Physical Resource Committee  
Sub-Committee to the Norco Strategic Planning Committee  
Thursday Oct. 19, 2006  
Humanities 204  12:45-1:40

Minutes

In Attendance:  
Siobhan Freitas, Faculty Co-Chair  
Steve Monsanto, Mngt, Co-Chair  
Leona Crawford, Secretary  
Norm Godin, Mngt  
James Morrison, Faculty  
Walter Stevens, Faculty  
Jim Thomas, faculty Guest

Agenda item 1: Mark Lewis Moved to approve minutes from Oct. 5, 2006 with the following amendments:  
Agenda item 2a amended to include “instructional suitability” the suggested check off box re: off campus sites/visits.  
Agenda item 3b: revised as follows: Student support center has been endorsed by the district. The district will be spending Measure C and will seek other state funding to support the project. Seconded by Walter Stevens. Voted unanimously by those present, all absent abstained

Agenda item 2 Updates:  
Norm Godin presented the Early Childhood Education Center/Measure C project  
Project consisted of items not previously done in original project construct, i.e. Safety & Security, instructional items/measures.  
.James Morrison moved to approve The ECS/Measure C project. Seconded by Walter Stevens, voted unanimously by all in attendance, all absent abstained.

Agenda Item 3 Accreditation: a & b:Please see attached evidence summary and review.

Agenda item 4 Meeting calendar:  
Thursday 10-26-06 college hour  
Thursday 11-2-06 college hour

Meeting Adjourned at 1:50pm

PRC minutes, Oct. 19, 2006

Accreditation

Evidence #1 – S. Monsanto is responsible for filling out the Evidence Form. Documents include:  
Safety Reports  
Quality Walks  
Work Orders

Evidence #2 – N. Godin / S. Monsanto are responsible for filling out the Evidence Form. Documents include:  
5-Year Capital Plan

Evidence #3 – S. Freitas is responsible for filling out the Evidence Form.
Documents include:
- Requests for Instructional Technology

Evidence #4 – C. Sternburg is responsible for filling out the Evidence Form.
Documents include:
- Academic Plan
- Program Reviews
- IMC / Dean of Instruction – overlaps with Evidence #3
- Technology subcommittee

Evidence #5 – M. Lewis is responsible for filling out the Evidence Form.
Documents include:
- XXX?

Evidence #6 – N. Godin is responsible for filling out the Evidence Form.
Documents include:
- 5-Year Capital Plan
- Safety Reports
- Quality Walks
- Scheduled Maintenance
- Last Accreditation report

Evidence #7 - N. Godin is responsible for filling out the Evidence Form.
Documents include:
- Tracking operational funds documentation?
- State information for big projects
- Last Accreditation report (minor projects)
- PRC minutes
- SPC minutes
- Noresco – consultant for energy conservation

Evidence #8 - N. Godin / S. Freitas are responsible for filling out the Evidence Form.
Documents include:
- Norco Site committee
- Academic Plan – S. Freitas
- FPP Phase III – N. Godin
- SPC minutes – S. Freitas

Evidence #9 - N. Godin / S. Monsanto are responsible for filling out the Evidence Form.
Documents include:
- Equipment budgets
- Maintenance Information
- Technology subcommittee [email – see S. Freitas]

Evidence #10 – T. Wallstrom / S. Monsanto are responsible for filling out the Evidence Form.
Documents include:
- J. Eckstein contact for room usage – T. Wallstrom
- Physical Plant contracts for Maintenance schedules

Evidence #11 – N. Godin / S. Monsanto are responsible for filling out the Evidence Form.
Documents include:
Phase III FPP
Maintenance schedules
See Evidence #3 for off-campus information

Evidence #12 – N. Godin is responsible for filling out the Evidence Form.
Documents include:
Last Accreditation report
Academic Master Plan
Facilities Master Plan (doesn't exist yet)
Safety Reports
Quality Walks

Evidence #13 – W. Stevens is responsible for filling out the Evidence Form.
Documents include:
Academic Master Plan
Program Reviews
Student Services
Student Surveys for Student Support Center – S. Freitas
Other resources:
V.P. of Educational Services
Dean of Instruction
Note: overlaps with Evidence #3

Evidence #14 – N. Godin / S. Freitas are responsible for filling out the Evidence Form.
Documents include:
PRC minutes – S. Freitas
SPC minutes – S. Freitas
RCC District planning – N. Godin

Evidence #15 – S. Freitas is responsible for filling out the Evidence Form.
Documents include:
Department meeting minutes
Process – Peter Boelmann (Chair, Financial subcommittee)
Capital Outlay – R. Perez

Other Resources:
Dean of Instruction

Evidence #16 – N. Godin / S. Freitas are responsible for filling out the Evidence Form.
Documents include:
Educational Master Plan
SPC minutes
Phase III FPP
Student Services Annual Review
Projects:
Phase III
Student Support Center
Faculty Technology Center

Other Resources
Norco College President
Dean of Instruction
V.P. of Educational Services

Evidence #17 – ??? is /are responsible for filling out the Evidence Form.
Documents include:
Academic Master Plan
Efficiency Report

Evidence #18 - J. Morrison is responsible for filling out the Evidence Form.
Documents include:
Academic Master Plan
Program Review
SPC minutes

Evidence #19 - L. Crawford is responsible for filling out the Evidence Form.
Documents include:
Academic Master Plan
Program Review
SPC minutes