Physical Resource Committee  
Sub-Committee to the Norco Strategic Planning Committee  
Thursday Oct. 26, 2006  
Humanities 204  12:50-1:45  

Minutes  

All Attended:  
Siobhan Freitas, Faculty Co-chair  
Steve Monsanto, Mngt Co-chair  
Charles Sternburg, Faculty Co-chair  
Leona Crawford, Secretary classified staff  
Norm Godin, Mngt.  
Mark Lewis, Faculty  
Carlos Naranjo, Student PRES., ASNC  
Phu Tran, Faculty  
Paul Van Hulle, Faculty  

Agenda item 1:  
Minutes from Oct. 19, 2006 meeting approved, moved by L. Crawford, seconded by S. Freitas.  
Voted unanimously by those in attendance, those not in attendance abstained.  

Agenda item 2:  
Norm Godin updated the committee re; the ADA transition-informational item.  
This will be done primarily through the district facilities on the City campus to ensure that the campus is in compliance with the standard outlined by the Federal Gov.’t.  

Also, the board approved several architect firms that will be on hand to assist with “smaller” projects. “Smaller” projects being projects that range from $15,000.00-$400,000.00 i.e., renovation of the A & R cashier area.  

Agenda item 3 Accreditation:  
Review of evidence assignments, now stand as:  
S. Monsanto and P. Tran #s 1, 2, 9, 11  
S. Freitas:  #’s 3, 14  
C. Sternberg: 4, 8, 15  
M. Lewis: 5, 15  
J. Morrison: 8, 18  
N. Godin: 6, 7, 12  
W. Stevens: 13  
T. Wallstrom: 10  
P. Van Hulle: 17  
L. Crawford: 16, 19  

• N. Godin suggested that the committee use Jim Sutton’s template to organize the evidence.  
• P. Van Hulle and M. Lewis volunteered to create the organizational template for PRC.  
• Meeting scheduled for 11-2-06 cancelled and rescheduled for 11-9-06 at the college hour.  
• The members of the committee should be spending the next two weeks:  
o collecting the evidence that is part of their individual assignment,  
o reading through the information,  
o summarizing it and  
o filling out the evidence form and  
o putting it both on-line (Norco Forums website --see the end of the email for the URL) and
- A hard copy of the evidence form should be placed in a binder that will be made for just such a thing in our evidence room.
- Our evidence room is the meeting room in N. Godin's office (Theater 203).

- **Types of Evidence and what should be done with it.**
  - In all cases: once the evidence is obtained, bring it to Theater 203 and leave it on the table OUTSIDE of the meeting room (N.Godin's office is a suite – the table is INSIDE the office, but outside of the meeting room). The evidence needs to become part of our inventory of evidence and it will be missed if it is placed inside the meeting room and filed before being cataloged.
  - If the evidence is a document – we need a hard copy in our evidence room.
  - If the evidence is information from an email, print it out and continue as described above.
  - If the evidence is information obtained from a conversation, but there is no documented (on paper or on-line) evidence, then type up a paragraph about the conversation and include as part of our evidence.

Meeting adjourned at 1:45pm.

This message was edited by Siobhan.Freitas on 11-9-06 @ 2:40 PM