

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
TEACHING AND LEARNING COMMITTEE  
February 19, 2008 – 7:00 p.m.  
Student Services Lobby, Norco Campus

Committee Members: José Medina, Committee Chairperson  
Janet Green, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Debbie DiThomas, Interim Vice Chancellor, Student  
Services/Operations  
Doug Beckstrom, Academic Senate Representative,  
(Moreno Valley Campus)  
Richard Mahon, Academic Senate Representative (Riverside)  
Sharon Crasnow, Academic Senate Representative  
(Norco Campus)  
Tony Torres, ASRCC Student Representative  
Kathleen Sell, CTA Representative  
Debbie Cazares, CTA Representative  
Gustavo Segura, CSEA Representative

AGENDA

VI. Board Committee Reports

A. Teaching and Learning

1. Occupational Education Update  
- The Committee to be presented with a report on Occupational Education.
2. Comments from the public.

Adjourn

Prepared by: Naomi Foley  
Administrative Assistant  
Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-1

Date: February 26, 2008

Subject: Occupational Education Update

Background: Presented for the Board's information is an update on the District's Occupational education programs.

Information Only.

James L. Buysse  
Interim Chancellor

Prepared by: Ron Vito  
Associate Vice Chancellor, Occupational Education

# Occupational Education

(Career & Technical Education\*)

at

Riverside

Community College District

February 2008

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## Occupational Education\*

at  
Riverside Community College District

Professor Anthony Carnevale, director of the Global Institute on Education and Work at Georgetown University in a recent article in Community College Journal (Dec 2007/Jan 2008), discusses the nature of economic forces that are driving a revolution in global human capital. In the United States, this phenomenon has created two challenges for the employers. The first is to replace the baby boomers who were responsible for the expansions of American economy during the 20<sup>th</sup> century. The second is to ensure that the new workforce possesses the appropriate technical skills necessary for meeting the demands of a new information-based economy. As a result, career technical education has received a great deal of support and recognition in the United States during the last decade and has become a massive enterprise.

Some might wonder “What is Career & Technical Education?” According to the Association of Career & Technical Education (January 08) —

- Career and technical education prepares both youth and adults for a wide range of careers. These careers may require varying levels of education – from high school and postsecondary certificates to two- and four-year college degrees. Career and technical education is offered in middle schools, high schools, community and technical colleges and other postsecondary institutions.
- Career and technical education covers a variety of challenging fields in diverse subject areas which are constantly evolving due to the changing global economy. Some of the career areas that students may enter through career and technical education include: Agriculture (farmers, animal scientists, turf grass specialists); Trade and Industrial (automotive technicians, carpenters, electricians); Business and Marketing (entrepreneurs, financial officers, arts/graphics designers); Family and Consumer Sciences (management and life skills, executive chefs, hotel managers); Health Occupations (nurses, physical therapists, biomedical engineers); Public Safety and Security (EMTs, emergency management and response coordinators); and Technology (3D animator, computer engineer, biotechnical engineer).
- According to the U.S. Department of Education’s Office of Vocational and Adult Education (OVAE), most high school students take at least one career and technical education course, and one in four students take three or more courses in a single program area. One-third of college students are involved in career and technical programs, and as many as 40 million adults engage in short-term postsecondary occupational training.
- Nearly one-third of the fastest growing occupations will require an associate degree or a postsecondary vocational certificate, according to a 2006 U.S. Department of Labor Bureau of Labor Statistics report.
- More than 80 percent of respondents in the 2005 National Association of Manufacturer’s Skills Gap Report indicated that they are experiencing a shortage of qualified workers overall – with 13 percent reporting severe shortages and 68 percent indicating moderate shortages. Career and technical education plays a vital role in helping American business close this gap by building a competitive workforce for the 21st Century.

*The Association for Career and Technical Education (ACTE) is the nation’s largest education association dedicated to the advancement of education that prepares youth and adults for successful careers. For more information visit ACTE’s Web site at [www.acteonline.org](http://www.acteonline.org) or call 800-826-9972.*

Occupational Education programs at RCCD meet two of the four missions of the California State Community Colleges as defined in the Education Code section 66010.4 (a):

(1) The California Community Colleges shall as a primary mission, offer academic and vocational instruction at the lower division level for both younger and older students, including those persons returning to school. Public community colleges shall offer instruction through but not beyond the second year of college. These institutions may grant the associate in arts and the associate in science degree.

(2) A primary mission of the California Community Colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

At RCCD, the California Community College mission is fulfilled through occupational offerings and programs that result in associate degrees, certificates of achievement and locally approved certificate patterns. These are offered at all three campus locations and in addition, at Ben Clark Training Center (BCTC), March Education Center (MEC), March Dental Education Center (MDEC), Culinary Academy, and the Rubidoux Annex.

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\*Due to the changes at the Federal Government and at the State Chancellor's Office levels in their description of occupational or vocational education, beginning July 1, 2008, Occupational Education at Riverside Community College District will officially be referred to as "Career and Technical Education." This change has been approved by occupational faculty and the Riverside Community College District Executive Cabinet.

## RCCD Occupational Education Initiatives

Occupational education in the state of California is facing many challenges: Decreasing numbers of students enrolling at the postsecondary level in occupational programs. Students exiting occupational education programs and entering the work place have insufficient interpersonal skills to be considered “work ready.” And, RCCD’s occupational students often face an additional challenge since many of them lack the educational background of basic skills (English composition, reading and math) to succeed in a community college occupation level course/program.

The goal is to overcome these challenges. To do this, RCCD has developed the following strategies, outlined below:

- Creating a pipeline of occupational education students—

Enrollments of students in secondary schools are having robust growth but the enrollments of students in career and technical programs at the secondary level has been decreasing statewide since 1992-93. Although all who are knowledgeable regarding workforce education training agree that the nature of work is constantly changing. The concentration on academic standards, API scores and the California High School Exit Exams has made it difficult for secondary school boards and superintendents to focus on issues surrounding occupational education. Hence the enrollment in CTE offerings at the community college level has been severely impacted by the diminished number of students coming through the “pipeline” transitioning from secondary school occupational programs into community college career and technical education programs.

- Better preparing individuals to be work ready employees—

A study entitled the “*Educational Needs Assessment Employer Survey*” by the Region 9 Center of Excellence, in partnership with California State University, San Bernardino, confirmed the growing need for local training and performance development services. Over 34% of the 429 businesses surveyed believed that at the time of hiring, employees were not “work-ready.” Furthermore, some respondents who initially responded that their recent hires were work-ready cited weaknesses in their skills as well. Specifically, these businesses felt new hires and incumbent workers lacked interpersonal skills, communication skills, job specific training, and writing skills. Other companies mentioned the lack of “soft skills,” such as how to work within an organizational culture, dealing with internal politics, and employee motivation.

- Encouraging greater educational attainment for our students—

Despite growing suburbanization, Riverside County lags behind the state and other California metropolitan counties in terms of educational attainment. At 19.3%, Riverside County has a lower proportion of its residents with a baccalaureate degrees than does the state of California (23.4%) or the nation (19.8%). In the city of Riverside, home to four postsecondary institutions, 80.7% of the residents have educational attainment levels below the baccalaureate level and 22.2% are below the high school level. Additionally, the rate of recent high school graduates starting college within the region has historically lagged behind state and national rates. The college-going rate in the Riverside Community College District was 42.6% as compared to the state rate of 51.4% and the national rate of 60%. Clearly, efforts to promote and encourage greater educational attainment are necessary to meet the growing demand for skilled professionals.

## Associate Degree Occupational Program Offerings

In order to accomplish the goals of the California Community Colleges Mission, the Riverside Community College District offers Occupational Training Programs that result in Associate Degrees in 63 occupational areas. All of these occupational programs are validated by the California Community College State Chancellor's Office to ensure that there is a sufficient labor market demand, a documented and ongoing advisory committee in place, a library and learning resources plan, and verification that similar programs at other colleges in the service area will not adversely affect enrollment in the new program. Each consists of at least 18 units in a concentrated area of focus plus graduation requirements and electives totaling 60 units. In addition, there are 21 mandated criteria that each program must meet in order to be approved by the State Chancellor's Office. The Associate Degree programs listed below all have state level approval.

Administration of Justice	Dental Laboratory Technology
Law Enforcement	Drafting Technology
Air Conditioning and Refrigeration	Early Childhood Education
Architecture	Early Childhood Intervention Asst
Automotive Technology	Education Paraprofessional
Automotive Body Repair	Electronics Computer Systems
Automotive Trim and Upholstery	Electronics Technology
Electrical	Emergency Medical Services - Paramedic
Ford Specialty	Engineering Software Applications
General Motors Specialty	Engineering Technician
Mechanical	Engineering Technology
Toyota	Fire Technology
Bank Operations	Firefighter Academy
Biotechnology	Graphics Technology
Business Administration	Human Services
Accounting Concentration	Logistics Management
General Business Concentration	Manufacturing Technology
Human Resources Concentration	Automated Systems
Logistics Mgmt Concentration	Automated Systems Technician
Management Concentration	Manufacturing Management
Marketing Concentration	Medical Assisting
Real Estate Concentration	Admin/Clinical Medical Assisting
Insurance	Medical Transcription
Community Interpretation	Nursing
Administrative Office Management	Registered Nursing
Computer Information Systems	Vocational Nursing
Computer Applications	Paralegal Studies
Computer Programming	Photography
Construction Technology	Physical Education / Sport & Wellness
Cosmetology	Fitness Professions
Cosmetology Business Admin-	Athletic Training
Entrepreneurial Concentration	Coaching
Cosmetology Business Admin- Mgmt	Physician Assistant
and Supervision Concentration	Retail Management/WAFC
Culinary Arts	Sign Language Interpreting
Dental Assistant	Television Production Specialist
Dental Hygiene	Welding Technology



## Certificate of Achievement Occupational Offerings

In addition to the Associate Degree Occupational Programs, RCCD has established 57 state-approved occupational certificate programs, designated as Certificates of Achievement. These programs include 18 units or more of instruction in the career area. These certificates follow the same stringent guidelines for approval as do the Associate Degree occupational programs including a documented labor market demand, advisory committee regulations, a library and learning resources plan, and verification that similar programs at other colleges in the service area will not adversely affect enrollment in the new program. Programs that fall into this area are:

Administration of Justice	Drafting Technology
Law Enforcement	Early Childhood Education
Air Conditioning and Refrigeration	Early Childhood Intervention Asst
Architecture	Education Paraprofessional
Automotive Technology	Electronics Computer Systems
Automotive Body Repair	Electronics Technology
Automotive Trim and Upholstery	Emergency Medical Services - Paramedic
Electrical	Engineering Software Applications
Mechanical	Engineering Technician
Toyota	Fire Technology
Biotechnology	Firefighter Academy
Business Administration	Graphics Technology
Accounting Concentration	Human Services
General Business Concentration	Logistics Management
Human Resources Concentration	Manufacturing Technology
Logistics Mgmt Concentration	Automated Systems
Management Concentration	Automated Systems Technician
Marketing Concentration	Manufacturing Management
Real Estate Concentration	Medical Assisting
Insurance	Admin/Clinical Medical Assisting
Community Interpretation	Medical Transcription
Administrative Office Management	Nursing
Computer Information Systems	Vocational Nursing
Computer Applications	Photography
Computer Programming	Physical Education / Sport & Wellness
Construction Technology	Fitness Professions
Cosmetology	Athletic Training
Cosmetology Business Admin-	Coaching
Entrepreneurial Concentration	Physician Assistant
Cosmetology Business Admin- Mgmt	Retail Management/WAFC
and Supervision Concentration	Sign Language Interpreting
Culinary Arts	Television Production Specialist
Dental Assistant	Welding Technology
Dental Laboratory Technology	

## Locally Approved Certificates

Lastly, RCCD has developed 58 certificate programs that are commonly referred to as “mini-certificates.” These occupational programs are certificates do not require State Chancellor’s Office approval. They do require approval by the local RCCD Curriculum Committee and in the interest of our business partners and students, the Curriculum Committee requires that the four main requirements of both associate degree programs and certificates of achievement are met, which include a presence of a labor market need, ongoing Advisory Committee, library and resources plan, and verification that similar programs at other colleges in the service area will not adversely affect enrollment in the new program. These certificates include:

Administration of Justice	Analog Electronics Technology
AOJ/Basic Correctional Deputy Academy	Analog Electronics, Analysis & Documentation
AOJ/Basic Public Safety Dispatch Course	Digital Electronics Technology
Investigative Assistant	Digital Technology and Documentation
Private Security Assistant	Electronic Circuit Analysis
Architectural Graphics	Electronic Communications
Art--Visual Communications-Animation	Electronics Documentation
Art--Visual Communications-Illustration	General Electronics Core
Bank Operations	Microcomputer Technology
Biotechnology	Microprocessor Technology
Business Administration	Wireless and Fiber-Optic Comm
International Business	Emergency Medical Technician
Operations and Production Mgt	Engineering Graphics
Administrative Assistant	Engineering - Industrial Design
Legal Secretarial Studies	Fire Technology/Dispatch
Office Clerk/Typist	Geographic Information Systems
Secretary	Core Certificate in GIS Mapping
Virtual Assistant	Graphics Technology
Computer Information Systems	Basic Electronic Prepress
C++ Programming	Basic Graphic Design
CISCO Networking	Basic Multimedia Design
E-commerce	Human Services
Java Programming	Employment Support Specialization
PC Publishing	Logistics Management
Relational Database Mgmt Tech	Manufacturing Technology
Systems Development	Computer-Aided Production Tech
Visual Basic Programming	Materials and Operations Mgmt
Webmaster	Music
Cosmetology Instructor Training	Jazz Performance
Esthetician	MIDI
Early Childhood Education	Music Performance
ECE / Asst Teacher	Nursing
ECE / Twelve Core Units	Critical Care Nurse
Electronics	Nursing Assistant
Analog and Digital Microelectronics	Telecommunications-Basic Television Prod

## Occupational Programs Per Campus

Occupational Education classes are offered at all three campuses, in addition to a number of learning centers. Leadership is provided by the Associate Vice Chancellor of Occupational Education who in turn receives assistance from each college via campus administrators. Dr. Wolde-Ab Isaac assists at the Moreno Valley campus, Richard Barron at Riverside City College and Dr. John Tillquist from the Norco campus. In some cases, occupational programs are located at only one campus or center, while other occupational programs span all three campuses. This is a result of the individual campus' mission, identified community need or interest or a concerted effort to leverage resources while offering training and opportunities in the most efficient and economical manner for students. The information below details the current locations of the occupational programs throughout the district. Occupational programs span not only campuses, but also all of RCCD's learning centers.

### Moreno Valley Campus

Administration of Justice	Dental Assistant
Bank Operations	Dental Hygiene
Biotechnology	Dental Laboratory Technology
Business Administration	Early Childhood Education
Accounting Concentration	ECE / Asst Teacher
General Business Concentration	Early Childhood Intervention Asst
Human Resources Concentration	ECE / Twelve Core Units
Management Concentration	Education Paraprofessional
Marketing Concentration	Emergency Medical Services
Real Estate Concentration	Emergency Medical Technician
International Business	Paramedic
Community Interpretation	Human Services
Computer Applications & Office Tech-Secretary	Employment Support Specialization
Computer Information Systems	Medical Assisting
C++ Programming	Admin/Clinical Medical Assisting
Computer Applications	Medical Transcription
Computer Programming	Physician Assistant
PC Publishing	Retail Management/WAFC
Webmaster	

### Ben Clark Training Center (BCTC)

Basic Peace Officer Training Academy	Fire Technology
Basic Public Safety Dispatch	Basic Firefighter Academy
Correctional Deputy Academy	

March Dental Education Center (MDEC)  
Dental Technology  
Dental Assisting  
Dental Hygiene

March Education Center (MEC)

The March Education Center houses an extension/expansion of the Riverside City Nursing program and includes instruction in all but one of the core classes for the RN degree:

NRN-1, Nursing Concepts  
NRN-2, Beginning Nursing Health and Illness  
NRN-3, Intermediate Nursing  
NRN-4, Advanced Concepts in Health  
NRN-15, Intro to Nursing Relationships  
NVN-50, Intro to Vocational Nursing Foundations

Norco Campus

Administration of Justice	Analog Electronics Technology
Architecture	Analog Electronics, Analysis and Documentation
Architectural Graphics	Digital Electronics Technology
Bank Operations	Digital Technology and Documentation
Business Administration	Electronic Circuit Analysis
Accounting Concentration	Electronic Communications
General Business Concentration	Electronics Computer Systems
Human Resources Concentration	Electronics Documentation
Logistics Mgmt Concentration	Electronics Technology
Management Concentration	General Electronics Core
Marketing Concentration	Microcomputer Technology
Real Estate Concentration	Microprocessor Technology
Insurance	Wireless and Fiber-Optic Comm
International Business	Engineering
Operations and Production Mgt	Engineering Graphics
Computer Applications & Office Tech- Secretary	Engineering Software Applications
Computer Information Systems	Engineering Technician
C++ Programming	Engineering Technology
Computer Applications	Industrial Design
Computer Programming	Geographic Information Systems
PC Publishing	Core Certificate in GIS Mapping
Webmaster	Logistics Management
Construction Technology	Manufacturing Technology
Drafting Technology	Automated Systems
Early Childhood Education	Automated Systems Technician
ECE / Asst Teacher	Computer-Aided Production Tech
Early Childhood Intervention Asst	Manufacturing Management
ECE / Twelve Core Units	Materials and Operations Mgmt
Electronics	Retail Management/WAFC
Analog and Digital Microelectronics	

## Riverside Campus

Administration of Justice	Visual Basic Programming
Investigative Assistant	Webmaster
Air Conditioning and Refrigeration	Cosmetology
Art-Visual Communications-Animation	Cosmetology Business Admin-
Art-Visual Communications-Illustration	Entrepreneurial Concentration
Automotive Technology	Cosmetology Business Admin- Mgmt
Automotive Body Repair	and Supervision Concentration
Automotive Trim and Upholstery	Cosmetology Instructor Training
Electrical	Esthetician
Ford Specialty	Culinary Arts
General Motors Specialty	Early Childhood Education
Mechanical	ECE / Asst Teacher
Toyota	Early Childhood Intervention Asst
Business Administration	ECE / Twelve Core Units
Accounting Concentration	Education Paraprofessional
General Business Concentration	Graphics Technology
Human Resources Concentration	Basic Electronic Prepress
Logistics Mgmt Concentration	Basic Graphic Design
Management Concentration	Basic Multimedia Design
Marketing Concentration	Music
Real Estate Concentration	Jazz Performance
International Business	MIDI
Operations and Production Mgt	Music Performance
Computer Applications & Office Technology	Nursing
Administrative Assistant	Critical Care Nurse
Administrative Office Management	Nursing Assistant
Legal Secretarial Studies	Registered Nursing
Office Clerk/Typist	Vocational Nursing
Secretary	Paralegal Studies
Virtual Assistant	Photography
Computer Information Systems	Physical Education / Sport & Wellness
C++ Programming	Fitness Professions
CISCO Networking	Athletic Training
Computer Applications	Coaching
Computer Programming	Retail Management/WAFC
E-commerce	Sign Language Interpreting
Java Programming	Telecommunications
PC Publishing	Television Production Specialist
Relational Database Mgmt Tech	Basic Television Production
Systems Development	Welding Technology

## Culinary Academy

Culinary Arts

## Rubidoux Annex

The RCC Rubidoux Annex, a partnership between RCCD and Jurupa Unified School District, has been awarded a James Irvine Foundation grant and offers instruction in occupational areas as identified in the grant. In addition to the two areas identified in the grant, Health and Public Safety, the annex offers a number of additional occupational offerings, such as:

- Business
- Computer Applications and Office Technology
- Early Childhood Education
- Medical Assisting
- Licensed Vocational Nursing
- Human Services

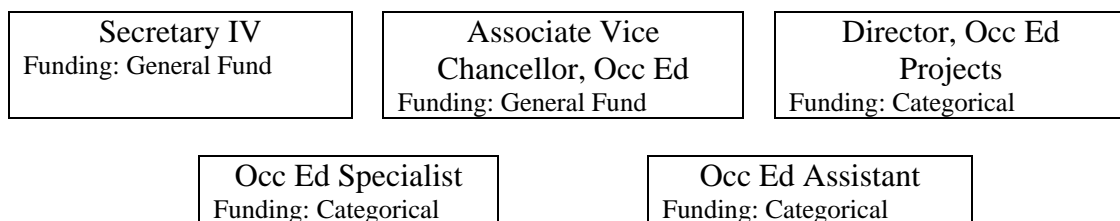
### Occupational Program Faculty and Administrative Structure

Faculty who teach in occupational areas are assigned to all three campuses within the Riverside Community College District. The figures listed represent the number of full-time occupational faculty at each campus in relationship to total full-time faculty at each campus:

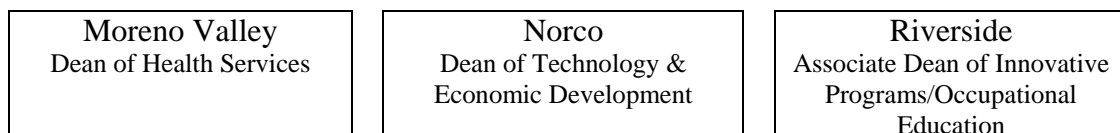
	Moreno Valley	Norco	Riverside
F/T Occupational Faculty	16	14	62
F/T Total Faculty	65	67	234
% of Occupational Faculty at Campus	25%	21%	26%

The following organizational chart outlines how the district and campuses support the occupational faculty at each college. The AVC of Occupational Education for the district provides guidance and leadership for occupational programs with the assistance of an administrator located on each campus. The paramount goal is to provide the resources and assistance that occupational faculty need in order to achieve and enhance student success.

### District Occupational Education Staff



### Campus Occupational Education Support



## The Role of Advisory Committees in Occupational Education

Advisory committees are a vital link between the career and technical education program and business and industry. In addition to state requirements to establish occupational advisory committees for occupational programs, career and technical administrators, teachers and citizens recognize the value of community participation in the discussion of career and technical education issues. Advisory committees assist in assuring the relevance of the career and technical education program to the community and increase public awareness of the program. Committee members representing business, industry, labor and the general public bring a unique perspective to education and training programs. They offer a viewpoint which is invaluable to the career and technical education program by providing input that assists faculty in maintaining a curriculum that is relevant and current which can lead to course revision and development.

It must be emphasized that advisory committees serve in an advisory capacity only. They do not have administrative or governing authority. Nevertheless, their work is important to the effective operation of the career and technical education program. Career and technical education programs that have a close association and function in cooperation with an advisory committee are usually more successful than those which do not have such an association. Below is a partial list which represents some of the many organizations which serve as advisors to our occupational programs:

A.C. Hoffman Engineering, Inc.	Loma Linda University
Advanced Weldtec, Inc.	Masonry Industry Training Association
Air Care USA, Inc.	Merrill Lynch
Altura Credit Union	Moss Brothers Toyota
American Medical Response	Naval Surface Warfare Center
Arrowhead Credit Union	Paramount Pictures
Bank of America	Parkview Community Hospital
Best, Best & Krieger	Premier Service Bank
Boeing	Press Enterprise
California Baptist University	Provident Bank
California Dept. of Corrections & Rehabilitation	Ralph's Grocery
California Highway Patrol	Redlands Community Hospital
California School for the Deaf	Riverside County Dept. of Mental Health
Channell Commercial Corporation	Riverside County District Attorney's Office
Crown Lexus	Riverside County Economic Dev. Agency
CSU San Bernardino Public Safety Dept.	Riverside County Law Library
Dept. of Public Social Services	Riverside County Probation Dept.
ESRI	Riverside County Regional Medical Center
FedEx Ground	Riverside Dental Group
Fender USA Corporation	Riverside Marriott Hotel
First 5	Singh Chevrolet
Fleetwood Enterprises	Sony Computer Entertainment
Ford Motor Company	Stater Bros. Markets
Fritts Ford	The SPORT Clinic
Hewlett-Packard	Toro Irrigation
Internal Revenue Service	Tower Realty
International Game Developer's Association	Tri-County Dental Society
Johnson Controls	University of California, Riverside
K & B Homes	UPS Supply Chain Solutions
Kaiser Permanente Medical Center	Valley Printers

Welder Local 92 Boilermaker  
Western Association of Food Chains



## Work Experience Programs

Under the area of Occupational Education, RCCD offers instruction via its Work Experience Programs. Each term, over 200 students enroll in work experience, which allows students to “learn while they earn.” The course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Sixty (60) hours of volunteer work or 75 hours of paid work is required for each unit. Students are also assigned reading, writing and other assignments equivalent to two hours per one hour of lecture. In addition to the course content topics below, the course is in the process of including a major emphasis on soft skills, as through our advisory process, advisors have noted that many employees are deficient in this area. Other course content includes:

- Introduction to the World of Work
- Self-Assessment Techniques
- Self Development
- Job Seeking Skills
- Preparing for the Interview
- Dealing with Situations on the Job
- Employment Considerations
- Career Education Expectations
- Human Relations
- Advancement
- Soft Skills

### External Funding, Occupational Program:

Occupational Faculty at RCCD receive external funding from a variety of sources. This external funding comes to RCCD in the form of *Competitive Grants*, *Non-Competitive funding* and what the State Chancellor’s Office terms as *Leadership Grants*.

*Competitive grants* are defined as those in which RCCD has to compete against other colleges to secure that funding.

*Non-Competitive funding* is offered to the college by the State Chancellor’s Office based upon the elements of each of the respective grants’ requirements. For example, RCCD receives funding from the Chancellor’s Office for each student that is enrolled in an occupational program and also meets the state’s definition of being economically disadvantaged.

Lastly, *Leadership grants* are awarded to RCCD from the State Chancellor’s Office as a result of the quality and scope of RCCD’s occupational programs and excellent reputation at the state and regional levels.

### Occupational Education *Competitive Grants*

Due to the effort of the occupational faculty, administration and RCCD grant personnel, Occupational Education has won numerous grants. Listed below are the total grants received for years 2004 up to 2007. These include FIPSE, Title II, Title V and Title VI-b grants. Appendix (A) provides detailed information regarding these competitive grants.

2004:	\$ 3,254,509
2005:	\$ 1,900,878
2006:	\$ 2,377,574
2007:	<u>\$ 2,233,280</u>
Total:	\$ 9,766,241

### Occupational Education *Non-Competitive Funding*

This funding is based upon student data supplied to the State Chancellor's Office and is used to enhance student achievement. As an example, some of these funds are ear marked to support partnerships among secondary and postsecondary institutions and developing activities that integrate academic, career and technical instruction. Appendix (B) provides detailed information regarding various non-competitive grants.

2004:	\$ 1,044,839
2005:	\$ 1,095,458
2006:	\$ 1,025,660
2007:	<u>\$ 929,321</u>
Total:	\$ 4,095,278

### Occupational Education *Leadership Grants*

These grants are intended to serve the occupational needs of 11 colleges in Region 9. Due to RCCD's reputation as a leader, we administer and act as fiduciary agent of these funds on behalf of the State Chancellor's Office. The region consists of Barstow CC, Cerro Coso CC, Chaffey CC, College of the Desert, Copper Mountain College, Crafton Hills College, Mt. San Jacinto CC, Palo Verde CC, Riverside CC, San Bernardino CC and Victor Valley CC. Representative activities include alignment of education and training efforts throughout the region with consortium members. Appendix (C) provides detailed information regarding our various leadership grants.

2004:	\$ 416,000
2005:	\$ 406,250
2006:	\$ 369,444
2007:	<u>\$ 858,944</u>
Total:	\$ 2,050,638

## The Future of Occupational Education

In closing, California Governor Arnold Schwarzenegger is very supportive of CTE and has been an outspoken advocate. At the same time, there has been huge and unprecedented interest from business and industry to improve and rebuild CTE in California. The overwhelming interest has placed CTE at the forefront of the state's education and workforce agenda.

The Governor and legislative leaders have worked to reverse the under-funding of CTE, including funding in:

- Reforming high school CTE coursework through partnerships with community colleges to increase coordination.
- Expanding student exposure to career options through business and industry partnerships, apprenticeships, internships and training.
- Increasing professional development opportunities for teachers and career counselors.
- Raising the quality and quantity of courses in high-growth and emerging industry sectors.
- Increasing the number of CTE courses that meet the UC and CSU "A-G" entrance requirements.
- Streamlining and simplifying teacher credentialing by reducing the number of separate CTE credentials from 175 to 15 under the direction of an appointed commission on teacher credentialing. A bill directing this activity was signed into law by the Governor on October 12, 2007.

Other priorities of the State Superintendent of Education and the Deputy Superintendent for Secondary/Postsecondary/Adult Leadership include expanding the number of California Partnership Academies, and moving toward more integrated courses combining CTE with math, science, or English.

As a leader in the State of California, Riverside Community College District will continue to work in a collaborative and constructive manner with the State of California Chancellor's Office as well as local employers to address issues and challenges as they are identified in the area of Career Technical Education.

Occupational Education Grant Awards 2004 - 2007

Grant Name	Begin Date	Ending Date	Amount	Funding Agency	Purpose of Funding
<b>2004-2005</b>					
Enrollment Growth for ADN Program	7/1/2004	6/30/2005	\$54,218	Chancellor's Office	To increase the capacity of nursing education programs to alleviate the nursing shortage.
Song Brown Physician Assistant Training Program	7/1/2004	6/30/2005	\$82,573	Office of Statewide Health Planning & Development	To expand the capacity of RCC's physician assistant education program with an emphasis on individuals underrepresented in the profession and those likely to return to primary care practice in medically underserved areas.
Nursing Education, Practice & Retention: Career Ladder	7/1/2004	6/30/2007	\$827,103	U.S. Dept. of Health & Human Services/Health Resources and Services Admin.	To provide for the funding of 10-12 LVN spaces per year, 23-30 ADN spaces per year, and 20-25 BSN spaces over the three years of the grant.
Sunrise to Sunset: A Preventative Oral Health Program			\$25,000	Riverside Community Health Foundation	To allocate funding for the Dental Hygiene Program.
Hospital Association of So. Calif. (HASC) <i>Promise of Nursing Southern Calif. Nursing School Program</i>	7/1/2004	6/30/2005	\$46,300	Foundation of the National Student Nurses' Assn thru the Hospital Assn of So. Calif.	To fund 50% of a full-time Nursing 3 faculty.
Health Care & Other Facilities (HRSA Earmark)	9/1/2004	8/31/2009	\$131,878	U.S. Dept. of Health & Human Svcs/Calvert' Office	To fund the purchase of a server and virtual lab equipment for the nursing program.

Fund for the Improvement of Postsecondary Education (FIPSE)	10/1/2004	9/30/2007	\$294,437	U.S. Dept. of Education	To establish, in partnership with the Alvord Unified School District and four area universities, a collaboratively governed Center for Innovative Teaching and Learning
Title II (Partner to University of California, Riverside)	10/1/2004	9/30/2009	\$460,000	U.S. Dept. of Education	To increase the number, quality and diversity of Science teachers and to become a national model programs for Science Education
Title V Cooperative (Cooperative Partner to Chaffey)	10/1/2004	9/30/2009	\$1,250,000	U.S. Dept. of Education	To improve the institutional capacity of academic programs, improve institutional management, and strengthen the fiscal stability of Chaffey Community College and Riverside Community College. Focus is on increasing capacity to serve Hispanic students. Involves Teacher Prep program
Norco Early Childhood Education Center Playground Equipment	12/16/2004	11/15/2006	\$50,000	Weingart Foundation	To provide universally accessible playground equipment for the Norco Early Childhood Education Center
NASA Contractual Agreement (with CIS)	3/15/2005	11/30/2007	\$33,000	NASA	To develop an Artificial Neural Network to be utilized in the Component Test Laboratory at the NASA White Sands Test Facility
2004-05 TOTAL			\$3,254,509		
2005-2006					
Enrollment Growth for ADN Program	7/1/2005	6/30/2006	\$63,937	Chancellor's Office	To increase the capacity of nursing education programs to alleviate the nursing shortage.
Song Brown Physician Assistant Training Program	7/1/2005	6/30/2006	\$69,836	Office of Statewide Health Planning & Development	To expand the capacity of RCC's physician assistant education program with an emphasis on individuals underrepresented in the profession and those likely to return to primary care practice in medically underserved areas.
Title VI-b Business & International Education (BIE) "Global Logistics Program"	7/1/2005	6/30/2006	\$75,433	U.S. Dept. of Education	To internationalize the business curriculum and to conduct outreach activities that will assist the local business community in competing in the global arena. RCC will enter into agreements with trade associations or organizations to carry out the project activities.
Tech Prep Demonstration Grant - Workforce Prep.	7/1/2005	6/29/2010	\$777,024	U.S. Dept. of Education	To give Gateway to College Early College High School at-risk youth, 16-20 years of age, who have dropped out of school, or are near dropping out of school, with the opportunity to earn a high school diploma while on the community college campus and to earn college credit leading to an associate's degree or a vocational certificate in a four-year sequence, or sooner, depending on the number of credits earned at the time of enrollment.

CCAMPIS - (Child Care Access Means Parents in School)	9/1/2005	8/30/2009	\$435,952	U.S. Dept. of Education	To increase student parent access to child development-based services, and provide access to academic and parenting programs, such as parent networks for like-age children.
Capacity Building for Nursing Program Expansion ADN-RN (Yr. 1)	4/1/2006	6/30/2007	\$179,290	Chancellor's Office	To renovate Human Patient Simulator laboratory at the RCC Campus and update the skills laboratories to provide state-of-the-art equipment
Renovation for Capacity Building for Nursing Program Expansion (Yr. 1)	4/1/2006	12/31/2007	\$299,406	Chancellor's Office	To renovate Human Patient Simulator laboratory at the RCC Campus and update the skills laboratories to provide state-of-the-art equipment
2005-06 TOTAL			\$1,900,878		
2006-2007					
Renovation for Capacity Building for Nursing Program Expansion (Yr. 2)	7/1/2006	6/30/2008	\$277,750	Chancellor's Office	To expand enrollment in the ADN program by 70 slots over the three year period of the grant. Promote retention and success for students at MEC.
Enrollment Growth for Associate Degree RN (Yr. 1)	7/1/2006	6/30/2007	\$68,252	Chancellor's Office	To expand enrollment in the ADN program by a total of twelve over the two-year period of the grant (2006-08).
Capacity Building for Nursing Program Expansion (Yr. 2)	7/1/2006	6/30/2008	\$438,645	Chancellor's Office	To expand enrollment in the ADN program by 70 slots over the three year period of the grant. Promote retention and success for students at MEC.
Song Brown - Physician Assistant	7/1/2006	6/30/2007	\$69,836	Office of Statewide Health Planning & Development	To expand the capacity of RCC's physician assistant education program with an emphasis on individuals underrepresented in the profession and those likely to return to primary care practice in medically underserved areas.
Song Brown Nursing	7/1/2006	6/30/2008	\$278,167	Office of Statewide Health Planning & Development	To provide funding for two full-time ADN faculty positions and expand capacity in the ADN program by 20 over the two-year period of the grant (2006-08).
Title VI-b Business & International Education (BIE) "Global Logistics Program"	7/1/2006	6/30/2007	\$70,954	U.S. Dept. of Education	To internationalize the business curriculum and to conduct outreach activities that will assist the local business community in competing in the global arena. RCC will enter into agreements with trade associations or organizations to carry out the project activities.

Tech Prep Grant - Workforce Prep.	7/1/2006	6/29/2010	\$50,000	U.S. Dept. of Education	To provide additional funding for external evaluation
Construction Earmark - School of Nursing	9/1/2006	8/31/2011	\$99,000	U.S. Dept of Housing & Urban Development	To provide appropriations for construction costs for the School of Nursing
Construction Earmark - School of Nursing	9/1/2006	8/31/2011	\$198,400	U.S. Dept of Housing & Urban Development	To provide appropriations for construction costs for the School of Nursing
Construction Earmark - School of Nursing	9/1/2006	8/31/2011	\$248,000	U.S. Dept of Housing & Urban Development	To provide appropriations for construction costs for the School of Nursing
Industry Driven Regional Collaboratives (subawardee to Mt. San Antonio College)	9/12/2006	10/31/2008	\$96,377	Chancellor's Office	To establish on-line training that meets the needs of the transportation, logistics, warehousing and distribution sectors, link individuals to career opportunities in these high-growth, high-wage sectors, and serve as an information clearinghouse for the logistics, warehousing and distribution industries by providing links to informational websites
CTE Career Development & Exploration for 7th & 8th Graders	2/15/2007	3/15/2009	\$149,853	Chancellor's Office	To develop, in collaboration with MVUSD, RCOE Regional Occupational Program (ROP), and ACCESS to the Future Business-Education partnership, a career exploration and development curriculum and program that includes interactive computerized interest and skill assessments, classroom presentations, field tripod, and career clubs.
Sunrise to Sunset: A Preventative Oral Health Program	4/1/2007		\$25,000	Riverside Community Health Foundation	To provide funding for the Dental Hygiene Program.
CTE Nursing Faculty Recruitment & Retention Program	5/14/2007	8/31/2011	\$307,340	Chancellor's Office	To boost recruitment and retention of nursing faculty (with ethnic minority and male nurses as the primary target group) in their first through fifth years of teaching and to offer incentives in the form of stipends to full and part-time nursing instructors for instruction in clinical settings during evening and/or weekend hours.
<b>2006-07 TOTAL</b>			<b>\$2,377,574</b>		

2007-2008					
Renovation for Capacity Building for Nursing Program Expansion (Yr. 3)	7/1/2007	6/30/2008	\$277,750	Chancellor's Office	To expand enrollment in the ADN program by 70 slots over the three year period of the grant. Promote retention and success for students at MEC.
Enrollment Growth for Associate Degree RN (Yr. 2)	7/1/2007	6/30/2008	\$68,252	Chancellor's Office	To expand enrollment in the ADN program by a total of twelve over the two-year period of the grant (2006-08).
Capacity Building for Nursing Program Expansion (Yr. 3)	7/1/2007	6/30/2008	\$277,750	Chancellor's Office	To expand enrollment in the ADN program by 70 slots over the three year period of the grant. Promote retention and success for students at MEC.
Strengthening Career Tech Ed	7/1/2007	6/30/2009	\$250,000	Chancellor's Office	To implement and expand articulated courses, RCCD/Moreno Valley will form and lead a region-wide allied health partnership with objectives and activities to align curriculum among the partner team with business/industry advisory input, and develop a new foundation course in three high schools (Canyon Springs, Valley View, and Vista del Lago).
Song Brown Physician Assistant Training Program	7/1/2007	6/30/2008	\$66,545	Office of Statewide Health Planning & Development	To expand the capacity of RCC's physician assistant education program with an emphasis on individuals underrepresented in the profession and those likely to return to primary care practice in medically underserved areas.
Song Brown RN Education Program	7/1/2007	6/30/2009	\$200,000	Office of Statewide Health Planning & Development	To provide funding for one full-time ADN faculty position and expand capacity in the ADN program by 10 over the two-year period of the grant (2007-09).
HRSA Nurse Education Practice & Retention (3 yr. grant)	7/1/2007	6/30/2010	\$1,092,983	U.S. Department of Health & Human Services	To further develop and continue efforts to retain and support nursing students, particularly those from underserved populations, as they progress through RCC's established career ladder. The program will apply early intervention and targeting strategies to increase access to intensive support services, mentoring opportunities, assessment, and career and academic counseling.
<b>2007-08 TOTAL</b>			<b>\$2,233,280</b>		
<b>GRAND TOTAL</b>			<b>\$9,766,241</b>		



APPENDIX "B"

Grant Name	Begin Date	End Date	Amount	Funding Agency	Purpose
Perkins Title 1C	7-01-07	6-30-08	\$ 929,321	CCC Chancellor's Office	- Develop challenging academic standards. - Promote the development of services and activities that integrate academic, career and technical instruction, and that link secondary and postsecondary education for participating CTE students.
Perkins Title 1C	7-01-06	6-30-07	\$1,025,660	CCC Chancellor's Office	- Increase flexibility to provide services and activities designed to develop, implement, and improve CTE, including tech prep education. - Provide professional development and technical assistance to improve CTE programs, services, and activities.
Perkins Title 1C	7-01-05	6-30-06	\$1,095,458	CCC Chancellor's Office	- Support partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area CTE schools, local workforce investment boards, business and industry, and intermediaries.
Perkins Title 1C	7-01-04	6-30-05	\$1,044,839	CCC Chancellor's Office	- Provide individuals opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the local economy competitive.

**APPENDIX "C"**

Grant Name	Begin Date	End Date	Amount	Funding Agency	Purpose
Desert Tech Prep Collaborative	6-01-07	6-30-08	\$ 461,000	California Department of Education	1) To facilitate and direct the implementation of a coordinated regional work plan designed to provide a forum for regional collaboration, alignment of education and training efforts, and effective utilization of new and existing resources between workforce investment boards, economic development agencies, and each Tech Prep Local Consortia within the region to provide high-quality, successful Tech Prep pathway programs; and 2) to develop and implement a strategy to continually review and evaluate the partnership and work plan for continuing improvement.
Perkins Title 1B  Desert Regional Consortium	7-01-06	6-30-07	\$ 168,000	CCC Chancellor's Office	RCCD also serves as the lead educational agency (LEA) and fiscal agent for the Desert Regional Consortium, an annual grant project funded by Carl D. Perkins Career and Technical Education Improvement Act of 2006 -Title 1B State Leadership and awarded by the California Community Colleges Chancellor's Office. The ten colleges which comprise the Desert Regional Consortium are: Barstow College, Cerro Coso College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Palo Verde College, Riverside Community College, San Bernardino Valley College, Victor Valley College. The Desert Regional Consortium has proposed to provide a coordinated response to meeting the vocational and technical education and economic development needs of the Inland Empire region by providing professional development opportunities to regional partners; improving linkages and strengthening partnerships in the region and within the state, disseminating best practices, and increasing the visibility of vocational and technical education and economic development opportunities throughout the region. We will also strive to strengthen leadership, communication, and liaison with the private and public sector training providers.
Perkins Title II  Riverside County Tech Prep Consortium	7-01-05	6-30-06	\$ 229,944	CCC Chancellor's Office	RCCD serves as the lead educational agency (LEA) and fiscal agent for the Riverside County Tech Prep Consortium, a grant project funded by Carl D. Perkins Career and Technical Education Improvement Act of 2006 -Title II Tech Prep Education and awarded by the California Community Colleges Chancellor's Office. The three colleges which comprise the Riverside County Tech Prep Consortium are: College of the Desert, Palo Verde College, and Riverside Community College), RCCD is annually awarded a. The purpose of the Consortium is to facilitate and direct the implementation of a coordinated work plan designed to develop more fully the academic, vocational, and technical skills of secondary students and postsecondary students who elect to enroll in vocational and technical education programs. This is accomplished through linking secondary education and post-secondary education in a non-duplicative sequential course of study leading to an associate degree or a certificate in specific career field, and to high skill, high wage employment or further education; strengthening the applied academic component of vocational and technical education through the integration of academic and vocational and technical instruction; providing technical and career preparation; and building student competence in mathematics, science and communications in a coherent sequence of courses.



## Frequently Asked Questions Regarding Occupational Education

**Q** What is career and technical education?

**A** Career and technical education prepares both youth and adults for a wide range of careers. These careers may require varying levels of education – from high school and postsecondary certificates to two- and four-year college degrees.

**Q** What subject areas are covered by career and technical education?

**A** Career and technical education covers a variety of challenging fields in diverse subject areas which are constantly evolving due to the changing global economy. Some of the career areas that students may enter through career and technical education include: Agriculture (farmers, animal scientists, turf grass specialists); Trade and Industrial (automotive technicians, carpenters, electricians); Business and Marketing (entrepreneurs, financial officers, arts/graphics designers); Family and Consumer Sciences (management and life skills, executive chefs, hotel managers); Health Occupations (nurses, physical therapists, biomedical engineers); Public Safety and Security (EMTs, emergency management and response coordinators); and Technology (3D animator, computer engineer, biotechnical engineer).

**Q** Where is career and technical education offered?

**A** In middle schools, high schools, two-year community and technical colleges and other postsecondary institutions.

**Q** How is it offered?

**A** Public middle schools in the U.S. typically offer some career and technical education courses, such as family and consumer sciences and technology education (a modular sequence of courses that enables students to explore a variety of technology-based careers). High school programs are offered either within a "comprehensive" high school or in separate "area career and technical schools." In some states, such as Delaware, both academic and technical courses are offered in full-time career and technical high schools. Usually career and technical programs are offered as a sequence of courses that are supplemented by work-based experiences such as internships or apprenticeships.

**Q** Is career and technical education only for students who are not college bound?

**A** No. Career and technical education can provide a foundation of skills that enables high school graduates to be gainfully employed -- either full-time or while in college. Nearly two-thirds of all high school graduates of career and technical programs enter some form of postsecondary program. Rigorous academic content tied to technical subject matter ensures that these students will be ready for college. The internships and other cooperative work experiences that are a hallmark of technical education are attractive to all students who want to get a head start on a career, whether that career goal is doctor or nurse, automotive technician or computer scientist. Student career organizations for every subject area also help students acquire the employability and leadership skills that will enable them to succeed in the workplace. Tech Prep programs link high school and community college curricula to help students make a smooth transition to postsecondary education and careers.

**Q** How many career and technical students are there in the United States?

**A** There are over 15 million secondary and postsecondary career and technical education students in the United States, according to the latest U.S. Department of Education statistics.

**Q** How many career and technical programs are there in the United States?

**A** Across the country, career and technical education programs are offered in about 11,000 comprehensive high schools, several hundred career and technical high schools and about 1,400 area career tech centers, which serve students from several "sending" high schools. About 9,400 postsecondary institutions offer technical programs, including community colleges, technical institutes, skill centers and other public and private two- and four-year colleges.

**Q** Has anyone compiled a list of leading career and technical programs?

**A** The U.S. Department of Education has named career and technical education programs to its "New American High Schools" list and the Office of Vocational and Adult Education also has recognized programs with awards. ACTE has created the [Promising Practices and Programs](#) Web page to highlight career and technical education programs. ACTE and the American Automobile Manufacturers Association sponsor Awards for Excellence in Automotive Training.

**Q** How is career and technical education funded?

**A** Programs receive about \$1.3 billion annually from the federal government through the Carl D. Perkins Career and Technical Education Act. That represents about 8-10 percent of budgets for these programs, which receive most of their funding from local and state revenue. Other laws, such as the Elementary and Secondary Education Act, the Higher Education Act, and the Workforce Investment Act also fund programs.

**Q** Is there any proof career and technical education works?

**A** Yes, according to many studies. Career and technical education graduates are 10-15 percent more likely to be in the labor force, and earn 8-9 percent more than graduates of academic programs, according to a 2001 Russell Sage Foundation study. A ratio of one CTE class for every two academic classes was shown to minimize the risk of students dropping out in a 2005 National Research Center for Career and Technical Education (NCCTE) report. Career and technical education concentrators take more and higher level math than their general education counterparts, according to a 2002 NCCTE study. ACTE has more evidence that career and technical education works on the [Research and Resources](#) Web page.

**Q** How can I learn more about career and technical education?

**A** Visit the ACTE publications and ACTE Store pages on this site, or connect to related organizations through our "Links" section.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOURCES COMMITTEE MEETING  
February 19, 2008, 7:30 p.m.  
Student Services Lobby, Norco Campus

Committee Members: Mark Takano, Committee Chairperson  
Virginia Blumenthal, Vice Chairperson  
Aaron Brown, Interim Vice Chancellor, Administration and  
Finance  
Melissa Kane, Vice Chancellor, Diversity and Human  
Resources  
Doug Beckstrom, Academic Senate Representative  
(Moreno Valley Campus)  
Richard Mahon, Academic Senate Representative  
(Riverside)  
Patricia Worsham, Academic Senate Representative  
(Norco)  
Kathleen Sell, CTA Representative (Riverside)  
Karen Skiba, CTA Representative (Norco)  
Tamara Caponetto, CSEA Representative (Norco)  
Carmen Payne, CSEA Representative (Moreno Valley)  
Tish Chavez, Confidential Representative (Riverside)

AGENDA

VI. Board Committee Reports

B. Resources Committee

1. District Modular Projects – Moreno Valley EMS and Riverside City  
Campus – Project/Budget Approval  
- The Committee to consider approval of the project budget and scope  
revisions relative to the District Modular Projects – Moreno Valley EMS  
and Riverside City Campus.
2. District Modularity Project – Amendment to Design Services Agreement,  
Higginson + Cartozian Architects, Inc.  
- The Committee to consider an amendment for additional design  
services relative to the District Modular Project.
3. Nursing/Sciences Building Project – CEQA Mitigated Negative  
Declaration  
- The Committee to consider adopting the CEQA Mitigated Negative  
Declaration for the Nursing/Sciences Building Project, Riverside  
Campus.

4. Norco Soccer Field Project
  - The Committee to consider approval of the final project schematic design and budget relative to the Norco Soccer Field Project.
5. Governmental Accounting Standards Board Standards 43 and 45 – Other Post-Employment Benefits (Retiree Medical Insurance)
  - The Committee to be presented with information relative to implementation of GASB Standards 43 and 45.
6. Comments from the public.

Adjourn

Prepared by: Vickie L. Vega  
Administrative Assistant, Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: February 26, 2008

Subject: District Modular Projects – Moreno Valley EMS and Riverside City Campus –  
Project/Budget Approval

Background: On March 20, 2007 the Board approved the District Modular Projects to be funded from Measure C Funds. The projects included the purchase of modular units and the moving of modular units from the Riverside City campus to other District locations. The project at the Norco campus has been completed and was occupied on September 1, 2007. The project at the Moreno Valley campus is 95% complete and is scheduled to be completed and occupied on February 19, 2007.

The project that was intended to move units from the Riverside campus to the Ben Clark Training Center (BCTC) to provide space of the Emergency Medical Services (EMS) training program has been terminated and a revised project has been programmed to move the units that were intended for BCTC to the Moreno Valley Campus.

The project to reconfigure and move units that are to remain on the Riverside City Campus has been revised to provide space to support the programs that are to occupy those units. In brief, these include rebuilding the interior of two units to house the District Police Department, rebuilding the interior of one unit to house the International Students Program, rebuilding the interior of one unit to house the Office of Education, moving units to provide lockers rooms for softball and baseball, providing support space for the college band, providing office space for athletics, providing a unit for karate instruction with rubberized flooring, and moving one of the units to the provide support space for the Early Childhood Services Program.

Staff is now requesting that the Board approve the project budget for the revised District Modular Projects - Moreno Valley EMS and Riverside City Campus in the amount of \$6,500,000. The project cost includes all design and engineering services, construction, Instructional Technology and Audio Visual Equipment and infrastructure, tests, inspections, fees and reconditioning of the vacated site.

Recommended Action: It is recommended that the Board approve the revised District Modular Projects – Moreno Valley EMS and Riverside City Campus project budget in the amount of \$6,500,000 and approve the use of Measure C funds to fund the project.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: February 26, 2008

Subject: District Modular Projects – Moreno Valley EMS and Riverside City Campus –  
Project/Budget Approval (continued)

James L. Buysse  
Interim Chancellor

Prepared by: Dr. Irving Hendrick  
Interim President  
Moreno Valley

Dr. Linda Lacy  
Interim President  
Riverside City

Rick Hernandez  
Director, Capital Planning  
Facilities Planning, Design and Construction



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: February 26, 2008

Subject: District Modularity Project – Amendment to Design Services Agreement,  
Higginson + Cartozian Architects, Inc.

Background: On March 20, 2007, the Board of Trustees approved an agreement with Higginson + Cartozian Architects, Inc. to provide design development, final design, preparation of construction documents and specifications, administering the process to obtain Division of State Architect (DSA) approval, assisting with the bid process and monitoring quality assurance for the District Modular Projects.

Staff is now requesting to amend the agreement to perform additional design services for the reconfigured Riverside City Campus and the Moreno Valley EMS Modular Projects. These services are to include final design, preparation of construction documents and specifications, administering the process to obtain Division of State Architect (DSA) approval, assisting with the bid process, monitoring quality assurance during construction, civil engineering services, electrical engineering services, security design services, and instructional technology and audio visual design services. Fees for additional design services total \$251,000.

Amendment Attached.

To be funded from the Board approved project budget, (Measure C funding – Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the Amendment to the Agreement with Higginson + Cartozian Architects, Inc., in an amount not to exceed \$251,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the amendment with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation.

James L. Buysse  
Interim Chancellor

Prepared by: Rick Hernandez  
Director, Capital Planning

Dr. Michael Webster  
Riverside Community College District Planning Consultant  
Facilities Planning, Design and Construction

AMENDMENT TO THE AGREEMENT  
DATED MARCH 21, 2007  
BETWEEN  
HIGGINSON + CARTOZIAN ARCHITECTS, INC. (HCA)  
AND  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
(District Modularity Project)

This Agreement shall be amended this date, February 27, 2008, as follows:

Scope of Revised Project:

**Moreno Valley EMS:** The project that was intended to move units from the Riverside campus to the Ben Clark Training Center (BCTC) to provide space of the Emergency Medical Services (EMS) training program has been terminated and a revised project has been programmed to move the units that were intended for BCTC to the Moreno Valley Campus.

**Riverside City Campus:** The project to reconfigure and move units that are to remain on the Riverside City Campus has been revised to provide space to support the programs that are to occupy those units. In brief, these include, but are not limited to, rebuilding the interior of two units to house the District Police Department, rebuilding the interior of one unit to house the International Students Program, rebuilding the interior of one unit to house the Office of Education, moving units to provide lockers rooms for softball and baseball, providing support space for the college band, providing office space for athletics, providing a unit for karate instruction with rubberized flooring, and moving one unit to the provide support space for the Early Childhood Services Program. Other elements of the project will be defined during the development of the final design documents.

Date of the Agreement is to be extended to December 1, 2008.

HCA shall provide the following additional scope of work for the revised project:

Inclusive of Architectural, Landscape, Civil Engineering, Electrical Engineering, Security Design, Instructional Technology and Audio Visual Design Services.

Services to Include:

*Planning and Design Phase:*

1. Review the revised program furnished by the District to ascertain the requirement of the project and shall confirm such requirements with governing agencies and District for design concepts and approvals.
2. Assist District in processing of Design Documents through the Governing Agency.

*Design Development, and Construction Document Phase:*

1. Implementation of College program requirements.

2. Development and preparation of construction documents, consisting of drawings and details as required for the construction and Division of State Architect approvals.
3. Assist District with Development of Specifications.
4. Make required corrections and coordinate with governmental agencies for approvals and permits if any.
5. Provide onsite assistance and observation as needed to ascertain that construction is in general conformance with the intent of the construction documents. Six (6) observations are included. Other billed hourly as approved by District.
6. Assist the District during project bidding to determine "or-equal" and status of products. Prepare addendum as needed to clarify certain aspects or questions which may arise during bidding.
7. Assist District in filing the required documents for approval of governing agencies having jurisdiction over the project.

Total additional compensation of this amended agreement shall not exceed \$251,000, including expenses. Payments and final payment shall coincide with original agreement dated March 21, 2007.

All other terms and conditions of the original agreement are to remain in full force and effect.

Higginson+Cartozian, Architects, Inc.

Riverside Community College District

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David Higginson, AIA  
CEO  
1455 Park Avenue  
Redlands, CA 92373

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Aaron S. Brown  
Interim Vice Chancellor  
Administration and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: February 26, 2008

Subject: Nursing/Sciences Building Project – CEQA Mitigated Negative Declaration

Background: The Riverside Community College District has completed an Initial Study of the Riverside City Campus Nursing/Sciences project in accordance with the District’s Guidelines implementing the California Environmental Quality Act (CEQA). This Initial Study was undertaken with the purpose of deciding whether the project might have a significant impact on the environment. On the basis of the Initial Study, District staff has concluded that the project will not have a significant impact on the environment and has therefore prepared a Mitigated Negative Declaration based on the following findings:

1. The proposed project is in conformance with the Public Facilities and Institutions (PFI) designation within the City of Riverside General Plan.
2. The proposed project is in conformance with the existing “O” (Official and Public Uses) City of Riverside zoning.
3. The proposed project is in conformance with the Riverside Community College Master Plan (1997-2005 and Beyond).
4. The proposed project is designed to protect public health, safety and general welfare.
5. The proposed project is compatible with present and future logical development of the area.
6. The Initial Study has been prepared for the proposed project to document reasons to support the finding.
7. The Initial Study finds that the project with the proposed mitigation will not have a significant impact on the environment and a Notice of Public Hearing and Notice of Intent to Adopt a Mitigated Negative Declaration has been posted pursuant to the provisions of the California Environmental Quality Act (CEQA).

Recommended Action: It is recommended that the Board of Trustees:

1. Adopt a Mitigated Negative Declaration based on the findings incorporated in the Initial Study and the conclusion that with the proposed mitigations, the project will not have a significant impact of the environment.
2. Adopt a De Minimis Impact finding based on the findings and conclusions contained in the Initial Study, including the fact that there is no evidence before the District that the project will have an adverse impact on wildlife resources.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: February 26, 2008

Subject: Nursing/Sciences Building Project – CEQA Mitigated Negative Declaration  
(continued)

3. Approve the Riverside City Campus Nursing/Sciences Project, subject to the mitigation measures and conditions of approval based on the findings and conclusions incorporated in the Initial Study.
4. Direct District Staff to post the Notice of Determination and to file the De Minimis Impact finding and Mitigated Negative Declaration with the Riverside County Clerk's Office.
5. Direct staff to post the Notice of Determination in the Riverside Community College District Office of Facilities Planning, Design, and Construction.

James L. Buysse  
Interim Chancellor

Prepared by: Rick Hernandez  
Director, Capital Planning  
Facilities Planning, Design and Construction

Chris Del Ross-Risher  
LSA Associates, Inc.  
District CEQA Consultant

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-4

Date: February 26, 2008

Subject: Norco Soccer Field Project

Background: On December 11, 2007, the Board of Trustees approved an agreement with GKK Works to provide design services for the Norco Soccer Field Project, including development of design specifications and a project cost estimate for regulation and practice synthetic turf fields and support facilities.

Staff is now recommending approval of the final project schematic design and proposed project budget in the amount of \$4,616,480, using Measure C funding.

Recommended Action: It is recommended that the Board of Trustees approve the final project schematic design and proposed project budget in the amount of \$4,616,480 for the Norco Soccer Field Project and authorize the use of Measure C funds.

James L. Buysse  
Interim Chancellor

Prepared by: Gaither Lowenstein  
Vice President, Educational Services

Rick Hernandez  
Director, Capital Planning  
Facilities Planning, Design & Construction

Dr. Michael Webster  
Riverside Community College District Planning Consultant  
Facilities Planning, Design and Construction

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-5

Date: February 19, 2008

Subject: Governmental Accounting Standards Board Standards 43 and 45 – Other Post-Employment Benefits (Retiree Medical Insurance)

Background: The following Governmental Accounting Standards Board (GASB) information is presented to the Board for purposes of initial discussion and consideration regarding the impact of implementing GASB Standards 43 and 45.

California Community Colleges are required to present their financial statements in accordance with generally accepted accounting principles (GAAP) for state and local governments (California Community College Budget and Accounting Manual and the California Education Code). GAAP sets the minimum requirements for a fair presentation of financial data in external reports. Since 1984, determination of GAAP for state and local governments has been the responsibility of GASB.

New GASB Standards 43 and 45 direct how state and local governments account for and report other post-employment benefits (OPEB) that are separate from pension benefits. The new reporting and accounting standards are intended to inform financial statement readers of the affect on current and future budgets. The requirements also help agencies accurately show the cost of those commitments in the years when employees work for the agency and the costs are incurred. GASB 43 and 45 require OPEB to be recognized as an expense and obligation on a public agency's financial statements and to be reported on the full accrual basis of accounting. Future benefits result in a liability that must be reflected on financial statements.

Board Policies 3097/4097 require that the District continue to pay for health insurance for an employee and one dependent if he/she retires at age fifty-five (55) or older and has ten (10) years of employment with the District. Currently there are 69 persons in this program and the projected cost for 2007/2008 is \$960,116. The District funds the annual cost of the program on a "pay-as-you-go" basis.

The District is required to implement the new standards in fiscal year 2008-2009 (Phase II). Because RCCD has funded this liability on a "pay-as-you-go" basis, the new GASB reporting and accounting requirements will affect the District's annual audited financial statement reporting due to the liability for OPEB costs that will be reported. Currently, the annual cost is recorded and funded based on the amount actually paid out for retiree benefits instead of the total amount of the liability the district will need to pay in both the current and future years. The new standards require an actuarial determination of the total liability and expense.

GASB 43 and 45 require both an accounting treatment and funding arrangements. As indicated above, the District's obligations are required to be reported as a liability, whether funded or not. The District will work with its auditors to properly report the OPEB liability. Both GASB and

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-5

Date: February 19, 2008

Subject: Governmental Accounting Standards Board (Retiree Medical Insurance)  
Standards 43 and 45 – Other Post-Employment Benefits (continued)

financial rating agencies encourage public agencies to fund the OPEB liabilities. They are prepared to give the public agencies sufficient time to do this. GASB allows for a 30-year amortization of the existing liability.

Public agencies have adopted a variety of methods to fund the actuarial determined GASB 45 liability including:

1. Paying only the “pay-as-you-go” amount without funding the GASB 45 liability
2. Paying the “pay-as-you-go” amount while also paying down the GASB 45 liability over a 30-year amortization period, utilizing the following mechanisms:
  - a. Funding the GASB 45 liability by making payments to a revocable trust.
  - b. Funding the GASB 45 liability by making payments to an irrevocable trust.
  - c. Transferring the GASB 45 liability to a joint powers authority.
  - d. Selling assets to fund the GASB 45 liability.
  - e. Selling OPEB obligation bonds.
  - f. Segregating/designating funds within the agencies own budget

Staff will discuss the potential impact of each of the OPEB funding methodologies.

GASB 45 requires that public agencies have an actuarial study performed every two years to determine the Unfunded Actuarial Accrued Liability (UAAL) that arises from OPEB. In 2006, the District arranged for and received an actuarial study that reported the District’s UAAL at \$18,092,166. The District challenged some of the critical assumptions underlying the UAAL calculation and requested that the actuary recalculate the UAAL. The recalculated estimate for the District’s UAAL is \$16,659,900. The District will arrange for another actuarial valuation in 2008.

The revised actuarial valuation determined that in 2008 RCCD would have to fund an additional \$1,036,890 above the “pay-as-you-go” amount of \$960,116 to cover the future OPEB benefits for existing employees and the current group of existing early retirees. Thus, the total amount that may have to be funded in 2008 is approximately \$2,000,000.

The District will be working on a viable plan of action that balances GASB requirements, compliance with California law and financial rating agency considerations with the need to preserve long-term District budget flexibility and cash flow. Staff expects to have this plan of action ready for Board review by May 2008.



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-5

Date: February 19, 2008

Subject: Governmental Accounting Standards Board (Retiree Medical Insurance)  
Standards 43 and 45 – Other Post-Employment Benefits (continued)

Information Only.

James L. Buysse  
Interim Chancellor

Prepared by: Edward Godwin  
Director, Administrative Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
PLANNING COMMITTEE MEETING  
February 19, 2008, 6:00 p.m.  
Student Services Lobby, Norco Campus

Committee Members: Janet Green, Committee Chairperson  
Mark Takano, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Kristina Kauffman, Associate Vice Chancellor, Institutional  
Effectiveness  
Doug Beckstrom, Academic Senate Representative,  
(Moreno Valley Campus)  
Richard Mahon, Academic Senate Representative (Riverside)  
Tom Wagner, Academic Senate Representative  
(Norco Campus)  
Yajaira Tiscareño, ASRCC Student Representative  
Todd Wales, CTA Representative (Norco)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Ginny Haguewood, CSEA Representative (Riverside)

AGENDA

VI. Board Committee Reports

C. Planning

1. Long Range Planning Presentation - Norco Campus  
- The Committee will be presented with a long range educational program,  
growth and facilities plan relative to the Norco Campus.
2. Comments from the public.

Adjourn

Prepared by: Charlotte Zambrano  
Administrative Assistant  
Chancellor's Office

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-1

Date: February 26, 2008

Subject: Long Range Planning Presentation – Norco Campus

Background: On February 21, 2006, the Board of Trustees adopted a planning process that included the development of Long Range Educational Program, Growth and Facilities Plans for the District's three campuses in preparation for the move to a three college system. On August 1, 2006, the District sent out a Request for Proposals (RFP) for consultants to assist the District's three campuses in the development of long range educational, growth and facilities plans. On February 20, 2007, the Board of Trustees approved the hiring of MDA Johnson Favaro/Stratus to assist the Norco Campus, Maas Companies/SPGA Architects to assist the Moreno Valley Campus, and Steinberg Architects/Maas Companies to assist the Riverside Campus in developing their long range campus plans. On October 1, 2007, at the Board's Annual Planning Meeting, staff presented the Board of Trustees with an overview of the planning process to date and the progress that was being made in the development of the long range plans.

Staff is now prepared to present to the Board's Planning Committee a draft Long Range Educational Program, Growth and Facilities Plan for the Norco Campus. Plans for Riverside, Moreno Valley and the District will be presented to the Planning Committee in March, April and May, respectively.

Information Only.

James L. Buysse  
Interim Chancellor

Prepared by: Rick Hernandez  
Director, Capital Planning  
Facilities Planning, Design and Construction

Dr. Michael Webster  
Riverside Community College District Planning Consultant  
Facilities Planning, Design and Construction

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
GOVERNANCE COMMITTEE MEETING  
February 19, 2008, 8:15 p.m.  
Student Services Lobby, Norco Campus

Committee Members: Virginia Blumenthal, Committee Chairperson  
José Medina, Vice Chairperson  
James Buysse, Interim Chancellor  
Jim Parsons, Associate Vice Chancellor, Public Affairs and  
Institutional Advancement  
Doug Beckstrom, Academic Senate Representative  
(Moreno Valley Campus)  
Richard Mahon, Academic Senate Representative  
(Riverside)  
Deborah Tompsett-Makin, Academic Senate Representative  
(Norco)  
Houtan Homaizad, ASRCC Student Representative  
Karin Skiba, CTA Representative (Norco)  
Gustavo Segura, CSEA Representative (Moreno Valley)

AGENDA

VI. Board Committee Reports

D. Governance Committee

1. Revised Accreditation Board Policies - Second Reading  
- The Committee to consider Board Policies submitted for second reading.
2. Revised and New Board Policies - Second Reading  
- The Committee to review Board Polices submitted for second reading.
3. Recognition of the National Incident Management System (NIMS) -  
Resolution No. 28-07/08  
- The Committee to consider a resolution relative to the National  
Incident Management System (NIMS).
4. Comments from the public.

Adjourn

Prepared by: Charlotte Zambrano  
Administrative Assistant, Chancellor's Office

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: February 26, 2008

Subject: Revised Accreditation Board Policies – Second Reading

Background: On May 15, 2007, the Board approved policies needed for Accreditation. At the time of approval, the Academic Senate indicated that there was language in several policies that they would like to see added or revised. The Board went ahead and approved the policies with the indication that the Academic Senate could propose additional or revised language and work with the Chancellor's Office to come to agreement on this issue. At first reading of these documents, it was determined that several of those policies would be pulled until the Academic Senates could meet in March. The policies pulled were 3200, 3250, 4020, 4025, and 6200. The remaining policies are listed below and are attached for second reading and approval.

Policy 2200 – Board Duties, Responsibilities and Privileges

Policy 2410 – Policy and Administrative Procedure – new language

Recommended Action: It is recommended that the Board of Trustees approve Policies 2200 and 2410.

James L. Buysse  
Interim Chancellor

Prepared by: Ruth W. Adams, Esq.  
Director, Contracts, Compliance and Legal Services

## **Riverside Community College District Policy**

**No. 2200**

**Board of Trustees  
Draft**

### **BP 2200 BOARD DUTIES, RESPONSIBILITIES AND PRIVILEGES**

Reference:

Accreditation Standard IV.B.1.d

The Board of Trustees governs on behalf of the citizens of the Riverside Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

Therefore, the Board has the following duties, responsibilities and privileges:

I. Duties

A. Exercise Authority as a Trustee

1. Support the mission and philosophy of community colleges,
2. Understand the fiscal and legal aspects of the operation of community colleges,
3. Provide leadership in making policy for the District,
4. Commit time and energy to carry out the duties of their office, and
5. Support the District in the community.

They must be mindful of separating personal opinions and roles from those of the Board as a body.

B. Handle Administrative Matters

The primary function of the Board of Trustees is to make policy, whereas the primary function of the administration is to provide direction in policy development and implementation. The Chancellor serves as a resource to Trustees to help them maintain their governing role.

C. Act as a Whole to Represent the Communities Served by the District

The Board of Trustees of a district legally can function only as a group. Individual acts of a Trustee in relation to district matters are considered

those of a private citizen. Care should be taken to separate the role of Board member from that of individual. Trustees, as elected officials, are responsible for representing the interests of the communities served by the college district and should act only on that basis.

D. Use Appropriate Channels

Board members should channel all concerns, complaints, and requests for information through the Chancellor.

E. Maintain Appropriate Conduct at Board Meetings

Conduct at Board meetings should foster respect and consideration for other Board members, citizens, students, and District staff. This will provide an atmosphere to facilitate effective decision-making in which controversial issues can be presented fairly and the dignity of each individual maintained.

F. Conduct Board Business

All District business should be conducted in open public meetings except for those matters specifically cited under the provisions of the Brown Act that are appropriately discussed in a closed session. Confidentiality of all Board discussions held in closed session shall be strictly maintained.

G. Monitor Compensation and Expense Accounts

Trustees are responsible for ensuring that public funds are spent wisely and legally, including those that relate to their expenses.

II. Responsibilities of the Board of Trustees:

A. Establish broad policies to guide the institution.

B. Select a chief executive officer who serves as the Chancellor.

C. Ensure the fiscal integrity of the institution by establishing the necessary policies needed for proper accounting of receipts and disbursements of District funds, including approving an annual budget and providing for an annual audit.

D. Act upon recommendations of the Chancellor regarding utilization, development, maintenance, and repair of the physical plant including all buildings, grounds, and equipment.

- E. Approve educational programs and services and provide for the public dissemination of this information.
  - F. Through appropriate Board policies, delegate power and authority to the Chancellor, so that he/she can effectively lead the District.
  - G. Develop guidelines for negotiations of collective bargaining contracts of the employees of the District.
  - H. Carefully review reports from the Chancellor on programs and conditions of the Colleges and District, to assure quality institutional planning and evaluation.
  - I. Appoint or dismiss employees upon recommendation of the Chancellor in accordance with law.
  - J. Serve as the board of final appeal for students and employees of the Riverside Community College District.
  - K. ~~*The Chancellor will consult collegially with the Academic Senates with respect to academic and professional matters, as defined by Title 5.*~~
- III. Responsibilities of Individual Members of the Board of Trustees:
- A. Attend regularly scheduled and special meetings of the Board.
  - B. Attend and serve on standing and ad hoc Board committees
  - C. Notify the Chancellor's office in advance when unable to attend regularly scheduled events.
  - D. Time permitting, attend campus functions. In particular, Commencement exercises.
  - E. Attend conferences and other activities provided specifically for Trustees, when necessary to serve the District and when available.
  - F. Serve as an official representative of the Board at District-related functions when requested by the Board President.
  - G. Serve as an advocate for the District in the community.
  - H. Use the Chancellor as the primary resource to answer specific or general questions related to campus functions or policy.



- I. Participate in evaluations of the Board and the Chancellor.
- IV. Privileges
- A. Benefits
    - 1. Trustees holding elected positions on the Board of Trustees may be covered under the District's Health and Welfare Plan.
  - B. Compensation
    - 1. Trustees holding elected positions on the Board of Trustees are eligible for monthly compensation in accordance with the law.

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Date Adopted: May 15, 2007

Revised:

(Replaces Policy 1040)

## Riverside Community College District Policy

No. 2410

Board of Trustees  
Draft

### BP 2410 POLICY AND ADMINISTRATIVE PROCEDURE

#### References:

Education Code Section 70902;  
Accreditation Standard IV.B.1.b and e

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board of Trustees on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Trustees may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Chancellor as statements of methods to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor.

~~**Administrative Procedures related to academic and professional matters shall be developed collegially with the Academic Senates, as defined by Title 5.**~~

The Chancellor or his/her designee shall provide each member of the Board with copies of the administrative procedures, as they are issued or revised.

Copies of all policies and administrative procedures shall be readily available to District employees through the Chancellor's Office or the office of the Director, Contracts, Compliance and Legal Services, each College President's office, or the District's web site ([www.rcc.edu](http://www.rcc.edu)).

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Date Adopted: May 15, 2007

Revised:

(Replaces Policy 2010)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-2

Date: February 26, 2008

Subject: Revised and New Board Policies – Second Reading

Background: The policies below are new and updated policies pertaining to General Institution, Academic Affairs and Business and Fiscal Affairs. At the first reading of these documents there were several other policies which were pulled until the Academic Senate could meet in March to discuss the changes. Those pulled were 4005, 4100, 4240 and 4260. Those listed below are attached for second reading and approval.

General Institution

Policy 3410 – Non-Discrimination – this was originally approved by the Board in May, 2007.

The State Chancellor’s Office requested changes to this policy based on new guidelines.

Policy 3430 – Prohibition of Harassment – this was pulled from the October agenda in order to make some changes requested by the State Chancellor’s Office. Revises current Policy 3110/4110/6110. Title has been changed based on discussion at first reading.

Academic Affairs

Policy 4010 – Academic Calendar – new policy

Policy 4026 – Philosophy and Criteria for International Education – revises current Policy 5100

Policy 4060 – Delineation of Functions Agreements – new policy.

Policy 4070 – Course Auditing and Auditing Fees – revises current Policy 6057

Policy 4230 – Grading and Academic Record Symbols – revises current Policy 5050

Policy 4235 – Credit by Examination – new policy

Policy 4300 – Field Trips and Excursions – revises current Policies 5075/6075/7075

Policy 4400 – Community Education Services – new policy

Business and Fiscal Affairs

Policy 6100 – Delegation of Authority – new policy

Policy 6340 – Contracts – revises current Policy 7050

Recommended Action: It is recommended that the Board of Trustees approve Policies 3410, 3430, 4010, 4026, 4060, 4070, 4230, 4235, 4300, 4400, 6100 and 6340.

James L. Buysse  
Interim Chancellor

Prepared by: Ruth W. Adams, Esq.  
Director, Contracts, Compliance and Legal Services

**General Institution  
Draft**

**BP 3410 NONDISCRIMINATION**

References:

Education Code Sections 200 et seq, 66250 et seq., 72010 et seq., and 87100 et seq.;

Penal Code Sections 422.55 et seq;

Government Code Sections 11135 -11139.5, 12926.1 and 12940 et seq.;

**California Code of Regulations**, Title 5 Sections 53000 et seq. and 59300 et seq.;

Accreditation Standard I.6

**Veterans Employment Opportunity Act of 1998**

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to **actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. In addition to these protected bases, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status, or status as a Vietnam-era veteran.**

~~national origin, religion, age, sex (gender) race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.~~

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory. ~~on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental~~

~~disability, or because he or she is perceived to have one or more of the foregoing characteristics or because of his or her association with a person or group with one or more of these actual or perceived characteristics.~~

***The District shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.***

Information regarding the filing of a complaint ***can be obtained from the District Director, Diversity, Equity and Compliance at (915) 222-8039, and is also*** is included in ***Administrative Procedures 3410 and 3435.***

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Date Approved: May 15, 2007  
(Replaces Policies 6100 and 6200)

General Institution  
DRAFT

BP 3430 PROHIBITION OF HARASSMENT *AND RETALIATION*

References:

Education Code Sections 212.5, 44100, 66252, and 66281.5;  
***California Code of Regulations***, Title 5, Sections 59320, et seq;  
Government Code Sections 11135 and 12950.1;  
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e;  
Title IX, Education Amendments of 1972  
Penal Code Section 422.6 (a)

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on *actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.* ~~any of the following statuses: ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.~~

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. *Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.*

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, *who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment* ~~of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy.~~

All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will *pursue all reasonable measures* ~~take all reasonable steps~~ within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

*The Chancellor shall establish procedures that define harassment and establish reporting procedures for employees, students, and other members of the District community that provide for the investigation and resolution of complaints regarding discrimination and harassment.*

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled "Handling Complaints of Unlawful Discrimination or Harassment". A copy of the procedure is available at <http://www.rcc.edu/administration/board/policies.cfm?new>, *in each College library and all administrative offices in the District.* Supervisors are ~~required~~ *mandated* to report all incidents of harassment and retaliation that come to their attention.

To this end, the Chancellor shall ensure that the institution undertakes *at least* education and training activities to counter discrimination *harassment* and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. *However, because of their special responsibilities under the law, supervisors will also undergo mandatory training within six (6) months of assuming a supervisory position.* This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

~~The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.~~

~~—They shall be available for students and employees in all administrative offices. These policies and procedures will also be published on the District’s website at <http://www.rcc.edu/administration/board/policies.cfm?new>—~~

**Employees *found in violation of this* who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students *found in violation of this policy* who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.**

❖ From Riverside CCD Policy 3110/4110/6110 titled Prohibition of Sexual Harassment

~~It is the policy of the Board of Trustees and the Riverside Community College District to provide and maintain the District’s facilities as an educational, employment, and business environment unlawful discrimination, which includes sexual harassment or retaliation. Sexual harassment or retaliation is strictly prohibited by Riverside Community College District policies and regulations and will not be tolerated in any form. Such actions perpetrated on the basis of sex are a violation of Title VII of the Civil Rights Act of 1964 and/or Title IX of the 1972 Education Amendments.~~

~~Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting.~~

~~Retaliation by the District or any of its officers or employees is unlawful. The District, its officers or employees shall not make an adverse academic decision, demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making academic or employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment which the District may make, adversely affect academic or working conditions or otherwise deny any academic or employment benefit to an individual because that individual has opposed practices prohibited by this Policy or the Fair Employment and Housing Act or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by the District, the Fair Employment and Housing Commission, or the Department of Fair Employment and Housing, or their staffs.~~

~~Employees, students and non-employees who are under some form of control of the District are prohibited from committing any act of sexual harassment against any employee or student. Disciplinary action shall be taken against any such person who violates this policy.~~

~~This policy and the attendant rules, regulations and complaint procedures shall be disseminated to all staff and students. The responsibility for this policy and its enforcement shall rest with the President of the College Chancellor or his/her designee.~~

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**NOTE:** The **bold type** signifies language that is legally required. Information in ***bold italic type*** is provided by RCCD staff. The information in **regular type** is current Riverside CCD Policy 3110/4110/6110 titled Prohibition of Sexual Harassment adopted on 2-18-86 and amended on 6-16-04.

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**Date Adopted:**

*(Replaces current Riverside CCD Policies  
3110/4110/6110)*



**Academic Affairs  
DRAFT**

**BP 4010 ACADEMIC CALENDAR**

**Reference:**

Education Code Section 70902(b)(12)

**The Chancellor shall, in consultation with the appropriate constituency groups, submit the academic calendar annually to the Board of Trustees for adoption.**

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue.

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**Academic Affairs  
DRAFT**

**BP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL  
EDUCATION**

**References:**

Education Code Section 66015.7

❖ **From the current Riverside CCD Policy 5100 titled International Education**

Recognizing the value of educational experiences in a foreign country, the Board of Trustees endorses and supports the concept of International Education. Students at Riverside Community College District will be provided the opportunity to study outside the United States through the International Education Program. This program will be conducted in accordance with *District procedures*. ~~the attached regulations.~~

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**NOTE:** The language above in *italics* is suggested language to consider including in this policy. The language in **regular type** is current Riverside CCD Policy 5100 titled International Education adopted 10-18-88.

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**Date Adopted:**

*(Replaces current Riverside CCD Policy 5100)*

**Academic Affairs  
DRAFT**

**BP 4060 DELINEATION OF FUNCTIONS AGREEMENTS**

**References:**

Education Code Sections 8535 and 8536

**Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval.**

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**NOTE:** *This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. There does not appear to be a current Riverside CCD Policy that addresses this issue.*

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**Riverside Community College District Policy**

**CCLC No. 4070**

**Academic Affairs  
DRAFT**

**BP 4070 COURSE AUDITING AND AUDITING FEES**

**Reference:**

Education Code Section 76370

***Only under specific circumstances may students audit courses, in accordance with District Administrative Procedures.***

The fee for auditing courses shall be no more than ***the maximum allowed under the Education Code***. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

❖ **From current Riverside CCD Policy 6057 titled Audit of Courses**

~~The Riverside Community College District, under the provisions of the California Education Code Section 76730, may authorize a person to audit a community college course and may charge that person a fee.~~

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**NOTE:** This policy is **legally required** if the District permits auditing. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. The language in **regular type** is current Riverside CCD Policy 6057 titled Audit of Courses adopted on 4-21-99.

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**Date Adopted:**

*(Replaces current Riverside CCD Policy 6057)*

Academic Affairs  
DRAFT

**BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

**References:**

Title 5 Sections **53200(b) 3 and 55023**

❖ **From current Riverside CCD Policy 5050 titled Grading Standards**

The Riverside Community College District is committed to ensuring that all students receive a fair and equitable instructional evaluation.

**Courses shall be graded using the grading system established by Title 5.**  
~~*Changes to the use of non-evaluative symbols used in the Riverside Community College District shall be adopted on the recommendation of the appropriate Academic Senate.*~~

The grading system shall be published in the District's catalog(s) and made available to students.

❖ **From current Riverside CCD Policy 5050 titled Grading Standards**

~~The Riverside Community College District is committed to ensuring that all students receive a fair and equitable instructional evaluation consistent with the criteria and standards prescribed by the California Community College Board of Governors which directs community colleges to adopt regulations governing grading policies which are consonant with the Title 5 sections listed below.~~

~~The Riverside Community College District shall publish these regulations in the college catalog for reference by current and prospective students.~~

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. The language in **regular type** is current Riverside CCD Policy 5050 titled Grading Standards adopted on 5-19-83 and amended on 11-1-83 and 8-10-04.

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**Date Adopted:**

(Replaces current Riverside CCD Policy 5050)

**Riverside Community College District Policy**

**CCLC No. 4235**

**Academic Affairs  
DRAFT**

**BP 4235 CREDIT BY EXAMINATION**

**Reference:**

Title 5 Section **55050**

**Credit may be earned by students who satisfactorily pass authorized examinations.** (\*\* From Current RCCD Policy 5050, Titled Grading Standards): The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions as approved by the Office of Academic Affairs. **The Chancellor shall establish administrative procedures to implement this Board Policy.**

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***NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. There does not appear to be a current Riverside CCD Policy that addresses this issue.*

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**Riverside Community College District Policy**

**CCLC No. 4300**

**Academic Affairs  
DRAFT**

**BP 4300 FIELD TRIPS AND EXCURSIONS**

**Reference:**

Title 5 Section 55220

❖ **From current Riverside CCD Policy 5075/6075/7075 titled Field Trips**

The Riverside Community College District supports the concept that many college-sponsored activities require or are significantly enhanced by field trips or excursions remote from the College campus.

**The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.**

**The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds, if the funds are used consistently with the funding source. The expenses of instructors, chaperons, and other personnel traveling with students may also be paid from District funds.**

**Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.**

❖ **From current Riverside CCD Policy 5075/6075/7075 titled Field Trips**

~~The President of the College or his designee is to develop and maintain regulations that ensure meaningful off-campus student experiences. Such regulations shall include, but not be limited to, field trips or excursions which provide direct student observations, activities, or off-campus instruction.~~

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. The language in **regular type** is current Riverside CCD Policy 5075/6075/7075 titled Field Trips adopted on 3-2-82.

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**Date Adopted:**

*(Replaces current Riverside CCD Policy  
5075/6075/7075)*

## Riverside Community College District Policy

CCLC No. 4400

Academic Affairs  
DRAFT

### BP 4400 COMMUNITY *EDUCATION* SERVICES

#### References:

Education Code Sections 70902, 78300, and 79120

The District shall maintain a community *education* services program that ***maintains classes and conferences established in civic, vocational, literacy, health and fitness, homemaking, technical, recreational and general education, including, but not limited to classes in the fields of career enrichment, music, dance, drama, art, handicraft, home and garden, science, literature, nature study, sports and athletics, as well as classes designed for children and adolescents including driver education, the arts, academics, sports and fitness.***

The community *education* services program shall be designed to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in it.

Community *education* services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General *Operating* Fund monies (*Resource 1000*) may be expended to establish or maintain community *education* services courses. Students involved in community *education* services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy. The language in **bold italic type** if provided by RCCD staff. There does not appear to be a current Riverside CCD Policy that addresses this issue.

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#### Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)



Business and Fiscal Affairs  
DRAFT

**BP 6100 DELEGATION OF AUTHORITY**

**References:**

Education Code Sections 70902(d), 81655, and 81656

The Board delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board of Trustees (See Board Policy 6340 titled Contracts).

The Chancellor ~~*in consultation with the Vice Chancellor, Administration and Finance,*~~ shall make appropriate periodic reports to the Board and shall keep the Board of Trustees fully advised regarding the financial status of the District.

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**NOTE:** The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in ***italic type*** is additional language to consider including in this policy. Language in ***bold italic type*** is provided by RCCD staff. There does not appear to be a current Riverside CCD Policy that addresses this issue.

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**Date Adopted:**

*(This is a new policy recommended by the CCLC and the League's legal counsel)*

**Business and Fiscal Affairs  
DRAFT**

**BP 6340 CONTRACTS**

**References:**

Education Code Sections 81641 et seq.;  
Public Contract Code Sections 20650 et seq.

**The Board of Trustees delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:**

- **Contracts are not enforceable obligations until they are ratified by the Board.**
- **Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board of Trustees.**
- **When bids are required according to Public Contract Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires or rejects all bids.**

**If the Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.**

**If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Chancellor is authorized to proceed with a contract.**

- ❖ **From Riverside CCD Policy 7050 titled Determination of Prevailing Wage Rates for Public Works**

~~The Riverside Community College District will include in its **public works** contracts the prevailing wage rates for public works as determined by the Director of the Department of Industrial Relations, State of California. His/her determination of the prevailing rate of per diem wages (the per diem rate being 8 times the hourly rate) for each craft, classification or type of workman needed to execute the various contracts for public~~

~~work in their respective localities, including the rate for holiday and overtime work and including employer payments for health and welfare, pension, and vacation. The detailed basic hourly rates for each craft are outlined in the related regulations to this policy.~~

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**NOTE:** The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in ***bold italic type*** is provided by RCCD staff. The wording in regular type is current Riverside CCD Policy 7050 titled Determination of Prevailing Wage Rates for Public Works adopted on 1-21-75, amended on 2-2-77, and amended again on 10-4-83.

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**Date Adopted:**

*(Replaces current Riverside CCD Policy 7050)*

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-3

Date: February 26, 2008

Subject: Recognition of the National Incident Management System (NIMS) – Resolution  
No. 28-07/08

Background: This resolution is brought forward as a part of the District's emergency planning efforts. Both the state and federal governments require the formal adoption of NIMS in order to be eligible for disaster recovery reimbursements from the California Office of Emergency Services (OES) and from Federal Emergency Management Agency (FEMA). A complete report of the District's Emergency Planning and Training will be presented at the May Board Meeting.

Recommended Action: It is recommended that the Board of Trustees adopt a resolution recognizing the National Incident Management System (NIMS) and the NIMS principles, policies, protocols and organizational models into the Emergency Operations Plan and Emergency Management System of the Riverside Community College District.

James L. Buysse  
Interim Chancellor

Prepared by: James L. Buysse  
Interim Chancellor

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 28-07/08

RECOGNITION OF  
THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

WHEREAS, California local and State government pioneered the development of the standardized incident management systems to respond to a variety of catastrophic disasters, including fires, earthquakes, floods, and landslides; and

WHEREAS, in the early 1970s, the California Fire Service, in partnership with the Federal Government, developed the Incident Command System (ICS) a seminal emergency management organization and protocol that became the model for incident management nationwide; and

WHEREAS, in 1993, California was the first state to adopt a statewide Standardized Emergency Management System (SEMS) for use by every emergency response organization, and to implement a process involving local and state agencies to ensure the continual improvement of SEMS; and

WHEREAS, in 2003, President George W. Bush issued Homeland Security Presidential Directive-5 (HSPD-5), in which he directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), to provide a consistent nationwide approach for federal, state, local and tribal governments to work together, more effectively and efficiently, to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size or complexity; and

WHEREAS, California emergency management professionals (local and state) contributed their expertise to the development of NIMS; and

WHEREAS, NIMS provides a disaster response framework within which federal, state, operational area, local, and tribal organizations utilize standardized terminology and command structures, uniform personnel qualifications standards, uniform standards for planning, training, and exercising, coordinated and comprehensive resource management, and designated incident facilities during emergencies and disasters; and

WHEREAS, in 2005, the Governor of the State of California, in Executive Order S-2-05, directed the State's Office of Emergency Services (OES) and Office of Homeland Security (OHS), in cooperation with the SEMS Advisory Board, to develop a program to integrate NIMS, to the extent appropriate, into the State's emergency management system. In addition, the National Commission of Terrorist Attacks (i.e., the 9/11 Commission) recommended the nationwide adoption of a standardized incident command system; and

WHEREAS, at this point in time, both the state and federal governments have incentivized compliance with the principles, policies, protocols and organizational models of NIMS by emergency response entities, government subdivisions, special districts, etc., by requiring the formal adoption of NIMS in order to be eligible for disaster recovery reimbursements from the California OES and from FEMA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that the Riverside Community College District recognizes the National Incident Management System (NIMS) and adopts NIMS principles, policies protocols and organizational models into the Emergency Operations Plan and Emergency Management System of the Riverside Community College District.

PASSED AND ADOPTED on this day of February 26, 2008, by the following roll-call vote:

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