Information Items:

I. Introduction of the groups.
   Committees were welcomed and introduced by Alexis Gray.

II. Estimated timeline for the semester.
   The timeline was reviewed and includes the following dates:
   a. December 9th is the expected completion date for addressing all Planning Agenda items.
   b. November 28th is the due date for self study rewrite.
   c. Nov. 13th is the estimated due date for submission to co-chairs.

III. Description of the new meeting structure.
    The committee will divide into the four standards during the meeting to work on planning agendas and re-writes of the self-study. The standards discussed a plan for getting the re-writes done by December 9th.

IV. Progress report for Planning Agenda Items
    a. Distribution of current planning agenda lists
    b. Distribution of tasks within each group
       The group divided into the four standards to discuss. See Appendices.

V. Meeting with Standard coordinators.
    a. Distribution of comments
    b. Task division
       The group divided into the four standards to discuss. See Appendices.

VI. Next meeting: Thursday, September 11, 2008 ST 201
Appendix A

Human Resources Standard III.A.
August 27 ST 203

Present: Dina Humble, Jim Thomas, Sharon Crasnow, Elisa Chung, Joseph DeGuzman, Carlos Garcia, Mike Cluff
Absent: Bev Wimer (medical leave)

The group met. We reviewed our planning agenda items. The few items that were missing were from Mike Cluff and Bev Wimer. Both had turned these in last spring. Sharon said she had received a copy and so said she would track them down.

The group reviewed the comments that Daniela had forwarded on the Standard IIIA section. Several sections need to be rewritten and revised according to Daniela’s notes. Dina agreed to do the first part of IIIA. Sharon agreed to do IIIA1b and c since these are related to the new contract. Jim agreed to do IIIA2. Mike offered to do preliminary editing as we get our section together. Elisa, Carlos, and Joseph agreed to review the other sections to see if there were other areas that needed to be rewritten.

The group decided on a deadline of November 20th for all our rewrites in order to have the section ready to go to the self-study co-chairs by November 30th.
Appendix B

Physical Resources Standard III B

Wednesday, August 27, 2008

In attendance:

Andy Robles           Jim Morrison
Paul Van Hulle        Siobhan Freitas
Charles Sternburg     Mark Lewis
Joe Eckstein          Steve Monsanto
Phu Tran

The notes below are answers to the progress on the Accreditation Self Study Standard III.B: Rewrite Notes 08-09

#1 Evaluation Report Page #35

The existing buildings are substantially in compliance with the ADA (Americans with Disabilities Act) code, with the exception of two areas identified by a district wide ADA compliance survey – the handicap parking spaces south of the existing student center building and various elevator exterior call button heights. The scope of work included in the industrial technology building, when completed, will bring the handicap parking into ADA compliance. The district is working with the campus to develop a district wide ADA project that will bring elevators into compliance. (Standard III.B.1.b)

   The handicap parking spaces situation has been corrected already.
   We have hired an ADA consultant to evaluate the elevators.
   Based on consultant’s evaluation we will be trying to find funding sources.
   Steve Monsanto will provide the information about the consultant.

#2 Evaluation Report Page #35

The campus is planning to start a safety committee. (Standard III.B.1.b)

   A committee has been formed, but its scope needs to be further defined.
   The current committee members are Norm Godin, Steve Monsanto, Leona Crawford and Paul Van Hulle. We need to find out from Norm what he has in mind about the scope of the committee.

#3 Evaluation Report Page #35

Through the taskforce structure, Norco Campus is developing a standard of care model for campus maintenance and operations. This standard of care will assist the campus in maintaining the facilities and developing a staffing plan, which will help Norco identify current and future maintenance and operations staffing needs prior to new buildings coming online. (Standard III.B.1.b)

   The task force consists of the three campus’s Vice Presidents of Business Services – whose titles may differ from the Norco Campus’ title used here-and all of the Directors of Facilities (Steve Monsanto will provide names, correct titles, and the scope or mission statement of the taskforce.)

   Andy Robles is suggesting that we add the recycling program specifically to be included as part of the Norco campus maintenance and operations in the description of this task force. Currently, the recycling program is in

Page 1 of 2
transition from being a staff and student-run operation to becoming part of the institutional operations of Facilities here at Norco.

#4 Evaluation Report Page #36
The department has submitted a proposal to upgrade the existing radio system which will allow direct communications with Riverside County Sheriff dispatchers. (Standard III.B.1b)

Nothing has been done that we know of. Siobhan will contact the campus police to find out the progress on this.

#5 Evaluation Report Page #36
Campus emergency preparedness SIMS/NIMS training has been provided and manuals are currently being updated by the campus police department. The Director of plant operations is in the process of establishing on-site emergency preparedness supplies. (Standard III.B.1.b)

Steve Monsanto will provide and do the following:
- Provide the name of the director of operations.
- Ask director of operations where we are on the establishment of on-site emergency preparedness supplies.
- Contact the campus police about when and where the training occurred and where the supplies are located.

#6 Evaluation report Page #36
The new strategic planning process assists in the formal identification of future operational costs and relative staffing for new construction projects coming online. However, there is no formal planning document to assist the campus in identifying all of the operational and equipment replacement. Providing a total cost of ownership plan will assist Norco in identifying and anticipating such operational costs as staffing, utility, and systematic equipment replacement for new buildings. The campus is in the beginning stages of developing a midterm report to identify the total cost of ownership of its new facilities. (Standard III.B.2.a)

Contact Norm Godin (Norm will need to help with writing this budget)

#7 Evaluation report Pages #4 and 36
The term recommends that strategic planning include the total cost of ownership of allocations such as staffing, professional development, technology and planning of all new facilities and capital projects, including long range planning. (Standards III.A.2, 6; III.B.2.a, III.C.1.b, d; III.D.1.a-d, 3)

We have at least started this.

Final comment:

Steve and Siobhan will meet to look at which evidence items can be obtained from Steve’s office and from District Facilities’ office.
MEETING SUMMARY

In Attendance: Cathy Brotherton, John Coverdale, Alexis Gray, Trisha Hodawanus, Brian Johnson, Ted Gregory, Stephany Kyriakos, Rebecca Marsh


Put User Survey in Inventory

Include Faculty/Staff Tech Survey to determine what level of user each member is.

Strategies:

a. Ted will email faculty and staff to ask them to complete the survey
b. As a backup, we will hand them out at the next faculty meeting on September 25, 2008. (need 100 copies) Ted will order copies and give to Stephany.
   (note: Alexis will notify Diane Dieckmeyer that we need agenda time at the faculty meeting.)

Standard III.C comments/change/ modification

We read Carol Farrar’s comments. On page 6 the problem of the District Budget was noted. (Item IIIC1a).

Result: In first week of September, Ted will meet with Steve Gilson to determine which comments have been addressed and which still need revision. At the next subcommittee meeting, we will divide remaining sections to be revised among committee members.

Planning Agenda Items

Ted reported: Point 1: Dialogue: in progress; Point 2: Tech Standard, almost complete—we will learn more after Ted meets with Steve Gilson; Point 3: Budget Allocation Model—partially coming from Norm—almost complete

Result: We need to complete our part on the faculty/staff survey, which needs to be part of the total cost of ownership. This is essential to completing Point 3, a Budget Allocation Model.

Strategic Planning meetings

2\textsuperscript{nd} and 4\textsuperscript{th} Tuesday of each month.
Appendix D

Financial Resources Standard III.D.
Wednesday, August 27, 2008

In attendance:
   Peter Boelman-Lopez   Norm Godin
   Laurie Hankins       Fernando Salcedo
   Patty Worsham        Linda Wright

We met and determined the assignments for the re-writes of the self study as follows:

III.D.1.a.; Norm Godin and Tom Wagner will provide the update and re-write.
III.D.1.b.; Dina will update planning agenda information; Patty Worsham and Fernando Salcedo will re-write.
III.D.1.c.; Norm will re-write
III.D.1.d.; Norm and Tom will re-write
III.D.2.a.; Norm Godin and Tom Wagner will re-write.
III.D.2.b.; Norm Godin will re-write.
III.D.2.c.; Norm Godin will re-write.
III.D.2.d.; Norm Godin will re-write.
III.D.2.e.; Norm Godin will re-write.
III.D.2.f.; Norm Godin will re-write. It is pretty much done.
III.D.2.g.; Norm stated that the District committee has this on the back burner. Norm will speak with Dr.’s Davis and Loewenstein regarding this item. Patty Worsham will work with Norm Godin to re-write.
III.D.3.: no change, in process. It was suggested that Khalil Andacheh would review and provide any re-writes.

We also changed our Standard III.D. planning agenda numbering:
2 is now 2A, 3 is now 2B, 4 is now 3, 5 is now 4, 6 is now 5, 7 is now 6A, 7A is now 6B, 7B is now 6C.

The Financial Resources Standard III.D. re-write will be done by December 9th.