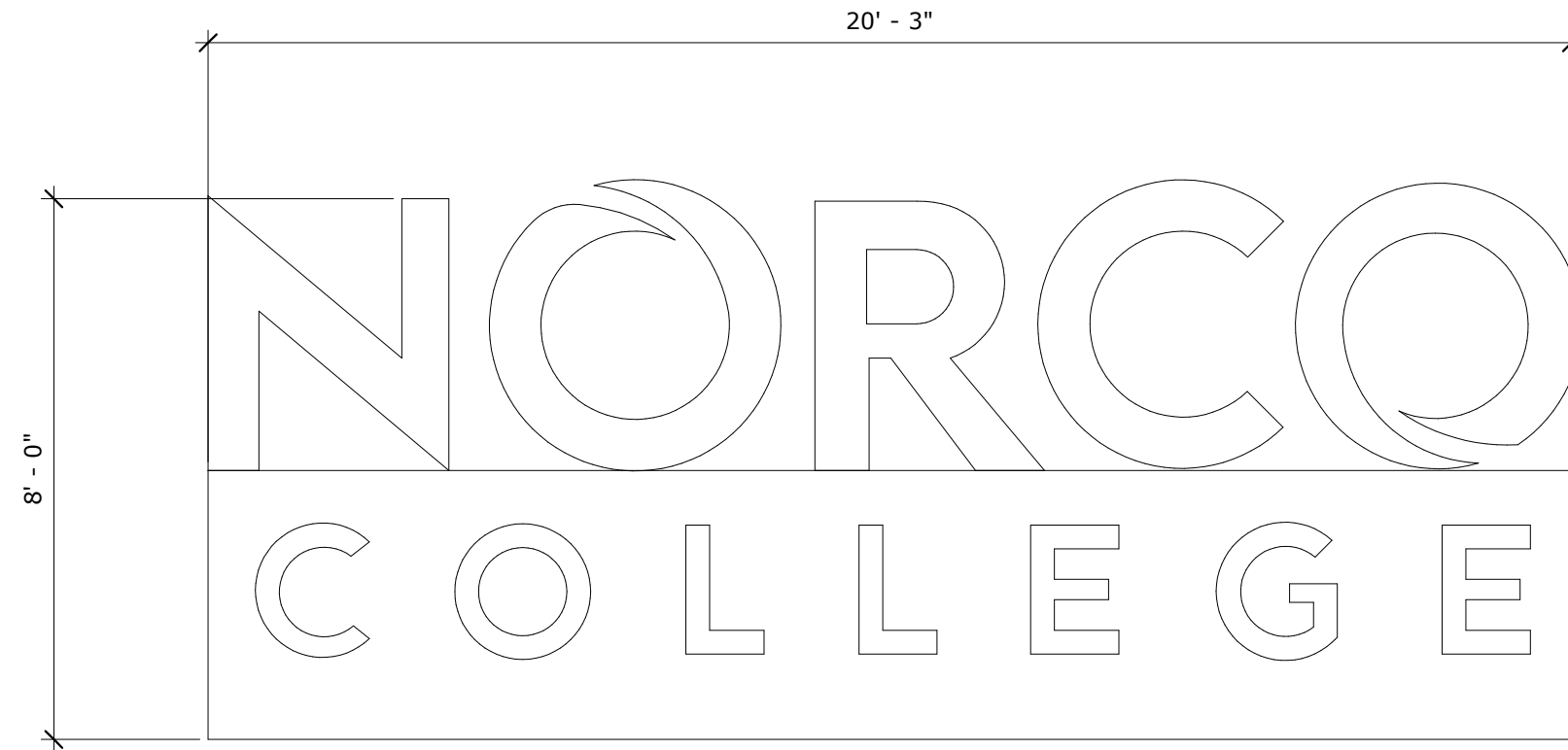
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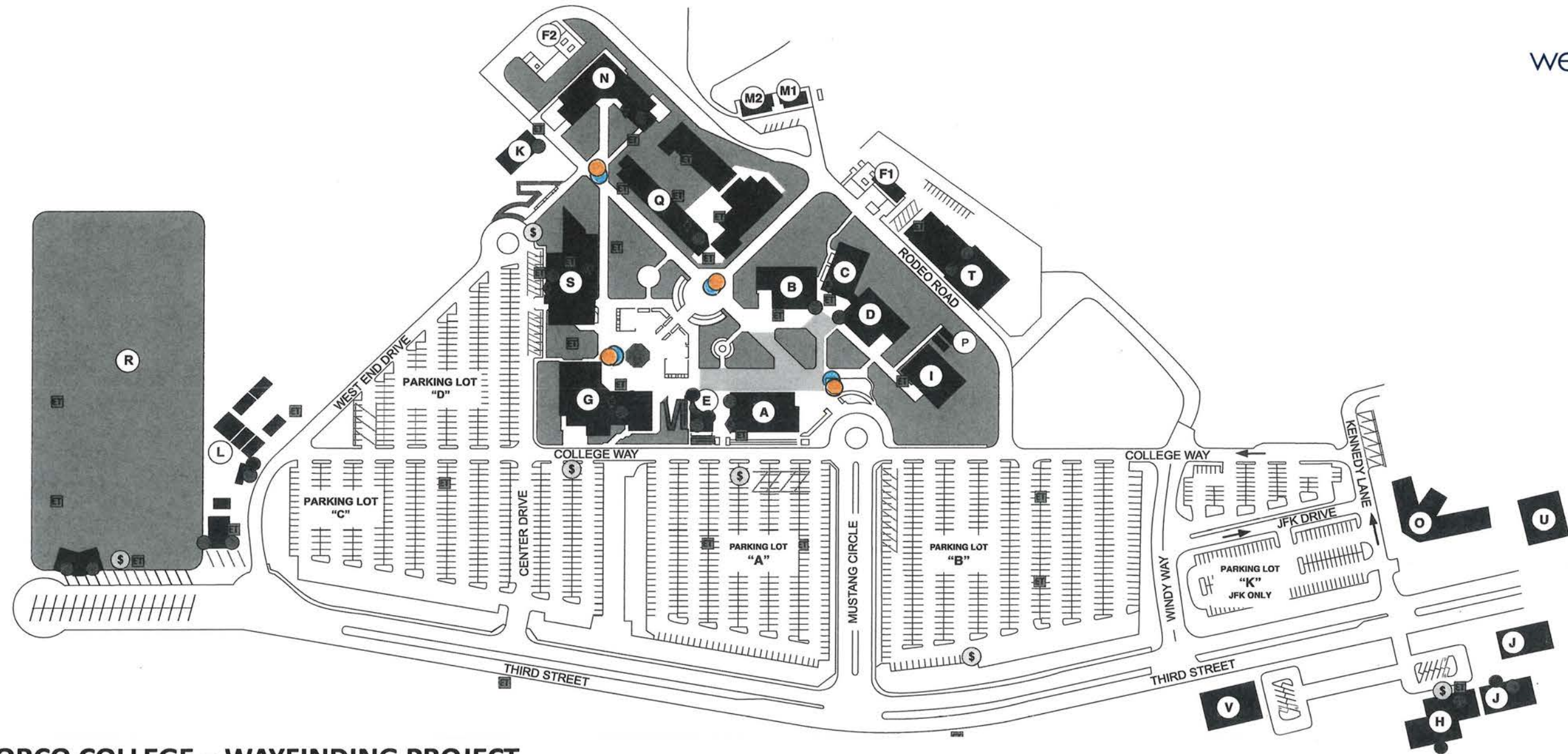
MAIN CAMPUS PEDESTRIAN ENTRY POINT BRANDING/ IDENTIFICATION MARKERS



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MAIN CAMPUS PEDESTRIAN ENTRY POINT BRANDING/ IDENTIFICATION MARKERS



## NORCO COLLEGE – WAYFINDING PROJECT

### VI. INTERNAL CAMPUS ORGANIZATION LAYOUT

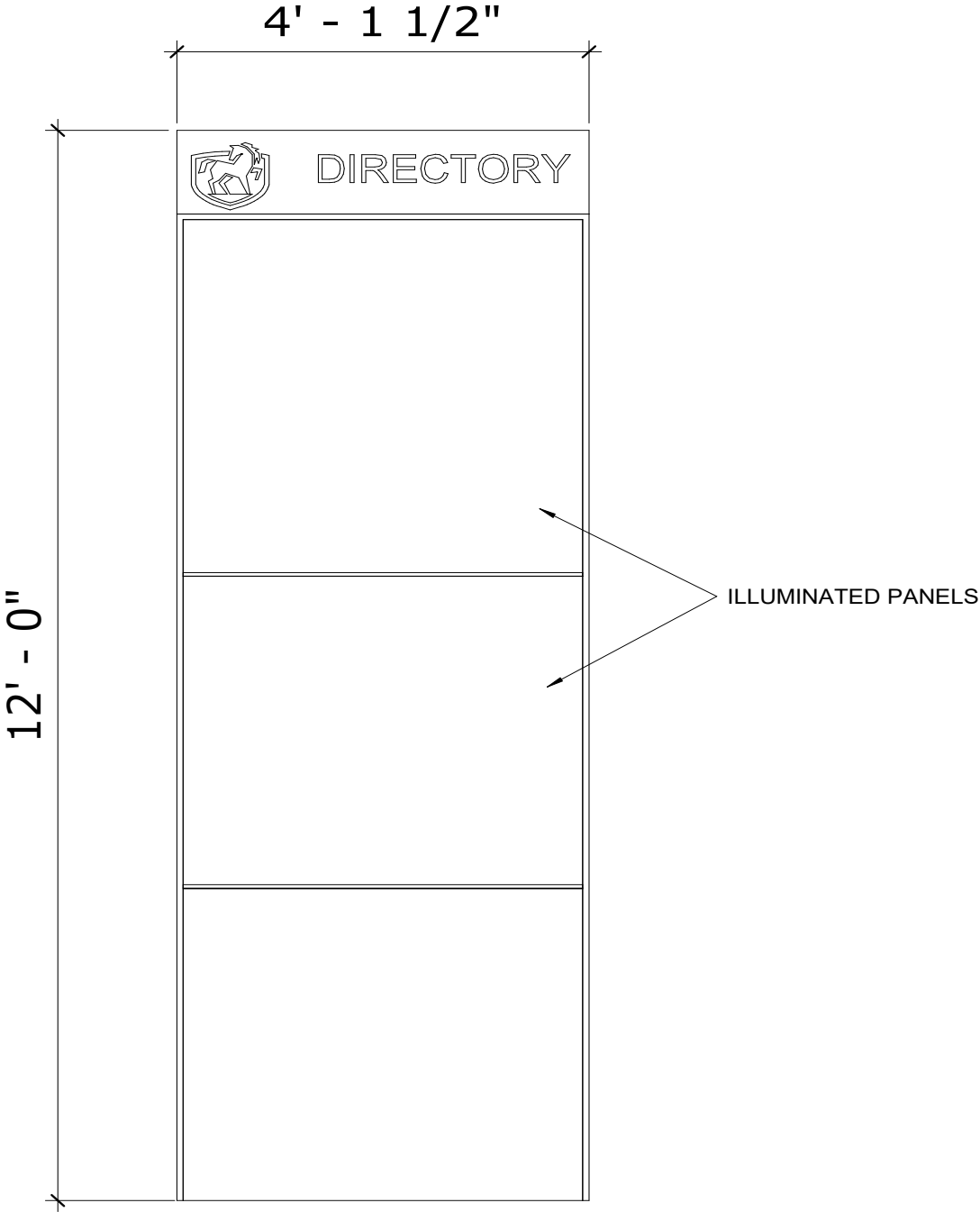
- Lacking Directional Map Locations

### VII. INTERNAL CAMPUS NAVIGATION ELEMENTS

- Lacking Directional Signage to Major Campus Clusters/Components/Programs and Services



INTERNAL CAMPUS ORGANIZATION LAYOUT

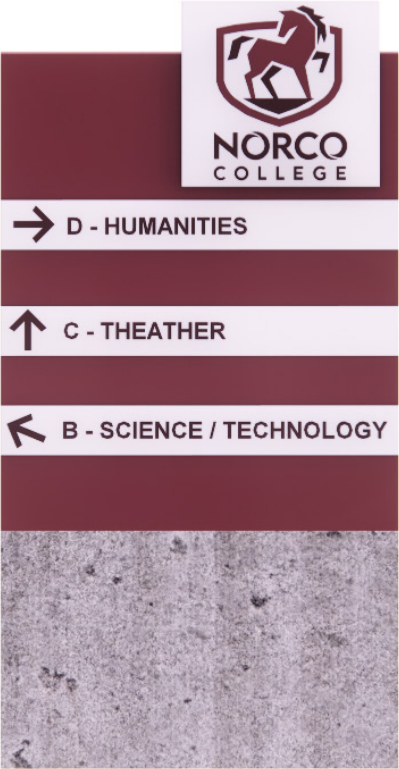
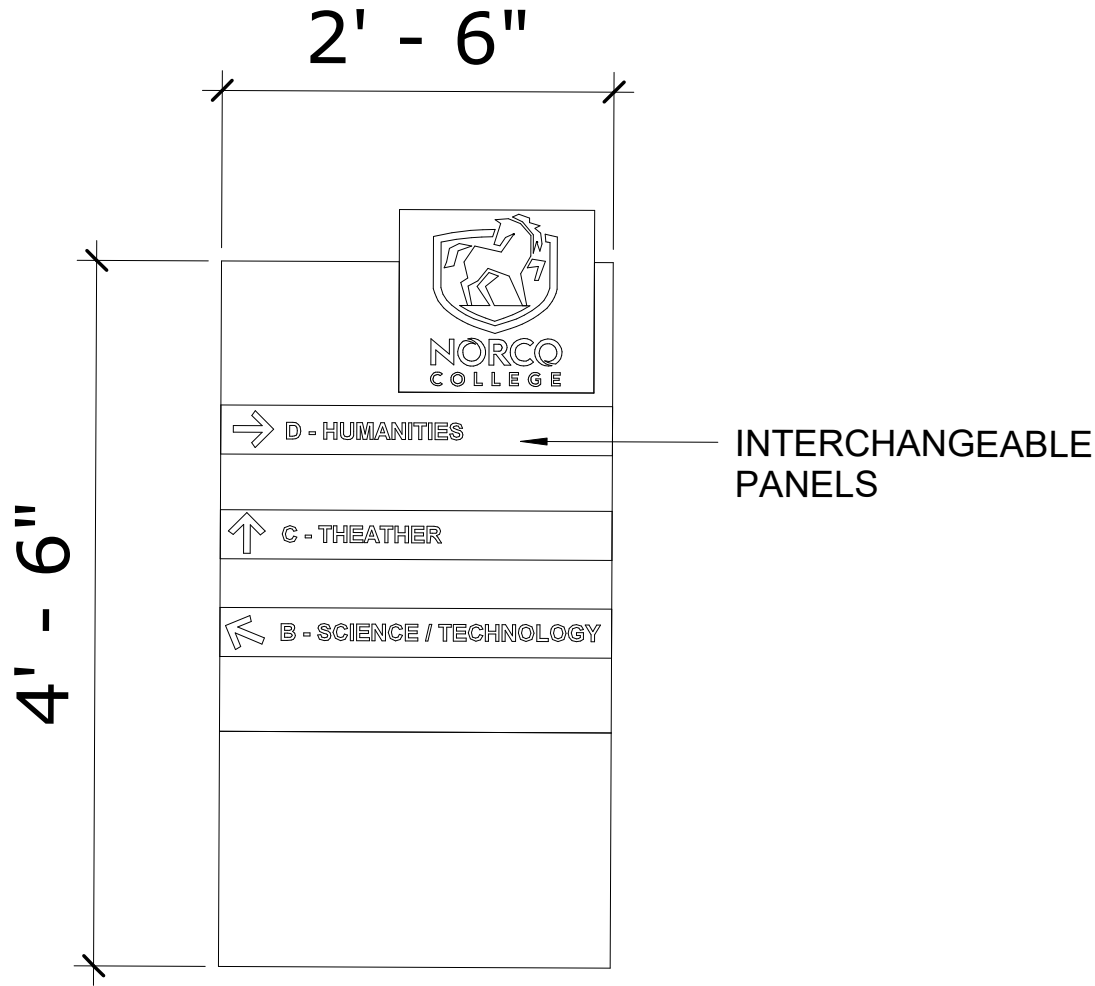


INTERNAL CAMPUS ORGANIZATION LAYOUT



INTERNAL CAMPUS ORGANIZATION ELEMENTS

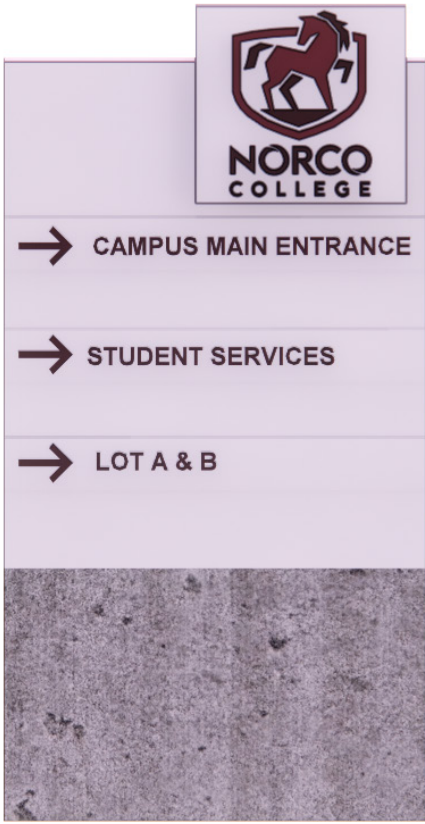
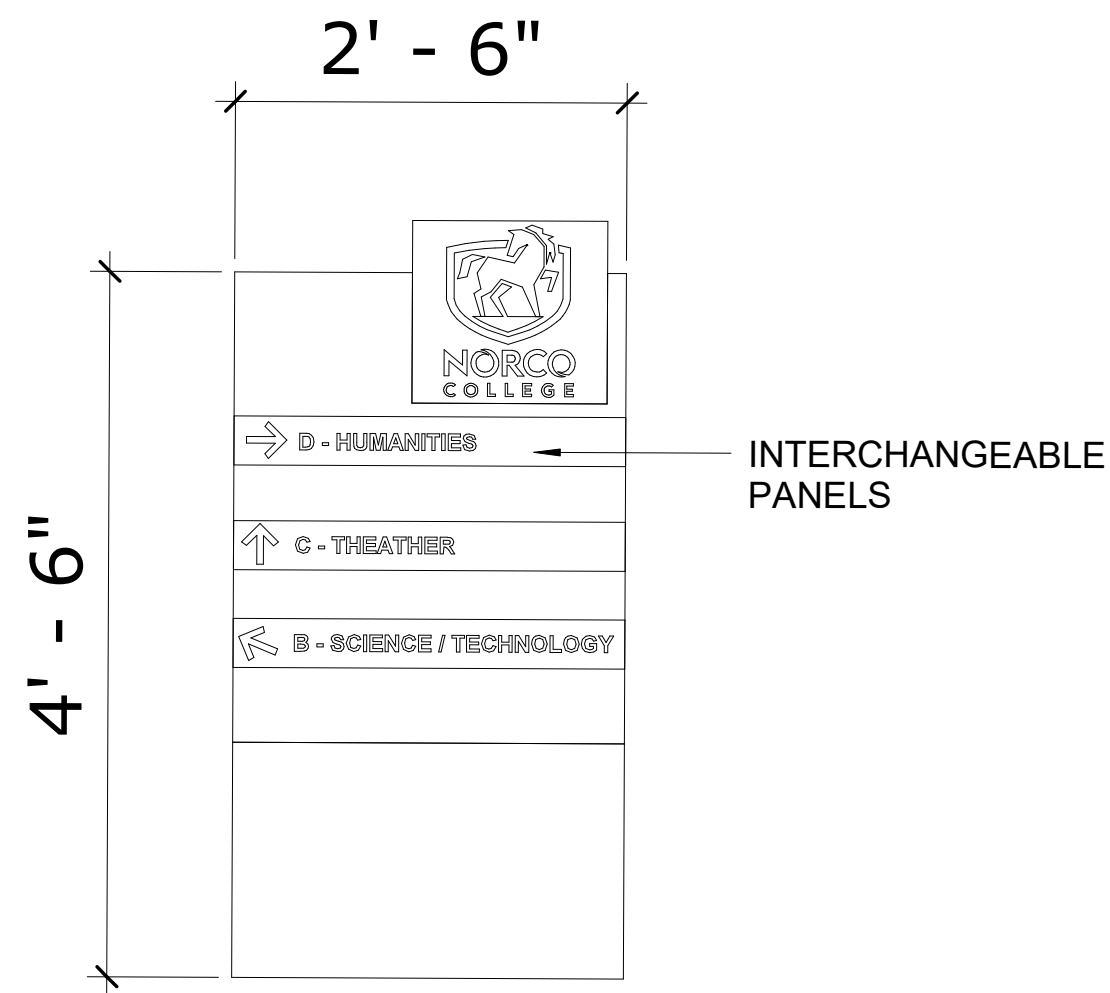
OPTION 1



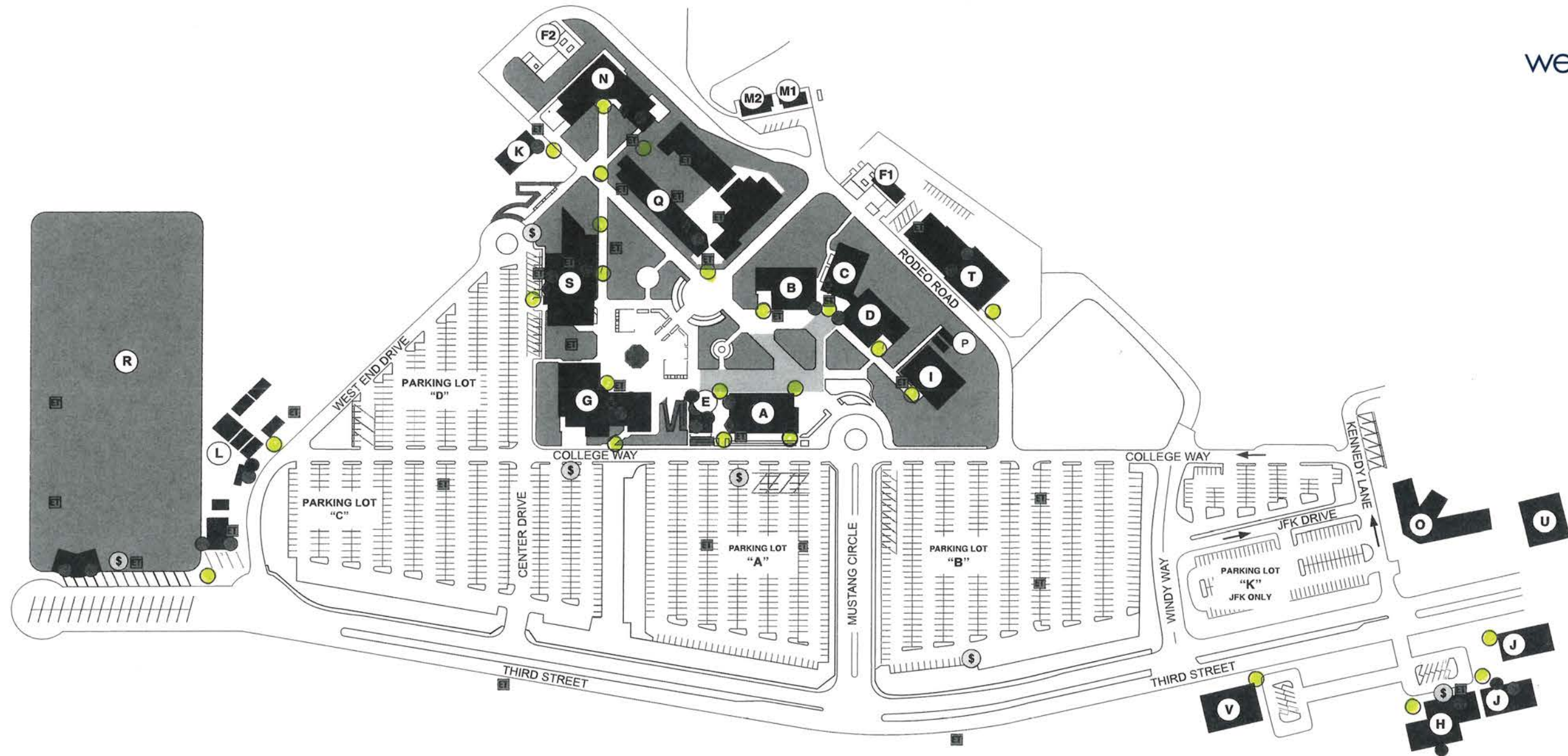
INTERNAL CAMPUS ORGANIZATION ELEMENTS



OPTION 2



INTERNAL CAMPUS ORGANIZATION ELEMENTS



## NORCO COLLEGE – WAYFINDING PROJECT

### IX. REDUCED BUILDING NAMING CONFUSION

- Simplify Building Naming Strategy



westbergwhite  
architecture



REDUCED BUILDING NAME ONFUSION



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REDUCED BUILDING NAME ONFUSION



REDUCED BUILDING NAME ONFUSION



REDUCED BUILDING NAME ONFUSION



**Option 1:**

LED Backlite laser cut metal panel image of NORCO College Logo mounted vertically on the plaster wall surface, offset from the wall surface by approx. 8". Illumination would be through cut-out letters, and around perimeter of panel.



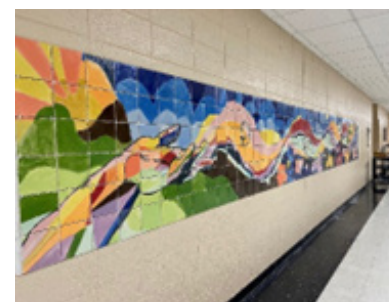
**Option 2:**

Ceramic Tile Representation of the same NORCO College Logo mounted directly to waterproof backerboard with watertight perimeter closer design to prevent water intrusion behind the ceramic mounted image.



**Option 3:**

Ceramic Tile Representation of a creative art piece of any type decided by the District (examples show) or of college curriculum components offered at the College.



## Norco College Color Palette

### Signature Colors

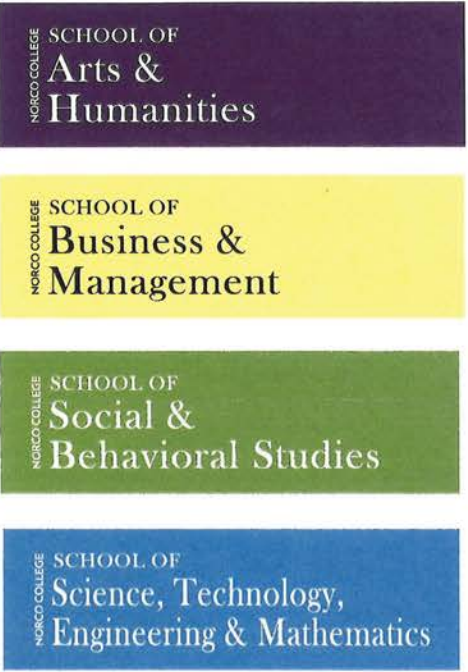


### Supporting Colors



### COMPLETION INITIATIVE

## Norco College Schools



| SCHOOL                      | HEX#   | CMYK                | RGB               | COLOR |
|-----------------------------|--------|---------------------|-------------------|-------|
| Arts & Humanities           | 602B5D | C-66 M-93 Y-34 K-23 | RGB 96, 43, 93    |       |
| Social & Behavioral Studies | 72994B | C-61 M-22 Y-90 K-4  | RGB 114, 153, 75  |       |
| STEM                        | 2286B7 | C-81 M-37 Y-12 K-0  | RGB 34, 134, 183  |       |
| Business & Management       | FEEE75 | C-2 M-1 Y-67 K-0    | RGB 254, 238, 117 |       |



### EXTERIOR BUILDING WALL DIRECTORY

Exterior Encased Digital Wall Directory to be mounted adjacent to building entries out of direct sunlight. Incorporate College Department Colors within directory components to identify associated department functions and College Colors for general college functions



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## EXTERIOR BUILDING WALL DIRECTORY / DEPARTMENT IDENTIFIER



1



2

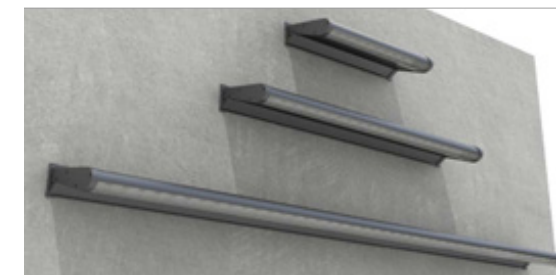
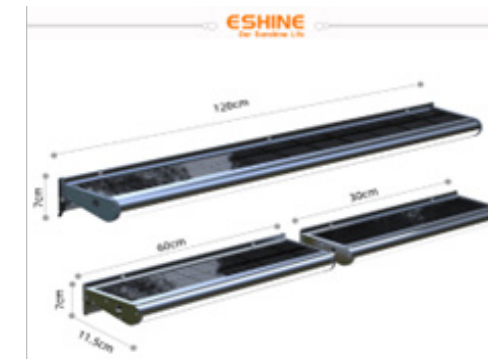


3



4

1. Mounting photovoltaic panels to top of low monument signs for direct illumination of internal LED lighting for laser cut/metal cabinet with inlaid acrylic logo and letter lens areas. Requires southern orientation of panels.
2. Remote photovoltaic panels with appropriate sun orientation at adjacent ground or other mounting with power conduit connection to internal sign lighting or ground lighting source. Potential for taller monuments. Consider vandalism potential.
3. Night and Day images of full illuminated acrylic sign face panel set within metal cabinet with top of tall monument photovoltaic panels.
4. Electric illuminated digital panel or perimeter LED cabinet for directory or wall mounted displays with power source from internal building source or at remote locations with conduit from existing pedestrian light poles.
5. Surface mounted on metal sign panels photovoltaic LED bars for up/down illumination of southern facing signage panels of various sizes. Requires evaluation for length of light throw on surface for taller monuments.



5

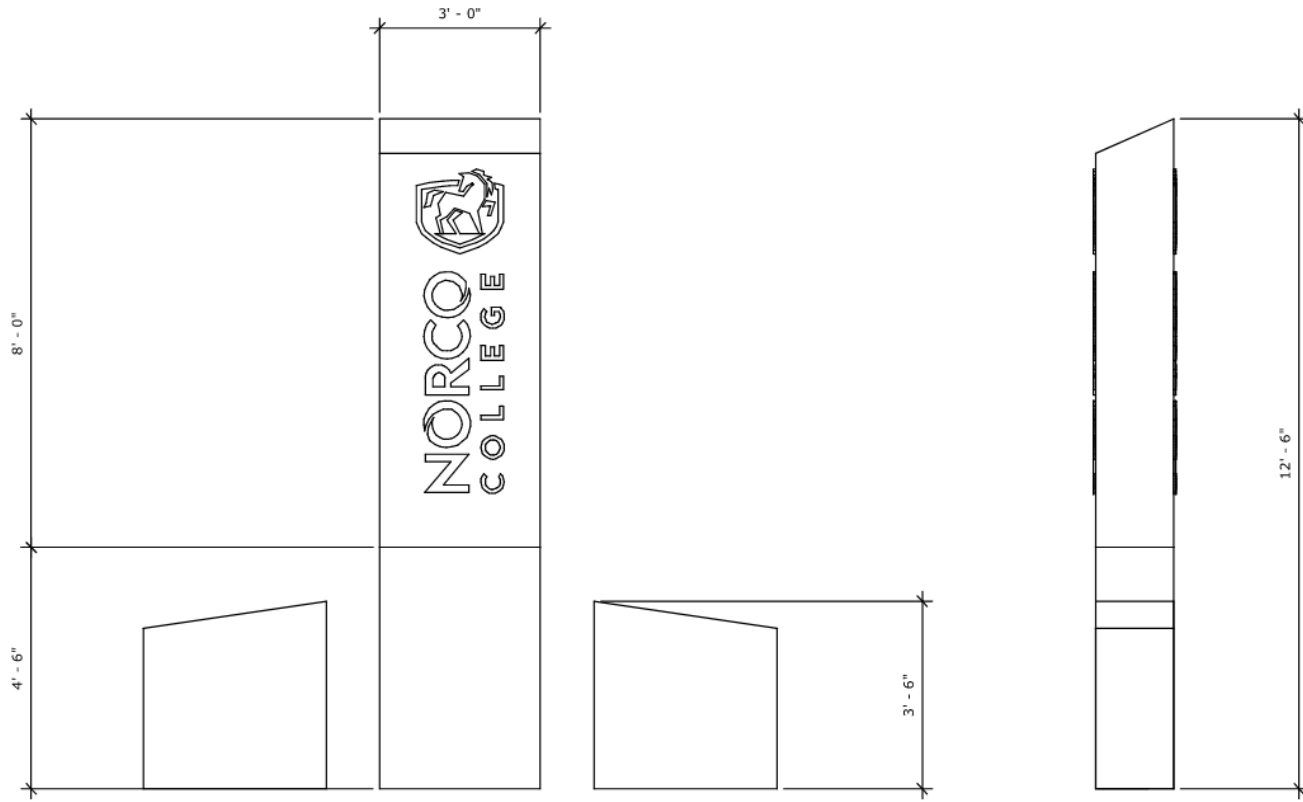


westbergwhite  
architecture



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NORTH FACING 3RD ST. CAMPUS ENTRY MONUMENT



NORTH FACING 3RD ST. CAMPUS ENTRY MONUMENT

**NORCO**  
**COLLEGE**  
**REPORT OF EFFECTIVENESS 2022-2023**

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**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:**

Michael Collins, Courtney Buchanan, Azadeh Iglesias

**MEMBERS:**

Esmeralda Abejar, Mike Angeles, Travonne Bell, Courtney Buchanan, Michael Collins, Teresa Friedrich Finnern, Azadeh Iglesias, Refugio "Jr" Lopez, Gustavo Ocegüera, Edwin Romero, Jim Rossum, Aneesa Kashif (ASNC Student Rep).

**EVALUATION OF THE SURVEY OF EFFECTIVENESS:**

At the March 23, 2023 meeting, the Resources Council reviewed the Survey of Effectiveness data, and a discussion ensued regarding what is needed to better fulfill our goals and meet our mission. The survey was provided to the councilmembers in advance of the meeting.

- The survey had 67% of the voting members respond.
- Discussion points included:
  - Potentially develop a training for council members that instructs members on budget documents and language at the beginning of the academic year to enable members an easier time when reviewing college financial documents.
  - A recommendation was made to review the charge again at the beginning of the academic year to guide the work of council members.

## **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. This work happens 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. 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). 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 typically in writing and presented as informational items.

# Norco College

4/12/2023

## 2022-23 SM Scheduled Maintenance Projects - Tracking Log

| Project Name                                                                                                 | Project Total       | Capital Summary Form to FPD | DSA | Bid Dates | Construction Dates | EEM or ECM | Status/Notes                                                     |
|--------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------|-----|-----------|--------------------|------------|------------------------------------------------------------------|
| ATEC 2nd Floor Walk Deck Repair & Repaint                                                                    | \$ 20,505           | 12/13/2022                  | N   | 11/7/2022 | 2/6/23-2/13/23     | N          | Project completed                                                |
| Replacement of AC/Chillers - Bldg F2 (Energy Efficiency)                                                     | \$ 2,000,000        |                             | Y   |           |                    | Y          | RFQP to hire an Architect & start design to take place Mya/June. |
| Interior Painting of Classrooms (Science & Technology, Theater, Humanities, Library, and Applied Technology) | \$ 120,000          | 1/9/2023                    | N   | 2/7/2023  | 4/10/23-4/14/23    | N          | Project completed during Spring Break                            |
| <b>Total</b>                                                                                                 | <b>\$ 2,140,505</b> |                             |     |           |                    |            |                                                                  |
| <b>Total 2021-22 SM Allocation</b>                                                                           | <b>\$ 2,140,505</b> |                             |     |           |                    |            |                                                                  |
| Funds must be encumbered by: 6/30/2027                                                                       |                     |                             |     |           |                    |            |                                                                  |
| Funds must be expended by: 6/30/2027                                                                         |                     |                             |     |           |                    |            |                                                                  |

# Norco College

4/12/2023

## 2021-22 SM Scheduled Maintenance Projects - Tracking Log

| Project Name                                 | Project Total | Capital Summary Form to FPD                         | DSA | Bid Dates       | Construction Dates | EEM or ECM | Status/Notes                                                                                                                                                                                                                                                                                    |
|----------------------------------------------|---------------|-----------------------------------------------------|-----|-----------------|--------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3rd St & Access Road AC Repairs              | \$ 500,000    | Submitted 10-6-21                                   | Yes | 3/10/23-4/15/23 | 1/10/22-1/31/22    | No         | Project will go to May board to start construction in June. Please note that due to tree roots damaging 3rd street concrete side walk as well as AC paving along the center median. Tree roots or trees may potentially need to be removed to prevent future damage to sidewalk, and AC paving. |
| Irrigation Controller replacement            | \$ 99,397     | Submitted 10-6-21 - Sent to I.T. for review 2/10/22 | No  | 3/21/22-4/26/22 | 6/13/22-7/29/22    | Yes        | Req. has been entered as of 4/14/23 to start construction phase of the project.                                                                                                                                                                                                                 |
| Caulking and window seals: Lib & CSS         | \$ 204,153    | Submitted 10-6-21 - Sent to purchasing 2/9/2022     | No  | Complete        | 6/13/22-7/5/22     | No         | Projects 95% completed, anticipated completion date 4/30/23                                                                                                                                                                                                                                     |
| Replacement of 2 Bard Units - Portable A & B | \$ 219,791    |                                                     |     | 4/20/23-5/4/23  |                    |            | Req. has been entered as of 4/14/23 to start construction phase of the project in late May 2023.                                                                                                                                                                                                |
| Access Control - Bldgs CSS and I-Tech        | \$ 150,607    |                                                     | No  |                 |                    | No         | Project construction is anticipated to take place in June.                                                                                                                                                                                                                                      |
| Library Flooring Replacement                 | \$ 191,000    |                                                     | No  | 2/21/23-3/5/23  | 6/12/23-6/30/23    | No         | First phase has been completed, second phase to take place June 12-June 28, 2023.                                                                                                                                                                                                               |
| Operation Center - Flooring Replacement      | \$ 67,792     |                                                     | No  | 2/21/23-3/5/23  | 6/12/23-6/30/23    | No         | PO has been issued construction will take place June 12, 2023 to June 30, 2023                                                                                                                                                                                                                  |

## 2021-22 SM Scheduled Maintence Projects – Tracking Log (Continued)

|                                                        |              |                                                  |     |                |                 |    |                                                                                             |
|--------------------------------------------------------|--------------|--------------------------------------------------|-----|----------------|-----------------|----|---------------------------------------------------------------------------------------------|
| Elevators: ATECH, SSV & Theater                        | \$ 555,871   | Submitted 10-6-21/ Sent to Purchaing 11/30/2021  | Yes | Complete       | 1/3/22-9/9-22   | No | Project completed; Additional local funds applied \$69,724<br>Total project cost: \$625,595 |
| Roof Replacement- W1, W2, Portable A & B               | \$ 13,800    |                                                  | No  | 1/23/23-2/7/23 | 2/13-2/21/23    | No | Project completed (C/O on this project for 6950.00)                                         |
| Fire alarm panel replacements                          | \$ 13,920    | Submitted 10-21-22                               | No  | Complete       | 3/15/23-4/15/23 | No | Project completed                                                                           |
| WEQ Concrete replacement                               | \$ 3,800     | Submitted 10-6-21                                | No  | Complete       | 6/13/22-6/27/22 | No | Project completed                                                                           |
| Irrigation & Site plumbing isolation valve replacement | \$ 57,821    | 44855                                            | No  | Complete       | 12/5/22-1/9/23  | No | Project completed                                                                           |
| Library footings: Water repair                         | \$ 28,100    | Submitted 10-6-21                                | No  | Complete       | 1/10/22-1/24/21 | No | Project completed                                                                           |
| Emergency Lighting backup repairs                      | \$ 99,105    | Submitted 10-6-21<br>Sent to Purchasing 8-8-22   | No  | Complete       | 1/10/22-1/24/22 | No | Project completed                                                                           |
| Roof Repairs: STEM 200, 300 & WEQ W4, W5, W6, W8 & W9  | \$ 110,703   | Submitted 10-6-21 - Sent to Purchaing 11/12/2021 | No  | Complete       | 1/10/22-2/7/22  | No | Project completed                                                                           |
| VRC Hillside landscape improvements                    | \$ 24,391    | Submitted 10-6-21 - Sent to Purchaing 12/8/2021  | No  | Complete       | 6/13/22-7/13/22 | No | Project completed                                                                           |
| Total                                                  | \$ 2,340,251 |                                                  |     |                |                 |    |                                                                                             |
| Total 2021-22 SM Allocation                            | \$ 2,340,251 |                                                  |     |                |                 |    |                                                                                             |
| Funds must be encumbered by:                           | 6/30/2023    |                                                  |     |                |                 |    |                                                                                             |
| Funds must be expended by:                             | 6/30/2023    |                                                  |     |                |                 |    |                                                                                             |



## **Grants Advisory Panel 2022-2023 Annual Report**

### **Planned Outcomes**

The Grants Advisory Panel (GAP) Charter was approved by the Resource Council in Fall 2021 and revised in Fall 2022. GAP was formed to develop an effective and efficient institutional process to vet grant opportunities and make recommendations to the Office of Planning and Development (OPD). The process utilized by the GAP requires members to review synopses of grant opportunities, gather information from key stakeholders regarding how grant opportunities align with the College's strategic goals and resource needs, and make recommendations to the OPD on the feasibility of pursuing grant opportunities. The information gathered is used to secure approval to apply from the President's office. Members serve in an advisory capacity only. Members do not vote and there is no budget associated with GAP. The GAP aligns and supports goal 12, objective 12.4 (Develop 30% of overall budget from non-general fund revenue sources) of NC's Educational Master Plan.

### **Effectiveness**

The revised charter states that the process to vet grant opportunities shall be in effect year-round and used when timelines can accommodate the process (60 or more calendar days prior to grant application deadline). It also states that when funding opportunities arise with shorter timelines, the GAP vetting process will not apply and the OPD will make recommendations to the Office of the President directly. In 2022-2023, the GAP was used once in Fall 2022 to vet the Minority Engineering and Science Achievement (MESA) Program. For a period of a week, members engaged in dialogue via email and requested additional information/clarification prior to making recommendations. In the end, the process worked as intended and the review process yielded a positive recommendation to move forward with this grant application. The secondary process was implemented more frequently because there were less than 60 calendar days before the application deadline. The secondary process also worked as intended and, in most instances, it was decided to not pursue the majority of grant opportunities for various reasons.

### **Efficiency**

The processes being used to vet grant opportunities has been efficient and successful thus far. The opportunities that the President's Office has approved have been thoroughly vetted by either the GAP membership, or subgroups of faculty, staff, and managers affected by the grant opportunity. The grant opportunities that were pursued took into consideration the feedback and recommendations provided by various constituent groups. Because members are only required to serve for a two-year period, new members may need to be identified for the 2023-2024 academic year.

In summary, the GAP's processes for vetting grants have been deemed both effective and efficient, and provide the necessary flexibility to vet grants with the college community. Therefore, it is recommended for the GAP's charter to be renewed for 2023-2024.

Respectfully Submitted on 4-14-23

Gustavo Ocegüera, Dean of Grants & Student Equity  
Office of Planning and Development



## Annual Report Safety Workgroup - FY22/23

### **General Information about the Group**

The purpose of the Safety Working Group is to develop and maintain a healthy and safe learning environment for the students, faculty, staff, and visitors. As an ad hoc problem-solving group, we help promote health, safety, and security across the campus, address concerns, and take appropriate actions to address issues that are identified. The Safety Working Group will make recommendations to offices, committees or councils in order to maintain safe conditions, ergo supporting the Norco College strategic planning goals.

The Norco College Safety Working Group's mission is to explore, recommend, and strategically develop practices, processes, and initiatives that meaningfully contribute to the achievement of objectives necessary in making our campus community safe.

Through the use of awareness techniques and training activities, we promote a culture of safety that empowers everyone to be responsible for preventing workplace accidents.

The Safety Working Group is composed of employees from all levels in the district. These people are genuinely interested in the welfare of their co-workers, local community resources, and students. This fluctuating membership comprises a broad base of subject matter experts assembled as needed to address specific needs and or goals.

- Membership is voluntary, to ensure that members are interested in achieving results and dedicated to developing and maintaining a safe workplace culture. Members should have the following qualities:
  - Interested in safety issues.
  - Receptive to new ideas.
  - Ability to express thoughts and ideas.
  - Willingness to participate in projects and meetings.
  - Willingness to encourage others to identify and report workplace health and safety hazards.
- Every person has various unique experiences and job roles. These unique items contain skills sets that could include expertise in many subject areas; by using this broad base of subject matter experts, the membership will fluctuate as needed to address a set of specific needs and or goals.
- There is no set number of members of the working group. Membership may vary depending on need and the individual contributors' skill in any subject area.
- The Safety Working Group is visible and approachable for any health and safety concerns, suggestions, and problem solving. The Safety and Emergency Planning Coordinator or an identified designee facilitates the Safety Working Group.

## **Guiding Principles and Assumptions**

The Safety Working Group guiding principle is to work in partnership with all and empower everyone to learn, discover and work in a manner that protects human health and the environment.

The Safety Working Group works to support Norco College achieving its master plan goals and support the state accreditation standard III.B.1: the standard states that the institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. The standard further states that facilities are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Our **S.T.E.A.D.Y** Values:

- **Service:** Provide high quality and easy-to-use services in a timely manner. foster open and effective communication to build trust and enhance collaboration.
- **Teamwork:** Teamwork requires everyone! We all have a role to play in preparing our campus for any emergency. We foster cooperation and collaboration. Encourage and support the professional growth of all.
- **Excellence:** Exert Integrity and leadership based on our ethical obligation to protect people and the environment. Strive to be honest, fair, and consistent. Be prudent stewards of Norco College/District resources.
- **Attitude:** Promote safety as everyone's responsibility. Possess and encourage a positive outlook. Maintain a strong work ethic by keeping our word and taking responsibility for our work and actions. The Little things matter.
- **Diversity:** Be open to everyone's ideas and opinions. Understand the needs and situations of others. Treat all individuals equitably, professionally, and with courtesy, dignity, and respect. Strive to make our policies, procedures, and training accessible and understandable.
- **Yes, to continuous improvement:** Continuously seek new and creative solutions to improve our processes and services. Learn from the past and others, implement innovative safety solutions.

## **The Safety Working Group's responsibility is to:**

- Evaluate Safety Programs: Make suggestions for program improvements.
- Safety Training: Identify training needs within the district to improve employee safety awareness; this training could include functional, practical, and skill development.
- Communicate: Provide a system for communicating with employees in a form readily understandable by all, on matters relating to occupational safety and health (e.g., posters, department/site safety meetings, incentive programs).
- Supporting – The Building and Floor Captain program

## **Meetings**

The Safety Working Group has periodic Ad hoc meetings as needed to address individual safety related concerns, needs, and goals. Safety Working Group has four scheduled quarterly open forum meetings to allow for feedback, reporting of safety concerns and sharing of ideas. These open forum meetings also serve as a communication to the College community about ongoing workgroup progress and other information items.

### **All Safety Working Group meetings/members adhere to the following meeting norms:**

- Appropriately prepare for meetings based on the meeting agenda.
- We will respect everyone's time by starting and ending on time.
- Be present with the people you are meeting with. Put away phones and other devices during the meeting.
- Only one conversation at a time. Refrain from side-talk.
- Participate in a problem-solving approach.
- All ideas are welcomed and respected. Your voice counts. All opinions are valid, however, we ask you to offer reasoning behind your thinking.
- Clarify when you are advocating vs. offering an idea, distinguish between constituency versus college-wide perspectives.
- Listen actively to teammates without interrupting others.
- Capture relevant off topic items in a "parking lot" and agree to discuss them later at a more appropriate time
- Everyone is responsible for helping to stay on topic. Speak up if you feel like we're getting off track.
- Challenge past assumptions and sacred cows. Innovation is ongoing!
- Ask questions for clarification to help avoid making assumptions.
- Balance your participation - speak and listen.
- Follow through on tasks that are committed to outside of scheduled meetings.
- Everyone is responsible for upholding the norms. Acknowledge if you notice we are not doing so.
- Take breaks as needed.

### **FY22/23 Safety Working Groups Assembled**

- **Shake Out 2022:**  
An ad hoc safety workgroup was convened to start the planning of a 2022.
- **Safety and Wellness fair planning**  
An ad hoc safety workgroup was convened to start the planning of a 2023 Safety and Wellness fair. The Fair was held on March 14<sup>th</sup>, 2023.
- **Safety Walks with Facilities:**  
A series of walks around the campus and through buildings to designed to address potential issues and prevent future ones.

## **FY22/23 Safety Working Group Meetings & Events Schedule**

|                    |                                                                                                 |
|--------------------|-------------------------------------------------------------------------------------------------|
| September 19, 2022 | Safety workgroup quarterly open meeting.                                                        |
| September 20, 2022 | Shake Out Planning meeting.                                                                     |
| September 23, 2022 | Safety walk with Facilities.                                                                    |
| October 12, 2022   | Special Training Event!<br>(Crowd Manager & Overview of Emergency Management and ICS) trainings |
| October 20, 2022   | Shake Out & evacuation Drill.                                                                   |
| November 14, 2022  | Safety workgroup quarterly open meeting.                                                        |
| November 16, 2022  | Collaboration/Campus walk through with Campus Police & Norco Sheriffs.                          |
| December 23, 2022  | Safety walk with Facilities.                                                                    |
| January 12, 2023   | Collaboration/Campus walk through with Campus Police & US Navy.                                 |
| March 13, 2023     | Safety workgroup quarterly open meeting.                                                        |

### **Opportunities Report**

Opportunities created by our employees and promoting “ideas management” via the submission of Hazard Reporting Form located at

<https://www.norcollege.edu/sep/pages/hazard.aspx>

This reporting supports the development of programs provide vital feedback to further training opportunities to support our employees’ potential to have a positive impact on the safety and wellness across the college.

### **Overall Conclusion**

By using this flexible safety working group model, we can adjust to changing conditions quickly and provide opportunities for leveraging both internal and external resources to produce quick and efficient results to an ever-changing situation.

## **Safety Workgroup - Quarterly Open Meeting**

Monday, September 19, 2022

Time: 9:00-10:00 A.M.

Location: Zoom

### **Agenda**

1. Welcome and Call to Order
2. Discussion:
  - A. Open comment / discussion period - Although anyone may identify a topic of interest, we may not substantially discuss or take action on any matter raised during the meeting that is not included on this agenda, we may decide to place the matter on the agenda of a future meeting.
3. Information:
  - A. On 09-01-2022, a Rave test alert was sent across the district
    - Guardian App.
  - B. Installation of phones in classrooms have been completed
  - C. Updating our Emergency and Safety Plans
  - D. Update for Building and Floor Captains program
    - Upcoming special training on October 12<sup>th</sup>
      - Crowd Manager Training
      - Overview of Emergency Management and ICS
  - E. Upcoming Shakeout and evacuation drill on October 20<sup>th</sup>
  - F. Safety trainings available
    - First Aid CPR&AED
    - Stop the Bleed
    - Personal Preparedness Planning as a Disaster Service Worker
    - And more... via in person, Zoom, or target solutions.
    - Lock Blok
    - Stryker Evacuation Chair
  - G. CERT Class available:
    - October 4<sup>th</sup>, 7<sup>th</sup> 8<sup>th</sup> and 9<sup>th</sup> - At Norco College, free community class
    - October 14<sup>th</sup> and 21<sup>st</sup> - At Riverside Fire EOC
  - H. COVID-19 Updates
    - PPE, and free antigen test availability
    - General Q&A
4. Closing
5. Next meeting scheduled for Mon 11/14/2022 @ 9 am via zoom
6. Adjournment

# **Safety Workgroup - Quarterly Open Meeting**

Monday, November 14, 2022

Time: 9:00-10:00 A.M.

Location: Zoom

## **Agenda**

1. Welcome and Call to Order
2. Discussion:
  - A. Open comment / discussion period - Although anyone may identify a topic of interest, we may not substantially discuss or take action on any matter raised during the meeting that is not included on this agenda, we may decide to place the matter on the agenda of a future meeting.
3. Information:
  - B. On 11-9-2022, a Rave alert was sent across the district.
    - Guardian App.
  - C. Oct 20<sup>th</sup> Shakeout and evacuation drill.
  - D. Safety trainings available
    - First Aid CPR&AED 11-15-2022 – Norco.
  - E. COVID-19 Updates
    - PPE, and free antigen test availability.
    - General Q&A.
4. Closing
5. Next meeting scheduled for Mon 03/13/2023 @ 9 am via zoom
6. Adjournment

## **Safety Workgroup - Quarterly Open Meeting**

Monday, March 13, 2023

Time: 9:00-10:00 A.M.

Location: Zoom

### **Agenda**

1. Welcome and Call to Order
2. Discussion:
  - A. Open comment / discussion period - Although anyone may identify a topic of interest, we may not substantially discuss or take action on any matter raised during the meeting that is not included on this agenda, we may decide to place the matter on the agenda of a future meeting.
3. Information:
  - A. Norco College Fire / Evacuation Drill 3-9-2023
  - B. Rave Desktop Notifier
  - C. Safety and wellness Expo – March 14th – Palm Path from 11 AM – 2 PM
  - D. California Essential Worker and a Disaster Service Workers
    - Video from California Office of Emergency Management  
<https://www.caloes.ca.gov/office-of-the-director/operations/planning-preparedness-prevention/planning-preparedness/school-emergency-planning-safety/>
4. Safety trainings upcoming  
District Risk Management Website Events Calendar:  
<https://www.rccd.edu/admin/bfs/risk/Pages/calendar.aspx>

|                                                 |                       |
|-------------------------------------------------|-----------------------|
| • 03-14 - Yearly Heat Illness Training, Zoom    | 10:00 AM – 11:00 AM   |
| • 03-16 - Stop the Bleed, Norco CSS 217         | 10:30 AM – 11:30 AM   |
| • 03-21 & 3-22 - OSHA 10-hour Training          | JPA Conference Center |
| • 03-22 - Wildfire Smoke Training, Zoom         | 10:00 AM – 11:00 AM   |
| • 03-24 - Stryker Chair Training, Norco CSS 217 | Morning time TBD      |
| • 04-21 - Bomb Threat Training, Norco CSS 217   | 8:30 AM – 10:00 AM    |
5. COVID-19 Updates
  - PPE, and free antigen test availability
  - General Q&A
6. Health & Safety Hazard Reporting Form  
<https://www.norcollege.edu/sep/pages/hazard.aspx>
7. Campus Projects Update – Trae Bell
8. Closing
9. Next meeting scheduled for Mon 06/12/2023 @ 9 am via zoom
10. Adjournment

Alert Summary : Norco College: FIRE / EVACUATION DRILL

Back to Alert Reports

Send Follow-up Alert

Sent by: Czerniak, Justin  
Sent On : Mar 09, 2023 - 03:01:19 PM  
Expires : Mar 09, 2023 - 03:06:19 PM

Opt-In Accounts Targeted: 0  
Internal Users Targeted: 7445

| MODE                                                                                            |                                                                                   | MODE PERFORMANCE                                                                                                                                                                                                                                     |                                                |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <br>Text       |                                                                                   | Target Messages = 6234                                                                                                                                                                                                                               |                                                |
|                                                                                                 | First Pass                                                                        | <div><div></div><div>5976</div><div></div></div>                                                                                                                                                                                                     | 00h 00m 08s                                    |
|                                                                                                 | Overall                                                                           | <div><div></div><div>6182</div><div></div></div>                                                                                                                                                                                                     | 00h 02m 37s                                    |
| <br>Email      |                                                                                   | Target Messages = 14,230                                                                                                                                                                                                                             |                                                |
|                                                                                                 | First Pass                                                                        | <div><div></div><div>13111</div><div></div></div>                                                                                                                                                                                                    | 00h 04m 12s                                    |
|                                                                                                 | Overall                                                                           | <div><div></div><div>13123</div><div></div></div>                                                                                                                                                                                                    | 00h 04m 14s                                    |
| <br>Voice      |                                                                                   | Target Messages = 6368                                                                                                                                                                                                                               |                                                |
|                                                                                                 | Overall                                                                           | <div><div></div><div>5726</div><div></div></div>                                                                                                                                                                                                     | 00:04:46                                       |
| <br>RSS        |  | Status: Completed    Target <a href="http://content.getrave.com/rss/rocd/channel4">http://content.getrave.com/rss/rocd/channel4</a>                                                                                                                  |                                                |
| <br>Twitter    |  | Status: Completed<br>Feed Name: Norco College Twitter Account<br>Content: Norco College: FIRE/EVACUATION DRILL Please leave your building and proceed to your designated evacuation point.Follow your building and Floor Captain.<br>Followers: 1908 |                                                |
|                                                                                                 |                                                                                   | Status: Completed    Target Messages = 483                                                                                                                                                                                                           | <div><div></div><div>93</div><div></div></div> |
| <br>Desktop  |                                                                                   |                                                                                                                                                                                                                                                      |                                                |
| <br>Guardian |                                                                                   | Target Messages = 408                                                                                                                                                                                                                                |                                                |
|                                                                                                 | Cancelled                                                                         | <div><div></div><div>324</div><div></div></div>                                                                                                                                                                                                      |                                                |



# HEALTH & SAFETY HAZARD REPORTING FORM

REPORT SHOULD BE SUBMITTED VIA THIS FORM OR LOCAL CAMPUS SAFETY REPRESENTATIVE  
OR YOU MAY CALL 951-222-8566 TO REPORT TO THE DISTRICT SAFETY & MANAGER

Norco College students, staff, faculty or visitors may use this form to report any unrecognized or uncontrolled safety issue to the Risk Management Department or their local College Safety Representative. The safety issue will then be investigated to determine if mitigations are needed. The form can be submitted anonymously if desired.

College / District Location Where Unsafe Conditions Exist:

Norco College

Date Unsafe Condition Noticed:

Your Name: (Leave blank if you prefer to remain anonymous)

Your Phone Contact Information: (Leave blank if you prefer to remain anonymous)

Department: (Leave blank if you prefer to remain anonymous)

Your E-Mail Address: (Leave blank if you prefer to remain anonymous)

UNSAFE ACT DESCRIPTION or SAFETY HAZARD (Describe sequence of events. Provide all of the facts you can remember)

Suggestion for improving safety:

Has this matter been reported anyone on campus:

☐

I'm not a robot



SUBMIT