

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
February 26, 2008 - 6:00 p.m. – Student Services Building Lobby, Norco Campus,
2001 Third Street, Norco, California

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a “REQUEST TO ADDRESS THE BOARD OF TRUSTEES” card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in this meeting should contact Heidi Wills at (951) 222-8804 as far in advance of the meeting as possible.

- I. Approval of Minutes - Special Meeting of January 22, 2008
Regular Meeting of January 29, 2008
Special Meeting of February 1, 2008

- II. Chancellor’s Reports
 - A. Communications
Chancellor will share general information to the Board of Trustees, including federal, state, and local interests and District information.
Information Only

 - B. Salary Adjustment for Riverside Community College District Confidential and Management
- Recommend approving an increase of the confidential and management salary schedules by the funded 2007/2008 statutory COLA (4.53%) effective July 1, 2007.
Recommended Action: Request for Approval

- III. Student Report

- IV. Comments from the Public

V. Consent Items

A. Action

1. Personnel

- Appointments and assignments of academic and classified employees.

a. Academic Personnel

1. Appointments

(a) Management (None)

(b) Contract Faculty (None)

(c) Long-Term, Temporary Faculty

(d) Special Assignments

(e) Department Chairs, 2007-2008 Academic Year

2. Request for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act

3. Request for Participation in Reduced Employment Program

4. Recommendation Not to Reemploy – Non-Tenure Track Employees in Categorically Funded Faculty Positions

5. Recommendation Not to Reemploy – Educational Administrator in Categorically Funded Position

6. Recommendation Not to Reemploy – Temporary Employees

7. Recommendation Not to Reemploy – Contract Employee, Second Contract

b. Classified Personnel

1. Appointments

- (a) Management/Supervisory
 - (b) Management/Supervisory – Categorically Funded
 - (c) Classified/Confidential
 - (d) Classified/Confidential – Categorically Funded
 - (e) Short Term
 - (f) Temporary as Needed Student Workers
 - (g) Special Assignment
2. Military Leave
 3. Requests for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act
 4. Request to Adjust Effective Dates of Employment
 5. Separation
2. Purchase Order and Warrant Report—All District Funds
- Recommend approving the Purchase Order and Warrant Report issued by the Business Office.
 3. Budget Adjustments
 - a. Budget Adjustments
- Request approval of various budget transfers between major object codes as requested by administrative personnel.
 - b. Resolution(s) to Amend Budget
 1. Resolution to Amend Budget – Resolution No. 29-07/08 – 2007-2008 Associate Degree Registered Nursing Programs – Capacity Building for Program Enhancement
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said resolution.

2. Resolution to Amend Budget – Resolution No. 30-07/08 – RCOE Foster Youth Independent Living/Emancipation Program
 - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.

4. Bid Awards
 - a. Riverside Campus Re-Roofing Projects
 - Recommend approving two change orders relative to the Riverside Campus re-roofing projects and authorizing signing of said Change Orders.
 - b. Award of Bid – Stucco, Patch and Paint Work Project, Norco Campus
 - Recommended awarding a bid to A. J. Fistes relative to the stucco, patch and paint work at the Norco Campus.
 - c. Award of Bid – Admissions and Records Area Concrete Project, Riverside Campus
 - Recommend awarding a bid to Wheeler Paving, Inc. for the Riverside Campus Admissions and Records concrete work.
 - d. Award of Bid – Roof-Top Air Conditioning Units Project, Moreno Valley Campus
 - Recommend awarding a bid to AMP Mechanical for the Moreno Valley Campus roof-top air conditioning project.
 - e. Bid Award – Tech A Building Plumbing Line Replacement Project, Riverside Campus
 - Recommend awarding a bid to Donald Hart Plumbing for the Riverside Campus Tech A Building plumbing line replacement project.
 - f. Award of Bid – Quad Terrace Project, Riverside Campus
 - Recommend awarding a bid to Best Contracting, Inc. for the Riverside Campus Quad terrace project.
 - g. Award of Bid – Carpet Upgrade Project, Riverside Campus
 - Recommend awarding a bid to Contract Carpet for the Riverside Campus carpet upgrade project.

- h. Award of Bid – Wallpaper Removal Project, Moreno Valley Campus
 - Recommend awarding a bid to prime Painting Contractors for the Moreno Valley Campus wallpaper removal project.
- i. Bid Rejection – Tech B HVAC Project, Riverside Campus
 - Recommend rejecting all bids relative to the Tech B HVAC project and authorize re-bidding after revising specifications.
- 5. Out-of State Travel
 - Recommend approving out-of-state travel requests.
- 6. Grants, Contracts and Agreements
 - a. Contracts and Agreements Report Less than \$72,400 – All District Funds
 - Recommend ratifying the listing of the District’s contracts and agreements that are less than \$72,400.
- 7. Other Items
 - a. Surplus Property
 - Recommend declaring listed property as surplus; finding the property does not exceed \$5,000, and authorize consigned property be sold on behalf of the District.

Recommended Action: Request for Approval and Ratification

B. Information

- 1. Monthly Financial Report
 - Informational report relative to financial activity for the period from July 1, 2007 through January 31, 2008.

Information Only

VI. Board Committee Reports

A. Teaching and Learning (None)

B. Resources Committee

- 1. District Modular Projects – Moreno Valley EMS and Riverside City Campus – Project/Budget Approval
 - Recommend approving the project budget and scope revisions relative to the District Modular Projects – Moreno Valley EMS and Riverside City Campus.

2. District Modular Projects – Amendment to Design Services Agreement – Higginson + Cartozian Architects, Inc.
- Recommend approving an amendment for additional design services relative to the District Modular Project.
3. Nursing/Sciences Building Project – CEQA Mitigated Negative Declaration
- Recommend adopting the declaration and finding, approve the project, and direct staff to do the appropriate postings and filings.
4. Norco Soccer Field Project
- Recommend approving the final project schematic design and budget relative to the Norco Soccer Field Project.

Recommended Action: Request for Approval

C. Planning Committee (None)

D. Governance Committee

1. Revised Accreditation Board Policies – Second Reading
- Recommend approving Policies 2200 and 2410.
Recommended Action: Request for Approval
2. Revised and New Board Policies – Second Reading
- Recommend approving Policies 3410, 3430, 4010, 4026, 4060, 4070, 4230, 4235, 4300, 4400, 6100 and 6340.
Recommended Action: Request for Approval
3. Recognition of the National Incident Management System (NIMS)
– Resolution No. 28-07/08
- Recommend adopting a resolution into the Emergency Operations Plan and System of the District.
Recommended Action: Request for Approval

E. Board of Trustees Committee Meeting Minutes
- Recommend receipt of minutes from the January 22, 2008 Board of Trustees Teaching and Learning, Resources, Planning, and Governance Committee meetings.
Information Only

VII. Administrative Reports

A. Vice Chancellors

B. Presidents

VIII. Academic Senate Reports

- A. Moreno Valley Campus
- B. Norco Campus
- C. Riverside City College/Riverside Community College District

IX. Bargaining Unit Reports

- A. CTA – California Teachers Association
- B. CSEA – California School Employees Association

X. Business from Board Members

- A. CCCT Board of Directors Election – 2008
- Recommend ratification of the nomination of Board President Mary Figueroa to run for the CCCT Board of Directors for another term.
Recommended Action: Request for Ratification
- B. Board members will briefly share information about recent events/conferences they have attended since the last meeting.
Information Only
- C. Update on Chancellor Search Committee
- Chancellor Search Committee Chair Blumenthal will present an informational update.
Information Only

XI. Closed Session

- Pursuant to Government Code Section 54957, public employee performance evaluation; Title: Non-Tenured Director of Forensics/Speech Communication Instructor.
Recommended Action: To be Determined

XII. Adjournment

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF JANUARY 22, 2008

President Figueroa called the special meeting of the CALL TO ORDER Board of Trustees to order at 9:25 p.m., in Student Services 101, Moreno Valley Campus.

Trustees Present:

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustees Absent:

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present:

Dr. James L. Buysse, Interim Chancellor
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Mr. Ed Godwin, Director, Administrative Services
Ms. Karin Skiba, President, CTA

Mr. Godwin led in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Ms. Karin Skiba, President, CTA, spoke on behalf of the CTA regarding Interest Based Bargaining.

COMMENT MADE BY THE PUBLIC

The Board adjourned to closed session at 9:30 p.m., pursuant to Government Code Section 54957.6, to confer with District Labor Negotiators: Interim Chancellor James Buysse; Vice Chancellor Ray Maghroori; Director of Administrative Services Ed Godwin; Employee Organizations: Riverside Community College Association, CCA/CTA/NEA, and Riverside Community College Classified Employees, Chapter #535, CSEA; status of negotiations.

CLOSED SESSION

The Board reconvened to open session, reporting no action, and adjourned the meeting at 10:30 p.m.

RECONVENED/ADJOURNED

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF JANUARY 29, 2008

President Figueroa called the regular meeting of the Board of Trustees to order at 6:07 p.m., in Student Services 101, Moreno Valley City Campus.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano
Mr. Carlos Naranjo, Jr., Student Trustee (arrived at 6:20 p.m.)

Staff Present

Dr. James L. Buysse, Interim Chancellor
Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Interim Vice Chancellor, Student Services and Operations
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Mr. Doug Beckstrom, President, Academic Senate, Moreno Valley Campus
Dr. Sharon Crasnow, President, Academic Senate, Norco Campus
Dr. Richard Mahon, President, Academic Senate, District and Riverside City College
Mr. Gustavo Segura, President, CSEA
Ms. Karin Skiba, President, CTA

Guest(s) Present

Mr. David Kennett, Principal, The Ferguson Group

Mr. Henry Coil, Past President, Tilden-Coil Constructors, Inc., led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the regular meeting of December 11, 2007. Motion carried. (5 ayes)

MINUTES OF THE REGULAR
MEETING OF DECEMBER 11, 2007

Mr. Medina, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the special meeting of December 14, 2007. Motion carried. (5 ayes)

MINUTES OF SPECIAL MEETING OF DECEMBER 14, 2007

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the special meeting of January 15, 2008. Motion carried. (5 ayes)

MINUTES OF THE SPECIAL MEETING OF JANUARY 15, 2008

CHANCELLORS'REPORTS

Mr. David Kennett, with The Ferguson Group, our Washington representative, presented information to the Board regarding the schedule of appointments during their upcoming visit to Washington, D.C., in February to attend the Association of Community College Trustees 2008 National Legislative Summit, February 10-13, 2008.

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees approve increasing the classified salary schedule by the 2007-2008 statutory COLA rate of 4.53%, retroactive to July 1, 2007, and approve the Memorandum of Understanding Concerning Salaries with CSEA Chapter #535. Motion carried. (5 ayes)

Riverside Community College
District Employees, Chapter #535,
California School Employees
Association Negotiations –
Settlement Proposal

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees approve the proposed calendar for 2008-2009. (Appendix No. 31)
Motion carried. (5 ayes)

District Calendar

Mr. Naranjo presented the report about recent and future student activities at the Moreno Valley and Norco Campuses, and Riverside City College.

STUDENT REPORT

CONSENT ITEMS

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees:

Action

Approve the amended listed academic and classified appointments, and assignment and salary adjustments; (Appendix No. 32)

Academic and Classified
Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,126,015 and District Warrant Claims totaling \$5,117,363; (Appendix No. 33)

Purchase Order and Warrant Report – All District Funds

Approve the budget transfers and presented; (Appendix No. 34)

Budget Adjustments

Approve adding the revenue and expenditures of \$250,000 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 23-07/08 – Upward Bound TRIO Norco Norte Vista Program

Approve adding the revenue and expenditures of \$257,5870 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 24-07/08 – 2007-2008 Matriculation Program

Approve adding the revenue and expenditures of \$349,267 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 25-07/08 – 2007-2008 Tri-Tech Small Business Development Center (SBDC)

Approve adding the revenue and expenditures of \$226,903 to the budget, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 26-07/08 – 2007-2008 Disabled Student Programs and Services

Approve adding the revenue and expenditures of \$2,863 to the budget, contingent upon the approval of Board Report No. V-A-6-b presented later in the agenda, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 27-07/08 – 2007-2008 California Institute of Technology, Jet Propulsion Laboratory (JPL) Student Employment

Approve the contingency budget transfer, by a two-thirds vote of the members, as presented (Appendix No. 35);

Contingent Budget Adjustments

Reject all bids for the precast concrete trade work, revise the bid specifications and re-bid the project;

Bid Rejection – Phase III Industrial Technology Center – Norco Campus

Award a bid for precast concrete construction trade work for the Norco Phase III Industrial Technology Center project to HP Construction & Management, Inc., in the total base bid amount of \$1,842,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the associated agreement;

Award of Bid – Precast Concrete Bid, Norco Phase III, Norco Campus

Approve the resolution authorizing the initiation of emergency repairs to 1533 Spruce Street, Riverside, California, 92507, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution No. 22-07/08 – Emergency Repairs – 1533 Spruce Street

Grant out-of-state travel as listed; (Appendix No.36)

Out-of-State Travel

Ratify the listed contracts and agreements totaling \$653,547; (Appendix No. 37)

Contracts and Agreements Less than \$69,000 Report – All District Funds

Ratify the agreement, from November 6, 2007 through September 9, 2009, for an amount not to exceed \$95,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement;

Subcontract with California Institute of Technology, Jet Propulsion Laboratory

Declare the property listed to be surplus, find that the property does not exceed the total value of \$5,000, and authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District, by unanimous vote; (Appendix No. 38)

Surplus Property

Adopt a nonresident tuition rate of \$181 per unit for 2008-2009, a capital outlay surcharge fee rate of \$19 per unit, and direct staff to promulgate these charges via the 2008-2009 Catalog, schedule of classes, and other appropriate materials;

2008-2009 Nonresident Fees

Authorize the removal of Reyna Philp, Accounting Services Manager, from signing Salary Placement Orders and Notices of Employment, and authorize Khaled Khalil, Payroll Manager, to sign Salary Payment Orders and Notices of Employment;

Signature Authorization

Accept the Information Services Air Conditioning Project as complete, approve the executive of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice;

Notice of Completion – Information Services Air Conditioning Project, Riverside Campus

Accept the Five Racquetball Courts Construction Project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the notice;

Notice of Completion – Five Racquetball Courts Construction Project, Riverside Campus

Accept the Arroyo Baseball Buildings Roofing Project as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President to sign the Notice.

Notice of Completion – Arroyo Baseball Buildings Roofing Project – Riverside Campus

Motion carried. (5 ayes)

Information

In accordance with Board Policy 1042, the Interim Chancellor has accepted the resignation of Ms. Nicole Abbate, Emancipation Coach, effective January 23, 2008, for career advancement; Ms. Rene Diaz, Instructional Media/Broadcast Technician, effective February 15, 2008, for personal reasons, Mr. Wesley Hall, Officer, Safety and Police (Part-time 60%), effective January 1, 2008, for personal reasons, Ms. Daniele Ramsey, Emancipation Coach, effective January 25, 2008, for career advancement, Ms. Kericia Sarpy, Clerk Typist, effective January 10, 2008, for personal reasons, Ms. Joy Washington, Student Services Technician, effective December 18, 2007, for career advancement, and Ms. Michelle Williams, College Receptionist, effective January 11, 2008, for personal reasons.

Separations

The Board received the summary of financial information from July 1-December 31, 2007.

Monthly Financial Report

The Board received the information for the period ending December 31, 2007.

CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended December 31, 2007

The Board received a report on Measure C general obligation bond financial activity through the period ended December 31, 2007.

Measure C Project Commitments
Summary Report

BOARD COMMITTEE REPORTS

Teaching and Learning Committee

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees approve the curricular changes for inclusion in the Catalog and in the schedule of class offerings. Motion carried. (Appendix No. 39 (5 ayes))

Proposed Curricular Changes

Resources Committee

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees receive the Riverside Community College District's independent audit report for the year ended June 30, 2007 for the permanent file of the District. Motion carried. (5 ayes)

2006-2007 Independent Audit
Report for the Riverside
Community College District

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees receive the independent financial and performance audit of the Measure C general obligation bonds for the year ended June 30, 2007. Motion carried. (5 ayes)

2006-2007 Measure C Financial
and Performance Audits

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees approve the four (4) firms for hire during the next five (5) years on an individual basis when needed to execute projects. Motion carried. (5 ayes)

Construction Management
Services

Planning Committee

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees approve the amendment to the agreement, from January 30, 2008 through September 1, 2008, in an amount not to exceed \$85,850, 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

Moreno Valley Phase III – Student
Academic Services Facility –
Amendment to the Agreement
with WWCOT Architecture

additional compensation. Motion carried. (5 ayes)

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the agreement, from January 30, 2008 to January 30, 2010, at an amount not to exceed \$260,118, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation. Motion carried. (5 ayes)

Phase III – Norco/Industrial
Technology Project – Material
Testing Agreement with Twining
Laboratories

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees approve the agreement, from January 30, 2008 to January 30, 2012, and approve the expenditure of Board approved project funds in an amount not to exceed \$50,000, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement with the provision that the Vice Chancellor, Administration and Finance, may extend the end date of the agreement without additional compensation. Motion carried. (5 ayes)

Nursing/Sciences Building Project
– Furniture, Fixtures and
Equipment Design Services
Agreement with GKK Works

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the agreement, from February 11, 2008 to February 10, 2009, at a cost of \$1.55 per student contact hour, and authorize the Interim Vice Chancellor, Administration and Finance, to sign the agreement, and authorize the Dean of Public Safety Education and Training to sign the blanket agreement. Motion carried. (5 ayes)

Agreement with State of
California, California Highway
Patrol

Governance

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees accept Policies 2200 and 2410 for first reading. Motion carried. (5 ayes)

Revised Accreditation Board
Policies – First Reading

Policies 3200, 3250, 4020, 4025 and 6200 were pulled and will be considered by the Academic Senate and re-submitted to the Board of Trustees for first reading at the March regular Board meeting.

Ms. Blumenthal, seconded by Ms. Green, moved that the Board of Trustees accept Policies 3410, 3430, as amended, 4010, 4126, 4060, 4070, 4230, 4235, 4300, 4400, 6100 and 6340 for first reading. Motion carried. (5 ayes)

Revised and New Board Policies

Policies 4005, 4100, 4240 and 4260 were pulled and will be considered by the Academic Senate and resubmitted to the Board of Trustees for first reading at the March regular Board meeting.

The Board received an information report regarding changing the title of Board Policy 4630 from Instruction Services Fees to Career and Technical Program Customer Fees. Additionally, the word “occupational” in the first line of paragraph one has been changed to: career and technical. No other changes were made to the Policy.

Title Change and Wording Update for Board Policy 4630

The Board received for information the minutes from the December 4, 2007 Board of Trustees Teaching and Learning and Planning Committee Meetings.

Board of Trustees Committee Meeting Minutes

Mr. Beckstrom explained that the Academic Senates would resume meeting in March and he looks forward to presenting a report at that time.

ACADEMIC SENATE REPORTS

Dr. Crasnow presented the report on behalf of the Norco Campus Academic Senate.

Dr. Mahon presented the report on behalf of the District and Riverside City College Academic Senates.

Ms. Karin Skiba, President, CTA, presented the report on behalf of the CTA.

BARGAINING UNIT REPORTS

Mr. Gustavo Segura, President, CSEA, presented the report on behalf of the CSEA.

The Board adjourned to closed session at 8:15 p.m., pursuant to Government Code Section 54957.6, to confer with District labor negotiators: Interim Chancellor Jim Buysse, Vice Chancellor Ray Maghroori, Director of Administrative Services Ed Godwin; employee organization: Riverside Community College Association, CCA/CTA/NEA, and Riverside Community College Classified Employees, Chapter #535, California School

CLOSED SESSION

Employees Association; and pursuant to Government Code Section 54957(b)(1), public employee, discipline/dismissal/release.

The Board reconvened to open session, reporting no action taken, and adjourned the meeting at 9:00 p.m.

RECONVENED/ADJOURNMENT

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF FEBRUARY 1, 2008

President Figueroa called the special meeting of the CALL TO ORDER Board of Trustees to order at 5:14 p.m., in the Administrative Conference Room, O. W. Noble Administration Building, Riverside City College.

Trustees Present:

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano

Trustees Absent:

Mr. Carlos Naranjo, Jr., Student Trustee

Staff Present:

Dr. James L. Buysse, Interim Chancellor

Guest(s) Present

Mr. Brad Neufeld, Attorney, Best, Best and Krieger

President Figueroa led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Board adjourned to closed session at 5:15 p.m., pursuant to Government Code Section 54957, Public Employee Performance Evaluation; Title: Interim Chancellor, and, Public Employee Appointment, Titles: Chancellor and Interim Chancellor.

CLOSED SESSION

The Board reconvened to open session, reporting no RECONVENED/ADJOURNED action, and adjourned the meeting at 8:00 p.m.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-B

Date: February 26, 2008

Subject: Salary Adjustment for Riverside Community College District Confidential and Management Employees

Background: On January 28, 2008, the Board of Trustees approved an increase of the classified staff salary schedule by the funded 2007/2008 statutory COLA (4.53%) and approved the Memorandum of Understanding Concerning Salaries with CSEA Chapter #535. In the past, the District has provided the same salary package to all employee groups.

The current budgeted salary and salary dependent benefits for confidential and management personnel is approximately \$15,200,000. A salary increase of 4.53% for these employees would cost approximately \$688,560 annually.

Recommended Action: It is recommended that the Board of Trustees approve the increase of the confidential and management salary schedule by the funded 2007/2008 statutory COLA (4.53%) effective July 1, 2007.

James L. Buysse
Interim Chancellor

Prepared by: Melissa Kane
Vice Chancellor of Diversity and Human Resources

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: February 26, 2008

Subject: Academic Personnel

1. Appointments

Board Policy 1040 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

It is recommended the following appointments be approved/ratified:

a. Management
(none)

b. Contract Faculty
(none)

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Term</u>	<u>Salary Placement</u>
MORENO VALLEY CAMPUS				
Diana Myers-Hyatt	Public Services Librarian	02/27/08	Spring 2008	C-1
RIVERSIDE CITY COLLEGE				
Rachel Sosta	English Instructor	02/19/08	Spring 2008	C-2
Cornelia Wylldestar	Reading Instructor	02/19/08	Spring 2008	H-15

d. Special Assignments

Payment as indicated to the individuals specified on the attached list.

e. Department Chairs, 2007-2008 Academic Year

Revision to list submitted/approved by the Board of Trustees on June 19, 2007:

MORENO VALLEY CAMPUS

<u>Department</u>	<u>Chair</u>	<u>Stipend</u>
Health, Human, and Public Services	James Banks (Spring)	50%
	Delores Middleton(Fall)	50%

Subject: Academic Personnel

2. Request for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act

It is recommended the Board of Trustees approve/ratify the request for leave under the California Family Rights Act and the Federal Family and Medical Leave Act for Maureen Fry, effective February 19, 2008. A maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently for her.

3. Request for Participation in Reduced Employment Program

The Agreement between Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA provides for faculty participation in the Reduced Employment Program; and the Department Chair, the Dean, and the Vice President have reviewed and support the following request.

It is recommended the Board of Trustees approve the request of Theodore Knipe, Associate Professor of Psychology, and allow him to participate in the Reduced Employment Program with a teaching load of 60% for the 2008-09 academic year.

4. Recommendation Not to Reemploy – Non-Tenure Track Employees in Categorically Funded Faculty Positions

In compliance with Education Code Section 87470, the contract of the employees listed below will not be renewed for the 2008-09 academic year, and notice will be sent accordingly.

Name

Sharon Alexander
Margaret Amodeo
Gregory Aycock
Dee Chapman
Janet Leigh Cordery
Gloria Huerta
Mary Lange
Karyn Magno
Daniel Ortega
Kimberly Reimer
Mary Ryder
Sylvia Stone
Jeffie Townsell
Annemarie Valadez

Subject: Academic Personnel

5. Recommendation Not to Reemploy – Educational Administrator in Categorically Funded Position

In compliance with Education Code Section 87470, the contract of Gabriela Gamiz will not be renewed for the entire 2008-09 academic year. Her employment in this position will cease upon the expiration of the Title V grant at the end of the federal fiscal year (09/30/08), and notice will be sent accordingly.

6. Recommendation Not to Reemploy – Temporary Employees

Education Code Section 87608 allows the Board of Trustees not to enter into a contract for a second academic year. Education Code Section 87610 allows the Board of Trustees to terminate, at its discretion, the employment of a first-year employee.

It is recommended the employees listed below not be reemployed and the Board of Trustees authorize the Chancellor or his designee to send a notice of non-reemployment for the 2008-09 academic year.

Name

Sarah Cotton

Kalunda Iwamizu

Joshua Junker

Sally Kalpakoff

Rebecca Kessler

Ralph Leon

Diana Myers-Hyatt

Jennifer Page

LaTonya Parker

Anne Pattison

Rachel Sosta

John Sullivan

Mi Kyung Sung

Laura Vasquez

Zhong Wen

Cornelia Wylldestar

Report No.: V-A-1-a

Date: February 26, 2008

Subject: Academic Personnel

7. Recommendation Not to Reemploy – Contract Employee, Second Contract

Education Code Section 87608.5 allows the Board of Trustees not to enter into a third contract
Education Code Section 87610 allows the Board of Trustees to terminate, at its discretion, the
employment of a second-year employee.

It is recommended the employee listed below not be reemployed and the Board of Trustees
authorize the Chancellor or his designee to send a notice of non-reemployment for the 2008-09
academic year.

Name

TBA

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b

Date: February 26, 2008

Subject: Classified Personnel

1. Appointments

In accordance with Board Policy 1040, the Chancellor recommends approval for the following appointments:

a. Management/Supervisory

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT (None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE *(None)				

b. Management/Supervisory – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT *(None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE (None)				

Report No.: V-A-1-b

Date: February 26, 2008

Subject: Classified Personnel

1. Appointments – Continued

c. Classified/Confidential

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT				
Diana Tapia	Community Relations Specialist	03/01/08	24-1	Promotion
MORENO VALLEY CAMPUS				
Tonette Brown	Library Technical Assistant I	02/27/08	15-5	Promotion
NORCO CAMPUS				
*Daniel Lambros	Instructional Media/Broadcast Technician	02/27/08	20-1	Appointment
*George Salas, Jr.	Maintenance Mechanic (AC/Electrical/Refrigeration)	03/03/08	20-3	Appointment
*Yolanda Stanley	Instructional Department Specialist	03/17/08	17-1	Appointment
RIVERSIDE CITY COLLEGE				
*Greta Coverdell	Clerk Typist (English/Speech)	02/27/08	13-1	Appointment

d. Classified/Confidential – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT				
*(None)				
MORENO VALLEY CAMPUS				
(None)				
NORCO CAMPUS				
(None)				
RIVERSIDE CITY COLLEGE				
Jacqueline McKay	Counseling Clerk II	02/27/08	15-2	Promotion
*Jaime Rodriguez	Educational Advisor (Counseling)	02/27/08	18-1	Appointment

Report No.: V-A-1-b

Date: February 26, 2008

Subject: Classified Personnel

1. Appointments – Continued

e. Short Term

Short-term appointments of individuals to serve on an hourly, as needed basis, as indicated on the attached list.

f. Temporary as Needed Student Workers

Short-term appointments to serve on an hourly, as needed basis, as indicated on the attached list.

g. Special Assignment

Payment to be approved for the following individual in the amount indicated for their participation in a special assignment:

Title V Cooperative Grant Outcomes (01/30/08 – 06/30/08) (\$4,000) and Review of the Basic Skills Initiative Literature (02/27/08 – 04/30/08) (\$1,500)

Dominique Moise-Swanson – Total amount not to exceed \$5,500

2. Military Leave

Section 395.01 of the Military and Veteran’s Code and Section 87832 of the Education Code authorizes the President, or designee, to approve a leave for military reserve duty with full salary for the first 30 days of such military leave;

It is recommended the Board of Trustees ratify the request for military reserve duty for Mr. Anthony Puzzuto, Warehouse Supervisor, for the dates of February 1, 2008 and February 11, 2008 (a total of 2 working days). Mr. Puzzuto meets the college service requirements.

3. Requests for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act.

It is recommended the Board of Trustees approve/ratify requests for leave under the California Family Rights Act and the Federal Family and Medical Leave Act, a maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently for the following classified employees:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Edward Alvarez	Student Services Specialist	January 28, 2008
*Akia Marshall	Student Services Technician	February 23, 2008
Hetal Patel	Human Resources Specialist II	January 10, 2008

Report No.: V-A-1-b

Date: February 26, 2008

Subject: Classified Personnel

4. Request to Adjust Effective Dates of Employment

At its meeting of January 29, 2008, the Board of Trustees approved the appointment of Ms. Erin Serrato (College Receptionist, Norco Campus), effective January 30, 2008. It is recommended the Board of Trustees adjust the appointment of Ms. Serrato to February 5, 2008.

5. Separation

Board policy 1042 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignations;

It is recommended the Board of Trustees receive, for information only, the resignation of the individual listed below, effective at the end of the workday:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Patricia Kohlmeier	Assistant Director, RCC Foundation	February 22, 2008	Career Advancement

Report No.: V-A-1-b

Date: February 26, 2008

Subject: Classified Personnel

Submitted by:



Melissa Kane
Vice Chancellor, Diversity and Human
Resources

Transmitted to the Board by:



James L. Buysse
Interim Chancellor

Concurred by:



Chris Carlson
Chief of Staff/Executive Assistant to the
Chancellor

Concurred by:



Linda Lacy
Interim President, Riverside City College

Ray Maghroori
Vice Chancellor, Academic Affairs



Aaron S. Brown
Interim Vice Chancellor, Administration
and Finance



Debbie DiThomas
Interim Vice Chancellor, Student Services/
Operations

Brenda Davis
President, Norco Campus

Irv Hendrick
Interim President, Moreno Valley Campus

Ujima Project (Spring 2008)

Provide coordination, organization, and leadership for the Ujima activities for Spring 2008.

Don Wilcoxson – Paid as a lump sum upon completion in the amount of \$2500.00

Faculty Internship Project (FIP) Mentor (Title V Cooperative Grant) (Spring 2008)

Serve as faculty mentor for FIP 2007-2008 interns during the Spring 2008 semester.

James Namekata – Paid as a lump sum upon completion in the amount of \$1500.00

Ann Pfeifle – Paid as a lump sum upon completion in the amount of \$1500.00

Jeff Rhyne – Paid as a lump sum upon completion in the amount of \$1500.00

Learning Community Institute (Winter 2008)

Overview of teaching and learning theories for learning communities, role of Supplemental Instructional Leader, and effective/alternative teaching and learning strategies.

Daniel Ortega – Paid as a lump sum upon completion in the amount of \$161.91

Brown, Jami – Paid as a lump sum upon completion in the amount of \$161.91

Micherri Wiggs – Paid as a lump sum upon completion in the amount of \$161.91

Miguel Reid – Paid as a lump sum upon completion in the amount of \$161.91

Linda Sherman-Nurick – Paid as a lump sum upon completion in the amount of \$161.91

Monika Alvarez – Paid as a lump sum upon completion in the amount of \$161.91

Victor Sandoval – Paid as a lump sum upon completion in the amount of \$161.91

Doug Bowen – Paid as a lump sum upon completion in the amount of \$161.91

Jaqueline Lesch – Paid as a lump sum upon completion in the amount of \$161.91

DeAnna Jensen – Paid as a lump sum upon completion in the amount of \$161.91

Community of Scholars (Spring 2008)

Devise strategies, develop mini-objectives, devise an assessment, and create a report of the finding that details the progress the community has made while pursuing the question or objective during the semester.

Steven Brewster – Paid as a lump sum upon completion in the amount of \$1500.00

Kristi Woods – Paid as a lump sum upon completion in the amount of \$1500.00

Faculty Diversity Recruitment Project (Spring 2008)

Develop recruitment strategies and processes to increase the diversity of faculty applicant pool within the District. Will include developing a presentation that articulates District's support for faculty diversity. Will also develop network contacts and relationships with local and national minority organizations and institution of higher education. Compensation at Group 1, Step 3 of the Faculty hourly Salary Schedule.

Rogelio Ruiz – Total amount to be paid not to exceed \$1349.25

LeNeshia Judon – Total amount to be paid not to exceed \$1349.25

Kennedy Center American College Theater Festival (Winter 2008)

Bill Mittler – Paid as a lump sum upon completion in the amount of \$400.00

Steve Schmidt – Paid as a lump sum upon completion in the amount of \$400.00

Mark Haines – Paid as a lump sum upon completion in the amount of \$800.00

Early Childhood Education Teacher Training-Linking Together for Best Practices (Spring 2008)
Develop and facilitate two workshops/training sessions using the Early Childhood Environment Rating Scale-Revised, a measurement tool which identifies areas of quality and/or areas in need of improvement.

Judi Grimes – Paid as a lump sum upon completion in the amount of \$250.00

Early Childhood Education Teacher Training-Linking Together for Best Practices (Spring 2008)
Participate in “The Early Childhood Environment Rating Scale-Revised” training and survey.

Laura Zepeda – Paid as a lump sum upon completion in the amount of \$50.00

Tiffany Randall – Paid as a lump sum upon completion in the amount of \$50.00

Ashontis Carroll – Paid as a lump sum upon completion in the amount of \$50.00

Susana Chavez – Paid as a lump sum upon completion in the amount of \$50.00

Yolanda Uribe – Paid as a lump sum upon completion in the amount of \$50.00

Yung Ku – Paid as a lump sum upon completion in the amount of \$50.00

Sarah Shanahan – Paid as a lump sum upon completion in the amount of \$50.00

Gloria Medina-Galvin – Paid as a lump sum upon completion in the amount of \$50.00

Copernicus Alliance Science Through Literacy (Spring 2008)

Provide science simians to graduate teaching assistants and teaching credential candidates.

Compensation at Group 1, Step 3 of the Faculty hourly Salary Schedule.

Dipen Bhattacharya – Total amount to be paid not to exceed \$3000.00

William Phelps – Total amount to be paid not to exceed \$3000.00

Renaissance Scholars Program (Spring 2008)

Assist in hiring of student staff, recruits students for the program, chairs meetings for the Renaissance Program. Records/distributes meeting minutes, assists in the preparation of campus/district reports, graduation recognition program.

James Banks – Paid as a lump sum upon completion in the amount of \$2500.00

Review of the Basic Skills Initiative Literature (Spring 2008)

Review the source literature for the Basic Skills Initiative, Instructional Practices, as it relates to the reading discipline.

Lori Ogata-Keeler – Paid as a lump sum upon completion in the amount of \$1500.00

Review of the Basic Skills Initiative Literature (Spring 2008)

Review the source literature for the Basic Skills Initiative & Program Components.

Maureen Chavez – Paid as a lump sum upon completion in the amount of \$1500.00

Laura Vasquez – Paid as a lump sum upon completion in the amount of \$1500.00

Stipend for use of online materials (Spring 2008)

Kristina Kauffman – Paid as a lump sum upon completion in the amount of \$500.00

Karin Skiba – Paid as a lump sum upon completion in the amount of \$100.00

Patricia Smith – Paid as a lump sum upon completion in the amount of \$200.00

Richard Mahon – Paid as a lump sum upon completion in the amount of \$200.00

Physician Assistant Program Tutorial Support (Spring 2008)

The duties entail providing tutorial support to year I and year II physician assistant students in order to promote academic success.

Paula Stafford – Paid as a lump sum upon completion in the amount of \$3200.00

National Science Foundation Advanced Technological Education Program (Spring 2008)

Outreach to under-represented populations; develop curriculum. Compensation at Group 1, Step 3 of the Faculty hourly Salary Schedule.

Paul VanHulle – Total amount to be paid not to exceed \$3885.84

Served on hiring committee during the Winter Intersession (Winter 2008)

Carlos Garcia – Total hours 10.75

Judy Perhamus – Total hours 7.75

Edward Wales – Total hours 8.5

Joan Gibbons Anderson – Total hours 26.5

Diane Solarzano – Total hours 14.5

Arturo Dassow – Total hours 8

Gail Zwart – Total hours 6.5

David Mills – Total hours 5

Melissa Bader – Total hours 4

Andres Elizalde – Total hours 4

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES
EMPLOYED AS NEEDED

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Ruby Delgado	Clerical Substitute	02/04/08-06/30/08	17-1
Twyla Miles	Clerical Substitute	02/27/08-06/30/08	14-1
Jaime Rodriguez	Clerical Substitute	01/16/08-06/30/08	18-1
Erin Serrato	Clerical Substitute	01/14/08-02/04/08	14-1
Lorraine Grippin	Clerical Substitute	01/02/08-01/29/08	13-1

EMPLOYED AS NEEDED

SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Suzanne Coles	Classroom Assistant	01/07/08-06/30/08	\$10.00/hour
Michael Davis	Classroom Assistant	02/19/08-06/30/08	\$10.00/hour
Hyunseok Jo	Classroom Assistant	02/19/08-06/30/08	\$10.00/hour
Lam Le	Classroom Assistant	02/11/08-06/30/08	\$10.00/hour
Scott Lowder	Classroom Assistant	02/11/08-06/30/08	\$10.00/hour
Raul Ocampo	Classroom Assistant	02/19/08-06/30/08	\$10.00/hour
Victoria Lopez	Communications Assistant	02/13/08-06/30/08	\$8.00/hour
Leidy Cano Hincapie	Community Service Officer	02/12/08-06/30/08	\$14.00/hour
Melissa Gibson	Community Service Officer	12/01/07-06/30/08	\$14.00/hour
Concepcion Mercado	Community Service Officer	02/08/08-06/30/08	\$14.00/hour
Kenneth Ratcliff	Community Service Officer	02/08/08-06/30/08	\$14.00/hour
David Vasquez	Community Service Officer	02/12/08-06/30/08	\$14.00/hour
Max Greenhouse	Computer Operator	02/12/08-06/30/08	\$15.00/hour
Alex Austin	Educational Assistant	02/06/08-06/01/08	\$8.00/hour
Catherine Be	Educational Assistant	02/19/08-05/30/08	\$8.00/hour
Jasmine Cortez	Educational Assistant	02/12/08-06/30/08	\$8.00/hour
Tracy Tom-Hoon	Educational Assistant	01/23/08-06/04/08	\$8.00/hour
Dorothy Lukalaga	Food Service Assistant	01/25/08-06/30/08	\$9.00/hour
Sarah Ragusa	Grant Facilitator	01/09/08-06/30/08	\$40.00/hour
Vidal Vargas	Grant Facilitator	02/07/08-06/30/08	\$40.00/hour
Christopher Dech	Grant Project Technician	01/28/08-06/30/08	\$20.00/hour
Isaac Vega	Grant Project Technician	01/30/08-06/30/08	\$20.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035, CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Brian Grant	Instructional Aide I	02/06/08-06/30/08	\$8.00/hour
Bryan Kennedy	Instructional Aide I	02/01/08-06/30/08	\$8.00/hour
John Paul Perez	Instructional Aide II	02/05/08-06/30/08	\$8.50/hour
Jack Minkler	Interpreter Apprentice	02/14/08-06/30/08	\$11.00/hour
Christopher Hopkins	Lab Aide I	01/17/08-06/30/08	\$8.00/hour
Jannica Ahmu	Lab Aide II	02/14/08-06/30/08	\$10.00/hour
Bryson Taylor	Lab Aide II	02/14/08-06/30/08	\$10.00/hour
Coy Glass	Matriculation Assistant	02/01/08-06/30/08	\$9.00/hour
Glecy Lua	Matriculation Assistant II	01/23/08-06/30/08	\$9.50/hour
JoAnn Banks	Matriculation Assistant III	02/01/08-06/30/08	\$10.00/hour
Melinda Flores	Matriculation Assistant III	02/01/08-06/30/08	\$10.00/hour
Morgan Huskey	Matriculation Assistant III	02/01/08-06/30/08	\$10.00/hour
Chris Barriga	Office Assistant I	02/01/08-06/30/08	\$9.00/hour
Abraham Castillo	Office Assistant I	02/23/08-06/30/08	\$9.00/hour
Kimberly Eaton	Office Assistant I	01/18/08-06/30/08	\$9.00/hour
Jennifer Iloilo	Office Assistant I	02/01/08-06/30/08	\$9.00/hour
Nathaniel Manzano	Office Assistant I	02/01/08-06/30/08	\$9.00/hour
Nicole Masi	Office Assistant I	02/12/08-06/30/08	\$9.00/hour
Brianna Roberts	Office Assistant I	02/11/08-06/30/08	\$9.00/hour
Sophia Del Carmen Rocha	Office Assistant I	02/01/08-06/30/08	\$9.00/hour
Michael Segura	Office Assistant I	02/01/08-06/30/08	\$9.00/hour
Nausheen Sheikh	Office Assistant I	01/22/08-06/30/08	\$9.00/hour
Kristin Clark	Office Assistant II	02/04/08-06/30/08	\$10.50/hour
Terry DeMarco	Office Assistant II	01/17/08-06/30/08	\$10.50/hour
Aleksandra Kyoseva	Office Assistant II	02/01/08-06/30/08	\$10.50/hour
Kim Bui Oahn	Office Assistant II	12/21/07-06/30/08	\$10.50/hour
Raquel Davila	Office Assistant III	02/12/08-06/30/08	\$12.50/hour
Amanda Fichtner	Office Assistant III	01/23/08-06/30/08	\$12.50/hour
Albert Lee	Office Assistant III	02/01/08-06/30/08	\$12.50/hour
Jack Sellers	Office Assistant III	01/01/08-06/30/08	\$12.50/hour
Salvador Topete	Office Assistant III	01/21/08-06/30/08	\$12.50/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035, CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Ruby Delgado	Office Assistant IV	01/28/08-02/03/08	\$14.00/hour
Rodrigo Sosa	Office Assistant IV	02/19/08-06/13/08	\$14.00/hour
Mohamed Hussein	Office Clerk	02/04/08-06/30/08	\$8.00/hour
Jonathan Smith	Office Clerk	01/29/08-06/30/08	\$8.00/hour
JoAnn Thorsheim	RN IV Nurse Practitioner	02/07/08-06/30/08	\$45.00/hour
Debi Bonaiuto	Role Player	02/08/08-06/30/08	\$8.00/hour
Victor Chang	Role Player	02/13/08-06/30/08	\$8.00/hour
Joseph Pickett	Study Group Leader	02/19/08-06/30/08	\$12.00/hour
Joseph Adams	Supplemental Instruct. Leader	02/08/08-06/30/08	\$12.00/hour
Dionysia Bonano	Supplemental Instruct. Leader	01/25/08-06/30/08	\$12.00/hour
Adriana Curiel	Supplemental Instruct. Leader	02/11/08-06/30/08	\$12.00/hour
Michael Davis	Supplemental Instruct. Leader	02/11/08-06/30/08	\$12.00/hour
Marissa Frensley	Supplemental Instruct. Leader	02/13/08-06/12/08	\$12.00/hour
Meina Guan	Supplemental Instruct. Leader	02/07/08-06/30/08	\$12.00/hour
Quy Nguyen	Supplemental Instruct. Leader	02/06/08-06/30/08	\$12.00/hour
Heather Noriega	Supplemental Instruct. Leader	02/11/08-06/30/08	\$12.00/hour
Godfrey Nwachukwu	Supplemental Instruct. Leader	01/29/08-06/30/08	\$12.00/hour
Jose Raul Ocampo	Supplemental Instruct. Leader	02/01/08-06/12/08	\$12.00/hour
Rodrigo Sosa	Supplemental Instruct. Leader	01/30/08-06/30/08	\$12.00/hour
Trinidad Tonies	Supplemental Instruct. Leader	02/05/08-06/12/08	\$12.00/hour
Gloria Wells	Supplemental Instruct. Leader	02/06/08-06/30/08	\$12.00/hour
Matthew Lewellin	Theater Carpenter	01/15/08-06/30/08	\$10.65/hour
Dominic Montes	Theater Carpenter	02/04/08-06/30/08	\$10.65/hour
Michael Woodruff	Theater Carpenter	01/15/08-06/30/08	\$10.65/hour
Rachael Green	Theater Production Tech	01/15/08-06/30/08	\$9.25/hour
Hyunseok Jo	Tutor III	02/19/08-06/30/08	\$9.25/hour
Rebekah Silva	Tutor III	02/19/08-06/30/08	\$9.25/hour
Joseph Adams	Tutor IV	02/19/08-06/30/08	\$10.00/hour
Carlos Naranjo Jr.	Tutor IV	01/17/08-06/30/08	\$10.00/hour
Joseph Pickett	Tutor IV	02/19/08-06/30/08	\$10.00/hour

DISTRICT FUNDS

MORENO VALLEY CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
Dulaney, Reynaldo	Tutor	Tutorial Services	02/01/08	\$ 8.00
Garcia Murillo, Marisol	Tutor	Tutorial Services	01/28/08	\$ 8.00
Humphrey, McKinley	Tutor	Tutorial Services	12/07/07	\$ 8.00
Moreira, Juan	Tutor	Tutorial Services	02/01/08	\$ 8.00
Mularchuk, Rebecca	Tutor	Tutorial Services	01/31/08	\$ 8.00
Rangel, Willie	Tutor	Tutorial Services	02/01/08	\$ 8.00
Wright, Ashlei	Tutor	Tutorial Services	12/07/07	\$ 7.50

NORCO CAMPUS

NAME	POSITION	DEPARTMENT	DATE	RATE
Bernal, Kristina	Instructional Aide	Early Childhood Studies	12/20/07	\$ 8.00

RIVERSIDE CITY COLLEGE

NAME	POSITION	DEPARTMENT	DATE	RATE
Burns, Jaelyn	Instructional Aide	Early Childhood Studies	01/28/08	\$ 8.00
Coronado Gomez, Blanca	Student Ambassador	Outreach	02/01/08	\$ 8.00
Davidson, Robert	Circulation Asst	Library/Learning Resources	01/17/08	\$ 8.00
Ferreira, Otavio	Accomadations Aide	DSP&S	02/01/08	\$ 8.00
Garcia, Carlos	Cirrculation Asst	Library/Learning Resources	01/17/08	\$ 8.00
Gomez, Christina	Student Clerk	Health Services	01/02/08	\$ 8.00
Kilik, Basak	Student Instructional Leader	Mathematics	12/20/07	\$ 12.00
Le, Khai	E-Text Transcriber	Disabled Student Services	01/23/08	\$ 8.00
Macias, Jessica	E-Text Transcriber	Disabled Student Services	01/07/08	\$ 8.00
McFadden, Brian	E-Text Transcriber	DSPS	01/28/08	\$ 8.00
Mouavangsou, Mai	Gallery Attendant II	Art	12/13/07	\$ 8.50
Mulholland-Smith, Chris	Instructional Aide	Early Childhood Studies	01/07/08	\$ 8.00
Munoz, Ana Marie	Accommodations Aide	DSPS	12/07/07	\$ 7.75
Nakamura, Aika	Tutor	Tutorial Services	02/05/08	\$ 8.25
Perez, Desiree	Journalism Assistant	Journalism	01/02/08	\$ 8.00
Racadio, Christopher	Peer Health Educator	Health Services	01/23/08	\$ 8.00
Rho, Yuna	Student Worker	International Students Center	12/20/07	\$ 7.50
Rodriguez, Jordan	Midi Lab Monitor	Fine & Performing Arts	12/07/07	\$ 7.50
Salim, Ko Henny	Tutor	Tutorial Services	12/13/07	\$ 7.50
Singh, Tara Mae	Data Entry Asst	Library/Learning Resources	01/11/08	\$ 8.00
Steele, Heather	Student Assistant	Payroll	12/21/07	\$ 10.50
Tolson, William	Tutor	Tutorial Services	12/07/07	\$ 7.50
Whaley, Terrance	College Service Attendant	College Safety & Police	12/07/07	\$ 7.50

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-2

Date: February 26, 2008

Subject: Purchase Order and Warrant Report – All District Funds

Background: The attached Purchase Order and Warrant Report – All District Funds is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$1,464,663 requested by District staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 111687 - 112837) totaling \$3,907,656 have been reviewed by the Business Office to verify that monies are available in the appropriate Funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through their claim audit program.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$1,464,663 and District Warrant Claims totaling \$3,907,656.

James L. Buysse
Interim Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Report of Purchases
 All District Funds
 Purchases over \$72,400
 1/01/08 - 1/31/08

Reference #	Fund	Department	Vendor	Description	Amount
C0001781	41	Fac, Plan, Design & Construction	GKK Works	Norco Soccer Field Design Services	\$ 285,000
Additions To Approved Ratified Purchase Orders of \$72,400 & over					
None					\$ 285,000
Total					
All Purchase Orders, Contracts and Additions over \$72,400 for the period of 1/1/08 - 1/31/08					
Contracts C1777-C1796					\$ 237,765
Contract Additions - None					
Purchase Orders P11785 - P12211					
Purchase Order Additions - P10742 - P11482					878,343
Blanket Purchase Orders B3130 - B3152					
Blanket Purchase Order Additions - None					63,555
Total					\$ 1,179,663
Grand Total					\$ 1,464,663

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: February 26, 2008

Subject: Budget Adjustments

Background: The 2007-08 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are underbudgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve transfers between major expenditure classifications to allow for needed purchases. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). The following budget transfers have been requested:

<u>Program</u>	<u>Account</u>	<u>Amount</u>
1. Transfer to reallocate the Title V budget – Riverside Campus. (Fund 12, Resource 1190)		
From: Title V – Riverside Campus	Other Services	\$ 16,000
To: Title V – Riverside Campus	Academic PT Non-Instr. Equipment	\$ 9,000 7,000
2. Transfer to provide for Basic Skills counselors. (Fund 12, Resource 1190)		
From: Basic Skills - English	Instructional Aides, Hrly	\$ 16,000
To: Basic Skills – Academic Affairs	Instructional PT Non-Instr.	\$ 16,000
3. Transfer to reallocate the Gear Up budget. (Fund 12, Resource 1190)		
From: Gear Up	Copying and Printing Supplies Postage Consultants Mileage Cellular Telephone Other Services	\$ 400 800 1,125 2,010 500 746 4,333
To: Gear Up	Classified FT Admin. Employee Benefits	\$ 8,961 953

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: February 26, 2008

Subject: Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>		<u>Amount</u>
4. Transfer to reallocate the CalWorks Child Development Program budget. (Fund 12, Resource 1190)				
From:	CalWorks	Other Services	\$	35,049
		Supplies		10,842
To:	CalWorks	Academic FT Non-Instr.	\$	26,680
		Academic PT Non-Instr.		19,211
5. Transfer to provide for transportation assistance. (Fund 12, Resource 1190)				
From:	Gateway to College – Tech Prep.	Other Services	\$	1,032
To:	Gateway to College – Tech Prep.	Transportation/Bus Passes	\$	1,032
6. Transfer to provide for Innovative Learning Center Project consulting services.				
From:	Salary Savings	Academic FT Admin.	\$	6,250
To:	Campus Admin. Svc. – Riverside	Consultants	\$	6,250
7. Transfer to provide for software licensing. (Fund 12, Resource 1190)				
From:	VTEA – Title I - C	Software	\$	1,347
To:	VTEA – Title I - C	Comp Software Maint/Lic.	\$	1,347

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: February 26, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
8. Transfer to reallocate the Information Services budget.		
From: Voice Communication Svc.	Consultants	\$ 1,000
IS Network Systems	Comp Software Maint/Lic	8,000
To: Voice Communication Svc.	Classified Overtime	\$ 1,000
IS Network Systems	Equipment	8,000
9. Transfer to provide for printing handouts. (Fund 11, Resource 1170)		
From: City of Mo Val – Block Grant	Other Services	\$ 215
To: City of Mo Val – Block Grant	Copying and Printing	\$ 215
10. Transfer to reallocate the Center for Applied Competitive Technologies grant budget. (Fund 12, Resource 1190)		
From: CACT grant	Other Services	\$ 8,600
To: CACT grant	Classified FT Admin	\$ 4,000
	Classified FT	600
	Employee Benefits	4,000
11. Transfer to provide for replacement equipment. (Fund 12, Resource 1190)		
From: Procurement Assistance Ctr.	Other Services	\$ 600
To: Procurement Assistance Ctr.	Equipment Replacement	\$ 600

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: February 26, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
12. Transfer to purchase supplies.		
From: Campus Police - District	Repairs	\$ 1,500
To: Campus Police - Norco	Supplies	\$ 1,500
13. Transfer to provide for installation of parking permit dispensers. (Fund 12, Resource 1050)		
From: Parking SQAMD - District	Other Services	\$ 3,681
To: Parking SQAMD - Norco	Site Improvements	\$ 3,031
Parking SQAMD – Mo Val	Site Improvements	650
14. Transfer to provide for temporary services.		
From: Salary Savings	Classified FT	\$ 5,100
To: English/Speech - Riverside	Temporary Services	\$ 5,100
15. Transfer to provide for supplies and furniture.		
From: Assoc. Dean of Education	Equipment	\$ 400
President – Riverside	Budget Augmentation Acct.	700
To: Assoc. Dean of Education	Supplies	\$ 400
	Equipment	700

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: February 26, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
16. Transfer to provide for conferences.		
From: Assoc. Dean of Academic Innov.	Supplies	\$ 100
	Equipment	205
To: Assoc. Dean of Academic Innov.	Conferences	\$ 305
17. Transfer to reallocate the CCAMPIS Child Care grant budget. (Fund 12, Resource 1190)		
From: CCAMPIS (ECS)	Academic Special Project	\$ 2,200
	Reference Books	100
	Supplies	16,000
To: CCAMPIS (ECS)	Student Help – Non Instr.	\$ 200
	Lecturers	1,900
	Other Services	15,000
	Equipment	1,200
18. Transfer to provide for backflow repair.		
From: Unallocated - Norco	Remodel Project	\$ 9,447
To: Norco – Site Improvements	Repairs	\$ 9,447
19. Transfer to provide for classroom cabling.		
From: Honors Program - Norco	Copying and Printing	\$ 250
	Supplies	250
To: Dean of Instruction - Norco	Other Services	\$ 500

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: February 26, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
20. Transfer to provide for fuel.		
From: Puente Program - Norco	Conferences	\$ 90
To: Puente Program - Norco	Other Transportation Supp.	\$ 90
21. Transfer to provide for counseling services.		
From: Student Services - Norco	Classified Hourly	\$ 4,875
To: Counseling - Norco	Academic PT Non-Instr.	\$ 4,875
22. Transfer to provide for hourly workers.		
From: Administrative Svc – Mo Val	Budget Augmentation Acct.	\$ 5,000
To: Administrative Svc – Mo Val	Classified Hourly	\$ 5,000
23. Transfer to provide for instructional supplies and minor equipment.		
From: Non-Instructional. Equip. – Mo Val	Equipment	\$ 5,456
To: Non-Instructional Equip. – Mo Val	Instructional Supplies	\$ 1,057
	Supplies	4,399
24. Transfer to purchase irrigation supplies and sod.		
From: Mo Val - ECS Project	Remodel Project	\$ 4,446
To: Mo Val – ECS Project	Supplies	\$ 4,446

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: February 26, 2008

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
25. Transfer to provide for a Special Project Request. (Fund 12, Resource 1190)		
From: Basic Skills – Mo Val	Academic Special Project	\$ 1,500
To: Basic Skills – Mo Val	Classified Special Project	\$ 1,500
26. Transfer to reallocate the Title V – Moreno Valley Campus grant budget. (Fund 12, Resource 1190)		
From: Title V – Mo Val	Academic PT Non-Instr.	\$ 21,000
	Academic Special Project	30,000
	Classified Hourly	5,000
	Classified Special Project	8,000
	Student Help – Non-Instr.	8,000
	Conferences	10,000
	Indirect Charges	6,000
To: Title V – Mo Val	Employee Benefits	\$ 6,350
	Reference Books	7,000
	Supplies	1,650
	Equipment	50,000
	Equipment Replacement	23,000
27. Transfer to reallocate the Title V – HSI COOP grant budget. (Fund 12, Resource 1190)		
From: Title V – HSI COOP	Classified Hourly	\$ 15,500
	Student Help – Non-Instr.	4,000
	Transportation	10,000
	Indirect Charges	20,000
To: Title V – HSI COOP	Academic FT Admin.	\$ 17,000
	Academic FT Non-Instr.	28,270
	Employee Benefits	3,430
	Supplies	800

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: February 26, 2008

Subject: Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>		<u>Amount</u>
28.	Transfer to provide for Special Project Request. (Fund 12, Resource 1190)			
From:	Staff Development - Academic	Conferences	\$	4,500
To:	Staff Development - Academic	Academic Special Project	\$	4,500
29.	Transfer to reallocate the Nuview Bridge ECHS grant budget. (Fund 12, Resource 1190)			
From:	Nuview Bridge ECHS	Academic Special Project	\$	6,645
		Employee Benefits		174
		Conferences		17,129
To:	Nuview Bridge ECHS	Classified Hourly	\$	19,950
		Supplies		500
		Equipment		3,498

Recommended Action: It is recommended that the Board of Trustees approve the budget transfers as presented.

James L. Buisse
Interim Chancellor

Prepared by: Patricia A. Braymer
Interim Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-1

Date: February 26, 2008

Subject: Resolution to Amend Budget – Resolution No. 29-07/08
2007-2008 Associate Degree Registered Nursing Programs –
Capacity Building for Program Expansion

Background: The Riverside Community College District has received additional funding for the 2007-2008 Associate Degree Registered Nursing Programs – Capacity Building for Program Expansion in the amount of \$173,885 from the California Community College Chancellor's Office. The funds will be used to provide additional support for the program in the form of salaries, benefits, supplies, and travel.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$173,885 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Sandy Baker
District Dean, School of Nursing

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 29-07/08

2007-2008 Associate Degree Registered Nursing Programs – Capacity Building for Program
Expansion

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$173,885 is assured to said district, which exceeds amounts previously budgeted; and

WHEREAS the governing board of the Riverside Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED such additional funds be appropriated according to the schedule on the attached page.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on February 26, 2008.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT**
 Resolution No. 29-07/08
 2007-2008 Associate Degree Registered Nursing Programs -
 Capacity Building for Program Expansion

Year	County	District	Date	Fund
08	33	07	2/26/2008	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	000	1190	0	0000	0259	8659	173,885	00	REVENUE
									EXPENDITURES
12	DWA	1190	0	1230	1259	1170	52,940	00	Acad Xtra Duty Instructional
12	DWA	1190	0	1230	1259	1490	17,360	00	Acad Special Project
12	DWA	1190	0	1230	1259	2210	42,312	00	Instructional Aides Reg FT
12	DWA	1190	0	1230	1259	3210	3,938	00	Employee Benefits
12	DWA	1190	0	1230	1259	3310	2,623	00	
12	DWA	1190	0	1230	1259	3110	4,368	00	
12	DWA	1190	0	1230	1259	3130	1,432	00	
12	DWA	1190	0	1230	1259	3315	1,382	00	
12	DWA	1190	0	1230	1259	3335	252	00	
12	DWA	1190	0	1230	1259	3410	5,894	00	
12	DWA	1190	0	1230	1259	3420	6,446	00	
12	DWA	1190	0	1230	1259	3510	47	00	
12	DWA	1190	0	1230	1259	3530	9	00	
12	DWA	1190	0	1230	1259	3610	1,248	00	
12	DWA	1190	0	1230	1259	3630	227	00	v
12	DWA	1190	0	1230	1259	4320	2,703	00	Instructional Supplies
12	DWA	1190	0	1230	1259	4360	8,000	00	Tests
12	DWA	1190	0	1230	1259	4590	2,704	00	Office and Other Supplies
12	DWA	1190	0	1230	1259	5220	20,000	00	Conferences
							173,885	00	TOTAL INCOME
							173,885	00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-2

Date: February 26, 2008

Subject: Resolution to Amend Budget – Resolution No. 30-07/08
RCOE Foster Youth Independent Living/Emancipation Program

Background: The Riverside Community College District has received funding for the 2007-2008 RCOE Foster Youth Independent Living/Emancipation Program in the amount of \$35,760 from the Riverside County Office of Education (RCOE). The funds will be used to provide a wide range of supportive services to eligible foster youth for the purpose of instructing, implementing, and reinforcing the core competencies, as identified by individual need, in order to promote a successful transition from foster care to emancipation.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$35,760 to the budget and authorize the Interim Vice Chancellor, Administration and Finance to sign the resolution.

James L. Buysse
Interim Chancellor

Prepared by: Shelagh Camak
Associate Vice Chancellor, Workforce Development

Michael Wright
Director, Workforce Preparation Grants and Contracts

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 30-07/08

2007-2008 RCOE Foster Youth Independent Living/Emancipation Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$35,760 is assured to said district, which exceeds amounts previously budgeted; and

WHEREAS the governing board of the Riverside Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED such additional funds be appropriated according to the schedule on the attached page.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on February 26, 2008.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: February 26, 2008

Subject: Riverside Campus Re-Roofing Projects

Background: On October 16, 2007, the Board of Trustees awarded a contract to Cabral Roofing for the Riverside Campus Re-Roofing Projects in the amount of \$282,399. This encompassed roof replacements for the Automotive Technology, Pilates, and Music Hall buildings and retrofitting rain gutters around the Business Education building.

In the process of retrofitting rain gutters around the Business Education building, water stains were discovered on the membrane under the clay tile indicating potential leaks. Leaks are not covered by the retrofit project specifications. Staff is seeking approval for Change Order No. 1 to address the potential leaks by installing new 24-gauge Kynar sheet metal at the top of existing tile to prevent water intrusion, trimming existing roof tiles at the valleys to prevent debris buildup and replacing/installing broken or missing tiles (see the attached detail for Change Order No. 1). The total amount for this Change Order is \$11,039, increasing the total project award to \$293,438.

Upon removal of the old roof on the Automotive Building, it was discovered that the roof has a moderate pitch that will not permit mechanical anchoring. The bid specifications were based on a flat roof design. In order to achieve a full manufacturers warranty, Cabral Roofing will be required to install the new roof using a fully adhered method. In addition, both the Pilates and Music Hall building systems will require that the insulation be reduced from the originally specified thickness of 2.0 to 1.25 inches. This will be installed using a mechanically attached method specified by the manufacturer (see the attached Change Order No. 2). There will be no additional costs for this modification.

Funding for these Change Orders will come from Scheduled Maintenance approved project budget.

Recommended Action: It is recommended that the Board of Trustees approve Change Order Nos.1 & 2 for Cabral Roofing, Riverside Campus Re-Roofing Projects increasing the contract amount by \$11,039 for a total of \$293,438 and authorize the Interim Vice Chancellor, Administration and Finance to sign the Change Orders.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: February 26, 2008

Subject: Riverside Campus Re-Roofing Projects (continued)

James L. Buysse
Interim Chancellor

Prepared by: Ralph Perez
Director, Facilities, Operations & Maintenance

Becky Elam
Vice President, Business Services,
Riverside



ADDITIONAL WORK AUTHORIZATION

CABRAL ROOFING & WATERPROOFING

815 West Olympic Boulevard
Montebello, California 90640
(323)832-9100 X 112 Fax (323)832-9300

1

OWNERS NAME: RIVERSIDE COMMUNITY COLLEGE		PHONE: 951.222.8474	FAX: 951.222.8737
ADDRESS: 4800 Magnolia Ave.		JOB NAME: Various Buildings Re-Roofing and Rain Gutter at Business Ed	
CITY: Riverside, CA	ZIP: 925506	ADDRESS: 4800 Magnolia Ave.	
EXISTING CONTRACT DATE: 11/29/2007	EXISTING CONTRACT NO.: C-0001744	CITY: Riverside, CA	ZIP: 925506

You are hereby authorized to proceed with the following changes in work:

Business Education Building:

- 1 Install new 24gauge Kynar sheet metal at top of tile mansard roof area to prevent water intrusion. \$5,523.00
- 2 Trim existing roof tiles at valleys on mansard roof to prevent debris build-up. \$3,483.00
- 3 Replace/Install broken or missing tiles to prevent water intrusion. \$2,033.00

ADDITIONAL CHANGE FOR ABOVE WORK IS: \$11,039.00

Payment will be made as follows: Upon receipt of invoice.

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date _____ Authorizing Signature _____
(OWNER SIGNS HERE)

We hereby agree to furnish labor and materials-complets in accordance with the above specification , at above state price.

Authorized Signature _____ Date _____
(CONTRACTOR SIGNS HERE)

THIS IS CHANGE ORDER NO. 2



ADDITIONAL WORK AUTHORIZATION

CABRAL ROOFING & WATERPROOFING

815 West Olympic Buolebard
Montebello, California 90640
(323)832-9100 X 112 Fax (323)832-9300

2

OWNERS NAME: RIVERSIDE COMMUNITY COLLEGE		PHONE: 951.222.8474	FAX: 951.222.8737
ADDRESS: 4800 Magnolia Ave.		JOB NAME: Various Buildings Re-Roofing and Rain Gutter at Business Ed	
CITY: Riverside, CA	ZIP: 925506	ADDRESS: 4800 Magnolia Ave.	
EXISTING CONTRACT DATE: 11/29/2007	EXISTING CONTRACT NO.: C-0001744	CITY: Riverside, CA	ZIP: 925506

You are hereby authorized to proceed with the following changes in work:

Pilates and Music Hall Building:

Reduce insulation from 2" total thickness to 1.25" total thickness. Entire system will be installed using "mechanically attached method" as per manufactures specification.

Auto Tech Building:

Classroom Areas:

Reduce insulation from 1.3" total insulation thickness to 1.25" total thickness. In lieu of "mechanical attachment method" installation will be done using "fully adhered method" per manufactures specification.

Working Bay Areas:

Reduce insulation from 1.3" total insulation thickness to 1/2" total thickness. In lieu of "mechanical attachment method" installation will be done using "fully adhered method" per manufactures specification.

Business Education Building:

Gutter liner will be installed as specified.

ADDITIONAL CHANGE FOR ABOVE WORK IS:

\$0.00

Payment will be made as follows: Upon receipt of invoice.

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date _____ Authorizing Signature _____

(OWNER SIGNS HERE)

We hereby agree to furnish labor and materials-complete in accordance with the above specification , at above state price.

Authorized Signature _____ Date _____

(CONTRACTOR SIGNS HERE)

THIS IS CHANGE ORDER NO. 1

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b

Date: February 26, 2008

Subject: Award of Bid – Stucco, Patch and Paint Work Project, Norco Campus

Background: On February 11, 2008, the District received fourteen (14) bids for the Stucco, Patch and Paint Work Project, Norco Campus in response to an Invitation to Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Business Location</u>
AJ Fistes	\$ 17,997	San Pedro
Astro Painting	\$ 31,000	Covina
Athenian Painting	\$ 58,000	Granada Hills
Best Quality Painting	\$129,000	Whittier
Everlast Painting	\$ 61,000	Santa Clarita
Fata Construction	\$ 57,388	Riverside
Fix Painting	\$ 94,500	Woodland Hills
Hinkley	\$ 65,360	Highland
K&L Professional Painting	\$ 67,450	Riverside
Kronos Painting	\$ 32,000	Downey
LD Painting	\$ 49,700	Calimesa
Omega Construction	\$ 47,600	Northridge
T & M Painting	\$130,000	Anaheim
Tony Painting Inc.	\$ 54,500	Garden Grove

Staff has reviewed the bids and recommends awarding the bid to AJ Fistes for the total base bid amount of \$17,997. References for AJ Fistes were checked by Purchasing staff and were found to be satisfactory. This project will be funded from the FY 2006-07 State Scheduled Maintenance allocation.

Recommended Action: It is recommended that the Board of Trustees award a bid for the Stucco, Patch and Paint Work Project, Norco Campus to AJ Fistes in the amount of \$17,997 and authorize the Interim Vice Chancellor, Administration and Finance to sign the associated agreement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b

Date: February 26, 2008

Subject: Award of Bid – Stucco, Patch and Paint Work Project, Norco Campus
(continued)

James L. Buysse
Interim Chancellor

Prepared by: Norm Godin
Vice President, Business Services, Norco

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-c

Date: February 26, 2008

Subject: Award of Bid – Admissions and Records Area Concrete Project, Riverside Campus

Background: On February 12, 2008, the District received eight (8) bids for the Admissions and Records Area Concrete Project, Riverside Campus in response to an Invitation to Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Total Bid</u>	<u>Business Location</u>
California Building Evaluation & Construction	\$166,000	Buena Park
Above All Names-Icon Construction	\$257,563	Rialto
Wheeler Paving, Inc.	\$145,000	Riverside
Hinkley and Associates	\$189,000	Highland
Grand Pacific Contractors	\$218,275	Corona
J. Glenna Construction, Inc.	\$186,875	Temecula
Silver Creek Industries, Inc.	\$165,000	Perris
Dalke & Sons Construction, Inc.	\$179,480	Riverside

Staff has reviewed the bids and recommends awarding the bid to Wheeler Paving, Inc. for the total bid amount of \$145,000. References for Wheeler Paving, Inc. were checked by Purchasing staff and were found to be satisfactory. This project will be funded from the FY 2006-07 State Scheduled Maintenance allocation.

Recommended Action: It is recommended that the Board of Trustees award a bid for the Admissions and Records Area Concrete Project, Riverside Campus to Wheeler Paving, Inc. in the amount of \$145,000 and authorize the Interim Vice Chancellor, Administration and Finance to sign the associated agreement.

James L. Buysse
Interim Chancellor

Prepared by: Becky Elam
Vice President Business Services, Riverside

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-d

Date: February 26, 2008

Subject: Award of Bid – Roof-Top Air Conditioning Units Project,
Moreno Valley Campus

Background: On February 12, 2008, the District received six (6) bids for the Roof-Top Air Conditioning Units Project, Moreno Valley Campus in response to an Invitation to Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Total Bid</u>	<u>Business Location</u>
WCM & Associates Inc	\$29,000	San Bernardino
Delt Builders	\$36,800	Rancho Cucamonga
Ram Plumbing Heating & Air	\$27,995	Corona
AMP Mechanical	\$24,142	Costa Mesa
Hinkley & Associates	\$33,500	Highland
HP Mechanical	\$28,995	San Dimas

Staff has reviewed the bids and recommends awarding the bid to AMP Mechanical for the total bid amount of \$24,142. References for AMP Mechanical were checked by Purchasing staff and were found to be satisfactory. This project will be funded from the FY 2006-07 State Scheduled Maintenance allocation.

Recommended Action: It is recommended that the Board of Trustees award a bid for the Roof-Top Air Conditioning Units Project, Moreno Valley Campus to AMP Mechanical in the amount of \$24,142 and authorize the Interim Vice Chancellor, Administration and Finance to sign the associated agreement.

James L. Buysse
Interim Chancellor

Prepared by: Bill Orr
Vice President Business Services, Moreno Valley

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-e

Date: February 26, 2008

Subject: Bid Award – Tech A Building Plumbing Line Replacement Project,
Riverside Campus

Background: On February 13, 2008, the District received eight (8) bids for the Tech A Building Plumbing Line Replacement Project, Riverside Campus in response to an Invitation for Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Business Location</u>
RT Contractor Corporation	Non-Responsive	Garden Grove
Atlas-Allied	\$94,499	Anaheim
Donald Hart Plumbing	\$49,880	Norco
HPL Mechanical	\$87,937	Santa Ana
Ca Build Eval & Construction	\$80,000	Anaheim
ABBCO Services	Non-Responsive	Redlands
RT Contractor Corp.	Non-Responsive	Garden Grove
Empyrean Plumbing Inc.	Non-Responsive	Riverside

Staff has reviewed the bids and recommends awarding the bid to Donald Hart Plumbing for the base bid amount of \$49,880. References for Donald Hart Plumbing were checked by Purchasing staff and were found to be satisfactory. This project will be funded from the FY 2006-07 State Scheduled Maintenance allocation.

Recommended Action: It is recommended that the Board of Trustees award a bid for the Tech A Building Plumbing Line Replacement Project, Riverside Campus to Donald Hart Plumbing in the amount of \$49,880 and authorize the Interim Vice Chancellor, Administration and Finance to sign the associated agreement.

James L. Buysse
Interim Chancellor

Prepared by: Becky Elam
Vice President Business Services, Riverside

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-f

Date: February 26, 2008

Subject: Award of Bid – Quad Terrace Project, Riverside Campus

Background: On January 16, 2008, the District received two (2) bids for the Quad Terrace Project, Riverside Campus in response to an Invitation to Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Business Location</u>
Best Contracting Inc.	\$71,621	Gardena
Angelus Waterproofing	Non-Responsive	Whittier

Staff has reviewed the bids and recommends awarding the bid to Best Contracting Inc. for the base bid amount of \$71,621. References for Best Contracting Inc. were checked by Purchasing staff and were found to be satisfactory. This project will be funded from the FY 2006-07 State Scheduled Maintenance allocation.

Recommended Action: It is recommended that the Board of Trustees award a bid for the Quad Terrace Project, Riverside Campus to Best Contracting Inc. in the amount of \$71,621 and authorize the Interim Vice Chancellor, Administration and Finance to sign the associated agreement.

James L. Buysse
Interim Chancellor

Prepared by: Becky Elam
Vice President, Business Services, Riverside

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-g

Date: February 26, 2008

Subject: Award of Bid – Carpet Upgrade Project, Riverside Campus

Background: On February 14, 2008, the District received three (3) bids for the Carpet Upgrade Project, Riverside Campus in response to an Invitation to Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Total Bid</u>	<u>Business Location</u>
Contract Carpet	\$122,982	Riverside
Mike's Custom Flooring	\$129,000	San Bernardino
California Building Evaluation & Construction, Inc.	\$195,000	Buena Park

Staff has reviewed the bids and recommends awarding the bid to Contract Carpet for the total bid amount of \$122,982. References for Contract Carpet were checked by Purchasing staff and were found to be satisfactory. This project will be funded from the FY 2006-07 State Scheduled Maintenance allocation.

Recommended Action: It is recommended that the Board of Trustees award a bid for the Carpet Upgrade Project, Riverside Campus to Contract Carpet in the amount of \$122,982 and authorize the Interim Vice Chancellor, Administration and Finance to sign the associated agreement.

James L. Buysse
Interim Chancellor

Prepared by: Becky Elam
Vice President Business Services, Riverside

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-h

Date: February 26, 2008

Subject: Award of Bid – Wallpaper Removal Project, Moreno Valley Campus

Background: On February 14, 2008, the District received one (1) bid for the Wallpaper Removal Project, Moreno Valley Campus in response to an Invitation to Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Total Bid</u>	<u>Business Location</u>
Prime Painting Contractors	\$294,000	Northridge

Staff has reviewed the bids and recommends awarding the bid to Prime Painting Contractors for the total bid amount of \$294,000. References for Prime Painting Contractors were checked by Purchasing staff and were found to be satisfactory. This project will be funded from the FY 2006-07 State Scheduled Maintenance allocation.

Recommended Action: It is recommended that the Board of Trustees award a bid for the Wallpaper Removal Project, Moreno Valley Campus to Prime Painting Contractors in the amount of \$294,000 and authorize the Interim Vice Chancellor, Administration and Finance to sign the associated agreement.

James L. Buysse
Interim Chancellor

Prepared by: Bill Orr
Vice President Business Services, Moreno Valley

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-i

Date: February 26, 2008

Subject: Bid Rejection – Tech B HVAC Project, Riverside Campus

Background: On February 14, 2008, the District received six (6) bids for the Tech B HVAC Project, Riverside Campus in response to an Invitation to Bid solicitation. The results were as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Business Location</u>
WCM & Assoc.	\$181,500	San Bernardino
Arrowhead Mechanical, Inc.	\$230,250	San Bernardino
LA Air Conditioning, Inc.	\$224,000	La Verne
Ran Enterprises Inc.	Non-Responsive	Huntington Beach
AMP Mechanical	Non-Responsive	Costa Mesa
RT Contractors Corp.	Non-Responsive	Garden Grove
Desert Quality	Non-Responsive	Redlands

Following review, District staff recommends rejecting the bids, revising the bid specifications and re-bidding the project.

Recommended Action: It is recommended that the Board of Trustees reject all bids for the Tech B HVAC Project, Riverside Campus, revise the bid specifications and re-bid the project.

James L. Buysse
Interim Chancellor

Prepared by: Becky Elam
Vice President Business Services, Riverside

Doretta Sowell
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: February 26, 2008

Subject: Out-of-State Travel

Board Policy 7011 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles; It is recommended that out-of-state travel be granted to:

Current:

Moreno Valley Campus:

- 1) Ms. Patricia Bufalino, dean of instruction, to travel to Denver, Colorado, April 1-4, 2008, to attend The Chair Academy 17th Annual Conference (Exemplary Leader). Estimated cost: \$1,721.70. Funding source: the general fund.
- 2) Ms. Maureen Chavez, director, Title V, to travel to Albuquerque, New Mexico, March 26-30, 2008, to attend the Southwest Regional Title V/Hispanic Serving Institute Conference. Estimated cost: \$1,615.65. Funding source: Title V grant funds.
- 3) Ms. Lisa Howard-York, district associate dean, school of nursing, to travel to New York City, New York, March 23-28, 2008, to attend the American Educational Research Association Annual Conference. Estimated cost: \$3,328.28. Funding source: Health Resources Services Administrative funds.
- 4) Ms. Donna Lesser, assistant professor, dental hygiene program, to travel to Dallas, Texas, March 28-31, 2008, to attend the 85th American Dental Education Association Annual Session. Estimated cost: \$1,827.00. Funding source: the general fund.
- 5) Ms. Donna Lesser, assistant professor, dental hygiene program, to travel to San Antonio, Texas, May 20-22, 2008, to attend the 9th Annual Dental Hygiene Clinical Teaching Workshop. Estimated cost: \$1,403.00. Funding source: the general fund.
- 6) Ms. Carmen Perches, counselor, adjunct, Title V, to travel to Albuquerque, New Mexico, March 26-30, 2008, to attend the Southwest Regional Title V/Hispanic Serving Institute Conference. Estimated cost: \$1,290.65. Funding source: Title V grant funds.
- 7) Ms. Silvia Trejo, Outreach/Middle College High School Coordinator, Title V, to travel to Miami, Florida, March 5-9, 2008, to attend the American Association of Hispanics in Higher Education Third Annual National Conference. Estimated cost: \$3,080.30. Funding source: Cooperative Title V grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: February 26, 2008

Subject: Out-of-State Travel

Norco Campus:

- 1) Mr. Greg Aycock, outcomes assessment specialist, Title V, to travel to Kansas City, Missouri, March 15-18, 2008, to attend the Supplemental Instruction Supervisor Workshop. Estimated cost: \$2,135.30. Funding source: Title V grant funds.
- 2) Mr. Greg Aycock, outcomes assessment specialist, Title V, to travel to Seattle, Washington, May 24-28, 2008, to attend the Association for Institutional Research Conference. Estimated cost: \$2,078.81. Funding source: Title V grant funds.
- 3) Ms. Rosina Chacon, counselor/assistant professor, counseling, to travel to Miami, Florida, March 5-9, 2008, to attend the American Association of Hispanics in Higher Education Conference. Estimated cost: \$2,499.26. Funding source: Title V grant funds.
- 4) Mr. Mark DeAsis, student services supervisor, admissions and records, to travel to Orlando, Florida, March 23-27, 2008, to attend the American Association of Collegiate Registrars and Admissions Officers. Estimated cost: \$2,203.40. Funding source: the general fund.
- 5) Mr. Andres Elizalde, instructor, English, to travel to Boston, Massachusetts, February 27-March 1, 2008, to attend the National Association of Developmental Educators Annual Conference. Estimated cost: \$1,530.60. Funding source: Title V grant funds.
- 6) Dr. Arend Flick, associate professor, English, to travel to Seattle, Washington, May 24-28, 2008, to attend the Association for Institutional Research Conference. Estimated cost: \$1,275.22. Funding source: Title V grant funds.
- 7) Mr. David Mills, assistant professor, English, to travel to Boston, Massachusetts, February 27-March 1, 2008, to attend the National Association of Developmental Educators Annual Conference. Estimated cost: \$1,642.65. Funding source: Title V grant funds.
- 8) Ms. Deborah Slayton, procurement specialist, Procurement Assistance Center, to travel to Sparks, Nevada, April 28-May 2, 2008, to attend the 7th Annual Veterans and Small Business Training and Outreach Conference and Department of Defense Western Regional Council for Small Business Education and Advocacy Board and General Membership Meetings. Estimated cost: \$1,474.25. Funding source: Procurement Assistance Center funds.

Riverside City College:

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: February 26, 2008

Subject: Out-of-State Travel (continued)

- 1) Ms. Margaret Amodeo, counselor/instructor, teacher preparation, to travel to Denver, Colorado, February 28-March 2, 2008, to attend the National Association of Community Colleges Teacher Education Programs. Estimated cost: \$1,595.73. Funding source: Copernicus Project grant funds.
- 2) Ms. Lorraine Anderson, district dean, admissions and records, to travel to Washington, DC, March 9-12, 2008, to attend the Datatel Users Group Annual Conference. Estimated cost: \$1,901.60. Funding source: the general fund.
- 3) Mr. John Byun, instructor, music, to travel to Oahu, Hawaii, April 10-16, 2008, to accompany 27 students on a choir tour to Hawaii. Estimated cost: \$23,916.00. Funding source: \$16,224.74 from the general fund, \$1,460.00 from ASRCC, and \$6,231.26 from the Vocal Jazz/Chamber Singers Trusts.
- 4) Dr. Marilyn Martinez-Flores, dean, academic support, to travel to Orlando, Florida, May 28-30, 2008, to attend the Supplemental Instructional Conference 2008. Estimated cost: \$1,508.53. Funding source: Title V grant funds.
- 5) Dr. Marilyn Martinez-Flores, dean, academic support, to travel to San Juan, Puerto Rico, September 24-27, 2008, to attend the 4th International Conference on Research in Access and Developmental Education. Estimated cost: \$1,607.41. Funding source: Title V grant funds.
- 6) Mr. Stephen Horn, associate professor, art, to travel to Pittsburgh, Pennsylvania, March 18-22, 2008, to attend the National Council on Education for the Ceramic Arts Conference. Estimated cost: \$1,526.00. Funding source: \$1,200.00 from the general fund, and \$326.00 to be paid by the employee.
- 7) Ms. Lanesha Judon, associate professor, business, to travel to San Diego and Catalina, California, and Cabo San Lucas and Ensenada, Mexico (Carnival's Elation Cruise), April 14-19, 2008, to attend the Business Leaders of Tomorrow and Law Society Leadership Retreat (accompanying 10 students). Estimated cost: \$5,500.00. funding source: \$4,500.00 from fundraising contributions, and \$1,000.00 paid by participants going on the retreat.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: February 26, 2008

Subject: Out-of-State Travel (continued)

- 8) Mr. Gary Locke, associate professor, music, and Mrs. Sheila Locke, music specialist, performing arts, to travel to Dayton, Ohio, April 9-13, 2008, to accompany 40 students participating in the Winter Guard International World Championships. There is no cost to the District.
- 9) Mr. Gary Locke, associate professor, music, and Mrs. Sheila Locke, music specialist, performing arts, to travel to Dayton, Ohio, April 16-20, 2008, to accompany 30 students participating in the Winter Guard International World Championships. There is no cost to the District.
- 10) Ms. Kathy Paschke, network support, voice, information services, to travel to Jacksonville, Florida, May 3-7, 2008, to attend the Nippon Electric Automated Exchange (NEAX) Users Group/User Group Conference for PBX Systems. Estimated cost: \$2,020.20. Funding source: the general fund.
- 11) Ms. Jan Schall, associate professor, sociology, to travel to 12 cities in Turkey, March 20-April 1, 2008, on a familiarization and evaluation tour of Turkey in anticipation of a Study Abroad Summer 2009 Program. Estimated cost: \$2,565.70. Funding source: the general fund.
- 12) Ms. Jan Schall, associate professor, sociology, to travel to Oxford, England, April 10-27, 2008, for evaluation of the Oxford, England Spring Semester Study Abroad Program. Estimated cost: \$3,515.00. Funding source: the general fund.
- 13) Ms. Trisha Wilging, supplemental instructional coordinator, academic support, to travel to Orlando, Florida, May 28-30, 2008, to attend the Supplemental Instructional Conference 2008. Estimated cost: \$1,490.38. Funding source: Title V grant funds.

Riverside Community College District:

- 1) Ms. Janet Green, Member, Board of Trustees, to travel to Boston, Massachusetts, April 13-15, 2008, to attend the Association of Governing Boards 2008 National Conference on Trusteeship. Estimated cost: \$2,516.40. Funding source: the general fund.
- 2) Ms. Reyna Philp, accounting services manager, auxiliary business services, to travel to Fairfax, Virginia, April 29-30, 2008, to attend Datatel – General Ledger Training. Estimated cost: \$1,655.20. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: February 26, 2008

Subject: Out-of-State Travel (continued)

- 3) Mr. Jeffrey Williamson, statewide director, Centers for International Trade Development, to travel to Hannover, Germany, March 3-9, 2008, to attend the State of California Trade Events at Centrum der Buro Informationstechnik. Estimated cost: \$3,451.65. Funding source: Centers for International Trade Development grant funds.

James L. Buysse
Interim Chancellor

Prepared by: Michelle Haeckel
Administrative Secretary III

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-a

Date: February 26, 2008

Subject: Contracts and Agreements Report Less than \$72,400 – All District Funds

Background: On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to authorize contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$72,400. The attached listing of contracts and agreements under \$72,400, requested by campus and District staff and issued by the District Business Office, have been reviewed to verify that budgeted funds are available in the appropriate category of expenditure. Unless otherwise noted, the period covered by the contract or agreement is within fiscal year 2007-2008. The contracts and agreements have been executed pursuant to the boards' delegation of authority and are presented on this agenda for ratification.

Recommended Action: It is recommended that the Board of Trustees ratify the contracts and agreements totaling \$200,265.

James L. Buysse
Interim Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Contracts and Agreements Report-All District Funds

\$72,400 and under
1/01/08 thru 1/31/08

Department	Vendor	Business Location	Description of Services	Amount
Customized Solutions	Behavioral Momentum Associates, LLC	Corona	Training - City of Riverside, M3P Program	\$ 1,400
Ben Clark	Coast Fitness Repair shop	Riverside	Preventive Maintenance - Fitness Equipment	2,000
Business Operations - Riverside	Damon Castillo Jr. Consulting Services	Riverside	Consultant - Alvor Learning Ctr Project	6,250
Community & Economic Development	Umanageit & Associates	Riverside	Training - Mt. SAC Logistics Grant - Complete Coach Works	2,400
Customized Solutions	Gonzalez, Lorenzo	Moreno Valley	Training - City of Riverside - Survival Spanish	500
Customized Solutions	Ortman, Carolyn	Riverside	Training - City of Riverside	1,500
Customized Solutions	Umanageit & Associates	Riverside	Training - City of MV Logistics Block Grant	5,275
Customized Solutions	Upside Thinking	Riverside	Training - City of Corona	400
Educational Services - Mo Val	Garrison Associates	San Francisco	Develop Student Services Grant Proposal	3,400
Fac, Plan, Design & Construction	CHI Incorporated	Colton	Norco Student Services Center - Geotech Services	4,230
Fac, Plan, Design & Construction	Krieger & Stewart	Riverside	Norco Soccer Field - Topographical Study	8,670
Fac, Plan, Design & Construction	Twining Laboratories	Riverside	Norco Soccer Field - GeoTech Investigation	9,775
Fac, Plan, Design & Construction	Genterra Consultants, Inc.	Irvine	Norco Soccer Field - Soils Testing	23,658
Occupational Ed	Wallner Consulting Services	Sacramento	Workshop - Recruit & Retain Students	1,036
Performance Riverside	City of Riverside	Riverside	Street Banner Permit - King & I	50
Performance Riverside	Riverside, City of	Riverside	Advertising	75
Performance Riverside	Shrope, Douglas	Claremont	Musical Arrangement - Holly Dazzle and Sensational Showtunes	2,000
President, Moreno Valley	Riggs, Dr. Laurie	Pomona	FIPSE Post Secondary Ed Grant Evaluator	21,000
Public Affairs	Myspace.com	Beverly Hills	District Advertising	20,000
RCCD Foundation	Rose & Tuck LLC	Marlborough, Ma	Benefactor Training	8,000
School of Nursing	Dept Mental Health, Patton	San Bernardino	Hospital Clinical Rotations for Nursing Students	No Cost
TriTech	County of Riverside	Riverside	Action Plan Mutual Partnership	No Cost
Occupational Education	Butte Glenn Community College	Oroville	Conduct DACUM Desert Reg Tech Prep	17,000
Occupational Education	Riverside County Economic Development Agency	Riverside	Employer Survey for Tech Prep Regional	12,500
	Additions to Approved /Ratified Agreements/ Contracts			
Campus Police - Norco	ADT Security	Riverside	Alarm Repairs	4,096
Facilities - Riverside	Guerra, Patricia	Rialto	Quad Labor Compliance	50
Human Resources	Liebert Cassidy Whitmore	Los Angeles	Legal Services	5,000
Performance Riverside	OD Music, Inc.	New York	Performance Fees	40,000
CITD	Doolittle, Glenn	Riverside	Amend Extend Term 6/30/08, Dept of Education	No Cost
CITD	Los Rios Community College	Sacramento	Amend Extend Term to 3/31/08, Hub Marketing & Outreach	No Cost
Fac, Plan, Design & Construction	KCT Consultants	Riverside	Amend Extend Term to 6/30/08, School Performing Arts	No Cost
Fac, Plan, Design & Construction	M-E Engineering	Poway	Amend Extend Term to 8/31/08, Norco Chilled Water Assess	No Cost
Fac, Plan, Design & Construction	Borg Pacific, Inc.	Highland	Amend Extend Term 9/1/08, District Modular Project	No Cost
Fac, Plan, Design & Construction	Borg Pacific, Inc.	Highland	Amend Extend Term 6/30/08, Quad Modernization Project	No Cost
School of Nursing	DaVita Dialysis Inc.	Norco	Amend to add 4th location in Norco	No Cost
			Total	\$ 200,265

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: February 26, 2008

Subject: Surplus Property

Background: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. Education Code section 81452 permits surplus property to be sold at private sale, without advertising, if the total value of the property does not exceed \$5,000. The District has determined that the property on the attached list does not exceed the total value of \$5,000. To help defray disposal costs and to generate a nominal amount of revenue, the staff proposes that we consign the surplus property identified in the attachment to The Liquidation Company for disposal.

Recommended Action: It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

James L. Buysse
Interim Chancellor

Prepared by: Bill J. Bogle, Jr.
District Controller

Surplus Property

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	CISCO	ROUTER	2501	251104606	014606
1	GATEWAY	CPU PC	E3200-450	0016745661	014722
1	PANASONIC	CAMCORDER	AG456UP	J9HB00042	014191
1	COMPAQ	MONITOR	V500	926BF2RM883	013947
1	GATEWAY	MONITOR	EV700	MIA8J6329877	013857
1	TENNSMITH	METAL BENDER	HBU57	05300	013987
1	GATEWAY	CPU PC	E420-500	001573267	014003
1	HP	PRINTER	350	SG07F11C3F	015605
1	MACINTOSH	MONITOR	STUDIO D.	WR020153HOE	016502
1	GATEWAY	MONITOR	FPD1570	KUL5033D00840	016881
1	DELL	MONITOR	M991	MX049VYR478010BGH10S	016195
1	SAMSUNG	MONITOR	1200NF	22H2JNB00280Y	017347
1	GATEWAY	LAPTOP	SOLO 9550	0025541840	018464
1	GATEWAY	MONITOR	EV910	19016B418998	018568
1	GATEWAY	MONITOR	EV700	MU17026C0370301	018496
1	GATEWAY	MONITOR	VX920	M106007076	018819
1	GATEWAY	CPU PC	E3400	0023389672	019251
1	GATEWAY	MONITOR	FPD1570	KUL5033D0017783	019284
1	GATEWAY	CPU PC	E4600	0024874167	024009
1	COMPAQ	TERMINAL SERVER	PROL8000	D633HVN40846	020953
1	COMPAQ	TERMINAL SERVER	PROL5000	D647HVN40202	010223
1	MACINTOSH	CPU PC	G4	XB0023z1HNZ	014492
1	COMPAQ	SERVER	5500	0908CLG10041	013139
1	GATEWAY	CPU PC	ALR 9200	0016971313	014763
1	GATEWAY	CPU PC	E4600	0026980488	019328
1	GATEWAY	CPU PC	E3600	0026141404	019153
1	CISCO	SWITCH	2924	FAB0506U1FU	018891
1	DELL	CPU PC	XPS B800	65Z1701	016152
1	GATEWAY	CPU PC	E4200-450	0015862114	015807
1	GATEWAY	CPU PC	1500	0022962079	018567
1	GATEWAY	CPU PC	E3110	0009547579	010643
1	GATEWAY	CPU PC	E3400	20074190	020954
1	COMPAQ	SERVER	PRO2500	50BPV10311	020289
1	COMPAQ	SERVER	PRO2500	50BPV10327	020290
1	GATEWAY	CPU PC	E3200	16105055	014102
1	GATEWAY	CPU PC	E3400	0008731233	020591
1	GATEWAY	CPU PC	E3100	0009152839	010446
1	GATEWAY	MONITOR	EV700	17004A573005	012134
1	GATEWAY	CPU PC	E4200-850	0019076381	015194
1	GATEWAY	CPU PC	E3100	0008413026	010235
1	GATEWAY	CPU PC	E3100	0008413044	011065
1	GATEWAY	CPU PC	E3100	0008413085	011057
1	GATEWAY	CPU PC	E3100	0008413029	010313
1	GATEWAY	CPU PC	E4200-800	0019149234	015175
1	GATEWAY	CPU PC	E3400-SE	0022452476	017033
1	GATEWAY	CPU PC	E4200-700	0018394351	014524
1	VIEWSONIC	MONITOR	G70FM	234031351501	022724
1	VIEWSONIC	MONITOR	G70FM	234031351534	022723
1	HP	PRINTER	LJ4L	J22M4545K	012889
1	FORD	VEHICLE	CROWN VICTORIA	2FACP72W2NX201318	-----
1	GATEWAY	CPU PC	E3600	0026141411	019140

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: February 26, 2008

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for the period July 1, 2007 through January 31, 2008. The report presents the current year adopted budget, revised budget and year-to-date actual financial activity along with prior year actual financial information for comparison purposes.

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<u>Special Revenue Funds</u>	
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ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: February 26, 2008

Subject: Monthly Financial Report (continued)

Information Only.

James L. Buysse
Interim Chancellor

Prepared by: Bill J. Bogle, Jr.
District Controller

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2008**

Fund 11, Resource 1000 is the primary operating fund of the District. It is used to account for those transactions that, in general, cover the full scope of operations of the entire District. All transactions, expenditures and revenue are accounted for in the general operating resource unless there is a compelling reason to report them elsewhere. Revenues received by the district from state apportionments, county or local taxes are deposited in this resource.

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 133,846,616	\$ 134,906,283	\$ 134,918,383	\$ 79,317,729
Intrafund Transfer from				
District Bookstore (Resource 1110)	380,000	150,000	150,000	75,000
Interfund Transfer from				
Self-Funded Equipment and				
Facility Projects (Resource 4150)	15,985	0	0	0
Total Revenues	<u>\$ 134,242,601</u>	<u>\$ 135,056,283</u>	<u>\$ 135,068,383</u>	<u>\$ 79,392,729</u>
Expenditures				
Academic Salaries	\$ 62,474,972	\$ 67,313,826	\$ 67,223,218	\$ 34,641,307
Classified Salaries	25,673,167	30,199,160	30,094,372	15,539,762
Employee Benefits	21,997,183	24,814,922	24,814,922	11,765,034
Materials & Supplies	2,037,221	2,416,905	2,464,415	1,320,782
Services	12,755,943	15,258,117	15,305,605	6,335,890
Capital Outlay	1,914,802	2,421,376	2,533,874	609,036
Intrafund Transfers to:				
DSP&S Program (Resource 1190)	588,641	665,157	665,157	332,578
Customized Solutions (Resource 1170)	0	173,470	173,470	0
Federal Work Study (Resource 1190)	171,948	176,859	176,859	89,952
Instr. Equipment Match (Resource 1190)	224,421	86,267	86,267	43,133
Performance Riverside (Resource 1090)	193,257	193,257	193,257	96,628
Interfund Transfer to:				
Resource 3300	220,000	240,000	240,000	120,000
Resource 6100	250,000	250,000	250,000	125,000
Total Expenditures	<u>\$ 128,501,555</u>	<u>\$ 144,209,316</u>	<u>\$ 144,221,416</u>	<u>\$ 71,019,102</u>
Revenues Over (Under) Expenditures	\$ 5,741,046	\$ (9,153,033)	\$ (9,153,033)	\$ 8,373,627
Beginning Fund Balance	<u>12,835,471</u>	<u>18,576,517</u>	<u>18,576,517</u>	<u>18,576,517</u>
Ending Fund Balance	<u>\$ 18,576,517</u>	<u>\$ 9,423,484</u>	<u>\$ 9,423,484</u>	<u>\$ 26,950,144</u>
Ending Cash Balance				<u>\$ 32,872,889</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2008**

Parking was created to capture the financial activities of the parking operations at each campus. The primary revenue source is parking permit fees. Parking also receives revenue from parking meters and parking citations. Expenditures are for operational costs that are split between Parking and College Safety and Police, and 100% of capital outlay costs that directly benefit parking operations.

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,848,778	\$ 1,962,282	\$ 1,962,282	\$ 854,191
Expenditures				
Classified Salaries	\$ 1,332,798	\$ 1,149,907	\$ 1,139,557	\$ 628,094
Employee Benefits	378,658	317,474	317,474	145,827
Materials & Supplies	92,630	93,161	93,161	24,085
Services	293,834	332,003	342,353	110,884
Capital Outlay	192,055	60,000	60,000	18,358
Total Expenditures	\$ 2,289,975	\$ 1,952,545	\$ 1,952,545	\$ 927,248
Revenues Over (Under) Expenditures	\$ (441,197)	\$ 9,737	\$ 9,737	\$ (73,057)
Beginning Fund Balance	604,625	163,428	163,428	163,428
Ending Fund Balance	\$ 163,428	\$ 173,165	\$ 173,165	\$ 90,371
Ending Cash Balance				\$ 109,214

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Student Health Services was established to account for the financial activities of the student health programs at each of the District's three campuses.

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,090,030	\$ 1,156,446	\$ 1,156,446	\$ 544,983
Expenditures				
Academic Salaries	\$ 131,399	\$ 157,227	\$ 157,227	\$ 77,063
Classified Salaries	347,404	588,770	570,235	235,614
Employee Benefits	92,610	170,913	170,913	57,872
Materials & Supplies	46,977	94,565	99,498	41,914
Services	160,429	193,187	206,789	84,945
Capital Outlay	53,561	60,078	60,078	8,181
Total Expenditures	\$ 832,380	\$ 1,264,740	\$ 1,264,740	\$ 505,589
Revenues Over (Under) Expenditures	\$ 257,650	\$ (108,294)	\$ (108,294)	\$ 39,394
Beginning Fund Balance	668,716	926,366	926,366	926,366
Ending Fund Balance	\$ 926,366	\$ 818,072	\$ 818,072	\$ 965,760
Ending Cash Balance				\$ 968,474

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Community Education was established to account for the financial activities of the Community Education Program which serves the community at large by providing not-for-credit classes for personal growth and enrichment.

Fund 11, Resource 1080 - Community Education

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 825,193	\$ 907,710	\$ 907,710	\$ 526,495
Expenditures				
Academic Salaries	\$ 3,910	\$ 4,104	\$ 4,104	\$ 2,291
Classified Salaries	306,110	303,731	303,731	201,765
Employee Benefits	67,626	70,579	70,579	35,446
Materials & Supplies	8,774	12,500	12,500	6,098
Services	503,511	487,655	487,655	258,338
Capital Outlay	2,171	0	0	727
Total Expenditures	\$ 892,102	\$ 878,569	\$ 878,569	\$ 504,665
Revenues Over (Under) Expenditures	\$ (66,909)	\$ 29,141	\$ 29,141	\$ 21,830
Beginning Fund Balance	86,387	19,478	19,478	19,478
Ending Fund Balance	\$ 19,478	\$ 48,619	\$ 48,619	\$ 41,308
Ending Cash Balance				\$ 37,817

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Performance Riverside is used to record the revenues and expenditures associated with Performance Riverside activities.

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 608,208	\$ 797,140	\$ 797,140	\$ 598,569
Intrafund Transfer from General Operating (Resource 1000)	193,257	193,257	193,257	96,628
Total Revenues	<u>\$ 801,465</u>	<u>\$ 990,397</u>	<u>\$ 990,397</u>	<u>\$ 695,197</u>
Expenditures				
Classified Salaries	\$ 274,193	\$ 329,455	\$ 329,455	\$ 184,295
Employee Benefits	95,048	104,681	104,681	50,294
Materials & Supplies	35,542	39,385	39,385	25,241
Services	473,748	497,060	497,060	357,419
Capital Outlay	1,525	3,000	3,000	2,558
Total Expenditures	<u>\$ 880,056</u>	<u>\$ 973,581</u>	<u>\$ 973,581</u>	<u>\$ 619,807</u>
Revenues Over (Under) Expenditures	\$ (78,591)	\$ 16,816	\$ 16,816	\$ 75,390
Beginning Fund Balance	<u>(658,193)</u>	<u>(736,784)</u>	<u>(736,784)</u>	<u>(736,784)</u>
Ending Fund Balance	<u>\$ (736,784)</u>	<u>\$ (719,968)</u>	<u>\$ (719,968)</u>	<u>\$ (661,394)</u>
Ending Cash Balance				<u>\$ (658,257)</u>

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Contractor-Operated Bookstore is used to record the revenues and expenditures associated with the District's contract with Barnes and Noble, Inc. to manage the District's bookstore operations.

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 852,611	\$ 877,669	\$ 877,669	\$ 508,511
Expenditures				
Services	\$ 37,418	\$ 42,449	\$ 42,449	\$ 21,183
Interfund Transfer to				
Food Services (Resource 3200)	506,930	676,930	676,930	338,465
Intrafund Transfer to				
General Operating (Resource 1000)	380,000	150,000	150,000	75,000
Total Expenditures	\$ 924,348	\$ 869,379	\$ 869,379	\$ 434,648
Revenues Over (Under) Expenditures	\$ (71,737)	\$ 8,290	\$ 8,290	\$ 73,863
Beginning Fund Balance	108,464	36,727	36,727	36,727
Ending Fund Balance	\$ 36,727	\$ 45,017	\$ 45,017	\$ 110,590
Ending Cash Balance				\$ 110,590

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Customized Solutions is used to record the revenues and expenditures associated with customized training programs offered to local businesses and their employees.

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 199,063	\$ 516,196	\$ 597,171	\$ 93,721
Intrafund Transfer from General Operating (Resource 1000)	0	173,470	173,470	0
Total Revenue	\$ 199,063	\$ 689,666	\$ 770,641	\$ 93,721
Expenditures				
Academic Salaries	\$ 400	\$ 2,100	\$ 2,100	\$ 400
Classified Salaries	128,177	98,609	98,609	56,381
Employee Benefits	40,833	33,340	33,340	16,147
Materials & Supplies	12,337	46,400	48,075	2,193
Services	130,549	344,538	423,838	82,390
Total Expenditures	\$ 312,296	\$ 524,987	\$ 605,962	\$ 157,511
Revenues Over (Under) Expenditures	\$ (113,233)	\$ 164,679	\$ 164,679	\$ (63,790)
Beginning Fund Balance	266,715	153,482	153,482	153,482
Ending Fund Balance	\$ 153,482	\$ 318,161	\$ 318,161	\$ 89,692
Ending Cash Balance				\$ 92,066

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Redevelopment Pass-Through receives a portion of tax increment revenues from various redevelopment projects within the boundaries of the District. Currently, expenditures are restricted to capital projects located in the redevelopment project areas generating the tax increment revenues.

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,255,302	\$ 1,318,000	\$ 1,318,000	\$ 234,907
Expenditures				
Services	\$ 143,664	\$ 156,300	\$ 156,300	\$ 93,975
Total Expenditures	\$ 143,664	\$ 156,300	\$ 156,300	\$ 93,975
Revenues Over (Under) Expenditures	\$ 1,111,638	\$ 1,161,700	\$ 1,161,700	\$ 140,932
Beginning Fund Balance	3,001,510	4,113,148	4,113,148	4,113,148
Ending Fund Balance	<u>\$ 4,113,148</u>	<u>\$ 5,274,848</u>	<u>\$ 5,274,848</u>	<u>\$ 4,254,080</u>
Ending Cash Balance				<u>\$ 3,299,105</u>

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Grants and Categorical Programs is used to account for financial activity for each of the District's grant and categorical programs.

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 19,021,341	\$ 24,257,196	\$ 25,134,716	\$ 10,636,879
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	588,641	665,157	665,157	332,578
For Federal Work Study	171,948	176,859	176,859	89,952
For Instructional Equipment	224,421	86,267	86,267	43,133
Total Revenues	<u>\$ 20,006,351</u>	<u>\$ 25,185,479</u>	<u>\$ 26,062,999</u>	<u>\$ 11,102,542</u>
Expenditures				
Academic Salaries	\$ 3,429,668	\$ 4,889,195	\$ 5,182,311	\$ 1,941,485
Classified Salaries	6,014,815	7,212,170	7,353,336	3,629,293
Employee Benefits	2,592,689	3,248,199	3,313,744	1,355,856
Materials & Supplies	1,676,172	2,112,016	2,199,971	403,729
Services	2,742,952	5,657,794	5,605,044	1,146,597
Capital Outlay	3,205,896	1,850,268	2,100,342	641,610
Scholarships	20,700	15,381	17,100	17,100
Student Grants (Financial, Book, Meal, Transportation)	323,459	200,456	291,151	189,545
Total Expenditures	<u>\$ 20,006,351</u>	<u>\$ 25,185,479</u>	<u>\$ 26,062,999</u>	<u>\$ 9,325,215</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 1,777,327
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,777,327</u>
Ending Cash Balance				<u>\$ 953,712</u>

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Food Services is used to account for the financial activities for all food service operations in District facilities, except for the Culinary Academy on Spruce Street. It is intended to be self-sustaining.

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,250,905	\$ 1,343,819	\$ 1,343,819	\$ 557,756
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>506,930</u>	<u>676,930</u>	<u>676,930</u>	<u>338,465</u>
Total Revenues	<u>\$ 1,757,835</u>	<u>\$ 2,020,749</u>	<u>\$ 2,020,749</u>	<u>\$ 896,221</u>
Expenditures				
Classified Salaries	\$ 663,563	\$ 702,807	\$ 702,807	\$ 339,900
Employee Benefits	246,878	263,962	263,962	117,578
Materials & Supplies	735,849	749,497	749,497	343,420
Services	232,540	285,693	285,693	129,301
Capital Outlay	<u>4,538</u>	<u>6,552</u>	<u>6,552</u>	<u>0</u>
Total Expenditures	<u>\$ 1,883,368</u>	<u>\$ 2,008,511</u>	<u>\$ 2,008,511</u>	<u>\$ 930,199</u>
Revenues Over (Under) Expenditures	\$ (125,533)	\$ 12,238	\$ 12,238	\$ (33,978)
Beginning Fund Balance	<u>227,274</u>	<u>101,741</u>	<u>101,741</u>	<u>101,741</u>
Ending Fund Balance	<u>\$ 101,741</u>	<u>\$ 113,979</u>	<u>\$ 113,979</u>	<u>\$ 67,763</u>
Ending Cash Balance				<u>\$ 54,209</u>

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Child Care was established to manage the finances of the District's Child Care Centers at all three campuses.

	<u>Fund 33, Resource 3300 - Child Care</u>			
	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,251,149	\$ 1,333,101	\$ 1,333,101	\$ 789,429
Interfund Transfer from General Operating (Resource 1000)	<u>220,000</u>	<u>240,000</u>	<u>240,000</u>	<u>120,000</u>
Total Revenues	<u>\$ 1,471,149</u>	<u>\$ 1,573,101</u>	<u>\$ 1,573,101</u>	<u>\$ 909,429</u>
Expenditures				
Academic Salaries	\$ 964,852	\$ 995,896	\$ 995,896	\$ 588,508
Classified Salaries	168,604	227,414	227,414	117,244
Employee Benefits	200,179	217,084	217,084	105,495
Materials & Supplies	54,888	72,800	72,800	22,185
Services	56,013	84,740	84,740	36,647
Capital Outlay	<u>851</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 1,445,387</u>	<u>\$ 1,597,934</u>	<u>\$ 1,597,934</u>	<u>\$ 870,079</u>
Revenues Over (Under) Expenditures	\$ 25,762	\$ (24,833)	\$ (24,833)	\$ 39,350
Beginning Fund Balance	<u>99,379</u>	<u>125,141</u>	<u>125,141</u>	<u>125,141</u>
Ending Fund Balance	<u>\$ 125,141</u>	<u>\$ 100,308</u>	<u>\$ 100,308</u>	<u>\$ 164,491</u>
Ending Cash Balance				<u>\$ 176,009</u>

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State Construction & Scheduled Maintenance was established to account for the financial activities of State-approved construction and maintenance projects. The funding sources are state funds and matching funds for Scheduled Maintenance from the District's General Obligation Bond Funded Capital Outlay Projects (Resource 4160).

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 9,634,375	\$ 2,343,802	\$ 20,423,802	\$ 678,123
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4160)	292,528	252,824	252,824	252,824
Total Revenues	\$ 9,926,903	\$ 2,596,626	\$ 20,676,626	\$ 930,947
Expenditures				
Materials & Supplies	\$ 15,744	\$ 1,000	\$ 6,908	\$ 5,486
Services	0	0	71,280	0
Capital Outlay	8,830,025	4,319,546	22,322,358	1,038,237
Total Expenditures	\$ 8,845,769	\$ 4,320,546	\$ 22,400,546	\$ 1,043,723
Revenues Over (Under) Expenditures	\$ 1,081,134	\$ (1,723,920)	\$ (1,723,920)	\$ (112,776)
Beginning Fund Balance	642,786	1,723,920	1,723,920	1,723,920
Ending Fund Balance	\$ 1,723,920	\$ 0	\$ 0	\$ 1,611,144
Ending Cash Balance				\$ 1,592,748

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Child Development Center Capital was established to account for the construction and expansion of the District's childcare facilities.

Fund 41, Resource 4110 - Child Development Center Capital

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,189	\$ 1,000	\$ 1,000	\$ 797
Expenditures				
Capital Outlay	\$ 0	\$ 51,744	\$ 51,744	\$ 0
Total Expenditures	\$ 0	\$ 51,744	\$ 51,744	\$ 0
Revenues Over (Under) Expenditures	\$ 2,189	\$ (50,744)	\$ (50,744)	\$ 797
Beginning Fund Balance	48,555	50,744	50,744	50,744
Ending Fund Balance	<u>\$ 50,744</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 51,541</u>
Ending Cash Balance				<u>\$ 51,541</u>

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Non-State Funded Capital Outlay Projects was established to account for financial activities related to the acquisition or construction of major capital projects that are funded from non-state revenue sources.

Fund 41, Resource 4120 - Non-State Funded Capital Outlay Projects

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 19,229	\$ 1,115,699	\$ 1,115,699	\$ 0
Expenditures				
Capital Outlay	\$ 19,206	\$ 1,115,676	\$ 1,115,676	\$ 0
Total Expenditures	\$ 19,206	\$ 1,115,676	\$ 1,115,676	\$ 0
Revenues Over (Under) Expenditures	\$ 23	\$ 23	\$ 23	\$ 0
Beginning Fund Balance	505	528	528	528
Ending Fund Balance	\$ 528	\$ 551	\$ 551	\$ 528
Ending Cash Balance				\$ (18,678)

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La Sierra Capital is used to account for the revenues and expenses associated with the District's La Sierra Property.

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals <u>7-1-06 to 6-30-07</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 510,264	\$ 546,800	\$ 546,800	\$ 166,149
Expenditures				
Services	\$ 794	\$ 7,500	\$ 7,500	\$ 270
Capital Outlay	<u>150,711</u>	<u>1,688,031</u>	<u>1,688,031</u>	<u>33,835</u>
Total Expenditures	<u>\$ 151,505</u>	<u>\$ 1,695,531</u>	<u>\$ 1,695,531</u>	<u>\$ 34,105</u>
Revenues Over (Under) Expenditures	\$ 358,759	\$ (1,148,731)	\$ (1,148,731)	\$ 132,044
Beginning Fund Balance	<u>11,181,686</u>	<u>11,540,445</u>	<u>11,540,445</u>	<u>11,540,445</u>
Ending Fund Balance	<u>\$ 11,540,445</u>	<u>\$ 10,391,714</u>	<u>\$ 10,391,714</u>	<u>\$ 11,672,489</u>
Ending Cash Balance				<u>\$ 10,717,514</u>

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General Obligation Bond Funded Capital Outlay Projects was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4160 - General Obligation Bond Funded Capital Outlay Projects

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,608,643	\$ 3,718,502	\$ 3,718,502	\$ 1,585,771
Proceeds from General Obligation Bond Series C	91,084,831	0	0	0
Total Revenues	<u>\$ 92,693,474</u>	<u>\$ 3,718,502</u>	<u>\$ 3,718,502</u>	<u>\$ 1,585,771</u>
Expenditures				
Classified Salaries	\$ 43,673	\$ 156,881	\$ 101,704	\$ 27,699
Employee Benefits	22,758	57,135	57,135	10,914
Materials & Supplies	20,567	12,987	17,433	17,598
Services	1,941,530	988,225	1,086,202	816,506
Capital Outlay	23,507,984	50,927,429	50,700,885	9,550,861
Intrafund Transfers to:				
State Construction (Resource 4100)	292,528	252,824	252,824	252,824
Total Expenditures	<u>\$ 25,829,040</u>	<u>\$ 52,395,481</u>	<u>\$ 52,216,183</u>	<u>\$ 10,676,402</u>
Revenues Over (Under) Expenditures	\$ 66,864,434	\$ (48,676,979)	\$ (48,497,681)	\$ (9,090,631)
Beginning Fund Balance	<u>34,171,504</u>	<u>101,035,938</u>	<u>100,571,640</u>	<u>100,571,640</u>
Ending Fund Balance	<u>\$101,035,938</u>	<u>\$ 52,358,959</u>	<u>\$ 52,073,959</u>	<u>\$ 91,481,009</u>
Ending Cash Balance				<u>\$ 91,940,356</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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Health and Liability Self-Insurance is used to account for the revenues and expenditures of the District's health and liability self-insurance programs.

Fund 61, Resource 6100 - Health and Liability Self-Insurance

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,671,242	\$ 4,559,785	\$ 4,559,785	\$ 3,100,059
Interfund transfer from General Operating (Resource 1000)	250,000	250,000	250,000	125,000
Total Revenue	<u>\$ 4,921,242</u>	<u>\$ 4,809,785</u>	<u>\$ 4,809,785</u>	<u>\$ 3,225,059</u>
Expenditures				
Classified Salaries	\$ 170,329	\$ 182,371	\$ 182,371	\$ 105,000
Employee Benefits	67,798	66,624	66,624	31,648
Materials & Supplies	4,311	7,400	7,400	1,496
Services	3,526,491	4,090,695	4,090,695	2,823,910
Capital Outlay	37,905	40,000	40,000	19,067
Total Expenditures	<u>\$ 3,806,834</u>	<u>\$ 4,387,090</u>	<u>\$ 4,387,090</u>	<u>\$ 2,981,121</u>
Revenues Over (Under) Expenditures	\$ 1,114,408	\$ 422,695	\$ 422,695	\$ 243,938
Beginning Fund Balance	1,925,421	3,039,829	3,039,829	3,039,829
Ending Fund Balance	<u>\$ 3,039,829</u>	<u>\$ 3,462,524</u>	<u>\$ 3,462,524</u>	<u>\$ 3,283,767</u>
Ending Cash Balance				<u>\$ 4,689,053</u>

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Workers' Compensation Self-Insurance is used to account for the revenues and expenditures of the District's workers compensation self-insurance program.

Fund 61, Resource 6110 - Workers' Compensation Self-Insurance

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,448,826	\$ 1,494,087	\$ 1,494,087	\$ 808,457
Expenditures				
Classified Salaries	\$ 54,311	\$ 53,323	\$ 53,323	\$ 30,254
Employee Benefits	21,870	20,525	20,525	9,747
Materials & Supplies	154	620	620	0
Services	999,234	1,173,329	1,173,329	697,287
Capital Outlay	0	5,000	5,000	0
Total Expenditures	\$ 1,075,569	\$ 1,252,797	\$ 1,252,797	\$ 737,288
Revenues Over (Under) Expenditures	\$ 373,257	\$ 241,290	\$ 241,290	\$ 71,169
Beginning Fund Balance	306,185	679,442	679,442	679,442
Ending Fund Balance	\$ 679,442	\$ 920,732	\$ 920,732	\$ 750,611
Ending Cash Balance				\$ 2,180,242

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Associated Students of RCC is used to record the financial transactions of the student government, college clubs, and organizations of the district. Revenue includes student activity fees, interest income, pay phone commissions and athletic ticket sales.

	<u>Associated Students of RCC</u>			
	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 595,841</u>	<u>\$ 602,000</u>	<u>\$ 602,000</u>	<u>\$ 373,871</u>
Expenditures				
Materials & Supplies	<u>\$ 539,287</u>	<u>\$ 602,000</u>	<u>\$ 602,000</u>	<u>\$ 278,347</u>
Total Expenditures	<u>\$ 539,287</u>	<u>\$ 602,000</u>	<u>\$ 602,000</u>	<u>\$ 278,347</u>
Revenues Over (Under) Expenditures	\$ 56,554	\$ 0	\$ 0	\$ 95,524
Beginning Fund Balance	<u>1,033,629</u>	<u>1,090,183</u>	<u>1,090,183</u>	<u>1,090,183</u>
Ending Fund Balance	<u>\$ 1,090,183</u>	<u>\$ 1,090,183</u>	<u>\$ 1,090,183</u>	<u>\$ 1,185,707</u>
Ending Cash Balance				<u>\$ 2,272,954</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2008**

Student Financial Aid is used to record financial transactions for scholarships given to students from the federal Pell and FSEOG grant programs as well as the State's Cal Grant program.

	<u>Student Financial Aid</u>			
	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 13,680,879</u>	<u>\$ 15,785,679</u>	<u>\$ 15,785,679</u>	<u>\$ 9,266,654</u>
Expenditures				
Other				
Scholarships and Grant Reimbursements	<u>\$ 13,680,879</u>	<u>\$ 15,785,679</u>	<u>\$ 15,785,679</u>	<u>\$ 8,582,321</u>
Total Expenditures	<u>\$ 13,680,879</u>	<u>\$ 15,785,679</u>	<u>\$ 15,785,679</u>	<u>\$ 8,582,321</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 684,333
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 684,333</u>
Ending Cash Balance				<u>\$ 656,480</u>

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, 2008.

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.

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
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2008**

RCCD Development Corporation is used to account for financial transactions related to the development corporation. This corporation currently has very little activity but remains operational should the District need to use it for future transactions related to property development. Revenues consist of interest income. Expenses are for tax filing fees paid to the state.

RCCD Development Corporation

	Prior Year Actuals 7-1-06 to 6-30-07	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 11	\$ 0	\$ 0	\$ 5
Expenditures				
Services	\$ 20	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 20	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (9)	\$ 0	\$ 0	\$ 5
Beginning Fund Balance	16,253	16,244	16,244	16,244
Ending Fund Balance	<u>\$ 16,244</u>	<u>\$ 16,244</u>	<u>\$ 16,244</u>	<u>\$ 16,249</u>
Ending Cash Balance				<u>\$ 16,249</u>

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

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

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
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, **faculty**, 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. *When schedules allow, 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.

Date Adopted: May 15, 2007

Revised:

(Replaces Policy 1040)

**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).

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*** included in ***Administrative Procedures 3410 and 3435.***

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.~~

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.

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.

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.

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.~~

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.

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.

***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.*

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.~~

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.

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.~~

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.

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.**

***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.*

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.~~

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.

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.

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.

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.

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.

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.~~

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.

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:

MINUTES OF THE BOARD OF TRUSTEES
TEACHING AND LEARNING COMMITTEE MEETING
OF JANUARY 22, 2008

Chairperson Medina called the committee to order at 6:00 p.m., in Student Services 101, Moreno Valley Campus.

CALL TO ORDER

Committee Members Present

Mr. José Medina, Committee Chairperson
Mrs. Janet Green, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Virginia Blumenthal, Vice President, Board of Trustees
Mr. Mark Takano, Member, Board of Trustees (arrived at 6:20 p.m.)
Dr. Debbie DiThomas, Interim Vice Chancellor,
Student Services and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Doug Beckstrom, Academic Senate Representative, Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative, Norco Campus
Dr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Mr. Gustavo Segura, CSEA Representative
Ms. Karin Skiba, CTA Representative

Resource Persons Present

Dr. James L. Buysse, Interim Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Dr. Bob Bramucci, District Dean, Open Campus

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

Dr. Maghroori led the committee review of the proposed curricular changes that will be brought to the Board for approval at the January 29th regular meeting. Discussion followed.

PROPOSED CURRICULAR CHANGES

Dr. Bramucci presented a report on the District's Distance Education program. Discussion followed.

UPDATE ON DISTANCE EDUCATION

The committee adjourned the meeting at 7:11 p.m.

ADJOURNED

MINUTES OF THE BOARD OF TRUSTEES
RESOURCES COMMITTEE MEETING OF JANUARY 22, 2008

Chairperson Takano called the committee to order at 7:18 p.m. in Student Services 101, Moreno Valley Campus.

CALL TO ORDER

Committee Members Present

Mr. Mark Takano, Chairperson
Ms. Virginia Blumenthal, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Janet Green, Secretary, Board of Trustees
Mr. Jose Medina, Member, Board of Trustees
Mr. Aaron Brown, Interim Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Mr. Doug Beckstrom, Academic Senate Representative,
Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative,
Norco Campus
Mr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Ms. Tamara Caponetto, CSEA Representative, Norco Campus
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus
Ms. Karin Skiba, CTA Representative

Resource Persons Present

Dr. James L. Buysse, Interim Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Irving Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Mr. Bill Bogle, District Controller
Mr. Ed Godwin, Director, Administrative Services
Mr. Mike Webster, Facilities Consultant

Guest(s) Present

Dr. Debbie DiThomas, Interim Vice Chancellor,
Student Services and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Ms. Deborah L. Crowley, C.P.A., Eadie and Payne, LLP
Ms. Heidi H. White, Partner, Vavrinek, Day & Co., LLP

Mr. Brown introduced Ms. White, Partner, with the District's auditing firm, Vavrinek, Trine, Day & Co., who led the committee review of the District's independent audit report for the year ended June 30, 2007, that will be presented to the Board on January 29th with a request to be received into the District's permanent file. Discussion followed.

2006-2007 INDEPENDENT
AUDIT REPORT FOR THE
RIVERSIDE COMMUNITY
COLLEGE DISTRICT

Mr. Brown introduced Ms. Crowley, with Eadie and Payne, LLP, who led the committee review of the independent financial and performance audit of the Measure C general obligation bonds for the year ended June 30, 2007, that the Board will also be asked to receive at the January 29th regular meeting. Discussion followed.

2006-2007 MEASURE C
FINANCIAL AND PERFOR-
MANCE AUDITS

Mr. Webster led the committee review of the consideration to hire construction management service firms to assist with managing and executing construction projects on an as-needed basis. Discussion followed.

CONSTRUCTION
MANAGEMENT SERVICES

Mr. Godwin presented the committee with a report on the District's self-insured workers' compensation program. Discussion followed.

2006-2007 PUBLIC SELF
INSURER'S ANNUAL REPORT
FOR WORKERS' COMPENSA-
TION

Mr. Brown provided an update on the Governor's proposed state budget.

UPDATE ON THE 2007-2008
STATE BUDGET

The committee adjourned the meeting at 8:27 p.m.

ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
PLANNING COMMITTEE MEETING OF JANUARY 22, 2007

Chairperson Green called the committee to order at 8:30 p.m., in Student Services 101, Moreno Valley Campus.

CALL TO ORDER

Committee Members Present

Mrs. Janet Green, Committee Chairperson
Mr. Mark Takano, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Virginia Blumenthal, Vice President, Board of Trustees
Mr. Jose Medina, Member, Board of Trustees
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Ms. Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness
Dr. Doug Beckstrom, Academic Senate Representative, Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative, Norco Campus
Dr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Mr. Gustavo Segura, CSEA Representative, Moreno Valley Campus

Resource Persons Present

Dr. James L. Buisse, Interim Chancellor
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Dr. Cordell Briggs, Interim Dean, Public Safety Education and Training
Mr. Mike Webster, Consultant, Facilities and Planning

Mr. Webster led the committee review of the amendment to provide preliminary plans and drawing that will be presented to the Board for approval at the January 29th regular meeting. Discussion followed.

MORENO VALLEY PHASE III –
STUDENT ACADEMIC SERVICES
FACILITY – AMENDMENT TO THE
AGREEMENT WITH WWCOT
ARCHITECTURE

Mr. Webster reviewed an agreement with the committee to provide special inspection and materials testing services during construction that will be brought to the Board for approval at the January 29th regular meeting. Discussion followed.

PHASE III – NORCO/INDUSTRIAL
TECHNOLOGY PROJECT –
MATERIAL TESTING AGREEMENT
WITH TWINING LABORATORIES

Mr. Webster led the committee review of an agreement to provide design services including preparation of design, plans, specifications and working drawings that will also be brought to the Board for approval at the January 29th regular meeting. Discussion followed.

NURSING/SCIENCES BUILDING
PROJECT – FURNITURE, FIXTURES
AND EQUIPMENT DESIGN SERVICES
AGREEMENT WITH GKK WORKS

Dr. Briggs led the review of an agreement to offer training at the Ben Clark Training Center that will be brought to the Board with a request for approval at the January 29th regular meeting. Discussion followed.

AGREEMENT WITH STATE OF CALIFORNIA, CALIFORNIA HIGHWAY PATROL

The committee adjourned the meeting at 8:41 p.m.

ADJOURNED

MINUTES OF THE BOARD OF TRUSTEES
GOVERNANCE COMMITTEE MEETING OF JANUARY 22, 2008

Chairperson Blumenthal called the committee to order at CALL TO ORDER
8:45 p.m., in Student Services 101, Moreno Valley
Campus.

Committee Members Present

Ms. Virginia Blumenthal, Committee Chairperson
Mr. José Medina, Vice Chairperson
Ms. Mary Figueroa, President, Board of Trustees
Ms. Janet Green, Secretary, Board of Trustees
Dr. James L. Buisse, Interim Chancellor
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Dr. Doug Beckstrom, Academic Senate Representative, Moreno Valley Campus
Dr. Sharon Crasnow, Academic Senate Representative, Norco Campus
Dr. Richard Mahon, Academic Senate Representative,
Riverside City College and District
Mr. Gustavo Segura, CSEA Representative
Ms. Karen Skiba, CTA Representative

Resource Persons Present

Dr. Brenda Davis, President, Norco Campus
Dr. Irv Hendrick, Interim President, Moreno Valley Campus
Dr. Linda Lacy, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Ms. Ruth Adams, Esq., Director, Contracts, Compliance and Legal Services

Guests Present

Mr. Aaron Brown, Interim Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Interim Vice Chancellor,
Student Services and Operations
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs

Ms. Adams led the committee review of Policies 2200,
2410, 3200, 3250, 4020, 4025 and 6200 that will be
presented to the Board for first reading at the regular
meeting of January 29th. Discussion followed and
additional revisions and repositioning were suggested. Ms.
Adams assured the committee that all would be presented
to the Academic Senate with the new changes prior to
submission to the Board for second reading and approval
in February.

REVISED ACCREDITATION BOARD
POLICIES

Ms. Adams led the committee review of Policies, 3410,
3430, 4005, 4010, 4026, 4060, 4070, 4100, 4230, 4235,
4240, 4260, 4300, 4400, 6100 and 6340 that will be

REVISED AND NEW BOARD
POLICIES

presented to the Board for first reading at the regular meeting of January 29th. Discussion followed and additional revisions were suggested.

Ms. Adams also led the committee review of a title change for Board Policy 4630 that will be made. Discussion followed

TITLE CHANGE FOR BOARD POLICY 4630

The committee adjourned the meeting at 9:20 p.m.

ADJOURNED

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS FROM BOARD MEMBERS

Report No.: X-A

DATE: February 26, 2008

Subject: CCCT Board of Directors Election – 2008

Background: Board President Mary Figueroa was elected last spring to a one-year term on the CCCT Board of Directors. Nominations for membership on the CCCT Board of Directors took place between January 1 and February 15, 2008.

Recommended Action: Board ratification is requested for the nomination of Board President Mary Figueroa to run for the CCCT Board of Directors for another term.

James L. Buysse
Interim Chancellor

Prepared by: Jim Parsons
Associate Vice Chancellor,
Public Affairs and Institutional Advancement



Date: December 1, 2007
To: California Community College Trustees
California Community College Chancellors/Superintendents
From: Scott Lay
Subject: CCCT Board Election - 2008

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nominating Ballot mailed to the League office, and please use only these forms. Nomination materials should be sent by certified mail – return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. Ten persons will be elected to the board this year. Nine incumbents are eligible to run for re-election. Per CCCT Governing Policy II. A. 5, Rebecca Garcia will remain on the board for one additional year in order to serve as Immediate Past-president. This will not impact the election and the two-year CCCT board seat she has termed out of will be filled during this election cycle.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 4.

If you have any questions about the CCCT board election process, please call the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)

- Official Nominating Form
- Official Biographical Sketch Form
- Official Statement of Candidacy
- CCCT Board Terms of Office
- CCCT Board Roster



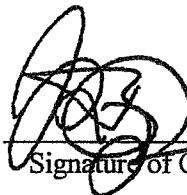
CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Riverside Community
College District nominates Mary Figueroa to be a
candidate for the CCCT Board.

This nominee is a member of the Riverside Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board

CCCT BOARD
BIOGRAPHIC SKETCH FORM

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February 26, 2008
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Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Mary Figueroa Date: February 12, 2008
Address: 1258 Shakespeare Drive
City: Riverside Zip: 92506
Phone: 951/780-4962 951/317-2648
(home) (office)
E-Mail: maryfig50@sbcglobal.net

EDUCATION

Certificates/Degrees: University of California, Riverside (1979) - B.A.,
Chicano Studies/Political Science

PROFESSIONAL EXPERIENCE

Present Occupation: Retired - California Department of Corrections: Correctional
Counselor (21 years)
Other: Victim Witness Advocate: District Attorney's Office; Riverside
Unified School District: Substitute Teacher; City of Riverside Summer
Youth Employment: Placement Counselor

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Riverside Community College District
Years of Service on Local Board: 13 years (1995)
Offices and Committee Memberships Held on Local Board: President (6 terms); Vice
President (1 term); Secretary (1 term); Chair, Personnel & Labor, Planning
& Development; Vice Chair, Academic Affairs & Finance committees
State Activities (*CCCT and other organizations boards, committees, workshop presenter;*
Chancellor's Committees, etc) Member, ACC Latino Trustee Association

National Activities (*ACCT and other organizations, boards, committees, etc.*):

None

CIVIC AND COMMUNITY ACTIVITIES

See attached bio

OTHER

California Department of Corrections (CDC) Statewide Chair - Women's
Liaison Council
CDC - Equal Employment Opportunity Committee
National Latino Peace Officers Association member and Board of Directors,
local Riverside chapter

Mary Figueroa

Ms. Figueroa's community involvement began at the age of 16 when she volunteered for a local election campaign in order to earn high school credit in a government class. From there she became involved in the neighborhood youth organizations formed in the 1970's to deal with local community gang activity and police conflict. Her community organization involvement has included past and recent membership in:

- Eastside Social Services Center Advisory Board
- Action Before Crisis Committee
- Riverside Youth Development Council
- Inland Community Design Center
- Riverside Area Rape Crisis Center Board of Directors
- City of Riverside Human Relations Commission
- San Geronimo Girl Scout Council Board of Directors
- Departmental Women's Liaison Council – Department of Corrections
- Equal Employment Opportunity Commission – Department of Corrections
- Blueprint for Volunteer Diversity Planning Committee
- American Diabetes Association Board of Directors
- Latino Network
- Greater Riverside Hispanic Chamber of Commerce Board of Directors
- Riverside Mayor's Use of Force Panel
- State of California Attorney General's Civil Rights Commission on Hate Crimes
- Riverside Eastside Community Engagement Group
- National Latino Peace Officers Association
- American Association of University Women
- NAACP
- Riverside Chamber Board of Directors of the National Latino Peace Officers Association
- Eastside Think Tank

Ms. Figueroa has been honored with acknowledgement from the Greater Riverside Hispanic Chamber of Commerce with its 1996 Josie Lozano Award; with the 1999 Woman of Achievement Award by the Black Voices Foundation, Inc.; the YWCA Woman of Achievement Award, 2004; and The Hispanic Image Awards/Inland Empire Influential Latina of the Year Award, 2005.



CCCT BOARD
STATEMENT OF CANDIDACY

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Must be returned to the League office postmarked no later than February 15, along with the nominating ballot and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: Mary Figueroa DATE: February 12, 2008

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

- * Focusing on workforce development partnerships to continue being an economic asset to the state
- * Increasing the student retention rate and thereby increasing the success of the most diverse student population in higher education
- * Increasing faculty diversity reflective of its student population and community demographics
- * Destigmatizing remediation and increasing student success

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

First in my family to graduate from high school and attend college, I experienced firsthand the value of education to an individual's life. Working 21 years in the prison system, I have professionally observed the consequences of the lack of education and its resulting negative economic impact on the community.

CCCT BOARD
 FY 2008 TERMS OF OFFICE

NAME	TERMS SERVED	TERM EXPIRES	ELIGIBILITY FOR ADDITIONAL CONSECUTIVE TERMS
Albiani	00/02, 02/04, 04/06, 06/08	08	1
Barreras	06/08	08	4
Batiste	00/02, 02/04, 04/06, 06/08	08	1
Bader	11/06-5/07*, 07/09	09	3
Beck	01/02**, 02/04, 04/06, 06/08	08	1
Clark	99/01, 01/03, 03/05, 05/07, 07/09	09	0
Figueroa	**07/08	08	4
Fong	1/04-5/04*, 04/06, 06/08	08	2
Garcia	6/99-5/00*, 00/02, 02/04, 04/06, 06/08	08	0
Grier	12/01-05/02*, 02/04, 04/06, 06/08	08	1
Hayden Jr.	99/01, 01/03, 03/05, 05/07, 07/09	09	0
Howald	9/04-5/05*, 05/07, 07/09	09	2
Mann	05/07, 07/09	09	3
Meng	04/06, 06/08	08	3
Mercer	02/03**, 03/05, 05/07, 07/09	09	1
Ortell	1/04-5/04*, 04/06, 06/08	08	2
Quintero	11/06-5/07*, 07/09	09	3
Serna	05/07, 07/09	09	3
Singer	04/05**, 05/07, 07/09	09	2
Villegas	7/00-5/01*, 01/03, 03/05, 05/07, 07/09	09	0

*Initially Appointed
 **Elected to One-Year Term

CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2007-2008 BOARD ROSTER

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