

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
TEACHING AND LEARNING COMMITTEE  
October 14, 2008 – 6:00 p.m.  
Board Room AD 122, Riverside City College

Committee Members: José Medina, Committee Chairperson  
Janet Green, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Debbie DiThomas, Interim Vice Chancellor, Student Services/Operations  
Doug Beckstrom, Academic Senate Representative, (Moreno Valley)  
Sharon Crasnow, Academic Senate Representative (Norco)  
Richard Davin, Academic Senate Representative (Riverside)  
Kyl Myers, ASRCC Student Representative  
Matt Phillips, ASRCC Student Representative  
Chris Rocco, CTA Representative (Moreno Valley)  
Dorothy Reina, CTA Representative (Norco)  
Debbie Cazares, CTA Representative (Riverside)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Sharon Drake, CSEA Representative (Norco)

AGENDA

VI. Board Committee Reports

A. Teaching and Learning

1. Agreement with Centers for Academic Programs Abroad  
- The Committee to review an agreement to provide educational and travel services for the study abroad program. Term of the agreement is for February 25, 2009 through May 15, 2009.
2. Agreement with Adventureland Safari LLC  
- The Committee to review an agreement to provide travel services to Turkey for the study abroad program. The term of the agreement is for June 19, 2009 through July 3, 2009.
3. Agreement with Cal Poly Pomona Foundation, Inc.  
- The Committee to review an agreement to provide subcontract services. The term of the agreement is September 1, 2008 through June 30, 2011.
4. Subcontract Agreement with the Regents of the University of California  
- The Committee to review a subcontract to fund a collaborative project with the University of California, Riverside. The term of the subcontract is August 1, 2008 through July 31, 2011.

5. Regional Occupational Program Course Sequencing Plan  
- The Committee to be presented with information regarding course sequencing plans for Riverside County Career and Technical Education/Regional Occupational Program.
6. School of Nursing Update  
- The Committee to be presented with an update on the School of Nursing and its programs.
7. Comments from the public.

Adjourn

Prepared by: Naomi Foley  
Administrative Assistant, Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-1

Date: October 21, 2008

Subject: Agreement with Centers for Academic Programs Abroad

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Centers for Academic Programs Abroad (CAPA) to provide classroom facilities, faculty and student housing accommodations, transfer transportation, academic guide, group airfare, and insurance for the study abroad program in Oxford, England from February 25, 2009 through May 15, 2009. CAPA has served as the District's educational services contractor for study abroad programs in the past. CAPA will receive \$1,000.00 to cover unforeseen costs for students/participants. Funding source: General fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement to provide educational services for the study abroad program, from February 25, 2009 through May 15, 2009, for an amount not to exceed \$1,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Jan Schall  
Coordinator, International Education/Study Abroad Programs

Riverside  
Community  
College  
Oxford  
Program  
Spring  
2009

**Created on:**

**September 16, 2008**

Contents

*Program Contract*  
*Health and Safety*  
*Predeparture Assistance*  
*Program Agreement*  
*Letter Agreement*

# Oxford Program Spring 2009

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## 1. PROGRAM DATES

|                                    |                             |
|------------------------------------|-----------------------------|
| Departure from the United States:  | Wednesday February 25, 2009 |
| Arrival in the United Kingdom:     | Thursday February 26, 2009  |
| Departure from the United Kingdom: | Friday May 15, 2009         |

## 2. PREDEPARTURE SERVICES

### Recruitment

CAPA will monitor your recruitment efforts and provide assistance subject to your needs. This may include designing a recruitment plan, establishing a timeline, assisting with program brochures, publicity materials and methods, use of school web site and newspaper, and other strategies.

### Program Management

CAPA works in partnership with your institution to ensure an efficient and friendly experience for all involved. CAPA's U.S.-based staff works closely with you to ensure that each detail of the program is taken care of. They will provide answers to your questions; will prompt you to forward information as needed; and will send you the final housing, flights, and other program details as applicable.

### Financial Accounting

For institutions paying CAPA directly, we will forward invoices according to the agreed-upon schedule.

When students are paying CAPA directly, we will send individual invoices and deal with all questions that arise regarding billings, payments, and financial aid. CAPA has a dedicated toll-free number for students to contact us.

### Student Pre-departure Information

Before your program begins, CAPA will send information packs for each student that contain a site manual with everyday information as well as in-depth pre-departure health and safety information to help students and their parents make informed decisions concerning their preparations for study abroad.

We also send information on phone cards, renting cell phones, and included insurance as well as optional insurance options.

### 3. STUDENT SERVICES

#### Flights

Round-trip Group Airfare to London Included

\*Must have at least 10 passengers for group airfare

\*Air taxes and fuel surcharges will be invoiced separately at 60 days prior to departure

#### Accommodations

Homestays with half-board per week

#### Meals

Daily continental breakfast and dinner at the homestay

#### CAPA Standard Inclusions

Arrival Walking Tour

Departure Ceremony

Brochures

Arrival Reception

Arrival Orientation

Insurance

CAPA International Program Support Services and Staff

#### Cultural Fund

50 GBP per student to be distributed in United Kingdom upon arrival

### 4. FACULTY SERVICES

#### Flights

Round trip Airfare to London

#### Accommodations

Accommodations for the program dates for two instructors in a furnished one-bedroom flat in Oxford.

September 16, 2008

Oxford 2009

## Other Services

The following services as listed for the students will be provided for the faculty: orientation, group events, excursions and activities, insurance, and the transfers.

Faculty will be provided the option to rent a mobile phone prior to departure where the application fee and daily rental fee are waived. Faculty will still be charged for phone usage but at a discounted rate. Faculty will not be given a mobile phone once they arrive in country and a land line in the apartment is not guaranteed.

## 5. ACADEMIC PROGRAM AND FACILITIES

The Institution will supply faculty members as necessary to carry out the core academic program for its students. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration and granting of credit will be vested in the Institution and its designated representatives.

### Local Instruction

#### Classroom Facilities

Seminar room at Oriel College or similiar. This classroom will be large enough for 30 students.

Note: CAPA will provide Riverside Community College with a classroom schedule one month before the start of the program based on the course requirements of the program and enrollment numbers. Final enrollment must be provided to CAPA no later than 60 days prior to the start of the program. Classes may alternate between morning and afternoon sessions.

#### Classroom Equipment

TV and VCR will be provided for the duration of the program

## 6. LOCAL TRANSPORTATION

### Transfers

Roundtrip airport transfer from London-Heathrow to Oxford will be provided. Students arriving at other times or places must make their own transfer arrangements.

## 7. EXCURSIONS

A walking tour of Oxford following the orientation. No entrances are included.

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Full day to London to include transportation by coach, a tour escort, a half-day local guide, and entrances to the Tower of London.

\*Please note that there must be minimum of 15 students on the excursion in order for it to run.

## 8. HEALTH AND SAFETY

CAPA endorses the guidelines published by the NAFSA Interorganizational Task Force on Safety and Responsibility in Study Abroad. A leader in health and safety management, CAPA has implemented the following policies and procedures for managing emergency situations that occur abroad:

### Preparedness

CAPA maintains a comprehensive health and safety plan in order to ensure a safe and productive learning environment for students and faculty.

### Continuous Assessment

CAPA staff members receive regular training from an organization specializing in crisis management and support, and comprehensive and ongoing health and safety training, including guidelines on referral and working within the limitations of their own competencies.

### 24-Hour Emergency Contact

CAPA provides 24-hour emergency telephone coverage for faculty and students in distress.

### Student Insurance

CAPA provides insurance for each student and traveling faculty member, including health, travel and accident coverage; emergency evacuation and repatriation; basic accident; sickness; trip cancellation; trip delay; trip interruption; and baggage loss. Additional coverage is also made available to participants.

### Registration Abroad

CAPA is registered with the U.S. Embassy and is on the State Department's advisory list to receive regular updates on security issues abroad. These updates are always communicated to students.

### Communication with the Home Campus

CAPA keeps home campuses informed of the welfare of their students and faculty, and informs them of issues arising abroad.



## 9. PROGRAM FEES

### Single-Year Agreement

This is a proposal is for a single-year agreement.

NOTE: Program fees include all services, facilities and activities described in this proposal.

### Single-Year Agreement

#### 2008 Program Fees

25+ students and two faculty members: \$6,999

#### **Additional Costs**

\$1,000 will be invoiced directly to Riverside Community College District for additional program expenses (clerical, copying, printing, and guide expenses for special exhibits.)

NOTE: Taxes and Fuel Surcharge are not included in the Air inclusive program fee

NOTE: CAPA reserves the right to adjust program fees to reflect fluctuations in the value of the dollar in excess of 5%.

Program fees are per person and include all services listed above.

### Refundable Housing Deposit

A \$500-per-faculty refundable deposit is also required at the time of faculty application. CAPA will refund the Faculty directly following the completion of the program (any damages, utilities, etc, will be itemized and deducted from the refund).

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Oxford 2009

# Spring Semester in Oxford 2009

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Letter Agreement **Please mail to: CAPA, 210 Union Wharf, Boston MA 02109**

This letter will record an agreement between CAPA International Education Foundation, LP and the Riverside Community College("Institution").

1)CAPA agrees to provide the services described in the proposal with the same date that appears at the top of this page.

2)This is a single year proposal

3) Individual Student Payment Plan **with** Airfare included: CAPA will invoice individual Student Participants directly for all fees as described in this "Letter Agreement" and Individual Student Application/Release forms. The Application/Release forms and full payment must be received at CAPA 90 days prior to departure. Forms received after this date will be subject to availability and applicable late fees. Individual cancellations will be processed according to the below listed Cancellation and Refund Policy.

4) Institution agrees to follow the guidelines and timelines described by CAPA recruitment staff and to make every effort to recruit students to participate in the program.

5) Cancellation and Refund Policy

| <b>Withdrawal Date</b>               | <b>Cancellation Fees</b>          |
|--------------------------------------|-----------------------------------|
| More than 60 days prior to departure | \$250                             |
| 46 to 60 days prior to departure     | 25% of the program fee plus \$250 |
| 22 to 45 days prior to departure     | 50% of the program fee plus \$250 |
| 21 days or fewer prior to departure  | 100% of the program fee           |

6) Please indicate acceptance of this agreement by signing and returning two copies of this letter agreement and contract to CAPA.

7) No change to this agreement will have any validity unless it is recorded in a revised proposal and a new letter agreement executed by both parties.

8) All reservations and services are subject to availability. CAPA will confirm all services upon receipt this signed agreement and will inform the institution of any availability issues within two weeks of receipt. CAPA will return one fully executed copy for your records

9) This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with and governed by the law of the State of California. Any legal action or proceeding with respect to this Agreement shall be brought in the courts of the State of California

Signature

Name: \_\_\_\_\_

CAPA

VP Institutional Relations

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

Signature

Name: \_\_\_\_\_

Riverside Community College

Title: \_\_\_\_\_

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

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

Semester in Oxford  
February 25 - May 15, 2009

### RELEASE AND HOLD HARMLESS AGREEMENT

Addendum to the Contract between Centers for Academic Programs Abroad, Inc. (CAPA) and  
Riverside Community College District (RCCD)

Riverside Community College District (RCCD) will provide academic instruction for the Semester Abroad program, Oxford, England, Spring Semester 2009. Centers for Academic Programs Abroad (CAPA) will provide housing accommodations, travel arrangements, and classroom facilities in Oxford.

1. This Addendum is attached to and modifies the contract between CAPA and RCCD for the Spring 2009 semester program to Oxford for the period February 25 – May 15, 2009.

2. CAPA shall indemnify and hold RCCD, its Trustees, officers, agents, employees and independent contractors, free and harmless from any liability whatsoever, based or asserted upon any acts or omission of CAPA, its agents, employees, subcontractors and independent contractors, for property damage, bodily injury, or death or any other element of damage of any kind or nature, including violations of the Americans with Disability Act, the California Fair Housing and Employment Act, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964, relating to or in anywise connected with or arising from the performance of the services contemplated hereunder, and CAPA shall defend, at its expense, including without limitation, attorney fees, RCCD, its officers, agents, employees and independent contractors, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold RCCD free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.

3. CAPA shall procure and maintain comprehensive general liability insurance coverage covering such international operations contemplated by this contract that shall protect RCCD from any claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from CAPA's activities as well as RCCD's activities under this contract. Such insurance shall name RCCD as additionally insured with respect to this agreement and the obligations of RCCD hereunder. Such insurance shall provide for limits of not less than \$3,000,000. CAPA will provide evidence of such insurance to RCCD.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-2

Date: October 21, 2008

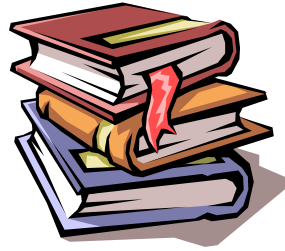
Subject: Agreement with Adventureland Safari LLC

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Adventureland Safari LLC to provide orientation meetings, faculty and student housing accommodations, transfer transportation, academic guides, group airfare, and insurance for the summer session study abroad program in Turkey from June 19, 2009 through July 3, 2009. Adventureland Safari LLC will receive \$750.00 to cover unforeseen costs for students/participants. Funding source: General fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement to provide travel services to Turkey for the study abroad program, for June 19, 2009 through July 3, 2009, for an amount not to exceed \$750.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Jan Schall  
Coordinator, International Education/Study Abroad Programs



## ADVENTURELAND SAFARI LLC NATIONAL / INTERNATIONAL STUDY PROGRAMS

### PROGRAM PROPOSAL RIVERSIDE COMMUNITY COLLEGE DISTRICT

Turkey educational tour  
June 19 to July 03, 2009

1. What is Adventureland Safari LLC International Study Programs and what services does it provide?

Adventureland/Safari LLC acts as a travel contractor for study programs; it will provide the following services:

- a. Travel and living accommodations for students and faculty members participating in the Turkey educational tour.
- b. Assistance through its Turkey office to students having medical and logistical problems or needing individual travel arrangements.
- c. Escort services and assistance by one of its representatives for the duration of the program.
- d. Orientation meetings both prior to departure from the U.S. as well as on arrival in Istanbul, Turkey
- e. Synopsis booklets on the historical and cultural aspects of Turkey, if requested by Riverside Community College District.

2. Dates for Program

- Depart LAX for ISTANBUL: Friday, June 19, 2009
- Depart ISTANBUL for LAX: Friday, July 03, 2009

### 3. Itinerary of Program

The following itinerary was negotiated between the Riverside Community College District and Adventureland Safari LLC:

JUNE 19 2008: Departure from LAX  
JUNE 20, 2008: Istanbul  
JUNE 21, 2008: Istanbul  
JUNE 22, 2008: Cappadocia  
JUNE 23, 2008: Cappadocia  
JUNE 24, 2008: Cappadocia  
JUNE 25, 2008: Pamukkale  
JUNE 26, 2008: Kusadasi  
JUNE 27, 2008: Kusadasi  
JUNE 28, 2008: Kusadasi  
JUNE 29, 2008: Canakkale  
JUNE 30, 2008: Istanbul  
JULY 01, 2008: Istanbul  
JULY 03, 2008: Return to LAX

### 4. Air and land transportation

- Adventureland Safari LLC will be responsible for all transportation related to the tour program. Adventureland Safari LLC will make arrangements for smooth departures, transfers, and arrivals related to the trip.
- Adventureland Safari LLC will provide peak-season, round-trip air transportation from Los Angeles to Europe on a regularly scheduled carrier. Due to recent events and their impact on air travel, airlines have been reducing the number of flights and changing schedules on short notices. At the present time no carrier flies non-stop from LAX to Istanbul and from Istanbul to LAX.
- Land transportation from town to town will be by air-conditioned motorcoach. Stops will be made, as requested, at gas stations or markets with restroom facilities.
- Adventureland Safari LLC will provide airport transfers in Istanbul on arrival and on departure.

### 5. Living accommodations for students

- In Turkey the group will lodge in centrally located 3, 4 and 5 star hotels.
- In all hotels breakfast is served daily.
- In all hotels a 24-hour receptionist will relay messages received by telephone or fax. In case of emergency the receptionist will promptly

contact the tour representative and/or the Adventureland Safari LLC office, as well as designated faculty, if so instructed.

#### 6. Social programs / orientations

- Adventureland Safari LLC will conduct a pre-departure orientation meeting to cover such general aspects of Turkish culture and social customs, as well as practical information concerning how to exchange money, how to obtain laundry service, how to send and receive faxes and e-mail, and how to find inexpensive but good restaurants. Students holding passports other than USA will be required to bring their passports with the appropriate visa for Turkey

A second orientation meeting will take place on day of arrival in Turkey along with a complimentary welcome dinner. Participants will also be given detailed instructions in case of medical emergencies or in case Police assistance should be needed. A list of pharmacies, postal offices, laundry establishments, internet facilities, banks, ATM machines (“Bankomats”), good and inexpensive restaurants, etc. will also be provided.

#### 7. Local Staff Assistance

- The Adventureland Safari LLC representative will meet the group at the LAX airport on departure and any other time during the program, as requested by the Director of the Program. The representative will be available to instructors and participants throughout the program.

#### 8. Safety / Crisis management plan

- A 24-hour English speaking receptionist will be instructed to promptly report to the Adventureland Safari LLC representative as well as the Adventureland Safari LLC office any emergency or other situation requiring prompt attention and assistance.
- The Adventureland Safari escort will be available for help and assistance throughout the entire program.
- A list of local pharmacies and Medical Clinics with English-speaking doctors will be provided by Adventureland Safari LLC for students wishing to seek care for non-emergency medical problems.
- The Riverside Community College District Coordinator of the International Education Program will be promptly notified of any bona-fide emergency situation and will be informed about steps being taken to control it.

9. Entrance fees and sites of cultural interest

- Adventureland Safari LLC will provide all entrance fees to museums and monuments

10. Meals

- Welcome dinner on arrival in Istanbul
- Daily breakfast.
- 8 dinners
- Farewell dinner in Athens the day before departure

11. Insurance for students and Faculty

- Students/faculty who carry no insurance in the United States can, for a reasonable fee, buy extra coverage through Adventureland Safari LLC.

12. Contractor's Insurance and Registration.

- Adventureland Safari LLC holds foreign general liability and errors and omissions insurance policies to the amount of \$1,000,000 / 3,000,000.
- ADVENTURELAND SAFARI, LLC is registered with the California Seller of Travel Program, CST #2018845-10, and is a participant in the Travel Consumer Restitution Fund (TCRC). Registration as a Seller of Travel does not constitute approval by the State of California.

Passengers may request reimbursement from TCRC if they are owed a refund of more than \$50 for transportation or travel services which was not refunded in a timely manner by a Seller of Travel who was registered and participating in the TCRC at the time of the sale. The maximum amount that may be paid by the TCRC to any one passenger is the total amount paid on behalf of the passenger to the Seller of Travel, not to exceed \$15,000. A claim must be submitted to the TCRC within six months after the scheduled completion date of the travel. A claim must include sufficient information and documentation and a \$35 processing fee. Passenger must agree to waive his/her right to other civil remedies against a registered participating Seller of Travel for matters arising out of a sale for which the claim is filed with the TCRC, if claimant was located in California at the time of the sale. A claim form can be requested by writing to: Travel Consumer Restitution Corporation

P.O. Box 6001

- Larkspur, CA 94977-6001  
or by faxing a request to: (415) 927-7698



- Passengers purchasing travel outside of California are not covered by the California Travel Consumer Restitution Corporation.

13. Cost of program: \$3,290 per person, which includes:

- Base air fare from LAX to Istanbul and from Istanbul to LAX
- Airport transfers in Istanbul
- Accommodations on a double-occupancy basis in 3, 4 and 5-star hotels
- All transfers to and from hotels at each port
- Daily buffet breakfast
- 10 dinners including Welcome and Farewell dinner in Istanbul
- 18% VAT taxes and all other local taxes and service charges
- Services of a local, professional guide at each site to be visited
- Entrance fees to museums, monuments, etc. as per program
- Escort throughout by an Adventureland Safari LLC representative

Single supplement: \$370

Not included in above cost:

- Airport taxes / fuel surcharges
- Items of a personal nature (laundry, telephone, minibar, etc.)

14. Payment schedule and procedures

|   |                      |
|---|----------------------|
| 1 <sup>st</sup> payment of \$500 (non-refundable deposit) | due upon application |
| 2 <sup>nd</sup> payment of \$1,000                        | due March 11, 2009   |
| Balance of payment  | due May 1, 2009      |

Checks are payable to Adventureland Safari LLC.

First payment should be sent to RCCD

Adventureland Safari LLC will be responsible for collecting the balance.

VISA and MASTERCARD payments are accepted: there is a 4% processing fee for cancellations.

There will be a \$25 per person service fee for any final payment received after the due date, and a \$25 fee for each bounced check.

15. Cancellations

Cancellation charges are as follows:

|                     |  |
|---------------------|--|
| Before March 11     | \$500.00 (the non-refundable deposit)                |
| March 12 to May 10  | \$1,400 (including the non-refundable \$500 deposit) |
| On and after May 11 | no refund  |

*Notification of withdrawal from the program must be made in writing, with proof of mailing, to ADVENTURELAND SAFARI LLC 10738 Riverside Drive, Suite D, North Hollywood, CA 91602. Refunds will be calculated according to the post office date on the certificate of mailing.*

#### 16. Subcontracting and responsibilities

- Adventureland Safari LLC will perform the services listed above, subcontracting with other entities (airlines, hotels, tour companies, etc.) as required. Adventureland Safari LLC is not responsible for airline delays of any kind, or for expenses or loss incurred as a result of such delays. In regard to transportation/travel, regardless of the type of vehicle, N/ISP acts for the passenger as agent only. Adventureland Safari LLC assumes no liability for accident, injury, damage, or loss in any transportation conveyance, or as a result of default by any person or company engaged in transporting the passenger.
- Adventureland Safari LLC will not be responsible for losses due to acts of negligence, replacement of lost items (such as passports, conveyance tickets, etc.), for items of a personal nature (such as use of mini-bar, personal telephone calls, faxes and e-mail, personal laundry) or for damages to furniture, etc.
- Adventureland Safari LLC – not Riverside Community College District – is responsible for all travel arrangements and any liability arising therefrom. The Riverside Community College District is NOT liable for any damages arising out of the services described herein, including, but not limited to any promises or representations, whether expressed or implied. Nothing contained herein shall be construed to in any way bind Riverside Community College District, the Riverside Governing Board, any of its agents, employees, or representatives to any promises, obligations, covenants or duties, whether expressed or implied herein.

#### 17. Indemnification

“It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold ADVENTURELAND SAFARI LLC and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCC, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, ADVENTURELAND SAFARI LLC shall indemnify and hold RCC, its Board of Trustees, officers, employees and students harmless from all claims, actions and

judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of ADVENTURELAND SAFARI LLC, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.”

18. Release and hold harmless agreement

Riverside Community College District (RCCD) will provide academic instruction for the Summer study abroad program, Turkey 2009. Adventureland/Safari LLC will provide housing accommodations and travel arrangements in Turkey

1. This Addendum is attached to and modifies the contract between Adventureland/Safari LLC and RCCD for the Summer 2009 study abroad program to Turkey for the period of June 19 – July 03, 2009.

2. Adventureland/Safari LLC shall indemnify and hold RCCD, its Trustees, officers, agents, employees and independent contractors, free and harmless from any liability whatsoever, based or asserted upon any acts or omission of Adventureland/Safari, its agents, employees, subcontractors and independent contractors, for property damage, bodily injury, or death or any other element of damage of any kind or nature, including violations of the Americans with Disability Act, the California Fair Housing and Employment Act, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964, relating to or in anywise connected with or arising from the performance of the services contemplated hereunder, and Adventureland/Safari LLC shall defend, at its expense, including without limitation, attorney fees, RCCD, its officers, agents, employees and independent contractors, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold RCCD free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.

3. Adventureland/Safari LLC shall procure and maintain comprehensive general liability insurance coverage covering such international operations contemplated by this contract that shall protect RCCD from any claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Adventureland/Safari LLC activities as well as RCCD's activities under this contract. Such insurance shall name RCCD as additionally insured with respect to this agreement and the obligations of RCCD hereunder. Adventureland / Safari LLC will provide evidence of such insurance to RCCD.

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

Title: \_\_\_\_\_

For the Riverside Community College District

\_\_\_\_\_ Date \_\_\_\_\_

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-3

Date: October 21, 2008

Subject: Agreement with Cal Poly Pomona Foundation, Inc.

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Cal Poly Pomona Foundation, Inc. to provide subcontract services under the National Science Foundation Grant 0802358. These services include technical consultation, articulation, and course curriculum development. The amount funded will be \$287,861.00. The term of the agreement is from September 1, 2008 through June 30, 2011. Funding source: National Science Foundation Grant.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement to provide subcontract services, for the term of September 1, 2008 through June 30, 2011, at an amount not to exceed \$287,861.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Hank Rogers  
Director, Center for Applied Competitive Technologies

## SUBCONTRACT AGREEMENT

This Agreement, made and entered into by and between CAL POLY POMONA FOUNDATION, an auxiliary organization of California State Polytechnic University, Pomona (CAL POLY POMONA) (herein referred to as THE FOUNDATION or FOUNDATION), and RIVERSIDE COMMUNITY COLLEGE DISTRICT (herein referred to as THE COLLEGE or COLLEGE). The funding for this Agreement is derived from the NSF Grant #0802358 "Goods To Go."

WHEREAS, THE COLLEGE is authorized to collaborate with an entity who is competent to perform the special services required, and WHEREAS, THE FOUNDATION, through individuals employed by CAL POLY POMONA, has the expertise, and experience to perform the duties set out herein. Now therefore, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. DESCRIPTION OF SERVICES: THE FOUNDATION shall provide all services as outlined and specified in Exhibit A, consisting of 1 page, attached hereto and by this reference incorporated herein.
2. AUTHORITY - This Agreement is awarded under the authority of the National Science Foundation, Advanced Technology Education program. Federal compliances regulations and agency terms and conditions including OMB Circulars A-110, A-21, and A-133 must be adhered to. Where any of the terms and conditions of the prime agreement conflict with this Agreement, the more restrictive provision(s) will apply. A copy of THE COLLEGE'S award notice National Science Foundation is attached to this agreement as reference to Federal compliance terms and conditions which apply to these funds. The CFDA number associated with these Federal Funds is 47.076
3. PERIOD OF PERFORMANCE: It is mutually agreed and understood that the obligation of THE COLLEGE is limited by and contingent upon the availability of funds for THE FOUNDATION'S expenditures. In the event that THE COLLEGE is unable to fulfill its obligation, THE COLLEGE shall immediately notify THE FOUNDATION in writing, and reimburse THE FOUNDATION for all services rendered. This Agreement shall be deemed terminated per the terms of Paragraph 9 and have no further force.
  - 3.1 This Agreement shall be effective as of September 1, 2008 and continue in effect through June 30, 2011.
4. PRINCIPAL INVESTIGATOR: PROJECT shall be under the supervision of Dr. Abolhassan Halati, California State Polytechnic University, Pomona, who shall serve as Principal Investigator. If for any reason the Principal Investigator shall be unable to continue to serve and a successor acceptable to both parties is not available, this AGREEMENT shall be terminated as hereafter provided.

5. **INDEPENDENT PARTIES:** For purpose of this AGREEMENT, the parties hereto shall be independent contractors and shall at all times be considered neither an agent nor employee of the other. No joint venture, partnership, or like relationship is created between the parties by this AGREEMENT. The COLLEGE and THE FOUNDATION are independent business entities and neither has any authority to act for, or on behalf of, or bind the other to, any contract, without the other's written approval or except as otherwise expressly set forth in this AGREEMENT.
  
6. **INDEMNIFICATION:**
  - (a) The COLLEGE shall indemnify, defend and hold harmless the State of California, the Trustees of the California State University, California State Polytechnic University, Pomona (UNIVERSITY), Cal Poly Pomona Foundation, Inc., their officers, employees, representatives, and agents from and against any and all claims, liability, loss, damage, demands, suits, judgments, expenses and costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the COLLEGE'S performance hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the UNIVERSITY or FOUNDATION.
  
  - (b) The FOUNDATION shall indemnify, defend, and hold harmless the COLLEGE, its officers, agents and employees against all claims, demands, suits, judgments, expenses and costs, if any, arising from or relating to THE FOUNDATION'S, Principal Investigator's, and CAL POLY POMONA's solely negligent acts, willful misconduct, or omissions arising from, or alleged to arise from, or related to, performance under this AGREEMENT.
  
7. **INSURANCE:** THE FOUNDATION shall maintain, in full force and effect Workers' Compensation Insurance in accordance with the laws of the State of California, and, General Liability Insurance in the amounts of \$1,000,000 per single incident and \$3,000,000 in the aggregate. Proof of said insurance shall be furnished to THE COLLEGE upon request.
  
8. **TERMINATION:** Performance under this AGREEMENT may be terminated by either party upon thirty (30) days written notice. Upon termination by COLLEGE, FOUNDATION will be reimbursed for all costs and non-cancelable commitments incurred in performance of the AGREEMENT prior to the date of termination in an amount not to exceed the total commitment set forth in Paragraph (4). Upon termination by FOUNDATION, all costs and non-cancelable commitments incurred thereafter will be the responsibility of FOUNDATION. In the event that FOUNDATION terminates this AGREEMENT, FOUNDATION will return any unused funds to COLLEGE within three (3) months of the written notice of termination.

9. **CONFLICT OF INTEREST:** THE FOUNDATION shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this Agreement. However, nothing in this AGREEMENT shall be construed to limit the freedom of FOUNDATION, or of its researchers who are participants under this AGREEMENT, to engage in similar research under other grants, contracts, or agreements with parties other than COMPANY.
  
10. **ASSIGNMENT:** This Agreement shall not be assigned by THE FOUNDATION either in whole or in part, without prior written consent of THE COLLEGE. Any assignment or purported assignment of this Agreement by THE FOUNDATION without the prior written consent of THE COLLEGE will be deemed void and of no force or effect.
  
11. **NONDISCRIMINATION:** FOUNDATION agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d), Title IX of the Education Amendments of 1972 (20 USC, Sections 1681, et seq.), the Rehabilitation Act of 1973 (29 USC, Section 794), the Age Discrimination Act of 1975 (42 USC Sections 6101, et. Seq.), and all regulations and policies issued by NSF pursuant to these statutes. To that end, no person in the United States shall, on the ground of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this MOU.
  
12. **ALTERATION:** No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
  
13. **PROPRIETARY INFORMATION:** Any proprietary information disclosed by one party to the other shall be disclosed in writing and designated as proprietary, or if disclosed orally, shall be confirmed in writing and designated proprietary within thirty (30) days of such disclosure. A party receiving proprietary information, hereunder referred to as "RECIPIENT," agrees to use the proprietary information only for the purpose of this AGREEMENT and further agrees that it will not disclose or publish such information except that foregoing restrictions shall not apply to:
  - (a) information which is or becomes publicly known through no fault of RECIPIENT;
  - (b) information learned from a third party entitled to disclose such information;
  - (c) information already known to or developed by RECIPIENT prior to receipt hereunder, as shown by RECIPIENT's prior written records;
  - (d) information which is published in the necessary course of the prosecution of patent applications based upon inventions developed pursuant to this AGREEMENT; or
  - (e) information required to be disclosed by operation of law or court order.



The obligation of confidentiality imposed by this provision shall expire two (2) years following the expiration or termination of this AGREEMENT. Each party will use a reasonable degree of care to prevent the inadvertent, accidental, unauthorized or mistaken disclosure or use by its employees of proprietary information disclosed hereunder.

14. **COPYRIGHT:** FOUNDATION agrees that the Federal Government will have a nonexclusive, nontransferable, irrevocable, royalty-free license to exercise or have exercised for or on behalf of the U.S. throughout the world all the exclusive rights provided by copyright, to any and all writings owned or copyrighted by FOUNDATION that are used or result from the performance of this agreement.
15. **PUBLICATIONS:** FOUNDATION shall have the right to publish the results obtained from PROJECT conducted hereunder. Publication of any materials developed as a result of this project shall carry the statement:

“This material is based upon work supported by the National Science Foundation under Grant No. 0802358.”

And shall be orally acknowledged during any news media interviews, including popular media such as radio, television and news magazines.

Disclaimer: As is feasible and under the control of the Principal Investigator, the FOUNDATION shall assure that every publication of materials (including World Wide Web pages) based on or developed under this project, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:

“Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.”

- 16 **AUDIT AND RECORDS:** Financial records, supporting documents, statistical records and other records pertinent to this AGREEMENT shall be retained by FOUNDATION for a period of three (3) years from submission of the final project and expenditure reports.

Records that relate to audits, appeals, litigation or the settlement of claims arising out of the performance of this AGREEMENT shall be retained until such audits, appeals, litigation or claims have been disposed of.

Unless court action or audit proceedings have been initiated, FOUNDATION may substitute electronic copies of original records.

The COLLEGE, the Director of the National Science Foundation, the Comptroller General of the U.S. or any of their duly authorized representatives, shall have access to any pertinent

books, documents, papers and records of FOUNDATION to make audits, examinations, excerpts and transcripts.

17. **COSTS/INVOICING:** In consideration of FOUNDATION's performance hereunder, COLLEGE agrees to support FOUNDATION's costs incurred conducting the activities of PROJECT, in the amount of two hundred, eight seven thousand, eight hundred sixty one and no/100 dollars (\$287,861). This amount shall not be exceeded by FOUNDATION without the written authorization of COLLEGE. COLLEGE shall reimburse FOUNDATION on a monthly basis for costs/expenses associated with this Agreement. FOUNDATION shall submit a monthly invoice to COLLEGE which shall include the NSF Grant Number (referenced above), detailed costs/expenses and certification as to the truth and accuracy of the invoice. Invoices will be sent to the following address:

Henry (Hank) Rogers  
Director, Center for Applied Competitive Technologies  
Riverside Community College  
2001 Third Street  
Norco, CA 92860  
(951) 371-7137

The payment due under the AGREEMENT shall be made within 30 days receipt of invoice, made payable to Cal Poly Pomona Foundation, Inc., and shall be mailed to:

Cal Poly Pomona Foundation, Inc.  
Office of Grants and Contracts  
3801 West Temple Avenue, Building 55  
Pomona, CA 91768

A final statement of cumulative costs/expenses incurred by FOUNDATION, marked "FINAL" must be submitted to COLLEGE not later than sixty (60) days after this MOU end date. This final statement of costs/expenses shall constitute FOUNDATION'S final financial report.

18. **TRAVEL:** All travel expenses for individuals assigned by FOUNDATION to perform work under this MOU, shall not exceed amounts normally allowed in accordance with FOUNDATION'S written travel policy.
19. **JURISDICTION, VENUE, ATTORNEY'S FEES:** This Agreement is to be construed under the laws of the State of California. The parties agree to the jurisdiction and venue of the appropriate courts in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Agreement, each party will be responsible for their own attorney's fees.
20. **WAIVER:** Any waiver by THE COLLEGE of any breach of any one or more of

the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term thereof. Failure on the part of the THE COLLEGE to require exact, full and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms hereof, or stopping THE COLLEGE from enforcement hereof.

21. DEBARMENT: Executive Order 12549, Debarment and Suspension, 34CFR Part 85, Section 85.510. (Lower Tier)
  1. THE FOUNDATION certifies, that in its operations of an activity program, neither it nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency
  2. If the FOUNDATION is unable to make such certification, it shall provide COLLEGE with an explanation.
- 22.. DRUG-FREE WORKPLACE: As required by the State Drug-Free Workplace Act of 1990(Government Code Section 8350 et seq.) and the Federal Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610, THE FOUNDATION certifies that it will continue to provide a drug-free workplace.
23. SEVERABILITY: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
24. ENTIRE AGREEMENT: Unless otherwise specified herein, this AGREEMENT embodies the entire understanding of the parties for this PROJECT and any prior contemporaneous representations, either oral or written, are hereby superseded. No amendments or changes to this AGREEMENT including, without limitation, changes in the activities of the PROJECT, total estimated cost, and period of performance, shall be effective unless made in writing and signed by authorized representatives of both parties. If any provisions stated in the AGREEMENT, resulting purchase orders, and the project proposal are in conflict, the order of precedence, from first to last shall be: (a) AGREEMENT (b) attachments, (c) the project proposal, and (d) the purchase order, it being understood and agreed that any purchase order or similar document issued by FOUNDATION will be for the sole purpose of establishing a mechanism for payment of any sums due and owing hereunder. Notwithstanding any terms and conditions contained in said purchase order, the purchase order will in no way modify or add to the terms of this AGREEMENT.
25. NOTICES: All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one (1) day after their deposit in the United States Mail, postage prepaid:

Henry (Hank) Rogers  
Director, Center for Applied Competitive Technologies  
Riverside Community College  
2001 Third Street  
Norco, CA 92860  
Fax Number: (951) 372- 7139

G. Paul Storey, Executive Director  
Cal Poly Pomona Foundation, Inc.  
3801 W. Temple Ave., Bldg. 55  
Pomona, CA 91768  
FAX: (909) 869-4549

26. FORCE MAJEURE: FOUNDATION shall not be liable for any failure to perform as required by this AGREEMENT, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, material shortages, disease, or similar occurrences.
  
27. ARBITRATION: It is expected that both parties will make every effort to resolve any issue, conflict or dispute which may arise between them informally and equitably, and without the need for intervention by third parties, unless the parties agree that such intervention (e.g., a mutually acceptable mediator or fact finder) would assist in resolution of the issue, conflict or dispute. Both parties agree to participate in good faith in attempting any such resolutions. If, nonetheless, such informal resolution is unsuccessful, except for claims falling within the jurisdiction of small claims court, any and all disputes arising under or relating to the performance of the services contracted for under this Agreement and any other claim arising under or relating to this Agreement, shall be settled by arbitration in accordance with the applicable rules of the American Arbitration Association of any successor thereto. In the event the parties are unable to agree to a single arbitrator, the dispute shall be submitted to a panel of three (3) arbitrators, Each party shall appoint an arbitrator and the two arbitrators so appointed shall then select a third arbitrator. Such arbitration shall be final and binding upon the parties and shall be the sole and exclusive remedy of the parties with respect to any dispute arising out of, relating to or resulting from the interpretation of the terms of this Agreement or its breach. The costs of such arbitration shall be allocated by the arbitrator under applicable law. Each party shall be responsible for its own attorneys' fees, unless the arbitrator makes an award of costs and attorney's fees under applicable law.
  
28. USE OF NAMES – COLLEGE shall not employ or use the name of the FOUNDATION or UNIVERSITY in any promotional materials, advertising, or in any other manner without the prior express written permission of FOUNDATION and UNIVERSITY,

except that COLLEGE may, during the term of this Agreement, state that it is assisting with a Project at FOUNDATION or UNIVERSITY.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

CAL POLY POMONA  
FOUNDATION, INC.

\_\_\_\_\_  
By: James Buysse, Vice Chancellor  
Administration and Finance

\_\_\_\_\_  
By: G. Paul Storey  
Executive Director

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

EXHIBIT A

Scope of Work

It is agreed that staff from Cal Poly Pomona will provide the following services :

| Person / Role                       | Deliverables  | Tasks  |
|-------------------------------------|---|--|
| Dr. Hassan Halati, Co-PI, CPP       | <ul style="list-style-type: none"> <li>• Enlarge advisory council</li> <li>• Integrate ABET and industry input into Cal Poly operations curricula</li> <li>• Course curriculum development with RCCD faculty and provide technical consultation regarding equipping RCCD Lab</li> <li>• Train RCCD Faculty</li> </ul> | <ul style="list-style-type: none"> <li>• Lead the articulation effort between the two institutions</li> <li>• Manage Cal Poly curricula updates with industry inputs as technology changes</li> <li>• Integrate ARC Logistics and WMS software and modeling</li> <li>• Train faculty and attend course for validation</li> </ul> |
|                                     |   |  |
| Person / Role                       | Deliverables  | Tasks  |
| Dr. Henry Co, Senior Personnel, CPP | <ul style="list-style-type: none"> <li>• Integrate ABET and industry input into Cal Poly technology curricula</li> <li>• Provide technical consultation regarding equipping RCCD Lab</li> <li>• Train RCCD Faculty</li> </ul>   | <ul style="list-style-type: none"> <li>• Monitor changes in technology for curricular process</li> <li>• Integrate RFID technology and equipment into lab</li> <li>• Train faculty and attend courses and lab for validation</li> </ul>  |

THE COLLEGE will reimburse THE FOUNDATION the cost of staff salary and benefits for the specified staff assigned to RCCD's National Science Foundation Grant – *Goods to Go* for completion of deliverables and tasks listed above.

THE FOUNDATION will invoice THE COLLEGE on a monthly basis. Invoicing will not exceed the following annual amounts:

- Year 1 FY 08-09 – A maximum of \$91,009.00
- Year 2 FY 09-10 – A maximum of \$95,558.00
- Year 3 FY 10-11 – A maximum of \$101,292.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-4

Date: October 21, 2008

Subject: Subcontract Agreement with the Regents of the University of California

Background: Presented for the Board's review and consideration is a subcontract agreement between Riverside Community College District and the Regents of the University of California to provide lower and upper-division soil science online courses for undergraduate students and United States Department of Agriculture (USDA) employees. These courses will facilitate qualification for certification in Federal service within the USDA and related agencies, and also provide current USDA employees with additional training. RCCD and the University of California, Riverside (UCR) will collaborate on this project with RCCD providing overall administrative oversight for the Hispanic-Serving Institutions Education Grant. The term of the agreement is for August 1, 2008 through July 31, 2011, to fund a co-principal investigator, one graduate student, student stipends and assessment for a total cost of \$122,970.00. Funding source: USDA Cooperative State Research, Education, and Extension Service Hispanic-Serving Institutions Education Grant.

Recommended Action: It is recommended that the Board of Trustees ratify the subcontract to fund this collaborative project with UCR, from August 1, 2008 through July 31, 2011, for an amount not to exceed \$122,970.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Linda Lacy  
Interim President, Riverside City College

A Subcontract Between  
Riverside Community College District  
And  
The Regents of the University of California  
Resulting from a Cooperative Agreement to Implement a  
U.S. Department of Agriculture  
Hispanic-Serving Institutions Education Grants Program (CFDA 10.223)  
Between  
The U.S. Department of Agriculture  
And  
Riverside Community College District  
(Award Number 2008-38422-19144)

Grant Award Notification for Award Number 2008-38422-19144 between the U.S. Department of Agriculture (USDA) and Riverside Community College District (RCCD) is attached to this subcontract as well as the General Terms and Conditions – B and the referenced proposal and budget. These references, as well as those relating to the use of program income, and disclosing federal funding in public announcements, apply to this subcontract and are binding upon the parties to this subcontract.

I. Scope of Subcontract

Contracting Agent: Riverside Community College District (RCCD) (Lead Agency/Fiscal Agent) for Riverside City College (RCCD)

Cooperative Partner: The Regents of the University of California for the University of California, Riverside (UCR)

Subcontract Amount: Up to \$122,970 in federal funds, unless otherwise determined by the U.S. Department of Agriculture, will be utilized in accordance with the terms and conditions of this subcontract (including the attached budget), all applicable sections of the contract between RCCD and the U.S. Department of Agriculture, as well as the information contained within the grant application to the Department of Agriculture written in response to the Department's request for proposals for CFDA 10.223. This sum is subject to reduction by RCCD should RCCD experience a reduction in funding from the U.S. Department of Agriculture. However, any impact on services as a result of reduction will be discussed, agreed upon and approved by Riverside City College's Project Director of the Hispanic-Serving Institutions Education Grant.

Effective Date of Subcontract: August 1, 2008

Expiration Date of Subcontract: July 31, 2011 unless terminated early by the U.S. Department of Agriculture; in that case the termination date of this subcontract would be the same date as the termination date given by the USDA.



## II. Description of Work

Through this USDA funding opportunity, this collaborative project between Riverside Community College and the University of California, Riverside will serve two critical purposes: 1) to provide lower and upper-division soil science courses online to undergraduate students in California and around the country to facilitate qualification for GS-5 level certification in the Federal service for employment within the USDA and related agencies and 2) to provide online soil science courses for current USDA employees requiring additional training.

We have established this collaborative effort between Riverside Community College and the University of California, Riverside (UCR) with the overarching goals to:

1. Increase the availability of soil science courses by developing two online lower-division courses, one lecture course and one lab course, to be offered through RCC's Open Campus at a cost of \$20 per unit.
2. Develop three online upper-division courses, two lecture courses and one lab course, in soil science to be offered through UC-Riverside Extension at a cost of approximately \$450 per course.
3. Increase visibility of soil science educational and employment opportunities through development of a Soil Science Education (SSE) website that will serve as a clearinghouse for educational and employment opportunities in soil science.
4. Provide an experiential learning opportunity through the GS-5 Certified Internship Program: a paid summer internship at a USDA facility for outstanding online students who complete a soils course.

UCR will meet with RCCD at a frequency requested by the RCCD Project Director to discuss progress made toward grant objectives, review fiscal issues, address challenges, barriers, and/or concerns regarding the grant, and coordinate activities.

UCR will provide the necessary administrative services to maintain fiscal and contract compliance with regard to its specific role and responsibilities concerning this grant, while RCCD will provide overall administrative oversight for all parts of this grant and serve as the primary contact to the U.S. Department of Agriculture.

## III. Consideration

In consideration of the performance by UCR in administering this component of the Hispanic-Serving Institutions Education Grant, RCCD shall make payments to UCR totaling no more than \$39,489 in the first year, \$40,429 in the second year and \$43,052 in the third year, each year as approved in the attached grant budget, unless modified by unanimous approval of RCCD's Hispanic-Serving Institutions Education Grant Project Director and the U.S. Department of

Agriculture. These funds will be released no more frequently than quarterly and only after the delivery of services and periodic progress reports at intervals determined by the RCCD Project Director. An invoice detailing expenses by major cost category and personnel expenses by individual line item (to correspond with line items listed in the approved budget) shall be sent to the Hispanic-Serving Institutions Education Grant Project Director at RCCD.

Payment for the delivery of services specified shall be made upon written request of UCR to RCCD by submission of a request for reimbursement certification form. As agreed to in advance, request for reimbursement certification financial documentation must report expenses by major budget categories on an actual cost reimbursement basis. RCCD will make every effort to reimburse UCR for services rendered within thirty days. UCR shall have the right to re-budget expenses as long as the re-budgeting falls within the Terms and Conditions – B guidelines. Likewise, any carry forward of funds from grant year to grant year can only be allowed by RCCD if the USDA allows such carry forward. During the third and fourth quarters of the grant year, both parties agree to reevaluate the transfer of grant funds under this subcontract to reflect actual and anticipated grant deliverables. A subcontract amendment may increase or decrease the total amount of consideration due under this subcontract.

#### IV. Records/Audits

In accordance with the Terms and Conditions of the grant, in order to be in compliance with federal requirements, UCR must maintain records regarding the use of grant funds and progress toward grant objectives. UCR will maintain appropriate financial records in accordance with generally accepted accounting practices. UCR will make available to RCCD upon request, backup financial documentation (invoices and receipts) that clearly describe the nature of each expense, as authorized in the approved budget and as required by the terms of the USDA award agreement. UCR will submit progress reports as requested by the RCC Project Director that address progress made toward grant objectives and barriers or challenges to successful achievement of program objectives.

UCR shall preserve and, with advance notification, make available all records related to this Agreement for examination by Riverside Community College District, the federal government, and/or their duly authorized representative. UCR shall retain these records for three years after the completion of the grant program. If any audit or other action involving the records has been started before the expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three-year period, whichever is later; the retention period starts on the day the grantee submits its last expenditure report for that period or when the grant ends, whichever is later. Any costs which, upon audit, are found to be unallowable will be reduced from future claims for reimbursement, or shall be refunded if the Agreement has expired. UCR is subject to the uniform administrative requirements of OMB Circular A-21, A-110 and A-133 and/or other federal guidelines.

## V. Assurances

Acceptance of this subcontract constitutes certification that UCR is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Acceptance of this subcontract constitutes certification that UCR is not delinquent on any Federal debt.

Acceptance of this subcontract constitutes certification that UCR is in compliance with Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Public Law 100-960, Title V, Subtitle D).

Acceptance of this subcontract constitutes certification that UCR is in compliance with the Series 3000 of the Staff Diversity/Affirmative Action Policy (Americans with Disabilities Act [1990], Ed. Code 87100, Title 5, California Code of Regulations Policy Number 3010x).

Acceptance of this subcontract constitutes certification that to the best of UCR's knowledge and belief: No federal appropriated funds have been paid or will be paid, by or on behalf of UCR to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, UCR shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

UCR agrees to abide by all regulations regarding intellectual property, compliance with ADA and the FEHA/Rehabilitation Act 1973.

UCR agrees to notify RCCD immediately if there is any change of status in any of the above.

## VI. Designation of Personnel

RCCD and USDA have designated Dr. Heather Smith as the Project Director of the Hispanic-Serving Institutions Education Grant Program. Dr. Smith is responsible for the scientific, technical and administrative management of the collaborative project. All inquiries and reports regarding this subcontract should be directed to Dr. Smith. UCR has designated Victor Zordan as the Co-PI of the program. These designated individuals are responsible for coordinating programmatic, financial and administrative matters as they relate to this subcontract.

## VII. Suspension and Termination of Funds

Pursuant to a mutual understanding that the terms of this subcontract do not encumber the implementation of Award Number 2008-38422-19144, as granted by the federal Department of Agriculture for the explicit purposes of this Hispanic-Serving Institutions Education Grants Program, either party may suspend or terminate this subcontract upon thirty (30) days written notice, when at any time in either party's determination, the other party to this subcontract violates or departs from the terms and conditions of this subcontract; or if the program would not be achieved by continuance of the existing subcontract; or if UCR fails to submit the reports required under this subcontract according to the established schedule. Termination of this subcontract, however, will not invalidate commitments or obligations properly incurred by UCR prior to the date of termination that cannot be cancelled. UCR also agrees to adhere to conflict of interest regulations as approved by its governing body.

## VIII. Indemnification

Each party agrees to be responsible and assume liability for its own willful or negligent acts or omissions, or those of its officers, agents, or employees, resulting from the performance of this subcontract, and agrees to hold the other party, its officers, employees, subcontractors, agents or representatives harmless from any such liability. All partners of the Hispanic-Serving Institutions Education Grants Program are institutions of higher education of the State of California and assume liability only to the extent allowed by the State of California.

## IX. Anti-Kickback

The Anti-Kickback Act of 1986 was passed to deter entities from making payment for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or a subcontract relating to a prime contract. By acceptance of this subcontract, UCR agrees to comply with the following regulations: FAR 3.502 and FAR 52.203.7.

## X. Acknowledgement of Support and Disclaimer

The following acknowledgment of USDA Cooperative State Research, Education and Extension Service (CSREES) support must appear in the publication of any material, whether copyrighted or not, and any products produced in electronic formats (e.g., World Wide Web pages, computer programs, etc.) which is substantially based upon or developed under this award:

"This material is based upon work supported by the Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, under Award Number 2008-38422-19144."

In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

"Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."

UCR is responsible for assuring that an acknowledgment of USDA support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this award.

#### XI. Law

This contract shall be governed by and construed in accordance with the laws of the State of California.

#### XII. Notices

All notices, claims, correspondence, reports, invoices and/or statements authorized or required by this subcontract shall be addressed as follows:

RCCD: Dr. Heather Smith  
Assistant Professor, Biology  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506

UCR: Mayela Castillo  
University of California  
Office of Research  
200 University Office Building  
Riverside, CA 92521-0217

All notices, claims, correspondence, reports, invoices and/or statements shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail.

Signature Authorization Page

Riverside Community College District

Regents of the University of California

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James L. Buysse  
Vice Chancellor, Administration and Finance

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Mayela Castillo  
Senior Contract and Grant Officer

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Date

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Date

**United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service  
AWARD FACE SHEET**

Backup VI-A-4  
October 21, 2008  
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|  |  |   |  |  |  |   |  |
|--|--|---|--|--|--|---|--|
| 1. Award No.<br>2008-38422-19144   |  | 2. Proposal Number<br>2008-02162  |  | 3. Period of Performance<br>08/01/2008 through 07/31/2011  |  | 4. Type of Instrument<br>Grant                              |  |
| 5. Type of Action<br>New   |  | 6. CFDA Number<br>10.223  |  | 7. CAN<br>8.M0   |  | 9. Method of Payment<br>DHHS Payment Management System      |  |
| 10. CRIS Number<br>0214215   |  |   |  |  |  |   |  |
| 11. Authority:<br>7 U.S.C. 3241, Sec. 1455 of Nat'l Agri., Res., Ext., and Teaching Pol. Act of 1977, as amended, Hispanic Serving Institutions Education Grants Program   |  |   |  |  |  |   |  |
| 12. Agency (Name and Address)<br>Awards Management Branch<br>Cooperative State Research, Education, and Extension Service/USDA<br>Washington, DC 20250-2271  |  |   |  | 13. Awardee Organization<br>Riverside Community College District/Riverside City College<br>Riverside, CA 92506-1299                                      |  |   |  |
| 14. Program Point of Contact:<br>Irma A. Lawrence<br>Telephone: 202-720-2082<br>ilawrence@csrees.usda.gov  |  | Administrative Point of Contact:<br>Jeffrey B. Jacobs<br>Telephone: 202-690-5717<br>jjacobs@csrees.usda.gov |  | 15. Project Director/Performing Organization<br>Heather Smith<br>Riverside Community College District/Riverside City College<br>Riverside, CA 92506-1299 |  |   |  |
| 16. Funding:   |  | <u>Federal</u>  |  | <u>Non-Federal</u>   |  | 17. Funds Chargeable  |  |
| Previous Total   |  | \$0.00  |  | \$0.00   |  | <u>FY - FDC</u> <u>Amount</u> <u>FY - FDC</u> <u>Amount</u> |  |
| + or -   |  | \$250,000.00  |  | \$0.00   |  | 08- 823-38422      \$250,000.00                             |  |
| Total  |  | \$250,000.00  |  | \$0.00   |  |   |  |
| Grand Total  |  | \$250,000.00  |  |  |  |   |  |
| 18. Title of Proposal<br>GS-5 Certified: Increasing soil science educational opportunities online for undergraduate students and USDA employees  |  |   |  |  |  |   |  |
| <b>PROVISIONS</b>  |  |   |  |  |  |   |  |
| <p>This Award incorporates the following:</p> <ol style="list-style-type: none"> <li>1. Research Terms and Conditions (07/01/08) and CSREES Agency Specific Terms and Conditions (07/08) at <a href="http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp">http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp</a></li> <li>2. The referenced proposal and any revision thereto - incorporated by reference</li> <li>3. 7 CFR Part 3015, 7 CFR Part 3017, 7 CFR Part 3018, 7 CFR Part 3019 - incorporated by reference (<a href="http://www.csrees.usda.gov/business/awards/fedregulations.html">http://www.csrees.usda.gov/business/awards/fedregulations.html</a>)</li> <li>4. The Approved Award Budget</li> <li>5. CRIS Forms AD-416 and AD-417 - incorporated by reference</li> <li>6. The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown must be made within the first year of the project.</li> <li>7. Form AD-1048 or other CSREES approved format must be completed by the approved subawardee and returned to the recipient for retention in the official award file. It is not necessary to send a copy to CSREES.</li> </ol> <p>Co-Project Director(s):<br/>Victor B. Zordan (University of California, Riverside)</p> |  |   |  |  |  |   |  |
| FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE  |  |   |  |  |  |   |  |
| This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.   |  |   |  |  |  |   |  |
| Typed Name<br>Rochelle A. McCrea<br>Authorized Departmental Officer  |  |   |  | Signature<br>RMCCREA   |  | Date<br>07/21/2008  |  |

**SF-424 R & R BUDGET-CSREES Award No. 2008-38422-19144**

|   |           | Totals (\$)      |
|---|-----------|------------------|
| <b>Section A, Senior/Key Person</b>                             |           | <b>\$27,556</b>  |
| <b>Section B, Other Personnel</b>                               |           | <b>\$0</b>       |
| Total Number, Other Personnel                                   |           |                  |
| <b>Total Salary, Wages and Fringe Benefits (A + B)</b>          |           | <b>\$27,556</b>  |
| <b>Section C, Equipment</b>                                     |           |                  |
| <b>Section D, Travel</b>  |           | <b>\$6,000</b>   |
| 1. Domestic   | \$6,000   |                  |
| 2. Foreign  |           |                  |
| <b>Section E, Participant/Trainee Support Costs</b>             |           | <b>\$65,090</b>  |
| 1. Tuition/Fees/Health/Insurance                                |           |                  |
| 2. Stipends   | \$50,000  |                  |
| 3. Travel   | \$15,090  |                  |
| 4. Subsistence  |           |                  |
| 5. Other  |           |                  |
| 6. Number of Participants/Trainees                              |           |                  |
| <b>Section F, Other Direct Costs</b>                            |           | <b>\$125,948</b> |
| 1. Materials and Supplies                                       | \$2,978   |                  |
| 2. Publication Costs  |           |                  |
| 3. Consultant Services  |           |                  |
| 4. ADP/Computer Services  |           |                  |
| 5. Subawards/Consortium/Contractual Costs                       | \$122,970 |                  |
| 6. Equipment or Facility Rental/User Fees                       |           |                  |
| 7. Alterations and Renovations                                  |           |                  |
| 8. Other 1  |           |                  |
| 9. Other 2  |           |                  |
| 10. Other 3   |           |                  |
| <b>Section G, Direct Costs (A thru F)</b>                       |           | <b>\$224,594</b> |
| <b>Section H, Indirect Costs*</b>                               |           | <b>\$25,406</b>  |
| <b>Section I, Total Direct Costs and Indirect Costs (G + H)</b> |           | <b>\$250,000</b> |
| <b>Section J, Fee</b>   |           | <b>\$0</b>       |

\* - The organization's approved negotiated rate results in a lesser indirect cost dollars for this project (as detailed in the Unallowable Costs" Article of the Research Terms and Conditions of this award) and is therefore the rate that must be used when charging indirect costs under this award.



# COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE U.S. DEPARTMENT OF AGRICULTURE

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### **1. APPLICABLE REGULATIONS**

**a. Administrative Provisions.** This award, and subawards at any tier under this award, shall be governed to the extent applicable by the provisions of 7 CFR 3015, "Uniform Federal Assistance Regulations," 7 CFR Part 3016, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 7 CFR Part 3019, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Non-profit Organizations," 7 CFR Part 3052, "Audit of States, Local Governments, and Non-profit Organizations," and the following administrative provisions in effect at the time of award:

- (1) **OMB Circular No. A-102 common rule**, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (including Indian Tribal governments), as adopted by USDA in 7 CFR Part 3016.
- (2) **OMB Circular No. A-110**, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Nonprofit Organizations."

In addition to any other terms and conditions stated herein, recipients of awards shall be bound by the Administrative Provisions established for particular programs.

The Code of Federal Regulations is accessible through the [National Archives and Records Administration](#).

**b. Federal Cost Principles.** Allowable costs will be determined in accordance with the applicable program legislation, the purpose of the award, the terms and conditions of award as contained herein, and, if this award is to a recipient other than a Federal agency, by the following Federal cost principles that are applicable to the type of organization receiving the award, regardless of type of award or tier (i.e., prime awardee, subaward) as are in effect at the time of award:

- (1) **OMB Circular No. A-21**, "Cost Principles for Institutions of Higher Education."
- (2) **OMB Circular No. A-87**, "Cost Principles for State and Local Governments (including certain Indian tribal governments)."
- (3) **OMB Circular No. A-122**, "Cost Principles for Nonprofit Organizations" other than institutions of higher education (nonprofit organizations excluded from coverage are listed in Attachment C of OMB Circular No. A-122).

A complete list of current OMB Circulars can be found on the [White House Web site](#).

- (4) **Federal Acquisition Regulations (48 CFR Subpart 31.2)**, "Principles for determining costs with profitmaking firms and those nonprofit organizations that are specifically excluded from the provisions of OMB Circular No. A-122."
- (5) **45 CFR Part 74, Appendix E**, "Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals."

The Code of Federal Regulations is accessible through the [National Archives and Records Administration](#).

## 2. DEFINITIONS

- a. **Authorized Departmental Officer (ADO)** - the individual, acting within the scope of delegated authority, who is responsible for executing and administering awards on behalf of the U.S. Department of Agriculture. ADO addresses, telephone, and facsimile numbers are as follows:
  - Awards Management Branch
  - Office of Extramural Programs
  - Cooperative State Research, Education, and Extension Service
  - U.S. Department of Agriculture
  - STOP 2271
  - 1400 Independence Avenue, S.W.
  - Washington, D.C. 20250-2271
  - Telephone: (202) 401-4986
  - Facsimile: (202) 401-1804
- b. **Authorized Organizational Representative (AOR)** - the individual who is authorized to commit the awardee's time and other resources to the project, to commit the awardee to comply with the terms and conditions of the award instrument including those set out herein, and to otherwise act for or on behalf of the awardee institution or organization.
- c. **Awardee** - an organization receiving financial assistance directly from Federal awarding agencies to carry out a project or program.
- d. **Project Director (PD)** - the individual(s) designated by the awardee in the award application and approved by the Cooperative State Research, Education, and Extension Service (CSREES) who is responsible for the direction and management of the project.
- e. **Programmatic Contact** - a CSREES individual who is responsible for the technical oversight of the award on behalf of the USDA.

## 3. ADMINISTRATIVE WAIVERS

In accordance with 3019.25(e) of the Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Non-Profit Organizations, CSREES is exercising its option and is waiving prior written approval (i.e., recipients need not obtain such prior approval) to carry forward unobligated balances to subsequent funding periods for all awards to which these terms and conditions apply.

## 4. PRIOR APPROVAL REQUIREMENTS

The following are the most common situations requiring prior approval. However, the awardee also is bound by any other prior approval requirements of the applicable administrative provisions and Federal cost principles (see Article 1.).

### Scope or Objectives

When it is necessary to modify the scope or objectives of the award, the AOR must submit to the ADO a justification for the change along with the revised scope or objectives of the award. The request should be submitted to the applicable ADO address or facsimile number identified in Article 2.a.

### Change Key Personnel

When it is necessary to change key personnel, the AOR must submit a written request to the ADO to replace the key personnel. The request should contain a copy of the new individual's curriculum vita and a signature of the proposed replacement signifying his/her

willingness to serve on the project. The request should be submitted to the applicable ADO address or facsimile number identified in Article 2.a.

### Create a Need for Additional Funding

When, due to unforeseen or unusual circumstances, there is a need for a small amount of additional funding to assure adequate completion of the original scope of work, a supplement can be requested. The PD should discuss with the CSREES programmatic contact the feasibility of such a supplemental award. Such an award may involve a short-term extension of the project. Requests of this nature will be evaluated on a case-by-case basis and approved only when there is sufficient justification to warrant such action. If the CSREES programmatic contact indicates that funds may be available for this purpose, the AOR must submit the following completed documents: Proposal Cover Page signed by the awardee, a budget and a budget narrative, and a justification of the need for additional funds. The information should be submitted to the following address as appropriate.

Address when using hand-delivered, express mail or overnight courier service:

Address when using the U.S. Postal Service:

[Include name of programmatic contact]  
c/o Proposal Services Unit  
Cooperative State Research, Education,  
and Extension Service  
U.S. Department of Agriculture  
Room 1420  
800 9<sup>th</sup> Street; S.W.  
Washington, D.C. 20024  
Telephone: (202) 401-5048

[Include name of programmatic contact]  
c/o Proposal Services Unit  
Cooperative State Research, Education,  
and Extension Service  
U.S. Department of Agriculture  
STOP 2245  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2245

### Subcontractual Arrangements

To obtain authorization, the AOR must submit to the ADO a justification for the proposed subcontractual arrangements, a statement of the work to be performed, and a detailed budget for the subcontract. Subcontractual arrangements that are disclosed in the applications or modifications thereto do not require additional post-award approval unless language in the award specifically states otherwise.

### Absence or a Change in Project Leadership

When a PD plans to:

- C relinquish active direction of the project for a period of more than three consecutive months,
- C have a 25 percent or more reduction in time devoted to the project, or
- C sever his or her connection with the awardee,

the awardee has several options and responsibilities.

- a. If the PD's absence is temporary, the AOR must notify the ADO in writing of arrangements for the continuing conduct of the project (i.e., identify who will be in charge during the PD's absence, including his/her curriculum vita and his/her written concurrence).
- b. If the PD severs his/her affiliation with the awardee, the awardee's options include:
  - 1) Replacing the PD on the Project - The AOR must request, in writing, ADO approval of the replacement PD and must include a copy of his/her curriculum vita and a Current and Pending Support form. The request also must contain the signature of the proposed replacement PD signifying his/her willingness to assume leadership of the project.
  - 2) Subcontracting to the Former PD's New Organization - The awardee may request approval to replace the PD (as outlined in above paragraph) and retain the award, but subcontract to the former PD's new organization certain portions of the project to be completed by the former PD.
  - 3) Relinquish the Award - If neither of the previous options is viable and the awardee wishes to relinquish the award, the following procedures should be followed:
    - (a) The awardee should send a letter, signed by the AOR and PD, to the ADO which indicates the awardee is relinquishing the award. The letter should include the date the PD is leaving and a summary of progress to date (if it is a research project, the progress report can be accomplished by attaching a final Current Research Information System (CRIS) Form AD-421 - see

Article 10.). A final Form SF-269, "Financial Status Report" (see Article 23.), which reflects the total amount of funds spent by the awardee, should be attached to the letter.

- (b) Should the PD wish to transfer the award to his/her new institution, the **AOR at the new institution** should submit the information listed below to: Proposal Services Unit at the address identified in Article 4, "Create a Need for Additional Funding," as soon as the transfer date is firm and the amount of funds to be transferred is known: (i) the forms and certifications included in the "Application Kit"; (ii) a project summary/work statement covering the work to be completed under the project (the objectives must be the same as those outlined in the approved proposal); and (iii) an updated vita for the PD, showing his/her new organizational affiliation. (An Application Kit may be requested from the Proposal Services Unit or obtained via <http://www.csrees.usda.gov/funding/forms.html>.) Note that any cost-sharing requirements under the original award transfer to the new institution; therefore, cost-sharing information, if required, must be included in the proposal from the AOR at the new institution.

**(NOTE: Experience has demonstrated that the transfer of an award from one institution to another can take up to 90 days to accomplish. If information is not submitted in a timely manner, the PD may experience a delay in resuming the project at the new institution.)**

#### No-Cost Extensions of Time

Where a no-cost extension of time is required, the extension(s) **must be approved in writing by the ADO**. The AOR shall prepare and submit a **written request to the applicable ADO** address or facsimile number identified in Article 2.a. **The request must be received by the Awards Management Branch, CSREES, no later than 30 days prior to the expiration date of the award** and must contain the following information:

- a. The length of additional time required to complete project objectives and a justification for the extension (see last paragraph of this article);
- b. A summary of progress to date (for research awards: a copy of the most recent Form AD-421 and, where applicable, the attachment, is acceptable provided the information is current);
- c. An estimate of funds expected to remain unobligated on the scheduled expiration date (see last paragraph of this article);
- d. A projected timetable to complete the portion(s) of the project for which the extension is being requested; and
- e. Signature of the AOR and the PD. Any request received in CSREES that does not meet this requirement will be returned for the necessary signature(s).
- f. A status of cost-sharing to date if cost-sharing is required under the award.

The fact that funds are expected to remain unobligated at the expiration of the award is not in itself sufficient justification to receive an extension of time unless otherwise authorized in the program legislation. Normally, no single extension may exceed 12 months and only in exceptional cases will more than one extension be considered. The award period (including any subsequent authorized extensions of time), shall not exceed any applicable limit (but note the asterisked paragraph at the end of this article).

**NOTE:** Requests for no-cost extensions of time received after the expiration date of the award normally will not be honored. Only in extremely rare instances where there are exceptional extenuating circumstances will such requests be considered.

\*Note that statutory language or agency policy may limit the maximum potential award period (including any awards transferred from another institution or organization). The award period will commence as of the effective date cited in the award instrument. Any such limitation also applies to subcontracts made under awards subject to an award period limitation.

- (1) The award period is limited to 3 years in duration if this award is issued under the authority of Secs. 2(c)(1)(A) and 2(c)(1)(B) of Pub. L. 89-106, as amended or Sec. 25 of the Food Stamp Act of 1977, as amended.
- (2) The award period is limited to 5 years in duration if this award is issued under an authority other than those identified in item (1). However, programs funded from more than one source whereby one proposal is submitted but two awards result, the award period for both awards will be limited to the shortest applicable award period (e.g., Integrated Pest Management Program).

### Pre-award Costs Incurred Outside the 90-Day Period

Where pre-award costs are incurred, such costs must be approved in writing by the ADO. The AOR shall prepare and submit a written request to the applicable ADO address or facsimile number identified in Article 2.a. The request must be received and approved by the CSREES Office of Extramural Programs prior to charging such costs to the award. The request must include a justification for the incurrence of the pre-award costs and, if the costs are not reflected in the CSREES approved budget, a general breakdown of how the funds were used along with the dollar amounts. The request must contain the signature of the AOR and the PD.

### Budget Changes

Where a modification to the CSREES approved budget is required, the modification must be approved in writing by the ADO if the cumulative amount of such modifications exceeds 10 percent (10%) of the total budget as last approved by CSREES. A request for a budget change shall include a description of the change, a justification for the change, and the AOR and PD signatures. Note that if the cumulative amount of allowable budget changes is less than 10 percent, prior ADO approval is not required.

## **5. UNALLOWABLE COSTS**

The following costs are unallowable under this award unless otherwise permitted by law or approved in writing by the ADO:

- a. Costs above the amount authorized for the project;
- b. Costs incurred prior to the 90-day period immediately preceding the effective date of the award;
- c. Costs incurred after the expiration of the award including any no-cost extensions of time;
- d. Costs which lie outside the scope of the approved project and any amendments thereto;
- e. Entertainment costs regardless of their apparent relationship to project objectives;
- f. Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, it is CSREES policy that a formal group meeting being conducted in a business atmosphere may charge meals to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Note: Meals consumed while in official travel status do not fall in this category. They are considered to be per diem expenses and should be reimbursed in accordance with the organization's established travel policies.
- g. Independent research and development costs;
- h. Indirect costs and tuition remission costs if this award is issued under the authority of Sec. 2(c)(1)(B) of the Act of August 4, 1965, Pub. L. 89-106; Sec. 1472, Sec. 1475(d), and Sec. 1480 of the National Agricultural Research, Extension and Teaching Policy Act of 1977 (NARETPA), as amended, Pub. L. 95-113); and the Smith-Lever Act of May 8, 1914, as amended. This limitation also applies to subcontracts made under awards subject to any of these authorities;
- i. Compensation for injuries to persons or damage to property arising out of project activities;
- j. Consulting services performed by a Federal employee during official duty hours when such consulting services result in the payment of additional compensation to the employee;
- k. Renovation or refurbishment of research spaces; the purchase or installation of fixed equipment in such spaces; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities if this award is awarded under the authority of Sec. 2(b), Sec. 2(c)(1)(A) or Sec. 2(c)(1)(B) of Pub. L. 89-106, as amended.
- l. Statutory language may limit or prohibit the amount of allowable indirect costs. If such language applies to this award, the limit is identified on the budget as appropriate. When indirect costs are limited, the indirect costs allowable will be the lesser of the following amounts: (1) the Federally approved negotiated indirect cost rate and base, or (2) the limit identified in the statutory language. **Note: Any limitation or prohibition of indirect costs on the awardee also applies to subcontracts under the funded awards.**
- m. None of the funds under this award may be used towards travel costs for CSREES employees;

This listing is not exhaustive. Questions regarding the allowability of particular items of cost should be directed to the applicable ADO address or facsimile number identified in Article 2.a.

**NOTE:** Costs which have been determined to be unallowable, whether by statutory or regulatory mechanism, may not be used to meet any required non-Federal share of costs.

## **6. LIMIT OF FEDERAL LIABILITY**

The maximum obligation of CSREES to the awardee is the amount indicated in the award as obligated by CSREES. Nothing in this article or in the other requirements of this award requires CSREES to make any additional award of funds or limits its discretion with respect to the amount of funding to be provided for the same or any other purpose. However, in the event that an erroneous amount is stated in the award, the approved budget, or any supporting documentation relating to the award, CSREES shall have the unilateral right to make the correction and to make an appropriate adjustment in the CSREES share of the award to align with the Federal amount authorized.

## **7. PAYMENTS**

Payment will be made by electronic funds transfer through the Department of Health and Human Services Payment Management System (DHHS-PMS). Requests for payment should be in accordance with DHHS-PMS instructions. All questions relating to payments should be submitted to:

Funds Management Section  
Office of Extramural Programs  
Cooperative State Research, Education,  
and Extension Service  
U.S. Department of Agriculture  
STOP 2298  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2298  
Telephone: (202) 401-4527  
Facsimile: (202) 401-3481

## **8. FINANCIAL REPORTING**

### a. Report of Federal Cash Transactions.

- (1) Awardees must complete a SF-272, Report of Federal Cash Transactions and, when necessary, the continuation sheet, SF-272-A no later than 45 working days following the end of each quarter. These reports are used to monitor cash advanced to awardees and to obtain disbursement and outlay information for each award. DHHS-PMS sends a SF-272 to awardees at the end of each quarter. Awardees should follow the DHHS-PMS instructions for completing this report.
- (2) For awards that require the awardee to provide cost participation, it may be necessary to submit an annual Form SF-269, Financial Status Report, to CSREES. If an annual SF-269 is required, it will be indicated on the Award Face Sheet, Form CSREES-2009.

### b. Financial Status Report - See Article 23.

## **9. PERFORMANCE MONITORING**

This article ONLY applies if it is specifically identified in the PROVISIONS section of Form CSREES-2009, Award Face Sheet.

Unless otherwise noted in the award, **annual** performance reports are due 90 days after the anniversary date of the award and should be submitted to the programmatic contact identified in the award. The performance report must include the following information:

- a. A comparison of actual accomplishments with the goals established for the reporting period (where the output of the project can be expressed readily in numbers, a computation of the cost per unit of output should be submitted if the information is considered useful);
- b. The reasons for slippage if established goals were not met; and

- c. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or unexpectedly high unit costs.

Refer to Article 23., Award Closeout, regarding the final technical report.

### **10. CURRENT RESEARCH INFORMATION SYSTEM (CRIS) REQUIREMENTS**

This article ONLY applies if it is specifically identified in the PROVISIONS section of Form CSREES-2009, Award Face Sheet.

Forms AD-416, "Research Work Unit/Project Description-Research Resume," and AD-417, "Research Work Unit/Project Description-Classification of Research," are required to establish this project in CRIS. Except as noted below, the USDA contact for all CRIS documentation is:

Current Research Information System  
Cooperative State Research, Education, and  
Extension Service  
U.S. Department of Agriculture  
STOP 2270  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2270  
Telephone: (202) 690-0009  
Facsimile: (202) 690-0634  
E-mail: [cris@cris.csrees.usda.gov](mailto:cris@cris.csrees.usda.gov)

#### **CSREES WILL NOT RELEASE FUNDS FOR THIS PROJECT UNTIL THE REQUIRED FORMS HAVE BEEN RECEIVED BY OEP.**

- a. **Initial Documentation in the CRIS Data Base**--CSREES requires CRIS documentation of all **NEW** research projects in CRIS. These forms (Forms AD-416 and AD-417) are requested by the appropriate CSREES Program Manager.

Awardees are requested to submit forms electronically. To submit forms electronically, see item d. of this section for access information. For first-time users of the CRIS electronic submission system, please contact the CRIS office for further instructions. If access to the web is unavailable, please contact the CRIS office at (202) 690-0009.

Questions relating to the technical (i.e., scientific) portions of Forms AD-416 and AD-417 should be referred to the programmatic contact identified in the award.

- b. **Annual CRIS Reports.**

Each year that the project is active, the CRIS office will request Forms AD-419, "Research Work Unit/Project Description-Research Funds and Staff Support," and AD-421, "Research Work Unit/Project Description-Progress Report" from the awardee. Electronically transmitted reports are requested where such capability is available. When electronic reporting is not available, the CRIS office should be contacted at (202) 690-0009 for submission options.

Form AD-419 is requested annually in October and should be completed in accordance with the instructions that accompany the form. Form AD-419 reports are due February 1.

Form AD-421 is requested annually in the month of the project's anniversary date (i.e., start date) and should be completed in accordance with the instructions that accompany the Form. Form AD-421 reports are due within 90 days of the anniversary date of the project. **In addition to the AD-421 form, the following information, when applicable, must be submitted to the appropriate CSREES Program Manager:**

- (1) A comparison of actual accomplishments with the goals established for the reporting period (where the output of the project can be expressed readily in numbers, a computation of the cost per unit of output should be submitted if the information is considered useful);
- (2) The reasons for slippage if established goals were not met; and
- (3) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or unexpectedly high unit costs.

**c. Final CRIS Reports.**

In the month that an award is due to terminate, a request for the final technical report (Form AD-421) will be forwarded to the PD. The PD must complete and submit the report within 90 days after the expiration or termination date of the award. The report should encompass progress made during the entire timeframe instead of covering accomplishments made only during the final reporting segment of the project. In addition to supplying the information required under section b. (1) through (3) of this article, the final report must include the following when applicable:

- (1) A disclosure of any inventions not previously reported that were conceived or first actually reduced to practice during the performance of work under this award; and
- (2) A written statement on whether or not the awardee elects (or plans to elect) to obtain patent(s) on any such invention.

**d. CRIS Web Site Via Internet**

Please note the importance of preparing well written progress and technical reports. The CRIS database is used extensively by Federal and State scientists and administrators, and is available to the public on the worldwide web. CRIS project information is available via the Internet CRIS web site at: <http://cris.csrees.usda.gov>.

To submit forms electronically, the CRIS forms web site can be accessed through the CRIS web site or accessed directly at: <http://cwf.uvm.edu/cris>.

**11. ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER**

The following acknowledgment of CSREES support must appear in the publication of any material, whether copyrighted or not, and any products produced in electronic formats (e.g., World Wide Web pages, computer programs, etc.) which is substantially based upon or developed under this award:

"This material is based upon work supported by the Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, under Award No. [the awardee should enter the applicable award number here]."

In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

"Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."

The awardee is responsible for assuring that an acknowledgment of [agency] support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this award.

Any solicitation using Federal award funds to procure goods and services (including construction) costing \$500,000 or more must announce the amount and percentage of total to be funded with Federal funds.

**12. NONEXPENDABLE EQUIPMENT**

Entities purchasing any equipment or product with funds provided under this award are encouraged to use such funds to purchase only American-made equipment or products.

Title to equipment acquired by a recipient with funds provided under this award shall vest in the awardee.

The cost of an item of nonexpendable equipment is the net invoice cost of the item, including necessary modifications for which it was acquired, fabricated, or constructed. Other charges such as the cost of installation, transportation, taxes, insurance, and the like, may be included or excluded from the unit acquisition cost in accordance with the awardee's regular accounting practices.

If the approved award involves the acquisition of equipment to be maintained in a foreign country, the awardee is legally responsible for such equipment. The AOR should obtain a receipt from the cooperator in the foreign country and should send a copy of it to the programmatic contact. At the conclusion of the project, disposition instructions should be requested from the ADO.



When the equipment is no longer needed by the awardee and the per unit fair market value is less than \$5,000, the awardee may retain, sell, or dispose of the equipment with no further obligation to CSREES. If, on the other hand, the per unit fair market value is \$5,000 or more, then the awardee must submit a written request to the ADO for disposition instructions.

See 7 CFR Part 3019.34 for additional information pertaining to nonexpendable equipment.

### **13. DATA COLLECTION**

The provisions of 5 CFR Part 1320 apply if this award involves the collection of identical information from ten or more non-Federal persons and the collection of information is conducted or sponsored by USDA. A collection of information undertaken by an awardee is considered to be conducted or sponsored by USDA if: 1) the awardee is conducting the collection of information at the specific request of CSREES; or 2) the terms and conditions of the award require specific approval by the agency of the collection of information or collection procedures.

Any data collection activities performed under this award are the responsibility of the awardee, and USDA support of the project does not constitute USDA approval of the survey design, questionnaire content, or data collection procedures. The awardee shall not represent to respondents that such data are being collected for or in association with USDA or any other Federal Government agencies unless such data are sponsored by the Department. However, this requirement is not intended to preclude mention of USDA support of the project in response to an inquiry or acknowledgment of such support in any publication of this data.

### **14. PROGRAM INCOME**

Income derived from patents, inventions, or copyrights shall be disposed of in accordance with the awardee's own policies. General program income earned under this project during the period of CSREES support shall be added to total project funds and used to further the objectives of this award or the legislation under which this award is made. Disposition of program income earned by subawardees shall be determined in accordance with the policies of the awardee. Also see 7 CFR Part 3019.24.

### **15. RELEASE OF INFORMATION**

The Freedom of Information Act of 1966 (5 U.S.C. 552) and the Privacy Act of 1974 (5 U.S.C. 552a), as implemented by USDA's regulations (7 CFR Part 1.1) and supplemented by CSREES regulations found at 7 CFR Part 3404, shall govern the release or withholding of information to the public in connection with this award project. The release of information under these laws and regulations applies only to records held by CSREES and imposes no requirement on the awardee or on any subrecipient to permit or deny public access to their records. Requests for records or the release of information relating to this award should be directed to:

FOIA Coordinator  
Information Staff, ARS  
U.S. Department of Agriculture  
Mail Stop 5128  
5601 Sunnyside Avenue  
Beltsville, Maryland 20705-5128  
Telephone: (301) 504-1640

The regulations cited herein do not affect the retention period for project-related records or rights of access to such records or documents by CSREES, the Comptroller General, or their authorized representatives.

### **16. SHARING OF FINDINGS, DATA, AND OTHER PROJECT PRODUCTS**

- a. The PD is expected to publish or otherwise make publicly available the results of the work conducted under this award.
- b. At such time as any article resulting from research work under this award is published in a scientific, technical, or professional journal or publication, two reprints of the publication clearly labeled with the award number and other appropriate identifying information should be sent to the programmatic contact identified in the award. This includes notifying the programmatic contact, via a listing clearly labeled with the award number, of any World Wide Web-based materials resulting from the work.

- c. Copies of educational materials produced with project funds must be submitted as soon as they are available to the programmatic contact identified in the award. Five copies of educational publications and two copies of each audio-visual production are required. **This includes notifying the programmatic contact, via a listing clearly labeled with the award number, of any World Wide Web-based materials resulting from the work.**

### **17. PATENTS, INVENTIONS, AND COPYRIGHTS**

The central point of contact within the U.S. Department of Agriculture for questions and issues pertaining to patents and inventions (this does **not** include questions and issues regarding Interagency Edison) is:

Director, Planning and Accountability  
Cooperative State Research, Education, and Extension Service, USDA  
STOP 2213  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2213  
Telephone: (202) 720-5623  
Facsimile: (202) 720-7714  
E-mail: [rmacdonald@csrees.usda.gov](mailto:rmacdonald@csrees.usda.gov)

- a. **Invention Disclosure and Related Information Requirements.** 37 CFR Part 401.14 requires the disclosure of each subject invention to the Federal Agency within two months after the inventor discloses it in writing to contractor personnel responsible for patent matters. Invention disclosure statements pursuant to 37 CFR Part 401.14(c) shall be made by creating an invention record using Interagency Edison. If possible, all supporting documentation shall also be submitted electronically using Interagency Edison. However, if electronic submission of supporting documentation is not feasible, paper copies can be submitted via facsimile or U.S. Mail.

#### Invention Disclosure

**Electronic Submission Via Interagency Edison Web Interface:** Interagency Edison (iEdison) can be accessed at <http://www.iedison.gov>. An overview of the invention iEdison reporting process, an iEdison tutorial, and extensive help text can be found as links on the iEdison home page. Requests for detailed instructions or other questions regarding Interagency Edison should be directed to:

Extramural Inventions and Technology Resources Branch  
National Institutes of Health  
6705 Rockledge Drive, MSC 7980  
Bethesda, Maryland 20892-7980  
Telephone: (301) 435-1986  
Facsimile: (301) 480-0272  
E-mail: [edison@od.nih.gov](mailto:edison@od.nih.gov)

The report of the invention and a copy of the signed invention disclosure must be reported electronically through the Interagency Edison Web interface. To submit the signed disclosure electronically requires that it be rendered as a PDF or TIFF file. The signed disclosure should contain a brief description of the original invention including the Title, Inventor(s) Name(s), and source of Federal support used (e.g., Agency Award Number). After the report and disclosure are received in the iEdison system CSREES will have access to a copy of the disclosure document.

**Paper Submission Via U.S. Mail:** If it is not possible to electronically submit supporting documentation using Interagency Edison, documentation should be sent directly to NIH at the above address. After the documentation is received and recorded in the Interagency Edison database, it will be sent to CSREES.

#### Other Invention, Patent, and Utilization Reporting Information

**Electronic Submission Via Interagency Edison Web Interface:** The Interagency Edison is to be used to exact any changes to the disposition of the invention, including title election or non-election, assignment of rights to third parties, patent application(s), and

patents received.

As with the invention disclosure, iEdison also supports electronic submission of documents required for several other aspects of the Bayh-Dole reporting process, as detailed below.

1. Once a patent is applied for and an application serial number is available, an executed confirmatory license to the Government must be submitted. Such a license must also be submitted in instances where the invention has been licensed but not patented (as is the case of biological materials and any inventions that fall within the scope of the Plant Variety Protection Act). For this purpose iEdison provides a confirmatory license template (<https://s-edison.info.nih.gov/iEdison/license.jsp>) that can be submitted via facsimile
2. Commensurate with patent application or issued patent the awardee organization must submit a copy of the portion of the patent that contains the "Government Support Clause," offering proof of formal acknowledgment of Government support of the patent's underlying invention.
3. Requests for assignment of rights to third parties (e.g., the inventor) must include certification by the inventor. The certification process is defined and can be carried out as described behind the USDA/CSREES link on the iEdison home page (<http://www.iedison.gov>). The signed certification must be submitted to the CSREES office listed above via facsimile (preferable) or U.S. Mail.
4. Requests for waiver of the domestic manufacturing requirement must be submitted to the CSREES office listed above via facsimile (preferable) or U.S. Mail, including a detailed justification.

**Paper Submission Via U.S. Mail:** If it is not possible to electronically submit supporting documentation using Interagency Edison, documentation should be sent directly to NIH at the above address (with the exception of requests for assignment of rights to third parties and waiver of domestic manufacturing requirements). After the documentation is received and recorded in the Interagency Edison database it will be sent to CSREES.

- b. Title Election and Patent Submission:** Within two years of an invention disclosure, a recipient must resolve the title to the invention: to elect to retain invention rights or waive rights. Should the recipient elect title, a non-provisional patent application must be filed, or notify this agency of its intentions pursuant to 37 CFR Part 401.14(c)(2) and (3). If the recipient fails to either 1) notify the Government of its intentions or 2) exercise its option to file for a patent within the specified time periods, then the Government may exercise its right of ownership pursuant to 37 CFR Part 401.14(d)(1) and (2).
- c.** The Government shall not be entitled to publicly disclose or publish research results except under any one of the following circumstances:
  - (1) The award recipient publicly discloses or gives permission for publication; or
  - (2) The award recipient does not elect to file for a U.S. patent on such results, pursuant to 37 CFR Part 401.14(c)(2) and (3); or
  - (3) After the award recipient files for a U.S. patent pursuant to 37 CFR Part 401.14(c)(3).

"Publications" include publicly accessible databases such as Genbank; and "research results" include genome maps and sequences.

- d.** Copyrights - See 7 CFR Part 3019.36.

### **18. GENOME MAP AND SEQUENCE DATA DISCLOSURE (RESEARCH AWARDS ONLY)**

- a. See Article 17. for patent and invention requirements.
- b. If genome sequence data has been obtained, the sequence **must** be submitted to GenBank. The date of submission to GenBank shall be on the same date as the Government's right to publish as indicated in Article 17.c. Submission of data to GenBank is without charge. Information concerning GenBank protocols may be obtained via the worldwide web, <http://www.ncbi.nlm.nih.gov/>, or by contacting the National Center for Biotechnology Information at the following address:

- c. Recipients who submit genome sequencing data information to GenBank must report this fact as part of the final reporting requirements identified in Article 23.
- d. **Animal Genetic Mechanisms and Gene Mapping Requirements.** All investigators funded by the USDA Animal Genomics and Animal Genome Reagent and Tool Development Programs are expected to submit their data (preferably as reprints of published manuscripts) to the appropriate animal species genome databases developed and maintained by the National Animal Genome Research Program in cooperation with international partners. These are internationally shared databases and submission of animal genome data should be to the appropriate U.S. Technical Editor partners (see [http://www.csrees.usda.gov/nea/animals/res/an\\_breeding\\_res\\_database.html](http://www.csrees.usda.gov/nea/animals/res/an_breeding_res_database.html)). In addition, investigators are encouraged to make their data available via other means; e.g., laboratory, departmental or institutional worldwide web home pages.
- e. **Plant Genome Requirements.** All investigators funded by the **National Research Initiative Competitive Grants Program (NRI) Plant Genome, Bioinformatics and Genetic Resources Program, the NRI Functional Genomics of Agriculturally Important Organisms (Plants subsection) Program, the NRI Applied Plant Genomics Program and NRI interagency plant genome projects** are expected to submit sequence data and distribute genetic/genomic resources produced as described below. Investigators are encouraged to collaborate and make information available via the relevant community informatic worldwide web.
- Sequences (low pass whole genome sequencing, BAC end sequencing, EST's, full-length cDNA sequencing, etc.) must be released to GenBank (<http://www.ncbi.nlm.nih.gov/Genbank/index.html>) according to the currently accepted community standard (Bermuda and Ft. Lauderdale agreements), following the current guidelines for quality assessment (see <http://www.genome.gov/page.cfm?pageID=10506537>). For large-insert clone projects, it is expected that DNA sequence assemblies of 2kb or greater will be deposited in GenBank within 24 hours of generation. For whole genome shotgun projects, sequence traces are to be deposited to the National Center for Biotechnology Information (NCBI) Trace repository within one week of production, with whole genome assemblies deposited in GenBank as soon as possible after the assembled sequence has met the quality evaluation criteria stated in the proposal. Deposited data must be available to all for use without restriction.
  - If the award produces additional genomic/genetic resources (libraries, software, biological reagents, germplasm, software, etc.), these should be made available as soon as their quality is checked to satisfy the specifications approved prior to funding. Budgeting and planning for short-term and long-term distribution of the project outcomes and the timing of release should be as described in the original proposal or revisions prior to funding. The resources produced must be available to all segments of the scientific community, including industry and the international community. A reasonable charge is permissible for distribution, but the fee structure must be outlined prior to funding. If accessibility differs between industry and the academic community, the differences must be clearly spelled out. If a Material Transfer Agreement is required for release of project outcomes, the terms must be described in detail and provided to the NRI program for review and approval.
  - When the project involves the use of proprietary data or materials from other sources, the data or materials resulting from research supported by this program must be readily available without any restrictions to the users (no reach-through rights). The terms of any usage agreements should be stated clearly in the proposal or revisions prior to funding.

## **19. GENETIC RESOURCES FROM OUTSIDE OF U.S.**

If this project will use genetic resources from outside the United States, it is strongly recommended that the Project Director (PD) seek information regarding any required prior informed consent from and benefit-sharing with the appropriate host country authorities. For further information, see "Information for U.S. Government Funded Researchers Collecting In Situ Genetic Resources Outside the United States," housed on the U.S. Department of State's web site at <http://www.state.gov/g/oes/rls/or/25962.htm> or contact the Plant Exchange Office, ARS, USDA, <http://www.barc.usda.gov/psi/ngrl/peo.htm> or the National Animal Germplasm Program, <http://www.barc.usda.gov/psi/ngrl/peo.htm>, as appropriate.

## **20. POSSESSION, USE, AND TRANSFER OF BIOLOGICAL AGENTS OR TOXINS**

The possession, use, and transfer of biological agents or toxins is regulated under the Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Pub. L. No. 107-188, and the implementing regulations at 7 CFR Part 331, 9 CFR Part 121, and 42 CFR Part 73. The awardee is responsible for full compliance with all applicable laws and regulations.

## **21. LABORATORY SECURITY**

CSREES encourages all awardees to adopt appropriate laboratory security policies and procedures for facilities that work with any level of biological or chemical materials. Until the Federal Government develops applicable security standards, awardees are encouraged to consult the following resources for guidance on laboratory security:

- USDA Departmental Manual 9610-1, "USDA Security Policies and Procedures for Biosafety Level-3 Facilities" (available at <http://www.usda.gov/directives/>);
- USDA Departmental Manual 9610-2, "USDA Security Policies and Procedures for Laboratories and Technical Facilities (Excluding Biosafety Level (BSL)-3 Facilities)" (available at <http://www.usda.gov/directives/>); and
- Centers for Disease Control and Prevention and National Institutes of Health "Biomedical Laboratories" Manual, Appendix F "Laboratory Security and Emergency Response Guidance for Laboratories Working with Select Agents" (available at <http://www.cdc.gov/od/ohs/biosfty/biosfty.htm>).

## **22. RESEARCH MISCONDUCT**

All research awards issued by CSREES are subject to the Federal Policy on Research Misconduct published in the Federal Register on December 6, 2000 (65 FR 76260). The following definitions will be utilized when applying this policy:

- a. Research misconduct means the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or difference of opinion.
- b. Fabrication is making up data or results and recording or reporting them.
- c. Falsification means manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- d. Plagiarism is the appropriation of another person's ideas, processes, results or words without giving appropriate credit.
- e. Research means all basic, applied, and demonstration research in all fields of science, engineering, mathematics, education, linguistics, medicine, psychology, social sciences, statistics, and research involving human subjects or animals.
- f. Research institutions includes all organizations using Federal funds for research, including, for example, colleges and universities, intramural Federal research laboratories, Federally funded research and development centers, national user facilities, industrial laboratories, or other research institutes.
- g. Research record is the record of data or results that embody the facts resulting from scientific inquiry, and includes, but is not limited to, research proposals, laboratory records, both physical and electronics, progress reports, abstracts, theses, oral presentations, internal reports, and journal articles.

To report allegations of research misconduct see <http://www.csrees.usda.gov/business/awards/researchmiscon.html>.

## **23. AWARD CLOSEOUT**

Award closeout is the process by which CSREES determines that all required project activities have been performed satisfactorily and all necessary administrative actions have been completed. This award and any subcontracts hereunder shall be closed out as soon as possible after expiration or termination of the project. While the awardee may use its own policies and procedures in closing out awards made to its recipients, the following shall govern the closeout of the prime award:

- a. **Financial Status Report.** A Financial Status Report, Form SF-269, is due 90 days after the expiration date of this award. An original and two copies must be submitted to the Funds Management Section at the address shown in Article 7.
  - (1) The awardee shall report program outlays and program income on the same accounting basis (i.e., cash or accrual) that it uses in its normal accounting system.
  - (2) When submitting a final financial report, the total matching contribution, if required, should be shown in Item 12., Remarks.
  - (3) The Form SF-269 must not show unpaid obligations. Extension of reporting due dates may be approved by the Funds Management Section if the awardee still has valid unpaid obligations when the Form SF-269 is due. Such requests should be made to the address shown in Article 7.

**b. Final Technical Report.**

- (1) If this award is subject to the CRIS requirements, see Article 10., Final CRIS Reports.
- (2) If genome sequence data is developed under this award, special additional reporting requirements are applicable. See Article 18., "Genome Map and Sequence Data Disclosure," for specific instructions.
- (3) The final technical report should encompass progress made on the entire project instead of covering accomplishments only during the final reporting segment of the project. This report must be submitted to the programmatic contact.

**COOPERATIVE STATE RESEARCH, EDUCATION, AND  
EXTENSION SERVICE  
U.S. DEPARTMENT OF AGRICULTURE**

**RESEARCH TERMS AND CONDITIONS  
AGENCY-SPECIFIC TERMS AND CONDITIONS  
JULY 2008**

**Agency Home Page:** <http://www.csrees.usda.gov/>

**Doing Business with CSREES (contains award-related information):**

<http://www.csrees.usda.gov/business/business.html>

**ARTICLE 1. AWARDS COVERED BY THE RESEARCH TERMS AND CONDITIONS**

All research and research-related awards (i.e., research, education, and extension) to institutions of higher education, hospitals, other non-profit organizations and for-profit organizations. The terms and conditions will apply to all awards (grants, cooperative agreements, and special projects) funded by CSREES *except*: 1) Formula Funded Programs; 2) the 1890 Facilities Program; and 3) the Small Business Innovation Research Program; as well as 4) awards to individuals.

**ARTICLE 2. PRIOR APPROVAL REQUIREMENTS NOT INCLUDED IN THE GENERAL T&CS**

**Subcontracts**

No more than 50 percent of the total dollars of this award may be subcontracted to another party(ies) without prior written approval of the Authorized Departmental Officer (ADO) except subcontracts to Federal agencies. **Any subcontract awarded to a Federal agency under this award must have prior written approval of the ADO.** To request approval a justification for the proposed subcontractual arrangements, a performance statement, and a detailed budget for the subcontract must be submitted to the ADO.

**No-cost Extension of Time**

Where more than one no-cost extension or an extension of more than 12 months is required, the extension(s) **must be approved in writing by the ADO.** The awardee shall prepare and submit a **written request (which must be received no later than 30 days prior to the expiration date of the award) to the ADO** identified in Block 12 of the Award Face Sheet, Form CSREES-2009. ADO information is as follows:

Awards Management Branch  
Office of Extramural Programs  
Cooperative State Research, Education,  
and Extension Service  
U.S. Department of Agriculture  
STOP 2271  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2271  
Telephone: (202) 401-4986

Facsimile: (202) 401-1804

The request must contain, at a minimum, the following information:

- a. The length of additional time required to complete project objectives and a justification for the extension (see last paragraph of this article);
- b. A summary of progress to date (a copy of the most recent "Research Work Unit/Project Description Progress Report," Form AD-421, and, where applicable, the attachment is acceptable provided the information is current);
- c. An estimate of funds expected to remain unobligated on the scheduled expiration date;
- d. A projected timetable to complete the portion(s) of the project for which the extension is being requested; and
- e. Signature of the Authorized Representative (AR) and the Project Director/Principal Investigator (PD/PI). Any request received by the agency that does not meet this requirement will be returned for the necessary signature(s).

### **Funding Period**

Statutory language or agency policy may limit the maximum potential funding period (including any awards transferred from another institution or organization). The funding period will commence on the effective date cited in the award instrument. Any such limitation also applies to subcontracts made under awards subject to a funding period limitation.

## **ARTICLE 3. UNALLOWABLE DIRECT CHARGES ASIDE FROM THOSE IN OMB CIRCULARS A-21 (2 CFR Part 220)/A-122 (2 CFR Part 230)**

### **Fixed Equipment and Real Property**

No funds awarded under the authorities of Sec. 2(b), 2(c)(1)(A), and 2(c)(1)(B) of Pub. L. No. 89-106, as amended, may be used for the renovation or refurbishment of research spaces; the purchase or installation of fixed equipment in such spaces; or for the planning, repair, rehabilitation, acquisition, or construction of a building or facility.

### **Indirect Costs and Tuition Remission**

Statutory language may limit or prohibit the amount of allowable indirect costs. If such language applies to this award, the limit is identified on the budget as appropriate. When indirect costs are limited, the indirect costs allowable will be the lesser of the following amounts: (1) the Federally approved negotiated indirect cost rate and base, or (2) the limit identified in the statutory language. **Note: Any limitation or prohibition of indirect costs on the awardee also applies to subcontracts under the funded awards.**

Indirect costs and tuition remission costs are unallowable if this award is issued under the authority of Sec. 2(c)(1)(B) of the Act of August 4, 1965, Pub. L. No. 89-106; Sec. 1472, Sec. 1475(d), and Sec. 1480 of the National Agricultural Research, Extension and Teaching Policy Act of 1977 (NARETPA), as amended, Pub. L. No. 95-113; and the Smith-Lever Act of May 8, 1914, as amended. This limitation also applies to subcontracts made under awards subject to any of these authorities.

### **Meals**

Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, it is CSREES policy that a formal group meeting being conducted in a business atmosphere may charge meals to the project if such activity maintains the continuity of the



meeting and to do otherwise will impose arduous conditions on the meeting participants. Note: Meals consumed while in official travel status do not fall in this category. They are considered to be per diem expenses and should be reimbursed in accordance with the organization's established travel policies.

### **Equipment**

Expenditures for the acquisition or improvement of general and special purpose equipment is allowable, without prior agency approval, if the cost of the equipment is appropriately prorated among the activities to be benefitted.

### **Personal Injuries**

Grant funds cannot be used for compensation for injuries to persons or loss, theft, or damage to property during project activities.

## **ARTICLE 4. CONTACT INFORMATION FOR TECHNICAL MATTERS**

Questions regarding technical matters should be referred to: the programmatic contact person identified in Block 4 of the Award Face Sheet (Form CSREES-2009).

## **ARTICLE 5. CONTACT INFORMATION FOR ADMINISTRATIVE MATTERS**

Questions regarding administrative matters should be referred to: the administrative contact person identified in Block 4 of the Award Face Sheet (Form CSREES-2009).

## **ARTICLE 6. CONTACT INFORMATION FOR INTELLECTUAL PROPERTY MATTERS**

Questions regarding intellectual property matters (this does **not** include questions and issues regarding Interagency Edison) should be referred to:

Director, Office of Planning and Accountability  
Cooperative State Research, Education, and Extension Service, USDA  
STOP 2213  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2213  
Telephone: (202) 720-5623  
Facsimile: (202) 720-7714  
E-mail: [rmacdonald@csrees.usda.gov](mailto:rmacdonald@csrees.usda.gov)

Interagency Edison (iEdison) can be accessed at <http://www.iEdison.gov>. An overview of the iEdison invention reporting process, an iEdison tutorial, and extensive help text can be found as links on the iEdison home page. Requests for detailed instructions or other questions regarding Interagency Edison should be directed to:

Division of Extramural Inventions & Technology Resources (DEITR)  
National Institutes of Health (NIH)  
6705 Rockledge Drive, Suite 310, MSC 7980  
Bethesda, Maryland 20892-7980  
Telephone: (301) 435-1986  
Facsimile: (301) 480-0272  
E-mail: [Edison@nih.gov](mailto:Edison@nih.gov)

## ARTICLE 7. OTHER REQUIREMENTS (NOT SPECIFIED ELSEWHERE)

### **Genetic Resources from Outside of U.S.**

If this project will use genetic resources from outside the United States, it is strongly recommended that the Project Director (PD) seek information regarding any required prior informed consent from and benefit-sharing with the appropriate host country authorities. For further information, see “Information for U.S. Government Funded Researchers Collecting In Situ Genetic Resources Outside the United States,” housed on the U.S. Department of State’s web site at <http://www.state.gov/g/oes/rls/or/25962.htm> or contact the Plant Exchange Office, ARS, USDA, <http://www.barc.usda.gov/psi/ngrl/peo.htm> or the National Animal Germplasm Program, <http://www.barc.usda.gov/psi/ngrl/peo.htm>, as appropriate.

### **Research Misconduct**

All research awards issued by CSREES are subject to the Federal Policy on Research Misconduct published at 65 FR 76260. The following definitions will be utilized when applying this policy:

*Research misconduct* means the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or difference of opinion.

*Fabrication* is making up data or results and recording or reporting them.

*Falsification* means manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

*Plagiarism* is the appropriation of another person’s ideas, processes, results or words without giving appropriate credit.

*Research* means all basic, applied, and demonstration research in all fields of science, engineering, mathematics, education, linguistics, medicine, psychology, social sciences, statistics, and research involving human subjects or animals.

*Research institutions* includes all organizations using Federal funds for research, including, for example, colleges and universities, intramural Federal research laboratories, Federally funded research and development centers, national user facilities, industrial laboratories, or other research institutes.

*Research record* is the record of data or results that embody the facts resulting from scientific inquiry, and includes, but is not limited to, research proposals, laboratory records, both physical and electronics, progress reports, abstracts, theses, oral presentations, internal reports, and journal articles.

To report allegations of research misconduct see

<http://www.csrees.usda.gov/business/awards/researchmiscon.html>.

## ARTICLE 8. REVISED BUDGETS REQUIREMENTS

Revised budgets must be submitted in a manner that clearly articulates the changes. All changes must reflect AR concurrence (i.e., must contain AR signature).

## ARTICLE 9. TECHNICAL REPORTING

**A. Patents and Inventions including Plant Variety Protection:** The central point of contact within CSREES for questions and issues pertaining to patents and inventions including plant variety protections (PVP) (this does **not** include questions and issues regarding Interagency Edison) is:

Director, Office of Planning and Accountability  
Cooperative State Research, Education, and Extension Service, USDA  
STOP 2213

1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2213  
Telephone: (202) 720-5623  
Facsimile: (202) 720-7714  
E-mail: [rmacdonald@csrees.usda.gov](mailto:rmacdonald@csrees.usda.gov)

**Invention Disclosure and Related Information Requirements.** 37 CFR Part 401.14(c)(1) requires the disclosure of each subject invention to the Federal Agency within two months after the inventor discloses it in writing to contractor personnel responsible for such matters. Under 35 USC 201(d), an invention means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the US Code, or any novel variety of plant which is or may be protectable under the Plant Variety Protection Act (7 USC 2321 et seq), pursuant to 37 CFR 401.2(c). Invention disclosure statements pursuant to 37 CFR Part 401.14(c) shall be made by creating an invention record using Interagency Edison. If possible, all supporting documentation shall also be submitted electronically using Interagency Edison. Any required paper correspondence should be sent to the CSREES central point of contact as above.

#### Invention Disclosure

**Electronic Submission Via Interagency Edison Web Interface:** Interagency Edison (iEdison) can be accessed at <http://www.iEdison.gov>. An overview of the iEdison invention reporting process, an iEdison tutorial, and extensive help text can be found as links on the iEdison home page. Requests for detailed instructions or other questions regarding Interagency Edison should be directed to:

Division of Extramural Inventions & Technology Resources (DEITR)  
National Institutes of Health (NIH)  
6705 Rockledge Drive, Suite 310, MSC 7980  
Bethesda, Maryland 20892-7980  
Telephone: (301) 435-1986  
Facsimile: (301) 480-0272  
E-mail: [Edison@nih.gov](mailto:Edison@nih.gov)

The report of the invention and a copy of the signed invention disclosure must be reported electronically through the Interagency Edison Web interface. To submit the signed disclosure electronically requires that it be rendered as a PDF or TIFF file. The signed disclosure should contain a brief description of the original invention including the Title, Inventor(s) Name(s), and source of Federal support used (e.g., Agency Award Number). After the report and disclosure are received in the iEdison system, CSREES will have access to a copy of the disclosure document.

#### Other Invention, Patent, and Utilization Reporting Information

**Electronic Submission Via Interagency Edison Web Interface:** The Interagency Edison is to be used to exact any changes to the disposition of the invention, including title election or non-election, assignment of rights to third parties, patent application(s) or PVP(s), and patents or PVP(s) received.

As with the invention disclosure, iEdison also supports electronic submission of documents required for several other aspects of the Bayh-Dole reporting process, as detailed below.

1. Once a patent or PVP is applied for and an application serial number is available, an executed confirmatory license to the Government must be submitted. Such a license must also be submitted in

instances where the invention has been licensed but not patented (as is the case of biological materials). For this purpose, iEdison provides a confirmatory license template (<https://s-edison.info.nih.gov/iEdison/license.jsp>) that can be submitted via facsimile.

2. Commensurate with patent or PVP application or issued patent or PVP certificate, the awardee organization must submit a copy of the portion of the patent or PVP application that contains the "Government Support Clause," offering proof of formal acknowledgment of Government support of the underlying invention. For PVP applications, the government support clause must be inserted in Exhibit E, block 11 of the application.

3. Requests for assignment of rights to third parties (e.g., the inventor) must include certification by the inventor. The certification process is defined and can be carried out as described under the USDA/CSREES link on the iEdison home page (<http://www.iEdison.gov>). The signed certification must be submitted to the CSREES office listed above via facsimile (preferable) or U.S. Mail.

4. Requests for waiver of the domestic manufacturing requirement must be submitted to the CSREES office listed above via facsimile (preferable) or U.S. Mail, including a detailed justification.

**Title Election and Patent or PVP Submission:** Within two years of an invention disclosure, a recipient must resolve the title to the invention, that is, either elect to retain invention rights or waive rights. Should the recipient decide to elect title, recipient must file a non-provisional patent or PVP application, or notify this agency of its intentions pursuant to 37 CFR Part 401.14(c)(2) and (3). If the recipient fails to either 1) notify the Government of its intentions or 2) exercise its option to file for a patent within the specified time periods, then the Government may exercise its right of ownership pursuant to 37 CFR Part 401.14(d)(1) and (2).

The Government shall not be entitled to publicly disclose or publish research results except under any one of the following circumstances:

- (1) The award recipient publicly discloses or gives permission for publication; or
- (2) The award recipient does not elect to file for a U.S. patent or PVP on such results, pursuant to 37 CFR Part 401.14(c)(2) and (3); or
- (3) After the award recipient files for a U.S. patent or PVP pursuant to 37 CFR Part 401.14(c)(3).

"Publications" include publicly accessible databases such as Genbank; and "research results" include genome maps and sequences.

**B. Current Research Information System (CRIS)**

All projects **must** be documented in the Current Research Information System (CRIS). Except as noted below, the USDA contact for all CRIS documentation is:

Current Research Information System  
Cooperative State Research, Education, and  
Extension Service  
U.S. Department of Agriculture  
STOP 2270  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2270

Telephone: (202) 690-0009  
Fax: (202) 690-0634  
E-mail: [cris@csrees.usda.gov](mailto:cris@csrees.usda.gov)

**a. Initial Documentation in the CRIS Database--**

**CSREES WILL NOT RELEASE FUNDS FOR THIS PROJECT UNTIL THE REQUIRED INFORMATION HAS BEEN RECEIVED BY CRIS.**

Information collected in the “Work Unit Description” (Form AD-416), and “Work Unit Classification” (Form AD-417), is required upon project initiation for all **NEW** awards in CRIS. This information is requested by the appropriate CSREES Program Manager.

Awardees are requested to submit data electronically. To submit the data collection electronically, see item d. of this section for access information.

Technical questions regarding the online completion of the reports should be directed to the CRIS office at (202) 690-0009 or via email at [cris@csrees.usda.gov](mailto:cris@csrees.usda.gov).

Questions regarding report content should be directed to the programmatic contact person identified in Block 4 of the Award Face Sheet (Form CSREES-2009).

**b. Annual CRIS Reports.**

The “Accomplishments Report” (Form AD-421) includes a summary of outputs, outcomes/impacts, publications, participants, target audiences, and project modifications.

The annual report of “Funding and Staff Support” (Form AD-419), discloses expenditures based on funding sources at the project level. The staff support values reported reflects project level effort expended for the particular year being reported. The awardee or designated contact will receive an email request to submit this data, when applicable.

Each year the award is active, the CRIS office will notify the awardee or designated contact via email of upcoming CRIS reporting requirements. An annual “Accomplishments Report” and when applicable, “Funding and Staff Support Report” should be completed in accordance with instructions accompanying the request and/or those provided on the data entry website referenced in item d. Reports should be submitted electronically utilizing access information provided in the notification.

An annual “Accomplishments Report” is due 90 calendar days after the award’s anniversary date (i.e., one year following the month and day of which the project period begins and each year thereafter up until a final report is required). An annual report covers a one-year period. **In addition to the AD-421 form, the following information, when applicable, must be submitted to the programmatic contact person identified in Block 4 of the Award Face Sheet (Form CSREES-2009).**

(1) A comparison of actual accomplishments with the goals established for the reporting period (where the output of the project can be expressed readily in numbers, a computation of the cost per unit of output should be submitted if the information is considered useful);

- (2) The reasons for slippage if established goals were not met; and
- (3) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or unexpectedly high unit costs.

An annual "Funding and Staff Support" is due on February 1 of the year subsequent to the federal fiscal year being reported.

#### **c. CRIS Final Report**

In the month that an award is due to expire, a request notification for the final technical report will be sent to the award recipient or designated contact. The CRIS final report is required within 90 calendar days after the expiration or termination of the award. The CRIS final report, "Accomplishments Report", covers the entire period of performance of the award. The report should encompass progress made during the entire timeframe of the project instead of covering accomplishments made only during the final reporting segment of the project. In addition to supplying the information required under section b of this article, the final report must include the following when applicable:

- (1) A disclosure of any inventions not previously reported that were conceived or first actually reduced to practice during the performance of work under this award; and
- (2) A written statement on whether or not the awardee elects (or plans to elect) to obtain patent(s) on any such invention.
- (3) Identify equipment purchased with any Federal funds under the award and indicate subsequent use of such equipment.

#### **d. CRIS Web Site Via Internet**

Please note the importance of preparing well written progress and technical reports. The CRIS database is used extensively by Federal and State scientists and administrators and is available to the public on the worldwide web. CRIS project information is available via the Internet CRIS web site at: <http://cris.csrees.usda.gov>.

To submit forms electronically, the CRIS forms web site can be accessed through the CRIS web site or accessed directly at: <http://csf.uvm.edu/cris>.

### **C. Release of Animal or Plant Genome Sequence Data and Distribution of Animal or Plant Genomic Resources.**

All investigators funded by CSREES must submit animal or plant genome and protein sequence data and distribute animal or plant genomic resources generated by CSREES funding as described below. Genome sequences, protein sequences, and genomic resources must be available to all **for use without restriction**. Pre-publication release of genome sequence data has been of tremendous benefit to the scientific research community and CSREES strives to ensure that such rapid release of sequence data continues. CSREES strongly encourages the entire scientific community to recognize that the continued success of the system of pre-publication data release requires active community-wide support. **There should be no restrictions** on the use of the genomic sequence data, but the best interests of the community are served when all act responsibly to promote the highest standards of respect for the scientific contributions of others. Investigators are also encouraged to collaborate and make information available via the relevant

worldwide web sites.

- a. CSREES supports the currently accepted community standards (Bermuda and Ft. Lauderdale agreements; [www.wellcome.ac.uk/assets/wtd003207.pdf](http://www.wellcome.ac.uk/assets/wtd003207.pdf)) for rapid release of genome sequences following the current guidelines for quality assessment as described by the National Institutes of Health (NIH) National Human Genome Research Institute (NHGRI) at: [www.genome.gov/10000923](http://www.genome.gov/10000923) and [www.genome.gov/10001812](http://www.genome.gov/10001812)). Recipients of CSREES funding who submit genome sequencing data to public nucleotide sequence databases must report this fact as part of the final reporting requirements.

*Large-insert clone-based projects:* DNA sequence assemblies of 2kb or greater are to be deposited in a pre-existing public nucleotide sequence database (such as GenBank: [www.ncbi.nlm.nih.gov](http://www.ncbi.nlm.nih.gov)) within 24 hours of generation. Sequence traces from these projects are to be deposited in a trace archive (such as the National Center for Biotechnology Information {NCBI} Trace Repository) within one week of production.

*Whole genome shotgun projects:* Sequence traces from whole genome shotgun projects are to be deposited in a trace archive (NCBI Trace Repository or Ensembl Trace Server) within one week of production. Whole genome assemblies are to be deposited in a public nucleotide sequence database as soon as possible after the assembled sequence has met a set of quality evaluation criteria.

*Expressed sequence tags (EST), full-length cDNA sequences, plasmid sequences, etc.:* Other nucleotide sequences such as ESTs, full-length cDNA sequences, etc. must be submitted to a pre-existing public nucleotide sequence database (such as Genbank: [www.ncbi.nlm.nih.gov](http://www.ncbi.nlm.nih.gov)) according to the currently accepted community standards (Bermuda and Ft. Lauderdale agreements) following the current guidelines for quality assessment. At a minimum, these sequences should be deposited within one month of production and quality assessment.

- b. *Other Community Resource Projects:* A community resource project is defined as a research project specifically devised and implemented to create a set of data (e.g., single nucleotide polymorphisms, SNP; haplotype maps; etc.), reagents, or other material(s) (e.g., plant genetic stocks) whose primary utility will be as a resource for the broad scientific community. CSREES requires that results of community resource projects be made immediately available for free and unrestricted use by the scientific community as soon as the quality of these resources is verified. At the same time, it is crucial that the scientific community recognizes and respects the important contribution made by the scientists who carry out community resource projects.
- c. *Microarray Projects:* CSREES requires that data collection and analysis for microarray projects comply with the Minimum Information about Microarray (MIAME; [www.mged.org](http://www.mged.org)) guidelines. CSREES also encourages use of the MIAME checklist ([www.mged.org/Workgroups/MIAME/miame\\_checklist.html](http://www.mged.org/Workgroups/MIAME/miame_checklist.html)) to enable unambiguous interpretation of the data and potential verification of the conclusions. Data from microarray projects funded by CSREES must be submitted to a pre-existing public repository for microarray data (such as Gene Expression Omnibus {GEO}: [www.ncbi.nlm.nih.gov/geo](http://www.ncbi.nlm.nih.gov/geo)) as part of the process for publishing the experimental results in a peer-reviewed scientific journal. Data from plant microarrays should also be submitted to the PLEXdb ([www.plexdb.org/](http://www.plexdb.org/)) to enable comparative analysis with additional plant gene expression data sets. If the Project Director decides not to publish the microarray data generated with CSREES funding, CSREES requires the Project Director to submit the microarray data to a pre-existing public repository for

microarray data within six months after performing quality control tests on the data or upon termination of the CSREES funding, whichever comes first.

- d. *Protein Sequence:* Protein sequences generated with CSREES funding must be deposited in a pre-existing public database (such as the Universal Protein Resource {UniProt}: [www.uniprot.org](http://www.uniprot.org)) as part of the process for publishing the experimental results in a peer-reviewed scientific journal. If the Project Director decides not to publish the protein sequence data generated with CSREES funding, CSREES requires the Project Director to submit the protein sequence data to a pre-existing public database within six months after performing quality control tests on the data or upon termination of the CSREES funding, whichever comes first.
- e. If CSREES funding produces additional genomic resources (libraries, biological reagents, software, plant genetic stocks, etc.) these should be made available to the public as soon as their quality is verified according to community standards. Budgeting and planning for short-term and long-term distribution of these resources and the timing of release to a clearly identified community of users as well as to the scientific community as a whole should be as described in the original application or in a revised plan of work prior to funding. The description should be specific and describe what, how, and when the community would have public access to the information and deliverables from the project. Resources generated from CSREES funding must be available to all segments of the scientific community, including industry and the international community. A reasonable charge is permissible for distribution, but the fee structure must be outlined prior to funding. If accessibility differs between industry and the academic community, the differences must be clearly described in the original application or in a revised plan of work prior to funding.
- f. When the project involves the use of proprietary data or materials from other sources, the data or materials resulting from research supported by this program must be readily available without any restrictions to the users (no reach-through rights). The terms of any usage agreements should be stated clearly in the application or revisions prior to funding.

**Release or Distribution of Animal Quantitative Trait Loci (QTL):** Information pertaining to animal QTL that were generated with CSREES funding must be deposited into a pre-existing, public database as part of the process for publishing the experimental results in a peer-reviewed scientific journal. If the Project Director decides not to publish the animal QTL data generated with CSREES funding, CSREES requires the Project Director to submit the animal QTL data to a pre-existing, public database within six months after performing quality control tests on the data or upon termination of CSREES funding, whichever comes first.

**Release or Distribution of Plant Germplasm.** If plant germplasm was developed with CSREES support, these resources should be available to other researchers for validation of published results or additional research. Distribution of plant germplasm for commercial purposes may be limited by the producer of the germplasm. Researchers are strongly encouraged to deposit germplasm, transgenic plants, mutants, plant populations generated for mapping projects, etc. into the National Plant Germplasm System or Stock Center. CSREES encourages Project Directors to confer with the Crop Curators and Crop Germplasm Committees in the USDA National Plant Germplasm System (NPGS) ([www.ars-grin.gov/npgs/index.html](http://www.ars-grin.gov/npgs/index.html)) regarding the desirability of depositing genetic stocks and experimental plant populations generated by CSREES funding in the NPGS genebanks.



**Dissemination of Project Results.** The recipient must notify the technical contact, via a listing clearly labeled with the award number, of any Worldwide Web-based materials resulting from the work.

## **ARTICLE 10. FINANCIAL REPORTING**

All questions relating to financial reports should be submitted to:

Awards Management Branch  
Office of Extramural Programs, CSREES  
U.S. Department of Agriculture  
STOP 2271  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2271  
Telephone: (202) 401-4986

### **Financial Status Report**

A "Financial Status Report," **Form SF-269, is due 90 days after the expiration date of this award.** An original and two copies must be submitted to the Awards Management Branch (AMB) at the address shown above.

- (1) The awardee shall report program outlays and program income on the same accounting basis (i.e., cash or accrual) that it uses in its normal accounting system.
- (2) When submitting a final financial report, the total matching contribution, if required, should be shown in Item 12., Remarks.
- (3) The SF-269 report must not show any unliquidated obligations. If the awardee still has valid obligations that remain unpaid when the SF-269 is due, it shall submit a provisional report (showing the unliquidated obligations) by the due date and a true report when all obligations have been liquidated. When submitting a provisional report, the awardee shall inform AMB when it expects to submit a final report. If the AMB waives provisional reports, the awardee will be so notified.

### **Awards that Require the Awardee to Provide Cost Participation**

It may be necessary to submit an annual "Financial Status Report," Form SF-269, to CSREES. If an annual SF-269 is required, it will be indicated on the Award Face Sheet, Form CSREES-2009, in which case it must be submitted no later than 90 days following the end of the Federal fiscal year, September 30.

### **Expiring Appropriations**

Generally, the appropriated funds that support awards expire after 5 years. This means that in the fifth year following an appropriation, any award funds that have not been drawdown by August 31 of that year by the awardee are **subject to be returned to the Department of the Treasury.** To determine the appropriation year of award funds, see block 17. Funds Chargeable of the Award Face Sheet (Form CSREES-2009). This block contains a two-digit fiscal year followed by a financial data code (FDC). In the following example, "08-823-33610," the first two numbers "08" represent the fiscal year "2008." In this example it means that the funds must be drawdown by August 31 of the year 2013. If you have questions about whether an applicable appropriation will expire after 5 years, contact the Administrative Point of Contact identified in block 14 of the Award Face Sheet, Form CSREES-2009.

## **ARTICLE 11. INCREMENTAL FUNDING ACTIONS**

### **Competitive Renewals**

The request for continued support should contain all the required elements of a proposal as described in the applicable request for proposals including a progress report. The application cover page should indicate, along with the prior CSREES award number, that the proposal is a renewal. The renewal proposal will proceed through the competitive review process in the same manner as other proposals.

### **Noncompetitive Renewals and Continuations**

For noncompetitive renewal grants, the request should contain all the required elements of a proposal as described in the applicable request for a proposal including a progress report. The application cover page should indicate, along with the prior CSREES award number, that the proposal is a renewal.

For continuation grants, the request for continued support should contain all the required elements of a proposal as described in the applicable request for a proposal including a proposed budget and narrative for the ensuing period, and the requirement that an annual progress report detailing all work performed to date be electronically submitted through the CRIS system within 90 days prior to the end of the current budget period, i.e., current expiration date of the award. Untimely submission of this report may delay processing of the award and failure to submit these reports will likely result in the restriction of the funding increment.

Smith and Zordan

Summary/Abstract

## Summary/Abstract

This proposal establishes collaboration between Riverside Community College (RCC) and the University of California – Riverside (UCR) – both Hispanic-Serving Institutions (HSIs). This collaboration will serve to develop online curriculum in soil science facilitating qualification of a diverse body of students for Federal employment, as well as current employees within the USDA. Furthermore, formal interactions and career mentoring from USDA (NRCS, Forest Service, and/or ARS Lab) personnel will be required for online students. To further recruit underrepresented students for USDA positions, 13 outstanding students who complete an online course will be offered a 1-week paid internship (\$1000 stipend) with a USDA agency to provide them an experiential learning opportunity and formal mentoring.

**Project Objectives, Outcomes, and Impact.** This collaboration serves two critical purposes: 1) to provide lower and upper-division soil science courses online to undergraduate students in California and around the country to facilitate qualification for GS-5 level certification in the Federal service for employment within the USDA and related agencies and 2) to provide online soil science courses for current USDA employees requiring additional training. This will be accomplished through collaboration between RCC's Open Campus, UC Riverside Extension, UCR's Soil Science Faculty, and UCR's Computer Science Department. Once developed, courses will be offered to students at a low cost of \$20 per unit through RCC (lower division course) and at approximately \$450 for the upper-division courses through UCR. This directly addresses a goal of the USDA to enhance and diversify the Nation's scientific and professional work force.

**Project Relevance.** The availability of soil science courses at the undergraduate level has decreased nationwide leading to a shortage of qualified soil scientists for USDA positions. The development these online course offerings in soil science directly addresses the strategic goal of the USDA "to enhance and diversify the Nation's scientific and professional work force" in agricultural sciences" as well as the priority "to expand educational opportunities...".

## Summary/Abstract

### GS-5 Certified: Increasing Soil Science Educational Opportunities Online for Undergraduate Students and USDA Employees

|                               |  |
|-------------------------------|--|
| Project Director              | <u>Heather M. Smith</u>  |
| Project Co-Directors          | <u>Victor Zordan</u>   |
| Degree Level                  | <u>Ph.D.</u>   |
| Primary USDA Strategic Goal   | Goal 3: Objectives 3.1 and 3.2   |
| Priority Need Areas           | <u>1. Strengthen institutional educational capacities including libraries, curriculum, faculty, scientific instrumentation, instruction delivery systems, and student recruitment and retention.</u><br><u>2. Attract and support undergraduate and graduate students from underrepresented groups.</u><br><u>3. Facilitate cooperative initiatives between two or more Hispanic-Serving Institutions.</u>   |
| Primary Educational Need Area | Choose at least one of the Educational Need Areas from pp. 9-12 of the solicitation. Your choices are below. Delete all of the ones that don't apply, and <u>underline</u> the ones that do.<br><br><u>A. Curricula design, Materials Development, and Library Resources</u><br><u>B. Faculty Preparation and Enhancement for Teaching</u><br><u>C. Instruction Delivery Systems</u><br><u>E. Student Experiential Learning</u><br><u>F. Student Recruitment and Retention</u> |
| Primary Discipline            | <u>Soil Sciences</u>   |
| Collaboration Project?        | <u>No</u>  |
| Partners                      | <u>N.A.</u>  |
| Total Funds Requested         | <u>\$ 249, 948</u>   |

This proposal establishes collaboration between Riverside Community College (RCC) and the University of California – Riverside (UCR) – both Hispanic-Serving Institutions (HSIs). This collaboration will serve to develop online curriculum in soil science facilitating qualification of a diverse body of students for Federal employment, as well as current employees within the USDA. Furthermore, formal interactions and career mentoring from USDA (NRCS, Forest Service, and/or ARS Lab) personnel will be required for online students. To further recruit underrepresented students for USDA positions, 13 outstanding students who complete an online course will be offered a 1-week paid internship (\$1000 stipend) with a USDA agency to provide them an experiential learning opportunity and formal mentoring.

**Project Objectives, Outcomes, and Impact.** This collaboration serves two critical purposes: 1) to provide lower and upper-division soil science courses online to undergraduate students in California and around the country to facilitate qualification for GS-5 level certification in the Federal service for employment within the USDA and related agencies and 2) to provide online soil science courses for current USDA employees requiring additional training. This will be accomplished through collaboration between RCC's Open Campus, UC Riverside Extension, UCR's Soil Science Faculty, and UCR's Computer Science Department. Once developed, courses will be offered to students at a low cost of \$20 per unit through RCC (lower division course) and at approximately \$450 for the upper-division courses through UCR. This directly addresses a goal of the USDA to enhance and diversify the Nation's scientific and professional work force.

**Project Relevance.** The availability of soil science courses at the undergraduate level has decreased nationwide leading to a shortage of qualified soil scientists for USDA positions. The development of these online course offerings in soil science directly addresses the strategic goal of the USDA "to enhance and diversify the Nation's scientific and professional work force" in agricultural sciences" as well as the priority "to expand educational opportunities...".

## Project Description

### A. Potential for Advancing the Quality of Education; Significance of the Problem:

(1) Institutional Long-range Goals. We anticipate that, as a result of this collaborative relationship between RCC and UCR, an increasing number of underrepresented students will be able to qualify for entry-level employment as Soil Scientists (GS-470), Soil Conservationists (GS-457), or Range Conservationists (GS-454) with the USDA. Although this project cannot solve the nation-wide problem of under-representation in these disciplines, it can make a considerable difference in the lives of the students who would otherwise be unemployed because they do not have 15 semester hours of soils courses required for an entry level GS-5 Federal job and current USDA employees that require a soils course to retain for employment. *After the expiration of the grant, we will have established an infrastructure and refined a program model conducive to recruiting, retaining, and retraining more underrepresented students in soil science*, to sustain our joint effort to contribute to national needs for a large, talented, and diverse pool of professionals, researchers and educators in soil science. Indirectly this program will also impact innumerable students not only in the Riverside Community College District but other undergraduates nationwide who will also have access to these online educational opportunities and, through the proposed website, be informed of programs that will help them qualify for employment with the USDA. Each of these elements is discussed in the following sections.

(2) Identification of Educational Problem(s) and Project Impact. With the expansion of interdisciplinary environmental studies courses and programs throughout the country, the number of soil science courses has been steadily decreasing. In California, it is projected by 2010 there will be only two California institutions offering Bachelors degrees in Soil Science and only one California institution offering a Masters degree in Soil Science. While the number of

soils courses and programs has steadily decreased, the USDA has identified twenty Mission Critical Occupations (MCO) which include Soil Conservation Specialist (GS-457), Soil Conservation Technician (GS-458), and Soil Science Specialist (GS-470) (NRCS Human Capital Strategic Plan 2006-2010, 4). According to the Food and Agricultural Education Information System (FAEIS) Reports, the number of students graduating in the soil sciences in California has decreased from 118 in 2002 to 61 in 2006. Although the USDA has a diverse workforce, there is great disparity between Civilian Workforce Data and the USDA's workforce profile in the employment of Hispanics and African American men (NRCS Human Capital Strategic Plan 2006-2010, 6). As of 10/21/07, only 4% of current Soil Conservationist Specialists, 2.8% of Soil Conservation Technicians), and 3.5% of Soils Science Specialists are Hispanic (NRCS Human Capital Strategic Plan 2006-2010, 6). RCC and UCR are uniquely positioned to reach out to these underrepresented minorities, to help them succeed in soil related fields, and to advance them into careers in soil science. Riverside Community College (RCC) District is one of the most diverse districts in the state of California with 47% of our students from Hispanic, African American, or Native American backgrounds. RCC is a Title V school and is considered a Hispanic Serving Institution with 35.5% of our students from Hispanic origin. Furthermore, the Open Campus of Riverside Community College District provides distance learning for over 20,000 students per year along with training & support for online instruction. As noted in a study published by The Education Trust, a non-profit organization in Washington, DC, UCR is one of America's most successful institutions for graduating underrepresented minorities (Carey, 11). UCR's overall graduation rate is 66%, and the graduation rate for underrepresented minorities is 68%, according to figures used in the study. While these figures leave ample room for improvement, they show that UCR's minority graduation rate is roughly one-third higher

than that of “peer institutions” of comparable size and makeup. RCC serves more students than UCR and surrounding colleges combined, with more than 11,000 Full-Time Equivalent (FTE) students. We are one of the fastest growing community college districts in the state. Table 1 indicates the considerable diversity of this institution (figures represent enrollment at the City campus; total district enrollment exceeds 31,000).

Table 1. Riverside Community College Student Enrollment Information. Note: Foreign/nonresident student totals are not included in the total that adds up to 100% of the college population’s ethnicity percentages. Those figures represent U.S. residents.

| COLLEGE INFORMATION SHEET                   |                 |
|---|-----------------|
| Riverside Community College                 | Year: Fall 2006 |
| Fall enrollment, Full-time equivalent (FTE) | 11,055          |
| Total Enrollment:                           |                 |
| Full-time students (%) (12 units or more)   | 28.8            |
| Part-time students (%)                      | 71.2            |
| Men (%)                                     | 43.7            |
| Women (%)                                   | 56.3            |
| Foreign/nonresident (%)                     | 7.8             |
| Black, non-Hispanic (%)                     | 11.3            |
| American Indian or Alaskan Native (%)       | 0.8             |
| Asian or Pacific Islander (%)               | 7.7             |
| Hispanic (%)                                | 35.5            |
| White, non-Hispanic (%)                     | 37.3            |
| Race-ethnicity unknown (%)                  | 7.4             |
| Under age 25 (%)                            | 64.2            |
| Full-time, receiving any financial aid (%)  | 14.0            |

Hence the main component of this project involves the design, development, and implementation of online soil science courses through RCC and UCR available to students and professionals nationwide to prepare them for entry-level GS-5 jobs in the USDA or provide retraining for



current employees. Furthermore, as a requirement for online course completion, students will be required to visit a USDA facility to shadow a USDA employee for one day. Although this project will be based in Riverside, this online project will provide educational and mentoring opportunities to any student in California or the US. This project supports USDA and CSREES Strategic Goal 3 Strategic Objectives 3.1 “to expand economic opportunities in rural America by providing research, education, and extension to create opportunities for growth”, Objective 3.2 “to provide research, education, and extension to improve the quality of life in rural areas”.

3) Project Justification. With the expansion of interdisciplinary environmental studies programs throughout the country, the number of soil science courses offered to undergraduates is steadily decreasing as the soil science content is incorporated into other courses. The USDA does not accept many of these interdisciplinary courses, such as general environmental science, for job placement in the specialty GS-400 series because the courses contain only small content sections on soils. While the numbers of courses and degree programs in soil science is steadily decreasing, the national need is increasing. The USDA and NRCS’s Human Capital Strategic Plan identified twenty Mission Critical Occupations (MCO) which include Soil Conservation Specialist (GS-457), Soil Conservation Technician (GS-458), and Soil Science Specialist (GS-470) (NRCS Human Capital Strategic Plan 2006-2010, 4). These MCOs are occupations considered “vital to USDA” (NRCS Human Capital Strategic Plan 2006-2010, 1). Additionally, many current NRCS employees with recent job reclassifications as Soil Conservationists (GS-457) are required to take additional soil science courses. Although there are a number of online soils courses currently available, the high cost can be prohibitive and many courses are offered infrequently. We propose to design, develop, and implement five online courses over the next three years: two lower-division and three upper-division courses with content expertise provided

by UCR and Oregon State University soil science faculty, computing services from UCR's

Department of Computer Science faculty and students, with consultation from USDA scientists.

The development of such courses is timely as access to internet is becoming more ubiquitous and technologies for developing more sophisticated artifacts (e.g. Flash-based animations and interactive demonstrations) become more widely accepted. Online learning is becoming more common and holds promise for more widely distributed learning and opportunities to long-distance students. The two lower division courses, "Introduction to Soil Science - Lecture" and "Introduction to Soil Science - Lab" will be offered online each semester through RCC's Open Campus at a cost of \$20 per semester credit unit. The three upper-division courses will be offered online through UCR Extension at a cost of approximately \$450 per course. By offering these courses through RCC and UCR the cost can remain low and we have the qualified academic personnel and schedule flexibility to offer the courses frequently.

A website will also be developed and maintained: the "Soil Science Education (SSE)" website. This website will provide a central location where information on all available online educational resources for students and USDA employees can be found. This website will be developed and maintained by a UCR Computer Science (CS) graduate student funded by this project, under the supervision of a CS faculty, co-PD Zordan.

From the pool of online students, 4-5 outstanding students per year who complete an online course will be offered a 1-week paid internship (\$1000 stipend) with a USDA agency to provide them an experiential learning opportunity and formal mentoring through the *GS-5 Certified Internship Program*. This project provides a mechanism for students in California and around the country to qualify for MCOs with the USDA.

(4) Innovation. The Sloan Consortium (Allen and Seaman, 11) has reported that nearly twenty percent of all U.S. higher education students were taking at least one online course in the fall of 2006. Improving student access is the most often cited objective for online courses. Therefore, the intention of this proposed program is to provide students and USDA employees with an accessible, cost-effective mechanism by which they can qualify for GS-5 entry-level jobs with the USDA or meet qualifications for reclassification. This directly addresses a strategic goal of the USDA “to enhance and diversify the Nation’s scientific and professional work force” in agricultural sciences” and the NRCS Human Capital Strategic Plan Goal 2: Recruitment and Retention. In combination with the online instruction, the students will have informal research and career mentoring from full-time USDA personnel. These components of the project have been developed so that the students establish a professional, academic, and personal community with the USDA to facilitate recruitment to the USDA.

This collaborative effort of RCC and UCR has been developed with a *unified regional approach*. Course advertisement, development, and delivery as well as the associated computing requirements focus on our community of Riverside. This cohesive regional approach is well positioned for success as participants will have convenient and feasible access to programs and facilities. Once again this will address the USDA goal to expand and diversify the nation’s scientific work force – especially in Mission Critical Occupations.

(5) Multidisciplinary and/or Problem-based Focus. With an increase in multidisciplinary environmental studies programs around the country, there has been a decrease in the number of courses offered in soil science. However, to qualify for entry-level GS-5 Federal positions with the USDA, students are required to have 15 semester hours of soil science courses for GS-470, GS-457, and GS-458 soils-related positions. We are proposing to develop and offer two lower-

division soils course through RCC's Open Campus and three upper-division courses through UCR Extension in an online format at a reasonable expense of \$20 per unit through RCC and \$450 per course through UCR. Once these courses are developed, the curriculum will be made available to other institutions that may want to offer these courses but do not have time or human capital to develop the course. As part of this project, a Soil Science Education (SSE) website will be developed and maintained by UCR Computer Science faculty and students. This website will include information about these five courses as well as other online education opportunities from universities around the country such as Oregon State University and North Carolina State University. The proposed institutional collaboration between RCC and UCR, both Hispanic Serving Institutions, has also been designed to recruit underrepresented students in the area of soil science. This project has been designed to address the USDA priority area to expand educational opportunities for growth (Goal 3, Objective 3.1 and 3.2). This project will directly address the NRCS's Human Capital Strategic Plan to hire qualified scientists for Mission Critical Occupations (MCO). Furthermore, this project provides a mechanism for current USDA employees to continue their education at a reasonable cost to meet requirements for job reclassifications and advancement. Once completed, we will have produced an infrastructure to be used throughout the nation that makes soil science education accessible for students and USDA employees.

B. Proposed Approach and Cooperative Linkages:

(1) Objectives. We have established this collaborative effort between Riverside Community College (RCC), and the University of California, Riverside (UCR), both Hispanic Serving Institutions (HSIs) with the overarching goals to:

1. Increase the availability of soil science courses by developing two online lower-division courses, one lecture course and one lab course, to be offered through RCC's Open Campus at a cost of \$20 per unit.
2. Develop three online upper-division courses, two lecture courses and one lab course, in soil science to be offered through UC-Riverside Extension at a cost of approximately \$450 per course.
3. Increase visibility of soil science educational and employment opportunities through development of a Soil Science Education (SSE) website that will serve as a clearinghouse for educational and employment opportunities in soil science.
4. Provide an experiential learning opportunity through the *GS-5 Certified Internship Program*: a paid summer internships at a USDA facility for outstanding online students who complete a soils course.

These objectives address the USDA Need Areas of curricula design, instructional delivery system development, materials development, and experiential learning to increase recruitment of underrepresented students to soil science MCOs within the USDA. These objectives also meet CSREES Strategic Objectives 3.1 and 3.2 to "provide education and extension to expand opportunities in rural areas".

(2) Plan of Operation and Methodology. To address the goals of this project, the following tasks must be completed: course developers must be identified for the five courses, cyberinfrastructure must be created, and experiential learning opportunities must be arranged with the USDA. The groundwork for these tasks has been laid and is described in this section.

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Course Developers: Three Course Developers have been selected to design the curriculum for the five proposed online soils courses. These experts will work not only to develop basic curriculum but will take advantage of the online aspect in developing interactive demonstrations and animations which are not afforded by traditional book-based courses and self-study. For the lecture courses, Dr. Jamie Whiteford, a recent graduate of UCR's Department of Environmental Sciences will develop the lower and upper-division lecture courses "Introduction to Soil Science-Lecture". Drs. Robert Graham and Chris Amrhein, both UCR soil scientists, are available for consultation.

Dr. Ron Reuter has taught online natural resources courses for Oregon State University for several years, including online soil science laboratories (Reuter, 139-146). He will be responsible for developing the lower and upper-division soil science lab courses and has interest in developing an online soil morphology and classification course.

Dr. Sharon Walker, an Assistant Professor in Chemical and Environmental Engineering, will develop the upper-division soil physics course. Dr. Walker's background is in environmental engineering with extensive coursework and research experience in subsurface fluids and particle, transport, hydrogeology, and modeling. She will bring to the course an interdisciplinary perspective, not only focusing on the core soil physical mechanisms but also applications in such areas as contaminant fate, pathogen transport, bioremediation, and groundwater/aquifer quality management.

Once these courses have been developed, the Course Developer will have the opportunity to teach the course. Salary for lower-division course instructors will be paid for by RCC. Upper division course instructor salary will be paid by UCR-Extension.

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Cyberinfrastructure: Lower-division courses will be offered through RCC's Open Campus at a cost of \$20 per unit and upper-division courses will be offered through UCR-Extension at a cost of approximately \$450 per course. Courses will be offered using the Blackboard Learning System platform. Course Developers will consult with Co-PD Victor Zordan for help with converting course content into the Blackboard platform and as a resource for creating animations and video demonstrations. Animations can drastically increase understanding and Co-PD Zordan's experience with animation production will significantly increase the effectiveness of the online courses. The Soil Science Education (SSE) website will also be designed and maintained by Zordan and his student.

Experiential Learning Opportunities: To complete an online course, students will be required to shadow a USDA employee for one day. To facilitate this experiential learning opportunity, PD Smith will be responsible for matching students with potential USDA mentors with the help of James Oftedal (Region 5- Forest Service), Brent Roath (Regional Soil Scientist – Forest Service), and Carlos Suarez (NRCS). Upon completion of the online course, students will then have the opportunity to apply for the *GS-5 Certified Internship Program*: a one-week paid experiential learning experience with a USDA mentor. To apply for the *GS-5 Certified Internship*, students will be required to write an essay of their goals and why they feel this opportunity is important for their success. Two letters of recommendations from previous STEM instructors will also be required. Once the initial screening of applicants is completed, the PDs, Course Developers, and USDA personnel will interview each potential candidate. Final selection will be based upon the letters of recommendation, the students' essays, and the on the potential for success of the applicant in a research environment. Four to five students per year will be selected to participate in the *GS-5 Certified Internship Program*.

(3) Timetable. Table 2. Timetable of Project Milestones

| July 2008-09   | July 2009-10   | July 2010-11   |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Development and launch of Soil Science Education (SSE) Website by December 08 (Zordan)</li> <li>• Development of lower-division Introduction to Soil Science- Lecture course (Whiteford).</li> <li>• RCC offers Introduction to Soil Science- Lecture course (Whiteford).</li> <li>• Students complete one-day shadowing experience with USDA mentor</li> <li>• Development of lower-division Introduction to Soil Science - Lab course (Reuter)</li> </ul> | <ul style="list-style-type: none"> <li>• RCC offers Introduction to Soil Science – Lab (Reuter)</li> <li>• Students complete one-day shadowing experience with USDA mentor</li> <li>• Development of upper-division course in Introductory Soil Science (Whiteford)</li> <li>• Development of upper-division course in Soil Physics (Walker)</li> <li>• <i>GS-5 Certified Internships</i> begin for successful online students selected for <i>GS-5 Certified Internship Program</i></li> <li>• Ongoing evaluation with Assessment Team</li> </ul> | <ul style="list-style-type: none"> <li>• Development of upper-division course in Introductory Soil Science Lab (Reuter)</li> <li>• UCR Extension offers all upper-division courses.</li> <li>• Students complete one-day shadowing experience with USDA mentor</li> <li>• <i>GS-5 Certified Internships</i> begin for successful online students selected for <i>GS-5 Certified Internship Program</i></li> <li>• Ongoing evaluation with Assessment Team</li> </ul> |

(4) Products, Results, and Measurable Outcomes. The proposed program has serves two critical purposes: 1) to provide lower and upper-division soil science courses online to undergraduate students in California and around the country to facilitate qualification for GS-5 level certification in the Federal service for employment within the USDA and related agencies and 2) to provide online soil science courses for current USDA employees requiring additional training.



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Furthermore, formal interactions and career mentoring from USDA personnel will be required for online students.

To further recruit underrepresented students for USDA positions, 4-5 outstanding students per year who complete an online course will be offered a *GS-5 Certified Internship* in the *GS-5 Certified Internship Program*. This is a 1-week paid internship (\$1000 stipend) with USDA to provide them an experiential learning opportunity and formal mentoring. Our intention is that these internship opportunities will lead to employment with USDA.

The Soil Science Education (SSE) website will serve as a clearinghouse for educational and employment opportunities in soil science and will increase visibility of soil science educational and employment opportunities for all students.

This project is directly in line with the strategic goal of the USDA “to enhance and diversify the Nation’s scientific and professional work force” as well as the priority “to expand educational opportunities...” The results of this program will be assessed by the PDs and Assessment Team as described in the following *Evaluation plans* section.

(5) Evaluation Plans The emphasis of this USDA program is to promote and strengthen the ability of HSIs, such as RCC, to carry out higher education programs and to provide students experiential learning opportunities in soil science. We want to ensure that the educational and experiential learning program we have developed offers the students a supportive and effective environment for learning. Additionally we want to make certain the program addresses the goal to increase the recruitment and retention of underrepresented students. The proposed program will be assessed to measure the success of project objectives by our Assessment Team composed of David Berman (PhD student) and Professor Natalie Becker of the UCR Graduate School of Education. The assessment component of this project will involve the following:

- 
- Formative assessment of the online course at the conclusion of the course for students and faculty;
  - Summative assessment of the online course annually for students and faculty;
  - Course evaluations at the end of each course;
  - Student Course Enrollment and Completion Data;
  - Evaluation of student internship participants and USDA mentors; and
  - Short-term case studies of experiential learning program.

These components are discussed in greater detail in the supplemental materials of this proposal.

(6) Dissemination Plans. After the expiration of these grants, we will have an established infrastructure conducive to recruiting more underrepresented students in soil science. It is our goal that our ongoing efforts will continue to serve as a model to further develop such programs. This program will continue to lay the groundwork for RCC and UCR to contribute to national needs for a large, talented, and diverse pool of scientists able to fill the Mission Critical Occupations within the USDA.

A Soil Science Education (SSE) website will be developed and maintained to highlight the program. The site is administered by Smith and Zordan off of the webpage of Zordan (<http://www.cs.ucr.edu/~vbz/>). Course offerings, *GS-5 Certified Internship Program* information, program developments (research updates, presentations, pictures, etc.) are posted such that the RCC, UCR and general communities may learn of the students' progress and success. This website will be maintained through the three year program.

Once the SSE website has been established, information about this project will be disseminated to other colleges and universities within California, The California Forest Soils Council, the NRCS, the Forest Service, and other agencies within the USDA.

C. Institutional Capability and Capacity Building:

(1) Institutional Commitment and Capability. As the lead institution, Riverside Community College (RCC) will support the project's efforts through management of the project, including grant office and business office oversight, and through leadership on the part of the college's administration and faculty. Dr. Linda Lacy, currently the Interim President of Riverside Community College, has dedicated over 20 years to serving Riverside Community College in multiple capacities beginning in 1986 as an instructor and coach. She was coordinator of Student Activities, Dean of Student Activities, Dean of Student Services, Vice President of Student Services, and Vice Chancellor of Student Services and Operations.

Dr. Lacy has always worked closely and collegially with a diverse population, championing programs that create and promote opportunities. She has demonstrated a lifelong commitment to motivating and getting students excited about education. Dr. Lacy truly "sees the big picture" and is able to convert it into a reality. Because of her extensive experience and wholehearted dedication to RCC's student body, Dr. Lacy offers both dynamic and experienced leadership for the proposed RCC-UCR partnership.

Riverside Community College continues to service at-risk students from the surrounding communities where alternative approaches to learning and teaching are used to strengthen curriculum and facilitate student academic growth. Two such alternative approaches are the Middle College High School (MCHS) programs at all three of RCC's campuses, and the newly established Early College Academies (ECA) and the Rubidoux Early College High School

(RECHS) programs. In the middle college high school program, high school students enroll in college-level science and mathematics courses, and can opt for an academic pathway in pre-engineering/math, computer science, or manufacturing technology by pursuing a four-year (grades 11-14) seamless curriculum alignment of competency requirements. ECA provides high school Freshman through Seniors a strong foundation of skills and a rigorous academic program, preparing them to enter the RECHS program. RECHS provides selected Juniors and Seniors in high school an A-G college preparatory curriculum, giving them the opportunity to earn a high school diploma while concurrently earning up to 30 college credits, leading to an AA degree.

Riverside Community College District will also support the project through facilitating student access to various resources. These institutional resources are available at RCC's City Campus, with extended services and networked connections to all three campuses. Further description of these educational resources is found in the supplemental materials.

The Project Director, Dr. Heather Smith, has a long history of organizing and participating in outreach programs in the sciences. As an adjunct faculty member at Pomona College, she helped organize and implement the Summer Science Institute (SSI) at Pomona College. Pew Charitable Trusts and the President's Office supported this program. SSI residential program where students who are declared science majors but at risk for leaving the sciences spent three weeks attending intensive review courses in the sciences prior to the start of Fall semester.

At RCC, Smith has facilitated the placement of RCC undergraduates in research labs at UCR, Loma Linda University, and UCLA. She currently serves as an RCC outreach coordinator for six programs funded by USDA, NSF, and NIAID with institutions such as UCR, UCLA, and the University of Oklahoma for programs totaling over \$15.5 million. The last two years she has

developed taught several online courses for the US Army and the California State Military

Reserve in Radiation Biology and Radiological Exposure Countermeasures.

Riverside Community College District has established a strong working relationship with the University of California, Riverside (UCR), through collaboration on a number of projects, particularly projects in mathematics, science and education. The Co-Project Director, Dr. Victor Zordan, is dedicated to serving unrepresented students through mentoring and research opportunities. At UCR, he has hosted several underrepresented undergraduate researchers through the UC Leads program and obtained a CRA grant for minority/women undergraduates (CREU grant) for his students. Some of the undergraduates' work resulted in a co-authored publication. One student was awarded a CRA-W internship, spending her junior-year summer at CMU. Another student was awarded a Disney Summer Internship and is now planning to attend graduate school at UC Irvine (UCI). Dr. Victor Zordan is a UCR faculty and we are including the institutional capacity information on UCR in the supplemental materials, specifically in STEM fields targeted by this USDA project.

(2) Institutional Resources. UCR's student population has doubled to approximately 17,000 over the past 10 years, and we are scheduled to reach 20,000 students in 2011-12. The Bourns College of Engineering is growing faster than the campus as a whole and projects total enrollment of approximately 3,500 students in the same time frame. Although a young engineering college (15 years old), all of UCR's engineering programs are accredited for undergraduates and graduates, and we have recently commenced innovative, interdisciplinary new programs in nanotechnology, bioengineering, materials science and engineering, and computer science and engineering. A new 90,000-square-foot building opened in the spring of 2005 to accommodate our Electrical Engineering and Computer Science and Engineering departments, creating room in Bourns Hall

for growth in Mechanical Engineering and Chemical and Environmental Engineering, which require wet laboratories. In 2009, we anticipate opening our next building, which will be designed for Materials Science and Engineering. Other new facilities on campus include a new Chemistry Building (2005, 70,000 sf) and a new Genomics building (2008, 64,000 sf).

(3) Academic Enhancement. This project will strengthen RCC's and UCR's commitment to educate and prepare our diverse student population for employment with the USDA by increasing the number of students in this region who have access to soil science courses. We have assembled a talented team of Course Developers from Oregon State University and UCR to develop innovative online curriculum to benefit students in California and the Nation. Their subject expertise coupled with their technology skills will enhance the soil science curriculum of our three institutions. Furthermore, by working with the Computer Science (CS) department at UCR, undergraduate and graduate CS students will be made aware of the career opportunities within the USDA for computer scientists.

Once the Soil Science Education (SSE) website and five courses are developed, we will have established a sustainable infrastructure capable of expansion and widespread utilization. All academic institutions could potentially use this established pipeline to offer a variety of soils courses on a regular basis at a reasonable cost. We will also have established a mechanism by which talented students can be identified and provided a mentor within the USDA through the *GS-5 Certified Internship Program*. We are proposing a self-sustaining gateway afforded through the SSE website. Although the internship will initially be paid for by this grant, as this program gains momentum, we envision the SSE website will be a centralized location for both interested students and willing mentors. From this perspective, the SSE website will become

grounds for matching mentors and students based areas of expertise and local. We expect the operation will become largely self-sufficient as the proposed grant comes to a close.

(4) Continuation Plans. It is the goal of the project that an infrastructure is established such that beyond this initial effort students around California and the US have a set of easily accessible online learning opportunities in soils designed to bridge any gaps that prevent them from qualifying for GS-5 entry level federal employment with the USDA. In addition, USDA employees have opportunities to continue their education to meet changing job descriptions or to qualify for promotions within the agency. Once courses are developed, both RCC and UCR have the institutional capacity to offer these online courses regularly and both institutions have pool of qualified instructors committed to this project.

This project establishes a Soil Science Education (SSE) website that will serve as a clearinghouse for information on soils educational opportunities at other institutions such as Oregon State University, Purdue University, and North Carolina State as well as internship information with USDA agencies. Links to other established soils resources will be available on the website.

Our goal is to also establish a pipeline that RCC, UCR, and the USDA will continue to utilize to provide underrepresented students with soils coursework and experiential learning opportunities. It is through this mechanism of education and mentoring that students will be recruited for USDA positions.

D. Key Personnel: The roles of the two key personnel (Smith and Zordan) and their interactions with other participants are described here. Smith (PD) will be responsible for:

- Overseeing the development of the five proposed courses with Course Developers (Reuter, Whiteford, and Walker).
- Facilitating the course offerings with RCC and UCR-Extension
- Information dissemination to local, state, and national interested parties about the online courses and Soil Science Education (SSE) website
- Acting as the liaison between online students to establish and maintain mentorships with USDA personnel
- Facilitate the selection of 13 outstanding online students for *GS-5 Certified Internship Program* paid internships
- Coordination and collaboration with the Assessment Team (Becker and Berman)

Co-PD Zordan will have the following responsibilities:

- Development, implementation, and maintenance of the Soils Science Education (SSE) website
- Supervision of the PhD student involved in the development, implementation, and maintenance of the Soil Science Education (SSE) website
- Assist the Course Developers with transition to Blackboard Learning System and provide technical assistance as needed for animation development.
- Coordination and collaboration with the Assessment Team to convert survey and evaluation materials to online format

E. Budget and Cost-effectiveness:



(1) How the budget specifically supports the proposed project activities. The majority of the funding requested will be spent on the design and implementation of five online soils courses, development of the Soils Science Education (SSE) website, and student experiential learning opportunities (*GS-5 Certified Internship Program*). A small amount is budgeted for the PI's summer salary to enable coordination, planning, reporting, and assessment. Travel funds will enable the PD to attend required meetings with the USDA.

(2) Justify the adequacy of the total budget. The project scope was designed in the context of USDA's funding limitations for this program.

(3) Justify the project's cost-effectiveness. Investment in this program establishes an infrastructure of web-based information and courses in soils that will impact students and current USDA employees. It also provides outstanding students paid experiential learning opportunities with the USDA that may lead to internships and employment with the USDA.

(4) Percentage of time key personnel will work on the project. Faculty are expected to devote their academic year time to teaching, research, and service. Without formally quantifying a cost-sharing commitment, we can reasonably expect the PD to devote 10-15% of her academic year time to the project. The Co-PD can be expected to dedicate 10-15% of his academic year time to the project.

(5) Primary objectives. The project addresses three need areas. Rough budget allocations per need area are:

A. Curricula design, Materials Development, and Library Resources: 35%

B. Instruction Delivery Systems: 30%

C. Student Experiential Learning: 15%

D. Faculty Preparation and Enhancement for Teaching: 15%

E. Student Recruitment and Retention: 5%

**BUDGET PROPOSAL**

**Project Title:** Soils Project with RCC  
**Sponsor:** USDA  
**Principal Investigator:** Victor Zordan  
**Institution:** Bourns College of Engineering, University of California, Riverside  
**Period of Performance:** 8/01/08-7/31/09 (Year 1 of 3)

| <b>A. Senior Personnel</b>       | <u>No. People</u> | <u>No. Months</u> | <u>% Time</u> | <u>Mo. Salary Rate</u> | <u>Benefit Rate</u> | <u>Total Salary</u> | <u>Total Benefits</u> | <u>Totals</u> |
|----------------------------------|-------------------|-------------------|---------------|------------------------|---------------------|---------------------|-----------------------|---------------|
| Victor Zordan<br>7/01/08-7/31/08 | 1                 | 0.50              | 100%          | 10,167                 | 12.70%              | 5,084               | 646                   | 5,729         |

**B. Other Personnel**

|  |   |     |     |       |       |       |     |       |
|--|---|-----|-----|-------|-------|-------|-----|-------|
| Graduate Student Researcher, Step III<br>7/01/08-9/30/08 | 1 | 3.0 | 0%  | 3,229 | 3.00% | 0     | 0   | 0     |
| 10/01/08-3/31/09   | 1 | 6.0 | 49% | 3,294 | 1.30% | 9,683 | 126 | 9,809 |

|                         |               |
|-------------------------|---------------|
| <b>Total Salary:</b>    | <b>14,767</b> |
| <b>Total Benefits:</b>  | <b>771</b>    |
| <b>Total Personnel:</b> | <b>15,538</b> |

| <b>C. Fringe Benefits</b>                            | <u>Academic Yr.</u> | <u>Amount</u> | <u>Quarters</u> | <u># Students</u> |       |
|--|---------------------|---------------|-----------------|-------------------|-------|
| Grad. Student Partial Fee Remission/Health Insurance | 08/09               | 3,527         | 2               | 1                 | 7,053 |
| Non-Resident Tuition                                 | 08/09               | 5,143         | 0               | 1                 | 0     |

**D. Permanent Equipment**

**E. Travel**

**F. Other Direct Costs**

|             |       |
|-------------|-------|
| Supplies    | 0     |
| Publication | 0     |
| Services    | 5,000 |

**G. Subcontract**

**I. Participant Cost**

|                      |       |
|----------------------|-------|
| Participant Stipends | 4,000 |
|----------------------|-------|

**Total Direct Costs:** **31,591**

**Indirect Costs:**

|                  |        |              |                       |
|------------------|--------|--------------|-----------------------|
| 0.250 times base | 31,591 | <b>7,898</b> | <b>Indirect Costs</b> |
|------------------|--------|--------------|-----------------------|

|                                |                |                  |
|--------------------------------|----------------|------------------|
| <b>TOTAL REQUESTED YEAR 1:</b> | <b>39,489</b>  | <b>7,897.78</b>  |
| <b>TOTAL REQUEST YEAR 2:</b>   | <b>40,429</b>  | <b>8,085.72</b>  |
| <b>TOTAL REQUEST YEAR 3:</b>   | <b>43,052</b>  | <b>8,610.46</b>  |
| <b>TOTAL REQUESTED</b>         | <b>122,970</b> | <b>24,593.96</b> |

**BUDGET PROPOSAL**

**Project Title:** Soils Project with RCC  
**Sponsor:** USDA  
**Principal Investigator:** Victor Zordan  
**Institution:** Bourns College of Engineering, University of California, Riverside  
**Period of Performance:** 8/01/09-7/31/10 (Year 2 of 3)

| <b>A. Senior Personnel</b>       | <b><u>No. People</u></b> | <b><u>No. Months</u></b> | <b><u>% Time</u></b> | <b><u>Mo. Salary Rate</u></b> | <b><u>Benefit Rate</u></b> | <b><u>Total Salary</u></b> | <b><u>Total Benefits</u></b> | <b><u>Totals</u></b> |
|----------------------------------|--------------------------|--------------------------|----------------------|-------------------------------|----------------------------|----------------------------|------------------------------|----------------------|
| Victor Zordan<br>7/01/09-7/31/09 | 1                        | 0.50                     | 100%                 | 10,370                        | 12.70%                     | 5,185                      | 659                          | <b>5,844</b>         |

**B. Other Personnel**

Undergraduate

Graduate Student Researcher, Step III

|                  |   |     |     |       |       |       |     |               |
|------------------|---|-----|-----|-------|-------|-------|-----|---------------|
| 7/01/09-9/30/09  | 1 | 3.0 | 0%  | 3,294 | 3.00% | 0     | 0   | <b>0</b>      |
| 10/01/09-3/31/10 | 1 | 6.0 | 49% | 3,359 | 1.30% | 9,877 | 128 | <b>10,005</b> |

|                         |               |
|-------------------------|---------------|
| <b>Total Salary:</b>    | <b>15,062</b> |
| <b>Total Benefits:</b>  | <b>787</b>    |
| <b>Total Personnel:</b> | <b>15,849</b> |

**C. Fringe Benefits**

|  | <u>Academic Yr.</u> | <u>Amount</u> | <u>Quarters</u> | <u># Students</u> |              |
|--|---------------------|---------------|-----------------|-------------------|--------------|
| Grad. Student Partial Fee Remission/Health Insurance | 09/10               | 3,747         | 2               | 1                 | <b>7,494</b> |
| Non-Resident Tuition                                 | 09/10               | 5,400         | 0               | 1                 | <b>0</b>     |

\*Assumes Candidacy

**D. Permanent Equipment**

0 **0**

**E. Travel**

0 **0**

**F. Other Direct Costs**

**5,000**

|             |       |
|-------------|-------|
| Supplies    | 0     |
| Publication | 0     |
| Services    | 5,000 |

**G. Subcontract**

**0**

**I. Participant Cost**

|                      |       |
|----------------------|-------|
| Participant Stipends | 4,000 |
|----------------------|-------|

**4,000**

**Total Direct Costs:**

**32,343**

**Indirect Costs:**

|       |       |        |
|-------|-------|--------|
| 0.250 | times | 32,343 |
|       | base  |        |

**8,086**

**TOTAL REQUESTED YEAR 2:**

**40,429**

**BUDGET PROPOSAL**

**Project Title:** Soils Project with RCC  
**Sponsor:** USDA  
**Principal Investigator:** Victor Zordan  
**Institution:** Bourns College of Engineering, University of California, Riverside  
**Period of Performance:** 8/01/10-7/31/11 (Year 3 of 3)

|                            | <u>No. People</u> | <u>No. Months</u> | <u>% Time</u> | <u>Mo. Salary Rate</u> | <u>Benefit Rate</u> | <u>Total Salary</u> | <u>Total Benefits</u> | <u>Totals</u> |
|----------------------------|-------------------|-------------------|---------------|------------------------|---------------------|---------------------|-----------------------|---------------|
| <b>A. Senior Personnel</b> |                   |                   |               |                        |                     |                     |                       |               |
| Victor Zordan              |                   |                   |               |                        |                     |                     |                       |               |
| 7/01/10-7/31/10            | 1                 | 0.50              | 100%          | 10,578                 | 12.70%              | 5,289               | 672                   | <b>5,961</b>  |

**B. Other Personnel**

|                                       |   |     |     |       |       |        |     |               |
|---------------------------------------|---|-----|-----|-------|-------|--------|-----|---------------|
| Graduate Student Researcher, Step III |   |     |     |       |       |        |     |               |
| 7/01/10-9/30/10                       | 1 | 3.0 | 0%  | 3,359 | 3.00% | 0      | 0   | <b>0</b>      |
| 10/01/10-3/31/11                      | 1 | 6.0 | 49% | 3,426 | 1.30% | 10,074 | 131 | <b>10,205</b> |

|                         |               |
|-------------------------|---------------|
| <b>Total Salary:</b>    | <b>15,363</b> |
| <b>Total Benefits:</b>  | <b>803</b>    |
| <b>Total Personnel:</b> | <b>16,166</b> |

| <b>C. Fringe Benefits</b>                            | <u>Academic Yr.</u> | <u>Amount</u> | <u>Quarters</u> | <u># Students</u> |              |
|--|---------------------|---------------|-----------------|-------------------|--------------|
| Grad. Student Partial Fee Remission/Health Insurance | 10/11               | 4,138         | 2               | 1                 | <b>8,276</b> |
| Non-Resident Tuition                                 | 10/11               | 5,670         | 0               | 1                 | <b>0</b>     |

\*Assumes Candidacy

**D. Permanent Equipment** 0 **0**

**E. Travel** 0 **0**

**F. Other Direct Costs** **5,000**

|             |       |
|-------------|-------|
| Supplies    | 0     |
| Publication | 0     |
| Services    | 5,000 |

**G. Subcontract** **0**

**I. Participant Cost**

|                      |       |              |
|----------------------|-------|--------------|
| Participant Stipends | 5,000 | <b>5,000</b> |
|----------------------|-------|--------------|

**Total Direct Costs:** **34,442**

**Indirect Costs:**

|                  |        |              |
|------------------|--------|--------------|
| 0.250 times base | 34,442 | <b>8,610</b> |
|------------------|--------|--------------|

**TOTAL REQUESTED YEAR 3:** **43,052**

## GS-5 Certified: Increasing Soil Science Educational Opportunities Online for Undergraduate Students and USDA Employees

### Introduction

This proposal requests \$122,970 beginning August 1, 2008 for increasing soil science educational opportunities online for undergraduate students and USDA employees. The majority of the funding will be used to support the P.I., one graduate student, undergraduate student stipends, travel, assessment, and supplies. Details of the budget request are below.

### Senior Personnel

The Principal Investigator (Assistant Professor Victor Zordan) holds a 9-month academic appointment at the University of California, Riverside. He is eligible to receive summer salary from extramural contracts and grants. However, this budget only requests .5 months of summer salary for Assistant Professor Victor Zordan for each year of the project. The amount requested is based on each professor's current salary and assumes 2% annual escalation.

### Other Personnel

The budget calls for support of one graduate student throughout the duration of the project. Normal compensation for a graduate student consists of salary at 49% of full-time equivalent during the 9-month academic year, and up to 100% during the summer. This budget requests salary at 49% during the academic year for six months only for this one graduate student for every year of the project. The amounts requested are based on the current salary for a Graduate Student Researcher, Step III and assumes a 2% escalation as of October 1 each year.

### Benefits

The University charges for benefits as a direct cost. For budgeting purposes, we assume a 12.7% benefit rate for faculty, 1.3% for students during the academic year, 3.0% for students during the summer. These figures are averages. Actual benefit rates for each individual participating in the project will be charged.

Normal graduate student compensation includes partial fee remission, health insurance, and, if applicable, non-resident tuition. We have allocated these amounts without non-resident tuition for only two quarters in this budget for this graduate student for each year of the project based on the University's current estimate of these costs during the budget period. We also assume candidacy beginning in Year 1; thereby, triggering a substantial reduction in the overall budget.

### Equipment

The University defines equipment as a single item costing more than \$5,000 and having a useful life of more than one year. This budget does not request any equipment for any year of the project.

### Participant Stipends

This budget supports also participant stipends for students: Student stipends in Years 1 & 2 (\$4,000 each year), in Year 3 (\$5,000).

Travel

Not Applicable.

Other Direct Costs

This budget also includes \$5,000 per year for assessment costs.

Facilities & Administrative (Indirect) Costs

Per sponsor guidelines, only 25% of total direct costs are allowed.

To: Grants Office, Riverside Community College (RCC)  
From: Victor Zordan, Assistant Professor of Computer Science and Engineering,  
University of California, Riverside (UCR)

Re: STATEMENT OF WORK FOR UCR SUBCONTRACTOR  
(GS-5 CERTIFIED: INCREASING SOIL SCIENCE EDUCATIONAL OPPORTUNITIES  
ONLINE FOR UNDERGRADUATE STUDENTS AND USDA EMPLOYEES)

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This statement-of-work memo describes the contribution that Dr. Zordan will make to the research outlined in the proposal by Heather Smith (RCC) and Victor Zordan (UCR), *“GS-5 Certified: Increasing Soil Science Educational Opportunities Online for Undergraduate Students and USDA Employees”*.

Should this proposal be funded, both Dr. Zordan and Dr. Smith have agreed to the following responsibilities over the course of the three year project:

- A) All research proposed will be conducted by Dr. Smith and Dr. Zordan in conjunction with one UCR Ph.D. student and soil experts and course instructors
- B) Dr. Zordan will supervise the UCR PhD student who will be involved in the online course portion of this project.
- C) Drs. Zordan and Smith will meet together weekly with the Ph.D. student to serve as supervisors and mentors.
- D) Dr. Zordan will take the responsibility of designing, developing, and maintaining the website for the project. This website will serve as a portal for the undergraduate and USDA employees to access the proposed online courses.
- E) Dr. Zordan along with Dr. Smith will interface with the soil faculty to develop content for the online courses.
- F) Dr. Zordan along with the Ph.D. student will develop appropriate visualizations for educational purposed with consultation of the identified soil faculty.
- G) Dr. Zordan will actively engage the course instructors to continuously improve the website based on their needs.
- H) Dr. Zordan will attend the annual meeting for USDA PDs hosted in Washington, DC along with Dr. Smith.

Victor Zordan

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Name

Signature

Date



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-5

Date: October 21, 2008

Subject: Regional Occupational Program Course Sequencing Plan

Background: Presented for the Board's information is an overview of the Riverside County Career and Technical Education/Regional Occupational Program (ROP) course sequencing plans. These plans have been developed pursuant to Education Code 52302(b)(1), which requires, in part, that ROPs develop a plan for establishing sequences of courses in which both the ROP and community college offer instruction. These plans must be reviewed by community college governing boards at a public session; however, they do not require approval action.

Information Only.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Ron Vito  
Vice President, Career and Technical Programs

Riverside County Office of Education  
Regional Occupational Program

AB2448 Course Sequencing Plan

## Introduction

Governor Schwarzenegger signed AB 2448, authored by Assemblymember Hancock, on September 28, 2006, making its provisions effective January 1, 2007. AB 2448 was a comprehensive piece of legislation that changed many aspects of ROP administration and operations. Its main focus was to redirect training and service to better serve high school students. This would be accomplished by limiting the number of adults served, allowing enrollment of more high school students and by requiring ROPs to align (sequence) their course offerings with high school and community college courses, leading to apprenticeships, certificates or degrees, industry certifications or entry into high skill/high demand jobs. As prescribed by E.C. 52302 (a), the governing board of each ROP shall ensure that at least 90 percent of all state-funded courses offered by the ROP in occupation areas in which both the ROP and the community college offer instruction are part of occupational sequences that target comprehensive skills.

To accomplish this course alignment or course sequencing, ROPs are required to develop a plan for establishing sequences of state-funded courses, in which both the ROP and community college offer instruction and submit the plan to CDE no later than June 30, 2009 [E.C. 52302(b)(1)]. The plan shall be presented at a public hearing by the governing board of each school district served by the ROP and by the county board of education [E.C. 52302(b)(2)]. Community college boards, with identified articulation programs, shall also review the ROP's plan in a public session [E.C. 52302(b)(3)]. Every four years after the plan has been submitted, the ROP shall submit an update to the plan to the local community colleges and CDE [E.C. 52302(b)(7)]. The following plan outlines the steps the Riverside County Regional Occupational Program will implement to develop a coherent, focused, and effective course sequencing process that prepares students for their next level of education or employment.

## Definition of Course Sequencing

An occupational course sequence is defined as two or more (each course must be at least 150 hours of instruction per year) CTE courses in the same pathway offered by both the ROP and the community college in the local service area. At a minimum, the ROP must have at least one CTE course and the community college must have at least one CTE course to satisfy the two or more course requirement. The sequence may also include academic courses that are directly relevant to the student being successful in the CTE course. However, if the sequence includes academic courses, the sequence must also include two or more CTE courses as stated above.

## Required Elements of the Plan

AB 2448 added several education code sections to; prescribe the content of the course sequencing plan and to ensure the plan had adequate input as part of the development process, and covered essential outcomes related to adequately preparing students to enter high skill/high demand jobs or continue their education in apprenticeship or college programs. The required elements of a course sequencing plan are as followed:

1. The plan describes the steps that will be taken to identify state-funded courses offered by the ROP in pathways in which the ROP and community college both offer instruction [E.C. 52302(b)(1)].
2. The plan describes how the ROP will ensure the course sequence results in an occupational skill certificate developed in cooperation with the appropriate employer advisory board [ E.C. 52302(a)(1)].
3. The plan describes how the ROP will ensure the course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificates or degree programs. Where possible, sequenced courses shall be linked to certificate and degree programs in the region [ E.C. 52302(a)(2)].
4. The plan describes how the ROP will ensure the course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or the possibility of significant wage increases after a few years on the job or both [EC. 52302(a)(3)].
5. The plan describes how the ROP will ensure the course sequence offers as many courses as possible that have been approved by the University of California as courses meeting the “A—G” admissions requirements [ E.C. 52302(a)(4)].
6. The plan provides a timeline for accomplishing the sequencing of courses.
7. The plan describes how the ROP maximizes local, state, and federal resources to help high school students enter employment, apprenticeships, or post-secondary education [E.C. 52302(b)(5)].
8. The plan describes strategies, which will be used to fill in the gaps in course sequences identified through the planning process [ E.C. 52302(b)(2)].
9. The plan lists each school district governing board and the date in which the plan was presented in public hearing [E.C. 52302(b)(2)].
10. The plan provides the date in which the plan was approved by the ROP governing board [E.C. 52302(b)(2)].
11. The plan provides the name of the community college(s) and the date in which the plan was reviewed in public session by the colleges governing board [E.C. 52302(b)(3)].

### Riverside County ROP's Plan to Sequence Courses

The Riverside County ROP fully supports the development of course sequences in specified career pathways that would provide a comprehensive course of study preparing students for both postsecondary education and careers. Course sequencing will include CTE courses provided by our districts and community colleges, as well as ROP courses. Course sequencing will begin at the middle school and continue through the community college level. Following the proposed planning steps outlined below, the Riverside County ROP, by June 30, 2012, will have ninety percent of its courses in sequenced in which both the ROP and the appropriate local community college offer instruction.

- Step 1. Identify by ROP course the corresponding industry sector and pathway in which the curriculum would prepare students. See ROP Course/CTE Industry Sector & Pathway Matrix (example); appendix B.
- Step 2. Inventory and list by industry sector and pathway all CTE courses offered (high school, ROP, and community college) for each of our participating high schools. See Career Pathways/Course Inventory (example); appendix C.
- Step 3. Review completed Career Pathways/Course Inventory form for each high school to determine the level of sequencing that exists at present. This in effect establishes our baseline from which to evaluate and begin our sequencing process. Upon completion of the inventory listing the CTE courses, the inventory will be presented to each district and community college to review the courses listed.
- Step 4. Assess each pathway to determine if (1) a course sequence (as defined earlier) exists for each ROP course at each high school and (2) determine whether the courses identified collectively form a sequence reflecting rigor and high expectations for student achievement and reflect the needs of the community, local business and industry, and students. This analysis will provide the ROP, district, and community college with the information needed to sequence courses in pathways beginning with introductory coursework and leading to postsecondary courses. See Course Sequence Verification (example); appendix D.
- Step 5. If, based on the information gleaned from the above steps, the ROP determines a course sequence exists, the course sequence will be further evaluated to determine the following:
  - a) The course sequence identified will result in an occupational skill certificate developed in cooperation with the appropriate employer advisory board. (Note: All students who complete an ROP course as defined by Riverside County ROP policy receive a certificate of completion. The certificate of completion is based on and lists the competencies identified in the employer advisory board approved course curriculum outline.).
  - b) The course sequence provides prerequisite courses that are needed to enter apprenticeship or postsecondary vocational certificate or degree programs. Postsecondary and apprenticeship programs, where applicable, will be asked to review and verify that sequenced courses provide the necessary prerequisites for entry into their respective programs.

- c) The course sequence focuses on occupations requiring comprehensive skills leading to high entry-level wages or possibility of significant wage increases after a few years on the job. (Note: As part of the Riverside County ROP course development process, labor market information, (including employment projections and wage information, is evaluated to determine the viability of offering a course in relationship to the value the course may offer a completer).
- d) The course sequence offers as many courses as possible that have been approved by the University of California as meeting the “A–G” admission requirements.

Step 6. ROP courses where the community college offers instruction that are not part of an identified sequence will be identified. All available information (e.g., Career Pathways/Course Inventory, ROP Course/CTE Industry Sector & Pathway Matrix, community college course offerings, etc) will be reviewed to determine sequencing gaps in a career pathway and what possible courses (existing or to be developed) should be added to adequately prepare a student for a career and/or postsecondary education. This review and resulting action needed will be a collaborative effort involving the district, local community college, apprenticeship program, if applicable, and ROP. The resulting collaboration will ensure the maximum use of funding by clearly delineating the appropriate LEA (district, ROP, or community college) responsible for the courses needed to create a viable course of study.

Step 7. An action plan will be developed for each course not part of a sequence but where instruction is offered by the community college and for courses that do not meet other requirements listed in Step 5. The action plan will identify the course to be sequenced, the course or courses to be added, the LEA/s responsible and the timeline for implementing. Action plans for courses not meeting the skill certificate, prerequisite, high wages or wage increase, and “A–G” requirements will also be developed outlining strategies to remedy the oversight.

Conclusion

The process as described in this plan will allow for a careful analysis of the present level of CTE/ROP course offerings in our districts, ROP, and community colleges and the desired course of study that will adequately prepare students for both the workplace and post-secondary educational options. Following the prescribed steps 1 – 7 will ensure that all Riverside County ROP courses where instruction is also offered by the community college are; (1) sequenced and part of a comprehensive course of study, (2) result in an occupational skill certificate, (3) provide the needed prerequisite courses for entry into more advanced level, (4) focus on occupations leading to high entry-level wages or wage increases, and (5) where applicable have been approved to meet the “A–G” admission requirements.

This plan has been developed with the input of our secondary and community college partners and reviewed by other workforce development stakeholders, participating in including representatives from business and industry, labor organizations, as well as educational institutions both public and private.

The plan will be presented at school district and community college public hearings as noted (see appendix A).

The plan will be reviewed and formally approved by the Riverside County Board of Education on September 10, 2008.

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Nancy Pavelsky, Director

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Date

Appendix A

School District Governing Board Review

| District                                   |                        | Date of<br>Public Hearing        | Time of<br>Hearing | Attended                           | Notes   |
|--|------------------------|----------------------------------|--------------------|------------------------------------|---|
| Alvord<br>Unified<br>District              | Margie<br>Shambl<br>in | October 2,2008                   | 7:00 pm            |                                    | Linda 951 509-6041  |
| Banning<br>Unified<br>District             | Suzann<br>Potter       | Not on yet                       | 7:00 pm            |                                    | Gorden Fisher<br>gfisher@banningk12.ca.u<br>s                   |
| Beaumont<br>Unified<br>District            | Suzann<br>Potter       | October,28 <sup>th</sup><br>2008 | 7:00 pm            |                                    |   |
| Coachella<br>Valley<br>Unified<br>District | Barbara<br>Brown       | September 25,<br>2008            | 7:00 pm            | Confirmatio<br>n of Agenda<br>item | Lorelei   |
| Corona-<br>Norco<br>Unified<br>District    |                        | October                          |                    |                                    | Tom Pike  |
| Desert Sands<br>Unified<br>District        | Barbra<br>Brown        | October                          |                    |                                    |   |
| Hemet<br>Unified<br>District               | Jewel<br>Cole          | October                          | 6:30 pm            |                                    |   |
| Jurupa<br>Unified<br>District              | Margie<br>Shambl<br>in | October 6th,<br>2008             | 7:00 pm            |                                    |   |
| Lake<br>Elsinore<br>Unified<br>District    | Dave<br>Giertyc<br>h   | November                         | ****               |                                    |   |
| Moreno<br>Valley<br>Unified<br>District    | Tracey<br>Vackar       | September 23,<br>2008            | 7:00 pm            |                                    |   |
| Murrieta<br>Valley<br>Unified<br>District  | JC                     | September 18,<br>2008            | 7:00 pm            | Completed                          | Meeting went well,<br>Board sat in audience for<br>presentation |
| Palm Springs<br>Unified                    | ****                   | November                         | *****              |                                    |   |

|                                  |                 |                    |         |           |   |
|----------------------------------|-----------------|--------------------|---------|-----------|---|
| District                         |                 |                    |         |           |   |
| Palo Verde Unified District      | Barbra Brown    | October 7, 2008    | 6:00pm  |           | Confirmed with Janenne                    |
| Perris Union High District       | Margie Shamblin | September 17, 2008 | 5:00 pm | Completed | Meeting went well, board had no questions |
| Riverside Unified District       | Tracey Vackar   | Novemebr           | 5:45pm  |           |   |
| San Jacinto Unified District     | Suzann Potter   | September 23, 2008 | 6:00 pm |           |   |
| Temecula Valley Unified District | Claire Spence   | October 7th, 2008  | 6:00 pm |           |   |
| Val Verde Unified District       | Tracey Vackar   | October 14, 2008   | 6:00 pm |           |   |

### Community College Governing Board Review

| Community College                       |                | Meeting Date       | Time     | Contact/Notes |
|---|----------------|--------------------|----------|---------------|
| College of the Desert Community College | Barbara Brown  | November           | 3:30 pm  | 3:30 pm       |
| Mt. San Jacinto Community College       | Claire Spence  | November           | 487 6752 | 487 6752      |
| Palo Verde College                      | ****           | November           | ****     | ****          |
| Riverside Community College             | Suzanne Potter | October 14th, 2008 | 6:00pm   | Ron Vito      |



## Riverside County Board of Education Approval

The plan was reviewed and approved on September 17, 2008 by the Riverside County Board of Education.

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Nancy Pavelsky, Director

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Date

### School District Governing Board Review

| <u>District</u>                   | <u>Date of Public Hearing</u> |
|-----------------------------------|-------------------------------|
| Alvord Unified District           | September 18, 2008            |
| Banning Unified District          | September 18, 2008            |
| Beaumont Unified District         | September 23, 2008            |
| Coachella Valley Unified District | September 25, 2008            |
| Corona-Norco Unified District     | September 16, 2008            |
| Desert Sands Unified District     | September 16, 2008            |
| Hemet Unified District            | September 16, 2008            |
| Jurupa Unified District           | September 15, 2008            |
| Lake Elsinore Unified District    | September 18, 2008            |
| Moreno Valley Unified District    | September 23, 2008            |
| Murrieta Valley Unified District  | September 18, 2008            |
| Palm Springs Unified District     | September 23, 2008            |
| Palo Verde Unified District       | September 23, 2008            |
| Perris Union High District        | September 17, 2008            |
| Riverside Unified District        | September 16, 2008            |
| San Jacinto Unified District      | September 23, 2008            |
| Temecula Valley Unified District  | September 16, 2008            |
| Val Verde Unified District        | October 14, 2008              |

### Community College Governing Board Review

| <u>Community College</u>                | <u>Date of Public Hearing</u> |
|---|-------------------------------|
| College of the Desert Community College | September 19, 2008            |
| Mt. San Jacinto Community College       | September 24, 2008            |
| Palo Verde College                      | September 23, 2008            |
| Riverside Community College             | October 14, 2008              |

### Riverside County Board of Education Approval

The plan was reviewed and approved on \_\_\_\_\_ by the Riverside County Board of Education.

\_\_\_\_\_  
 Nancy Pavelsky, Director

\_\_\_\_\_  
 Date

Riverside County Office of Education  
 Career Technical Education  
 Regional Occupational Program Course Industry Sector and Pathway Matrix

Appendix B  
 DRAFT

| Course                                | Agriculture & Natural Rsrc |                        |             |                |                         |                         | Arts, Media, & Enrtmt |                       |                 | Bldg Trades & Constr |                        |                      |                         |                         |
|---------------------------------------|----------------------------|------------------------|-------------|----------------|-------------------------|-------------------------|-----------------------|-----------------------|-----------------|----------------------|------------------------|----------------------|-------------------------|-------------------------|
|                                       | Agricultural Business      | Agricultural Mechanics | Agriscience | Animal Science | Forestry & Natrl Resrcs | Ornamental Horticulture | Plant & Soil Science  | Media and Design Arts | Performing Arts | Prod & Mgr Arts      | Cabinetmkg & Wood Prod | Engng & Heavy Constr | Mechanical Construction | Res & Comm Construction |
| 3 D Animation                         |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Agricultural Projects                 | P                          | P                      | P           | P              | P                       | P                       |                       |                       |                 |                      |                        |                      |                         |                         |
| Agricultural Mechanizations           | X                          | X                      | X           |                | X                       | X                       |                       |                       |                 |                      |                        |                      |                         |                         |
| Animal Health                         |                            |                        |             | X              |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Animal Science Occupations            |                            |                        |             | X, P           |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Arts, Media and Entertainment         |                            |                        |             |                |                         |                         | P                     | P                     | P               |                      |                        |                      |                         |                         |
| Audio Technology                      |                            |                        |             |                |                         |                         |                       | X                     | X               |                      |                        |                      |                         |                         |
| Careers in Education                  |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Child Care Occupations                |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Computer Information Sys - Business   |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Computer Information Sys - Office     |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Computer Aided Drafting               |                            | P                      |             |                |                         |                         |                       |                       |                 | P                    | P                      | P                    | P                       | P                       |
| Construction Cabinetmaking            |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Construction Technology               |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Digital Imaging                       |                            |                        |             |                |                         |                         |                       |                       |                 | X, P                 |                        |                      |                         |                         |
| Digital Photography I                 |                            |                        |             |                |                         |                         |                       |                       |                 | X, P                 | P                      |                      |                         |                         |
| Digital Photography II                |                            |                        |             |                |                         |                         |                       |                       |                 | X, P                 | P                      |                      |                         |                         |
| Family and Human Services             |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Flora Design                          | P                          |                        | P           |                |                         | X, P                    | X, P                  |                       |                 |                      |                        |                      |                         |                         |
| Graphics Technology                   |                            |                        |             |                |                         |                         |                       | X                     |                 |                      |                        |                      |                         |                         |
| Information Technology                | P                          |                        |             |                |                         |                         |                       | P                     |                 |                      |                        |                      |                         |                         |
| Interactive Media Design              |                            |                        |             |                |                         |                         |                       | X                     |                 |                      |                        |                      |                         |                         |
| Manufacturing Technology              |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Masonry Occupations                   |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Plant and Soil Science                | P                          |                        |             |                |                         |                         |                       |                       |                 | P                    | P                      | P                    | P                       | X                       |
| Public Safety Service                 |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Sign Language - Level I               |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Sign Language - Level II              |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Stagecraft Technology - Level I       |                            |                        |             |                |                         |                         |                       |                       |                 |                      |                        |                      |                         |                         |
| Welding Occupations and Certification |                            |                        |             |                |                         |                         |                       |                       |                 | P                    | P                      | P                    | P                       | P                       |

P - Pathway X - Industry Sector Course

**Riverside County Office of Education  
 Career Technical Education  
 Regional Occupational Program Course Industry Sector and Pathway Matrix**

Appendix B  
 DRAFT

| Course                                | Energy & Utilities          |                       |                  |                             | Engineering & Design          |                                  |                    |                  | Fashion & Interior Design       |                                |                                   |
|---------------------------------------|-----------------------------|-----------------------|------------------|-----------------------------|-------------------------------|----------------------------------|--------------------|------------------|---------------------------------|--------------------------------|-----------------------------------|
|                                       | Electromech Install & Maint | Energy & Environ Tech | Public Utilities | Rsdntl & Comm Energy & Util | Archtrl & Strctrl Engineering | Cmpt'r Hdwr, Electr, & Ntwkg Eng | Engineering Design | Engineering Tech | Envrnmtl & Ntrl Sci Engineering | Fashion Design, Mftg, & Mrcdng | Interior Design, Frnshgs, & Maint |
| Bank Teller                           |                             |                       |                  |                             |                               |                                  |                    |                  |                                 |                                |                                   |
| Banking and Financial Services        |                             |                       |                  |                             |                               |                                  |                    |                  |                                 |                                |                                   |
| Certified Internet Webmaster          |                             |                       |                  |                             |                               |                                  | P                  |                  |                                 |                                |                                   |
| Computer Information Sys - Business   | P                           | P                     | P                | P                           | P                             | P                                | P                  | P                | P                               |                                |                                   |
| Computer Information Sys - Office     | P                           | P                     | P                | P                           | P                             | P                                | P                  | P                | P                               |                                |                                   |
| Computer Aided Drafting               | X                           |                       |                  | X                           | P                             | P                                | P                  | P                | P                               |                                |                                   |
| Computer Repair                       |                             |                       |                  |                             | P                             | P                                | P                  | P                | P                               |                                |                                   |
| Construction Technology               |                             |                       |                  | P                           | P                             |                                  |                    |                  |                                 |                                |                                   |
| Finance and Business Industry         |                             |                       |                  |                             |                               |                                  |                    |                  |                                 |                                | X                                 |
| Information Technology                | P                           | P                     | P                | P                           | P                             | P                                | P                  | P                | P                               |                                |                                   |
| Manufacturing Technology              | P                           | P                     | P                | P                           | P                             | P                                | P                  | P                | P                               |                                |                                   |
| Marketing, Sales, and Service         |                             |                       |                  |                             |                               |                                  |                    |                  |                                 | P                              |                                   |
| Masonry Occupations                   |                             |                       |                  | P                           |                               |                                  |                    |                  |                                 |                                |                                   |
| Retail Fashion Merchandising          |                             |                       |                  |                             |                               |                                  |                    |                  |                                 | X                              |                                   |
| Retail Sales and Marketing            |                             |                       |                  |                             |                               |                                  |                    |                  |                                 | P                              |                                   |
| Virtual Enterprise                    |                             |                       |                  |                             |                               |                                  |                    |                  |                                 | P                              |                                   |
| Welding Occupations and Certification |                             |                       | P                | P                           | X, P                          | X, P                             | X, P               | X, P             | X, P                            |                                |                                   |

P - Pathway X - Industry Sector Course

Appendix B  
 DRAFT  
 Riverside County Office of Education  
 Career Technical Education  
 Regional Occupational Program Course Industry Sector and Pathway Matrix

| Course                               | Health Science & Medical Technology |                     |                    |                  |                      | Hospitality, Tourism        |                          |
|--------------------------------------|-------------------------------------|---------------------|--------------------|------------------|----------------------|-----------------------------|--------------------------|
|                                      | Biotechnology Rsrch&Dev             | Diagnostic Services | Health Informatics | Support Services | Therapeutic Services | Food Sci, Dietetics, & Nutr | Food Service&Hospitality |
| Acute Care - Hospital Occupations    |                                     |                     | X                  |                  |                      |                             |                          |
| Allied Health Occupations            |                                     |                     | X                  |                  |                      |                             |                          |
| Culinary Arts                        |                                     |                     |                    |                  |                      |                             | X                        |
| Registered Dental Assistant          |                                     | X                   |                    |                  | X                    |                             |                          |
| Dental Assistant                     |                                     | X                   |                    |                  | X                    |                             |                          |
| Dental Xray Sterilization            |                                     | X                   |                    |                  |                      |                             |                          |
| Dentrix Dental Office Administrative |                                     | X                   |                    | X                |                      |                             |                          |
| Emergency Medical Technician         |                                     | X                   | X                  |                  |                      |                             |                          |
| First Responder                      |                                     | X                   | X                  |                  |                      |                             |                          |
| Health Care Occupations              |                                     | X                   | X                  | X                | X                    |                             |                          |
| Home Health Aide                     |                                     |                     | X                  |                  | X                    |                             |                          |
| Hospitality Occupations              |                                     |                     |                    |                  |                      |                             |                          |
| Introduction to Health Careers       |                                     |                     | X                  | X                | X                    |                             |                          |
| Medical Assisting - Clinical         |                                     |                     | X                  | X                | X                    |                             |                          |
| Medical Billing and Coding           |                                     |                     | X                  | X                |                      |                             |                          |
| Medical Front Office                 |                                     |                     | X                  | X                |                      |                             |                          |
| Medical Terminology                  |                                     |                     | X                  |                  |                      |                             |                          |
| Nurse Assistant                      |                                     |                     | X                  |                  |                      |                             |                          |
| Pharmacy Assistant/Clerk             |                                     | X                   | X                  |                  | X                    |                             |                          |
| Pharmacy Technician                  |                                     | X                   | X                  |                  | X                    |                             |                          |
| Sports Therapy and Fitness           |                                     | X                   | X                  | X                | X                    |                             |                          |

Riverside County Office of Education  
Career Technical Education

DRAFT

Regional Occupational Program Course Industry Sector and Pathway Matrix

| Course                                | Information Technology  |                          |                        |                           | Manufacturing & Product Development |                          |                        |                    | Mark |
|---------------------------------------|-------------------------|--------------------------|------------------------|---------------------------|-------------------------------------|--------------------------|------------------------|--------------------|------|
|                                       | Info Support & Services | Media Support & Services | Network Communications | Programming & Systems Dev | Graphic Arts Technology             | Integrated Graphics Tech | Machine & Forming Tech | Welding Technology |      |
| Arts, Media and Entertainment         |                         | X                        |                        |                           | P                                   |                          |                        |                    |      |
| Audio Technology                      |                         | X                        |                        |                           |                                     |                          |                        |                    |      |
| Certified Internet Webmaster          |                         | X                        | X                      | X                         |                                     |                          |                        |                    |      |
| Computer Information Sys - Business   | X                       | X                        | X                      | X                         |                                     |                          |                        |                    |      |
| Computer Information Sys - Office     | X                       | X                        | X                      | X                         |                                     |                          |                        |                    |      |
| Computer Aided Drafting               | X, P                    | X                        |                        | X                         |                                     |                          |                        |                    |      |
| Computer Repair                       | X                       |                          | X                      | X                         |                                     |                          |                        |                    |      |
| Digital Imaging                       |                         |                          |                        |                           |                                     |                          |                        |                    |      |
| Digital Photography I                 |                         | X                        |                        |                           |                                     |                          |                        |                    |      |
| Digital Photography II                |                         | X                        |                        |                           |                                     |                          |                        |                    |      |
| Flora Design                          |                         |                          |                        |                           |                                     |                          |                        |                    |      |
| Graphics Technology                   |                         | X                        |                        |                           | P                                   |                          |                        |                    | X    |
| Information Technology                | X                       | X                        | X                      | X                         |                                     | P                        |                        |                    | X, P |
| Interactive Media Design              | X                       | X                        | X                      | X                         |                                     |                          |                        |                    |      |
| Manufacturing Technology              |                         |                          |                        |                           |                                     |                          | X                      |                    |      |
| Marketing, Sales, and Service         |                         |                          |                        |                           |                                     |                          |                        |                    |      |
| Retail Fashion Merchandising          |                         |                          |                        |                           |                                     |                          |                        |                    |      |
| Retail Sales and Marketing            |                         |                          |                        |                           |                                     |                          |                        |                    | X    |
| Small Business Management             |                         |                          |                        |                           |                                     |                          |                        |                    | X    |
| Stagecraft Technology - Level I       |                         |                          |                        |                           |                                     |                          |                        |                    | X    |
| TV/Video Production - Level I         | P                       | P                        | P                      | P                         |                                     |                          |                        |                    |      |
| TV/Video Production - Level II        | P                       | P                        | P                      | P                         |                                     |                          |                        |                    |      |
| Virtual Enterprise                    |                         |                          |                        |                           |                                     |                          |                        |                    | X    |
| Welding Occupations and Certification |                         |                          |                        |                           |                                     |                          | X                      |                    |      |

Appendix B  
 DRAFT  
 Riverside County Office of Education  
 Career Technical Education  
 Regional Occupational Program Course Industry Sector and Pathway Matrix

| Course                              | Public Services |                      |                     | Transportation               |                             |                               |
|-------------------------------------|-----------------|----------------------|---------------------|------------------------------|-----------------------------|-------------------------------|
|                                     | Human Services  | Legal & Gov Services | Protective Services | Aviation & Aerosp Trans Serv | Collision Rpr & Refinishing | Vehicle Maint, Serv, & Repair |
| Auto Collision and Refinishing      |                 |                      |                     |                              | X                           | P                             |
| Automotive Technology               |                 |                      |                     |                              | P                           | X                             |
| Computer Information Sys - Business |                 | P                    |                     |                              |                             |                               |
| Computer Information Sys - Office   |                 | P                    |                     |                              |                             | P                             |
| Computer Aided Drafting             |                 |                      |                     |                              | P                           | P                             |
| Cosmetology                         | X               |                      |                     |                              |                             |                               |
| Forensic Science                    |                 | P                    | X                   |                              |                             |                               |
| Information Technology              |                 | P                    |                     |                              |                             |                               |
| Law Enforcement                     |                 | P                    | X                   |                              |                             |                               |
| Sign Language - Level I             | P               |                      |                     |                              |                             |                               |
| Sign Language - Level II            | P               |                      |                     |                              |                             |                               |

P - Pathway X - Industry Sector Course

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Riverside County Office of Education  
 Career Technical Education

**REGIONAL OCCUPATIONAL PROGRAM CAREER PATHWAYS/COURSE INVENTORY**

*Middle School - High School – ROP - Community College*

| Pathway Level     | Agricultural & Natural Resources Industry Sector Pathway | Arts, Media, & Entertainment Industry Sector Pathway | Building Trades & Construction Industry Sector Pathway | Education, Child Development & Family Services Industry Sector Pathway | Energy & Utilities Industry Sector Pathway |
|-------------------|--|--|--|--|--|
| <b>Grade 7, 8</b> |  |  |  |  |  |
| <b>Grade 9</b>    |  |  |  |  |  |
| <b>Grade 10</b>   |  |  |  |  |  |
| <b>Grade 11</b>   |  |  |  |  |  |
| <b>Grade 12</b>   |  |  |  |  |  |
| <b>Grade 13</b>   | * Certificate Programs                                   | * Certificate Programs                               | * Certificate Programs                                 | * Certificate Programs   | * Certificate Programs                     |
| <b>Grade 14</b>   | * AA/AS Degree Programs                                  | * AA/AS Degree Programs                              | * AA/AS Degree Programs                                | * AA/AS Degree Programs  | * AA/AS Degree Programs                    |

(1) Riverside Community College

(2) Mt. San Jacinto Community College

(3) College of the Desert Community College

(4) Palo Verde Community College



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Riverside County Office of Education  
 Career Technical Education

**REGIONAL OCCUPATIONAL PROGRAM CAREER PATHWAYS/COURSE INVENTORY**

*Middle School - High School – ROP - Community College*

| Pathway Level     | Engineering & Design Industry Sector Pathway | Fashion & Interior Design Industry Sector Pathway | Finance & Business Industry Sector Pathway | Health Science & Medical Terminology Industry Sector Pathway | Hospitality, Tourism, & Recreation Industry Sector Pathway |
|-------------------|--|---|--|--|--|
| <b>Grade 7, 8</b> |  |   |  |  |  |
| <b>Grade 9</b>    |  |   |  |  |  |
| <b>Grade 10</b>   |  |   |  |  |  |
| <b>Grade 11</b>   |  |   |  |  |  |
| <b>Grade 12</b>   |  |   |  |  |  |
| <b>Grade 13</b>   | * Certificate Programs                       | * Certificate Programs                            | * Certificate Programs                     | * Certificate Programs                                       | * Certificate Programs                                     |
| <b>Grade 14</b>   | * AA/AS Degree Programs                      | * AA/AS Degree Programs                           | * AA/AS Degree Programs                    | * AA/AS Degree Programs                                      | * AA/AS Degree Programs                                    |

(1) Riverside Community College

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**DRAFT**

Riverside County Office of Education  
 Career Technical Education

**REGIONAL OCCUPATIONAL PROGRAM CAREER PATHWAYS/COURSE INVENTORY**

*Middle School - High School – ROP - Community College*

| Pathway Level     | Engineering & Design Industry Sector Pathway | Fashion & Interior Design Industry Sector Pathway | Finance & Business Industry Sector Pathway | Health Science & Medical Terminology Industry Sector Pathway | Hospitality, Tourism, & Recreation Industry Sector Pathway |
|-------------------|--|---|--|--|--|
| <b>Grade 7, 8</b> |  |   |  |  |  |
| <b>Grade 9</b>    |  |   |  |  |  |
| <b>Grade 10</b>   |  |   |  |  |  |
| <b>Grade 11</b>   |  |   |  |  |  |
| <b>Grade 12</b>   |  |   |  |  |  |
| <b>Grade 13</b>   | * Certificate Programs                       | * Certificate Programs                            | * Certificate Programs                     | * Certificate Programs                                       | * Certificate Programs                                     |
| <b>Grade 14</b>   | * AA/AS Degree Programs                      | * AA/AS Degree Programs                           | * AA/AS Degree Programs                    | * AA/AS Degree Programs                                      | * AA/AS Degree Programs                                    |

(1) Riverside Community College      (2) Mt. San Jacinto Community College      (3) College of the Desert      (4) Palo Verde Community College

Backup VI-A-5  
 October 21, 2008  
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RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-6

Date: October 21, 2008

Subject: School of Nursing Update

Background: Presented for the Board's information is an update on the School of Nursing and its programs at Riverside Community College District.

Information Only.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Sandy Baker  
Dean, School of Nursing

Lisa Howard York  
Associate Dean, School of Nursing

SCHOOL OF NURSING

AT

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

AUGUST 2008

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## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### SCHOOL OF NURSING

#### INTRODUCTION

The history of nursing education in the Inland Empire can be traced to 1902 when Riverside City Hospital established the first school of nursing in the city. County Hospital followed suit in 1908 and graduated four women the following year. But, by 1918 the County Hospital's school had lapsed, and Riverside City Hospital made up for the loss by offering new training courses. Riverside Junior College affiliated with the City Hospital's nursing school from 1924 until 1933. Mrs. O. W. Noble, whose husband would later be president of Riverside Junior College, was a graduate of that early program.

In 1952 Riverside City College established a Vocational Nursing (VN) program in response to post World War II community demand. That program was so successful that in 1957 the college was selected as one of the five well-regarded community colleges in California to take part in an "experimental" curriculum for registered nursing designed to lead to an Associate Degree in Nursing (ADN). The first AD Nurses graduated from RCC in 1959 and attained a 90.4% pass rate on their State Licensing Examination. Since that time, the RCC School of Nursing has graduated over 6,000 nurses for its community and in 2002, celebrated its 50-year anniversary.

In 1980 the RCC ADN Program made a decision to seek National League for Nursing (NLN) accreditation. Towards this end, faculty worked with a consultant to develop a conceptual framework that was reflective of their beliefs and values about nursing and nursing education. This curriculum has been modified and updated throughout the years, but still encompasses the same five major concepts today that are in the 1980 framework (see attached Philosophy and Conceptual Framework in Appendix A). In 1981 the NLN granted accreditation to the ADN Program for the maximum number of years possible, which it has continuously maintained since that time.

In 2002 the RCCD School of Nursing entered another phase involving the formation of partnerships with key community agencies with the goal of attaining grant funds. The School of Nursing has been very successful in this endeavor, having been awarded several federal, state, and private grants. These funds have been used to increase enrollment, develop innovative programs, purchase needed equipment and plan for a new School of Nursing building.

Today, the School of Nursing is entering a new era. In response to California's severe nursing shortage, nursing student enrollment is at an all-time high, with almost 500 VN and ADN students enrolled in Spring 2008. An extension of the City Campus ADN Program is offered at the March Education Center (MEC) where 130 of those students attend NRN classes. The new RCCD School of Nursing building, scheduled to open in 2011, will triple existing square footage and include state-of-the-art technology. This new building is of sufficient size to accommodate all city campus and MEC nursing students, and more than double the current total number (see Fact #4, p. 19).

Additionally, RCC currently houses an on-site ADN to BSN on campus in concert with Cal State Fullerton (CSUF) and is working with CSUF and California Baptist University to provide a seamless ADN to MSN program on campus as well. It is further anticipated that the new Simulation

Lab will be used by the NVN program, other on-site programs, and our community clinical partners. With our well-educated and prepared faculty and the new state-of-the-art building, the possibilities for future program growth and expansion are endless.

## WHAT IS A REGISTERED NURSE?

Registered Nurses (RNs) practice professional nursing through the nursing diagnosis and treatment of human responses to actual and potential health problems. They serve as providers and coordinators of care for health care consumers throughout their life span.

RN graduates use the concepts of nursing, basic human need, life cycle developmental stages, and health-illness when making clinical judgments to deliver safe and effective nursing care. They are prepared to practice across the nation in acute, intermediate, long-term, and other community-based settings which provide promotion, maintenance, and restoration of health.

They function in a variety of settings such as hospitals, home health, nursing homes, industry, schools, public health, management, research laboratories, and education. RNs may supervise LVNs, nursing assistants, aides, medical technicians, or other unlicensed personnel. In the hospital setting, the RN is the one responsible for assessing the patient and developing the plan of care. He/she then manages the care by providing care, supervising others in providing care, and collaborating with other health care providers such as physicians, pharmacists, social workers, dieticians, physical therapists, and respiratory therapists.

RNs may provide care at many levels, from the basic care of bathing, feeding, exercising, dressing changes, to higher levels of care such as administering oral medications, injections, intravenous (IV) medications, transfusions, chemotherapy, and much more. They work in all areas of the hospital, such as “regular medical/surgical” floors, intensive care units, operating rooms, and emergency rooms. They may also work in a variety of specialty areas like Obstetrical (mother/baby), Neonatal Intensive Care, Pediatric (children), Oncology (cancer), Operating Room, Emergency Room, Intensive Care Units, Cardiology, Hemodialysis, Lactation (breastfeeding), Burn Units, Public Health and Home Health. In skilled nursing facilities, clinics, and other outpatient settings, RNs may be in supervisory or administrative positions.

Graduates of the RCCD ADN Program receive an Associate Degree from Riverside Community College and are eligible to apply for the National Council Licensure Examination for RNs. Graduates of the ADN program may go on to complete a baccalaureate (BSN) degree through the college/university of their choice. A number of four-year universities/colleges in the Southern California area offer RN-to-BSN programs, including the ADN to BSN program through CSUF offered on the City campus.

## WHAT IS A VOCATIONAL NURSE?

The scope of nursing practice and educational preparation of Licensed Vocational Nurses (LVNs) in California and Texas is similar to that of Licensed Practical Nurses in all other states. In California, the legal definition of Vocational Nursing is the performance of services requiring those technical, manual skills acquired by means of a course in an accredited school of Vocational Nursing, or its equivalent, practiced under the direction of a licensed physician or registered professional nurse.

LVNs provide care in structured healthcare settings for clients experiencing common, well-defined health-illness problems. They administer nursing care to clients who are ill, injured, disabled, or convalescing and participate in health teaching and disease prevention. The goal of interventions is to maintain or reestablish health at the optimum level.

In the hospital, LVNs perform a variety of functions. Many provide basic bedside nursing care. They take vital signs and assist with activities of daily living such as comfort, dressing, personal hygiene, nutrition, and activity. Others administer oral and injectable medications, change sterile dressings, irrigate body cavities, insert catheters, collect specimens for testing, and measure food and liquid intake and output. Therapeutic communication skills are used as the foundation to facilitate the client's achievement of established healthcare goals.

With additional certification, LVNs may start and superimpose intravenous lines, perform venipuncture (draw blood), and administer blood transfusions. LVNs assess (collect data about) clients and report adverse reactions to medications or treatments. They work with clients of all ages, including newborns and the elderly.

In skilled nursing facilities (nursing homes), LVNs provide the basic care as listed above, as well as assisting to evaluate residents' needs and to develop multidisciplinary care plans. They often serve as a Team Leader, which requires the supervision of nursing assistants and clarification of physician's orders. The Director of Staff Development, Utilization Review Nurse, and Infection Control Nurse are often LVNs.

In ambulatory care settings such as physicians' offices, clinics, and health maintenance organizations, LVNs perform basic client assessment, assist the health care provider with exams and treatments, and participate in client education and follow up. They may also help with overall office management through duties such as maintaining records and assuring compliance with standards of regulatory agencies. Additionally, LVNs may be employed to provide nursing services in the home.

## STATUS OF THE CALIFORNIA NURSING WORKFORCE...2007

### REVISED FORECAST

The good news: California nursing education is on a trajectory to make a difference and mitigate the potential crisis of a looming shortage.

The bad news: The trajectory is fragile and can readily collapse without the resolve and action to build sustainable solutions. Most of the funding for expansion has been with "SOFT MONEY" and faculty shortages remain critical.

The California Board of Registered Nursing recently released a forecast which reports that the number of new graduates for 2008 will increase 69% over the number that graduated in 2004. At this rate, California could meet the national average of registered nurses (RNs)/capita by 2022 with a modest increase in educational capacity of 25% over the next 15 years. However, most of the increase in educational capacity is the result of time-limited grants from the government, foundations, and hospital/ health system partnerships with schools of nursing. Unless the nearly \$200,000,000 that has

funded this increase in educational capacity is converted to sustaining budgeted dollars the gain will collapse and the acute shortage of RNs will continue.

## DEMAND

Different data sources predict varying demand levels for California RNs; however, all agree California has a looming shortage with the potential to result in a health crisis.

- In 2005, California hospitals reported in 2005 an average 12% vacancy rate of RNs, with a statewide shortage of 16,000 FTEs.
- The California Employment Development Department forecasted a need for 109,600 new RNs between 2000 and 2010 – to replace those retiring and to meet an increased demand for nursing care.
- A target of meeting the national average for RN/capita by 2020 has been set as a benchmark. Increasing the workforce to meet this target and responding to a 29% increase in population will require that California increase the number of RNs by 108,500 by 2020, over the number of RNs available in 2004.
- The shortage of nurses varies by region. The San Francisco Bay Area is already at the national average. The Los Angeles region has the greatest shortage of the number of RNs. The Inland Empire shortage falls between these two regions.

## SUPPLY

- There are 330,196 nurses with active California RN licenses (September 2007).
  - Although this represents an increase of 65,124 or 25% over the last 7 years, 16.7% or 65,000 of the RNs with California active licenses reside outside of the state.
- The state's RNs are getting younger. Although the average age has dropped slightly from 47.7 years in 2004 to 47.1 years old, the percent over the age of 50 years has dropped to 45.4%, down from more than 50% over the age of 50 years reported in 2004. The average age of a new graduate is down to 27 years. However, California's nurses are still reported to be one year older than the national average.
- 43.3% of the RN workforce was educated outside of California – 25.6% in other states and 17.8% in other countries. This number is decreasing.
- California ranks second to last in the nation of RNs per capita with 580 RNs employed/100,000 population. The national per capita average of RNs employed is 825.
- Revised graduation numbers, migration rates, and aging of the workforce result in a forecast that California will have 400,000 RNs with active licenses residing in the state by 2020.

## EDUCATIONAL PIPELINE

The Nursing Educational Pipeline is growing – and there is proof of definitive progress! There were 4,709 more slots available in pre-licensure nursing programs in 2006 than were available in 2001 – a 73.3% increase.

- 11,131 students were enrolled in 2006, an increase of 2205 students (24.7%) over the previous year.

- 7,528 nursing students completed school in 2006. This was an increase of 851 (12.7%) over 2005. When compared to the 2000/01 school year, 40.8% more students graduated in 2006 than 5 years ago. It is anticipated that 10,391 prelicensure nursing students will graduate from California schools of nursing in 2008.
- The number of pre-licensure programs grew from 97 in 2000-01 to 122 in 2007.
- The retention rate (students who completed the program on schedule) for all programs was 74.1%. Dropped students represented 15.5%. Community colleges had the largest drop rate of 18.3%, with higher rates reported in underrepresented minority student populations.
- The number of applicants attempting to enter nursing schools has continued to grow – public interest in nursing as a career is strong.
- Enrollment is limited by capacity in schools.
  - Primary barriers to expanding capacity are:
    - Faculty shortages – the greatest bottleneck,
    - Clinical placements,
    - Skills laboratories and classroom space, and
    - Funding availability.
  - Additional barriers to increasing the number of graduates include:
    - The length of time to graduate from a program, frequently driven by insufficient access to prerequisite courses,
    - Cumbersome transfer agreements between colleges, including community college to state university, and
    - Student personal circumstances (a high percentage of students are second career and need to work).

*Excerpts from Snapshot...Status of the California Nursing Workforce, 2007.*

*Deloras Jones*

*California Institute for Nursing & Health Care*

*Rev 12/20/07*

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
SCHOOL OF NURSING

PROGRAM OFFERINGS  
ASSOCIATE DEGREE NURSING PROGRAM (RN)

The Associate in Science Degree in Nursing (ADN) requires four semesters of study following the completion of prerequisite courses. Upon completion of the 71.5 unit program, the graduate earns an Associate in Science degree in Nursing and is eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) for licensure as a Registered Nurse in the State of California.

RCCD offers several pathways towards achievement of the ADN:

Traditional – The traditional or generic ADN student starts the program in the first semester (Nursing 1) and completes all program classes on campus in four semesters.

**Fast Track** – The Fast Tract student at Rubidoux High School will have concurrent enrollment at Rubidoux and RCCD in their junior and senior years allowing them to seamlessly enter the traditional nursing program upon high school graduation.

**Advanced Placement** – The Advanced Placement student enters the program at a level beyond the first semester. Most commonly, this student is an LVN who enters the program in either the second or third semester, depending on the student's score on the RCCD Advanced Placement Exam.

**Flexible** – The Flexible student is an LVN who has passed the Advanced Placement Exam. That student enters the program in the third semester and receives lectures in a video-streamed format that may be accessed from any computer terminal. This program was designed to accommodate the schedules of working LVNs and is currently being funded through the HRSA Career Ladder grant.

**20/20 Program** – The 20/20 student is an employee of Riverside County Regional Medical Center. This student is paid full-time wages by RCRMC but only works part-time hours during the school year while attending classes. In return, the student agrees to work for RCRMC upon graduation for a set time period.

**30 Unit Option** – The 30 Unit Option student is an LVN who completes prerequisites and third and fourth semester courses only. The option complies with the California Board of Registered Nursing policy and leads to a nongraduate status that entitles the candidate to take the NCLEX-RN for licensure as an RN in California only.

#### VOCATIONAL NURSING PROGRAM (VN)

RCCD also offers two pathways toward achievement of the VN certificate.

**Full-time** – The full-time student completes the 57 unit VN program year round in a 12-month period.

**Part-time** – The part-time student completes the VN program in a 24-month period.

Graduates of both programs are eligible to take the Advanced Placement Exam just prior to graduation, and upon passage of that exam, may seamlessly enter into the ADN program, pending space available.

#### CRITICAL CARE NURSE CERTIFICATE PROGRAM

This 5 unit program prepares the Registered Nurse to become a specialist in the care of patients requiring intensive and high technical supportive care. It is used by many of our affiliated clinical agencies as their method to train their staff nurses to assume positions in their critical care units.

#### COURSE OFFERINGS

The following list demonstrates all courses currently being offered by the RCCD School of Nursing. Those with an asterisk (\*) are also being offered at the March Education Center. Those with a double asterisk (\*\*) are available at the Rubidoux Annex.

##### Associate Degree in Nursing (RN) Program

|        |   |
|--------|---|
| NRN-1* | Introduction to Nursing Concepts and Practice       |
| NRN-2* | Beginning Nursing Concepts of Health and Illness    |
| NRN-3* | Intermediate Nursing Concepts of Health and Illness |
| NRN-4* | Advanced Nursing Concepts of Health and Illness     |

|                        |   |
|------------------------|---|
| NRN-6*, 7*, 8*, and 9* | Nursing Learning Laboratory (.5 – 3 units)      |
| NRN-15*                | Introduction to Nursing Roles and Relationships |
| NRN-16                 | Dimensions of AD-Registered Nursing             |
| NRN-17                 | Transition Course for AP/Transfer Students      |
| NRN-20                 | NCLEX Review for RN Graduates                   |
| NRN-91                 | Nursing Work Study                              |
| NRN-93                 | Calculations of Healthcare Providers            |
| NRN-94                 | Nursing Clinical Development Practicum          |
| NRN-95                 | Focused Health Assessment                       |
| NRN-200                | Nursing Work Experience                         |

Vocational Nursing (VN) Program

|            |  |
|------------|--|
| NVN-50* ** | Introductory Vocational Nursing Foundations                    |
| NVN-51     | Introductory Concepts of Vocational Nursing                    |
| NVN-52     | Introductory Concepts of Vocational Nursing Fundamentals       |
| NVN-60     | Intermediate Vocational Nursing Foundations                    |
| NVN-61     | Intermediate Concepts of Vocational Nursing – Family           |
| NVN-62     | Intermediate Concepts of Vocational Nursing – Medical/Surgical |
| NVN-63     | Intermediate Concepts of Vocational Nursing – Mental Health    |
| NVN-70     | Advanced Vocational Nursing Foundations – Role Transition      |
| NVN-71     | Advanced Concepts of Vocational Nursing – Medical/Surgical     |

Continuing Education in Nursing

|        |   |
|--------|---|
| NXN-78 | Pharmacology in Clinical Nursing Practice |
| NXN-81 | Introduction to Critical Care Nursing     |
| NXN-83 | Preceptor Workshop                        |
| NXN-84 | Prepare for Success in Nursing School     |

ADN CURRICULUM PATTERN

| <u>Required Courses (71.5 units)</u>   |   | <u>Units</u>                             |
|--|---|--|
| AMY-2A   | Anatomy and Physiology I  | } 4<br>} 4<br>} 4<br>Minimum<br>2.65 GPA |
| AMY-2B   | Anatomy and Physiology II   |  |
| MIC-1  | Microbiology  |  |
| Nursing 17 is required within one year prior to enrollment for all advanced placement/transfer students. |   |  |
| PSY 9  | Developmental Psychology ( <i>Psy-9 required prior to Nursing 2</i> ) | 3  |
| SOC-1  | Introduction to Sociology   | 3  |
| <i>or</i>  |   |  |
| ANT-2  | Cultural Anthropology   | 3  |
| ENG-1A   | English Composition   | 4  |
| American Institutions  |   | 3  |

|   |            |
|---|------------|
| Communication and Analytical Thinking                     | 6          |
| SPE-1 <i>or</i> SPE-9 and Elective Humanities             | 3          |
| NRN-1 Introduction to Nursing Concepts and Practice       | 8          |
| NRN-2 Beginning Nursing Concepts of Health and Illness    | 8          |
| NRN-3 Intermediate Nursing Concepts of Health and Illness | 9          |
| NRN-4 Advanced Nursing Concepts of Health and Illness     | 9          |
| NRN-15 Introduction to Nursing Roles and Relationships    | 2          |
| NRN-16 Dimensions of AD-Registered Nursing                | <u>1.5</u> |
|   | 71.5       |

LVN CURRICULUM PATTERN

|                             |              |
|-----------------------------|--------------|
| VOCATIONAL NURSING          | AS588/CE588  |
| Certificate Program         |              |
| Required Courses (51 units) | <u>Units</u> |

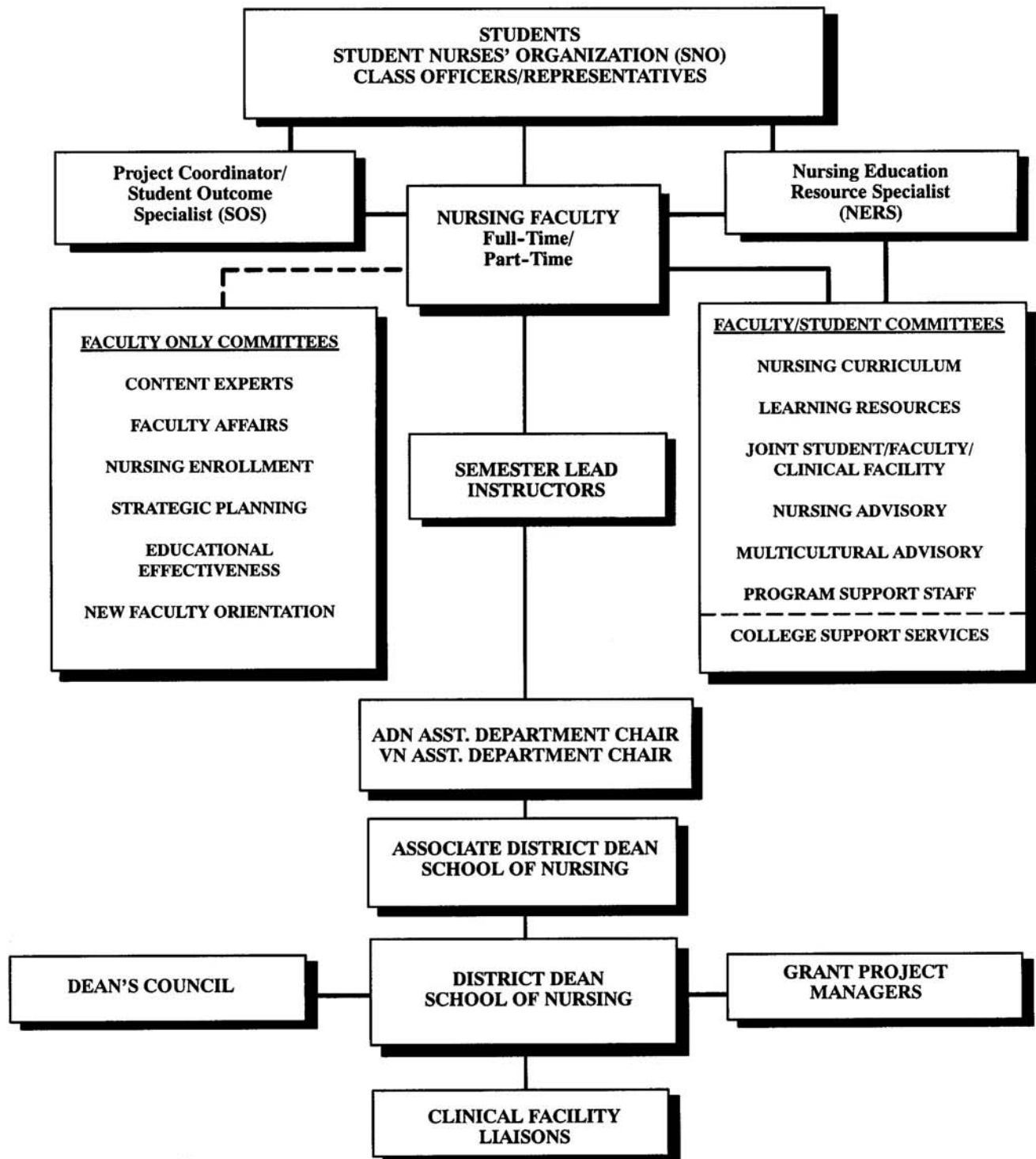
|  |          |
|--|----------|
| AMY-10 Survey of Human Anatomy and Physiology                                    | 3        |
| NVN-50 Introductory Vocational Nursing Foundations                               | 2        |
| NVN-51 Introductory Concepts of Vocational Nursing-Health/Illness                | 3        |
| NVN-52 Introductory Concepts of Vocational Nursing-Nursing Fundamentals          | 9.5      |
| NVN-60 Intermediate Vocational Nursing Foundations-Nursing Process/Communication | 1        |
| NVN-61 Intermediate Concepts of Vocational Nursing-Care of the Family            | 6        |
| NVN-62 Intermediate Concepts of Vocational Nursing-Medical/Surgical              | 12       |
| NVN-63 Intermediate Concepts of Vocational Nursing-Mental Health                 | 3        |
| NVN-70 Advanced Vocational Nursing Foundations-Role Transition                   | 1        |
| NVN-71 Advanced Concepts of Vocational Nursing-Medical/Surgical                  | 7.5      |
| PSY-9 Developmental Psychology   | <u>3</u> |
|  | 51       |



*The following chart demonstrates the chain of command and lines of communication within the School of Nursing.*

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 SCHOOL OF NURSING**

**ORGANIZATION/COMMUNICATION CHART**



## CLINICAL FACILITY LIST

*The following is a listing of all clinical facilities with which the RCCD School of Nursing currently uses for clinical placements. Those marked by an asterisk indicate which ones are outside the RCC District and may be subject to change.*

Air Force Village West  
Alta Vista Healthcare Center  
Arrowhead Regional Medical Center\*  
Chapman Convalescent Hospital  
Community Care & Rehabilitation Center – Jurupa  
Community Care & Rehabilitation Center at Palm  
Community Health Agency County of Riverside  
Community Hospital of San Bernardino\*  
Corona Regional Medical Center (Vista Hospital Systems)  
Country Villa Healthcare Center  
Cypress Gardens Convalescent Hospital  
DaVita Riverside Dialysis Clinic  
Riverside, Moreno Valley, Norco & Corona \*Addendum to add Norco  
H Street Clinic (Central City Lutheran Mission)\*  
Heartland Home Health Care  
Hemet Valley Healthcare Center  
Hernandez Small Home for Medically Fragile Children\*  
Kaiser Foundation Hospital  
Loma Linda University Medical Center\*  
Palm Terrace Care Center  
Parkview Community Hospital  
Patton State Hospital – Department of Mental Health\*  
Redlands Community Hospital\*  
Riverside Center for Behavioral Medicine  
Riverside Community Hospital  
Riverside County Regional Medical Center  
Riverside Medical Clinic – Main Center  
Riverside Medical Clinic Oncology  
Riverside Neighborhood Health Center  
San Antonio Community Hospital\*  
St. Bernardino Medical Center (Catholic Healthcare West)\*  
Totally Kids\*  
Veterans Hospital\*  
Villa Healthcare Center  
Visiting Nurses Association  
Vista Pacifica Convalescent

ADVISORY COMMITTEE LIST  
2007/2008

The Advisory Committee serves as a vital link between the School of Nursing and all our affiliated clinical agencies. The Board of Registered Nursing (BRN), The Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Chancellor's Office, and the National League of Nursing all require that such a committee be established to ensure community participation in program issues and curriculum. Although the Advisory Committee has no administrative or governing authority, it does serve as an effective vehicle to assist the program in meeting current job market trends and in resolving any problems which may occur as a result of students being present in the advisor's clinical facilities. Below is a list of the organizations which are asked to participate in the bi-annual meetings.

Air Force Village West  
Alta Vista Healthcare Center  
Arrowhead Regional Medical Center  
Chapman Convalescent Hospital  
Community Care & Rehabilitation Center  
Community Care on Palm  
Community Hospital of San Bernardino  
Corona Regional Medical Center  
Country Villa Riverside Healthcare Center  
Cypress Gardens Convalescent Hospital  
DaVita Dialysis Clinics  
H Street Clinic Office  
Hemet Valley Healthcare Center  
Hemet Valley Medical Center  
Hernandez Family Home for Medically Fragile Children  
Kaiser Permanente Medical Center  
Loma Linda University Medical Center Staff Development  
Menifee Valley Medical Center  
Palm Terrace Care Center  
Parkview Community Hospital Medical Center  
Patton State Hospital  
RCCD Nursing Faculty  
Redlands Community Hospital  
Riverside Center for Behavioral Medicine  
Riverside Community Hospital  
Riverside County Regional Medical Center  
Riverside Medical Clinic  
Riverside Neighborhood Health Center  
San Antonio Community Hospital  
St Bernardine Medical Center  
Totally Kids Specialty Healthcare  
VA Loma Linda Healthcare System  
Villa Healthcare Center  
Visiting Nurse Association of the Inland Counties  
Vista Pacifica Enterprises

## RIVERSIDE COMMUNITY COLLEGE DISTRICT SCHOOL OF NURSING

### STRATEGIC PLAN

The RCCD School of Nursing has a Strategic Planning Committee which meets on a bi-annual basis. The purpose of this committee is to make recommendations to the total nursing faculty re: the overall strategic plan that serves as a guide for the future growth of the School. Potential sources of external funding are also examined in the committee to determine if they will assist the School of Nursing in achieving the long-range goals.

The following document is the latest Strategic Plan for the School of Nursing.

#### RCCD SCHOOL OF NURSING STRATEGIC PLAN: 2007 – 2012

- I. Continue to plan and establish new School of Nursing with state of the art classrooms, a Human Patient Simulator/Computer Lab, a virtual hospital skills lab, an admissions/counseling area, and adequate office/conference/work space (specifics available in the School of Nursing office).
- II. Increase total number of nursing graduates by up to 100% to meet community needs.
  1. Maintain current retention and NCLEX pass rates and full approval by all accrediting bodies.
  2. Expand career ladder to include CNA to LVN to ADN to BSN to MSN pathways.
  3. Continue, expand, and evaluate the flexible LVN to ADN program using video-streamed lectures in partnership with local hospitals.
  4. Explore additional ways the video-streaming equipment can be used to enhance teaching and learning.
  5. Consider an alternate evening and/or weekend ADN program.
  6. Emphasize the RN fast track program at additional high school sites.
  7. Investigate a psychiatric technician, paramedic, and/or respiratory therapist to ADN program.
  8. Pursue state approval for an RCCD baccalaureate degree and/or a 1 + 2 + 1 collaborative BSN degree.
  9. Collaborate to provide on-campus MSN program.
  10. Investigate additional program options.
- III. Employ faculty and staff necessary to support an expanded array of programs.
  1. Dean to focus on external programs, grants, partnerships, strategic planning, budget management.
  2. Associate Dean/Director to focus on day-to-day program operations, including compliance with accreditation standards.
  3. Assistant chairs for each major program.
  4. Full-time Student Outcome Specialist.
  5. Full-time Nursing Education Resource Specialist.
  6. Dedicated Nursing Counselor on-site in department.
  7. Additional full-time faculty necessary to develop and implement curriculum for new programs.
  8. Additional classified staff necessary to support program expansion.
- IV. Secure alternate funding sources to augment program expansion.
  1. Grants.
  2. State and federal funds/allocations.
  3. Endowments.
  4. Partnerships.
- V. Provide classes for nurses and others in the community as needed to improve nurse retention rates and meet community needs.
  1. Cultural Language Immersion Program.
  2. Caregiver classes.
  3. Specialty nurse classes.

**EXTERNAL FUNDING**

The RCCD School of Nursing receives external funding from federal, state, and local sources. As noted under Fact #12, the School of Nursing grants constitutes 24% of all currently running grants in the District, and 45% of all Riverside City campus grants.

The following table provides a listing of all grants that have been awarded in support of the School of Nursing since 2004.

**Grants Awarded in Support of Riverside Community College District's School of Nursing**

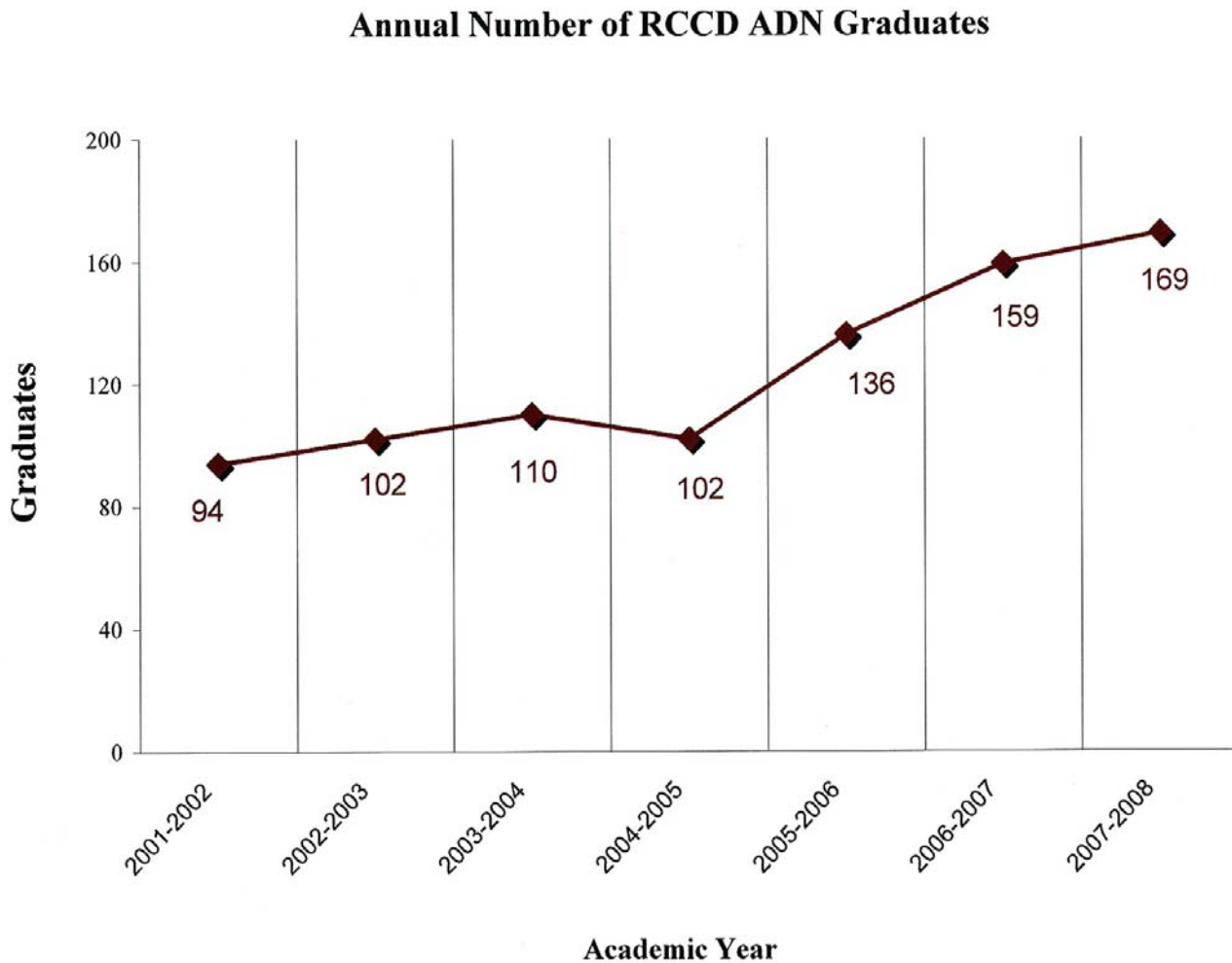
| <b>Grant Name</b>  | <b>Beginning Date</b>                                  | <b>Ending Date</b>                           | <b>Amount</b> | <b>Funding Agency</b>  | <b>Purpose of Funding</b>  |
|--|--|--|---------------|--|--|
| Health Care and Other Facilities   | 9/1/2004   | 8/31/2009                                    | \$131,878     | U.S. Department of Health & Human Services                                 | Funds the purchase of a server and virtual lab equipment for the nursing program                   |
| Nursing Education, Practice and Retention: Career Ladder                       | 7/1/2004   | 6/30/2007                                    | \$827,103     | U.S. Department of Health and Human Services                               | Expands capacity in the Licensed Vocational Nursing and Associate Degree in Nursing (ADN) programs |
| Construction Earmark - School of Nursing                                       | When HUD signs release - environmental review required | Five years from the date funds are obligated | \$198,400     | U.S. Department of Housing & Urban Development                             | School of Nursing construction costs   |
| Construction Earmark - School of Nursing                                       | When HUD signs release - environmental review required | Five years from the date funds are obligated | \$248,000     | U.S. Department of Housing & Urban Development                             | School of Nursing construction costs   |
| Construction Earmark - School of Nursing                                       | When HUD signs release - environmental review required | Five years from the date funds are obligated | \$99,000      | U.S. Department of Housing & Urban Development                             | School of Nursing construction costs   |
| Spanish Language Cultural Immersion Program                                    | 7/1/2005   | 6/30/2006                                    | \$60,000      | Kaiser Permanente Foundation and the Riverside Community Health Foundation | Provides Spanish language and cultural immersion experience in Lima, Peru for ten nursing students |
| Capacity Building for Nursing Program Expansion ADN-RN Programs                | 4/1/2006   | 6/30/2008                                    | \$1,069,570   | Chancellor's Office  | Expands capacity in the Associate Degree in ADN program  |
| Renovation for Capacity Building for Nursing Program Expansion ADN-RN Programs | 4/1/2006   | 6/30/2009                                    | \$854,906     | Chancellor's Office  | Expands capacity in the ADN program  |

|   |           |            |             |   |  |
|---|-----------|------------|-------------|---|--|
| Enrollment Growth for Associate Degree in Nursing (RN) Programs | 7/1/2006  | 6/30/2008  | \$136,504   | Chancellor's Office                                 | Expands capacity in the ADN program  |
| Song Brown Nursing  | 7/1/2006  | 6/30/2008  | \$278,167   | Office of Statewide Health Planning and Development | Expands capacity and faculty diversity in the ADN program  |
| Associate Degree in Nursing Student Scholarship                 | 1/1/2007  | 12/31/2007 | \$5,000     | Kaiser Permanente Foundation                        | Provides \$1,000 scholarship to five nursing students  |
| Faculty Recruitment and Retention                               | 5/14/2007 | 6/30/2011  | \$307,340   | Chancellor's Office                                 | Provides longevity stipends for new faculty and differential pay for evening and weekend clinical work           |
| Nursing Education, Practice and Retention: Career Ladder        | 7/1/2007  | 6/30/2010  | \$1,160,269 | U.S. Department of Health and Human Services        | Continuation award   |
| Song Brown Nursing  | 7/1/2007  | 6/30/2009  | \$200,000   | Office of Statewide Health Planning and Development | Expands capacity and staff diversity in the ADN program  |
| Equipment for Nursing and Allied Health                         | 4/1/2008  | 9/30/2009  | \$154,903   | Chancellor's Office                                 | Provides for the purchase of nursing and allied health equipment   |
| Song Brown Nursing - Capitation                                 | 7/1/2008  | 6/30/2010  | \$200,000   | Office of Statewide Health Planning and Development | Expands capacity and staff diversity in the ADN program  |
| Song Brown Nursing - Special Programs                           | 7/1/2008  | 6/30/2010  | \$73,046    | Office of Statewide Health Planning and Development | Supports student retention and success through implementation of ATI progression testing products                |
| Enrollment Growth for Associate Degree in Nursing (RN) Programs | 7/1/2008  | 6/30/2010  | \$1,262,800 | Chancellor's Office                                 | Expands capacity in the ADN program  |
| Fast-Track to the Associate Degree in Nursing Program           | 9/1/2008  | 6/30/2012  | \$335,043   | U.S. Department of Education                        | Creates a pathway for high school students to complete ADN pre-requisite courses prior to high school graduation |
| Total   |           |            | \$7,601,929 |   |  |

*Grant and Contract Services  
 Revised July 2008*

## RCCD SCHOOL OF NURSING FACTS

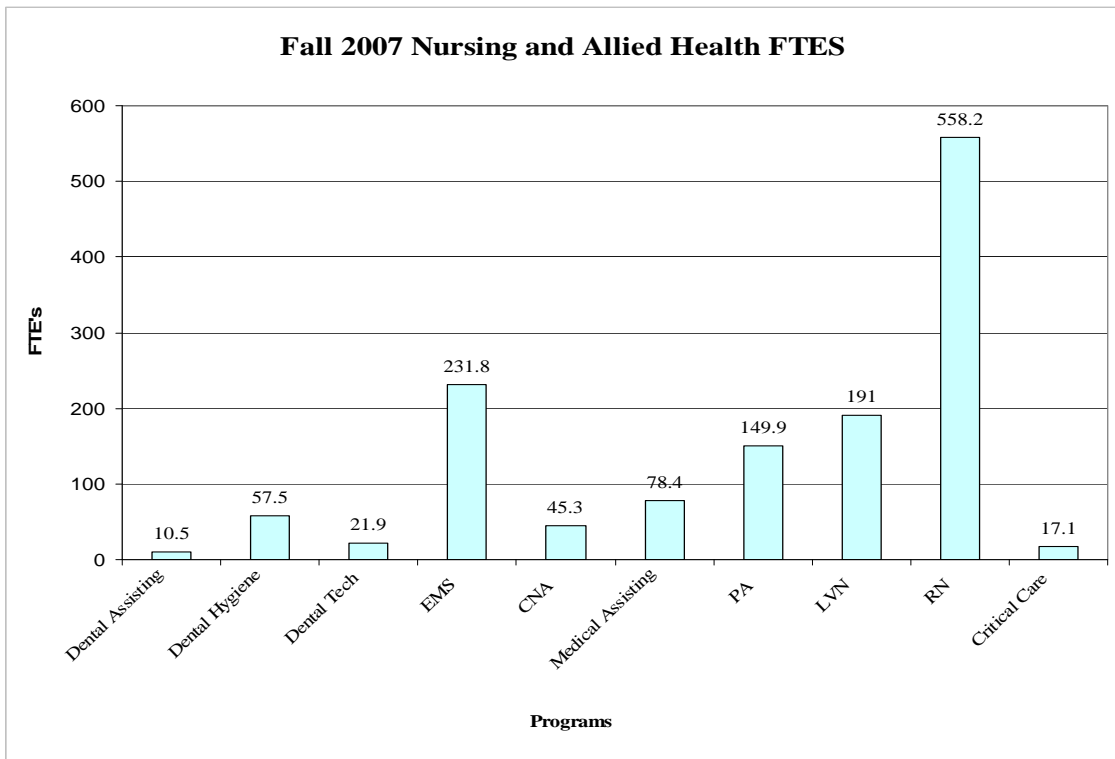
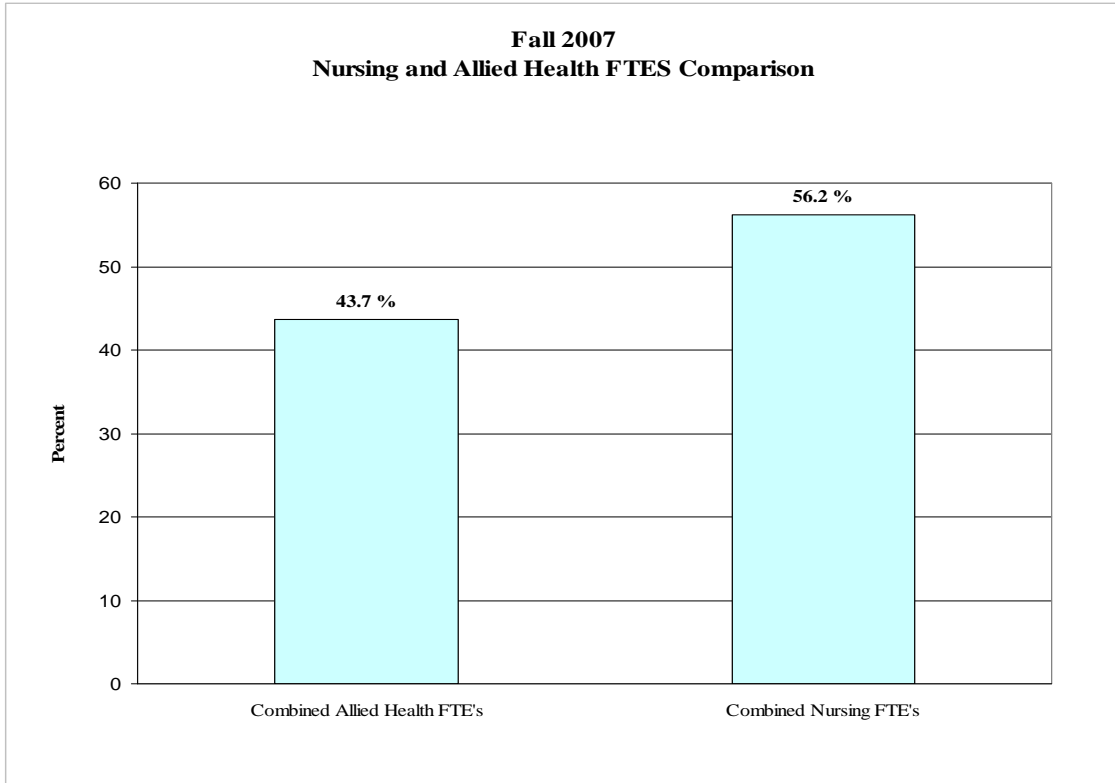
**Fact #1:** The number of RCCD ADN graduates has been consistently increasing since 2001.



\* BRN Website, 2008

**Fact #1a:** According to Community College Week, RCC ranked #49 in the nation in number of Associate Degree Nurse graduates (CCW, June 20, 2008).

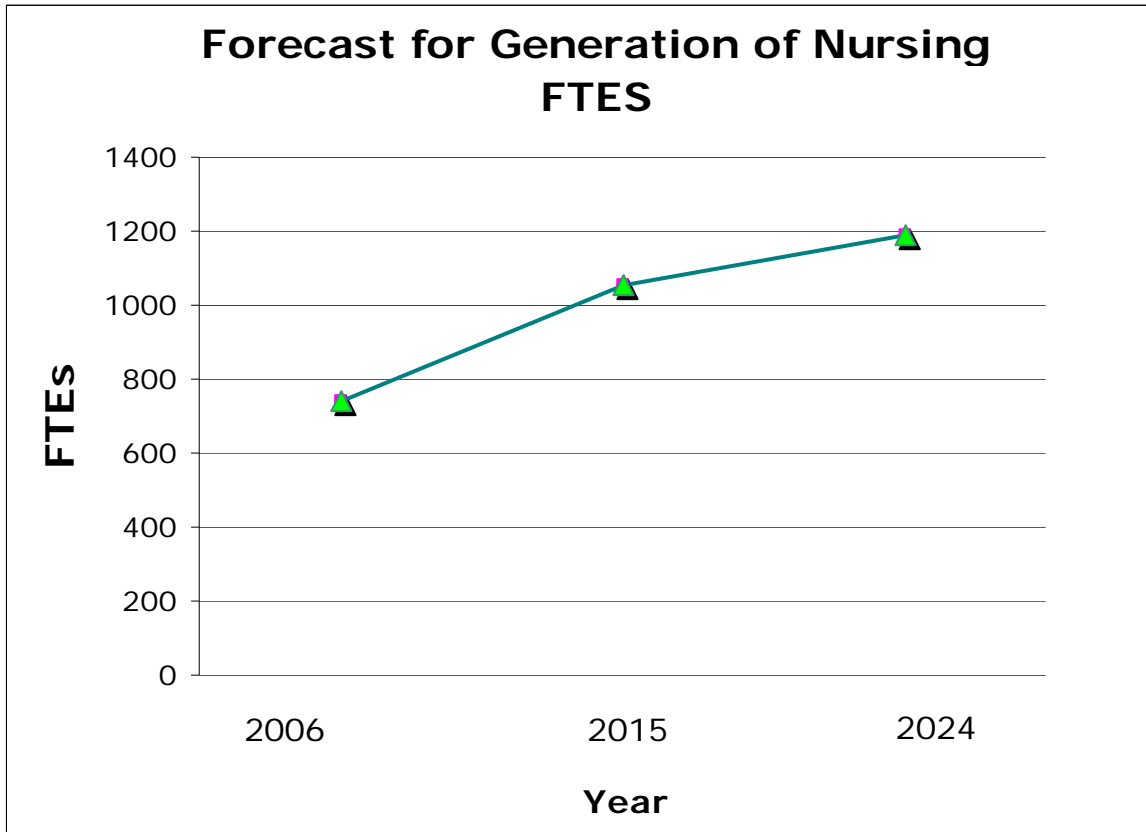
**Fact #2:** In Fall 2007, combined Nursing FTES comprised 56.2% of the total Nursing and Allied Health FTES in the District.



\* Raj Bajaj, 2007



**Fact #3:** The RCC Long-Range Educational and Facilities Master Plan predicted that School of Nursing FTEs should increase by 62% over the next 16 years.



\*RCC Long-Range Educational and Facilities Master Plan, 2008

**Fact #4:** The new School of Nursing building is sufficient in size to accommodate all projected growth, as well as an additional 600 FTEs.

|           | Existing Space Classroom/<br>Lab only (ASF) | New Site Classroom/<br>Lab only (ASF) | Existing Riverside FTEs 2005-2006 | Proportionate Increase in FTEs |
|-----------|---|---------------------------------------|-----------------------------------|--------------------------------|
| Classroom | 3482  | 9076                                  |                                   |                                |
| Lab       | 2111  | 7140                                  |                                   |                                |
| Total ASF | 5593  | 16216                                 | 622                               | 1803                           |

\* Raj Bajaj, 6/6/2007

**Fact #5:** On the Riverside City campus, nursing courses are NOT the highest cost per FTES, although they do generate the most FTES.

| Riverside City College<br>Cost Per FTES by Discipline<br>Fiscal Year 2007 |                |                |            |
|---|----------------|----------------|------------|
| Description   | FTES<br>FY2007 | Expense FY2007 | Cost/FTES  |
| Telecommunications  | 1.777          | 185,625.00     | 104,450.02 |
| Graphics Technology   | 21.747         | 184,226.00     | 8,471.17   |
| Journalism  | 19.805         | 162,054.00     | 8,182.45   |
| Business Administration   | 7.571          | 52,814.00      | 6,975.52   |
| Library   | 8.023          | 44,311.00      | 5,523.09   |
| Theater Arts  | 1.537          | 7,925.00       | 5,156.63   |
| Biology   | 8.863          | 44,553.00      | 5,026.58   |
| Computer Information System   | 13.796         | 65,193.00      | 4,725.30   |
| Business Administration   | 2.273          | 10,288.00      | 4,526.80   |
| Work Experience   | 17.538         | 76,489.00      | 4,361.44   |
| Music   | 440.670        | 1,812,543.00   | 4,113.15   |
| Nursing   | 766.556        | 3,151,903.00   | 4,111.77   |
| Dance   | 139.861        | 563,971.00     | 4,032.36   |

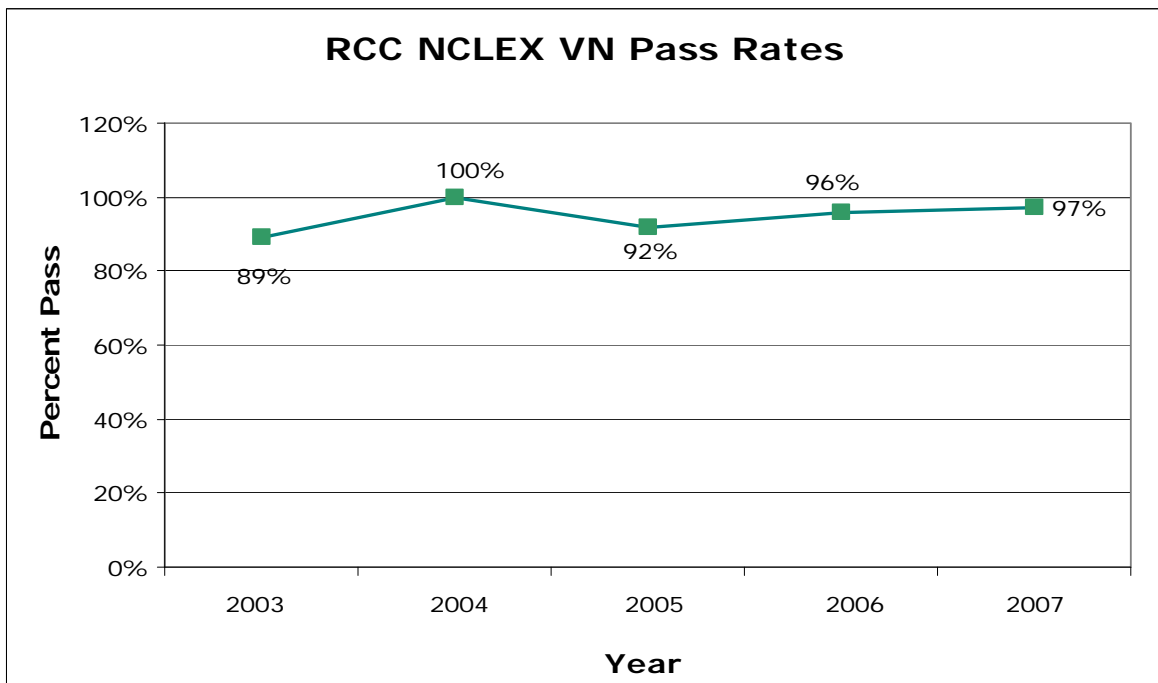
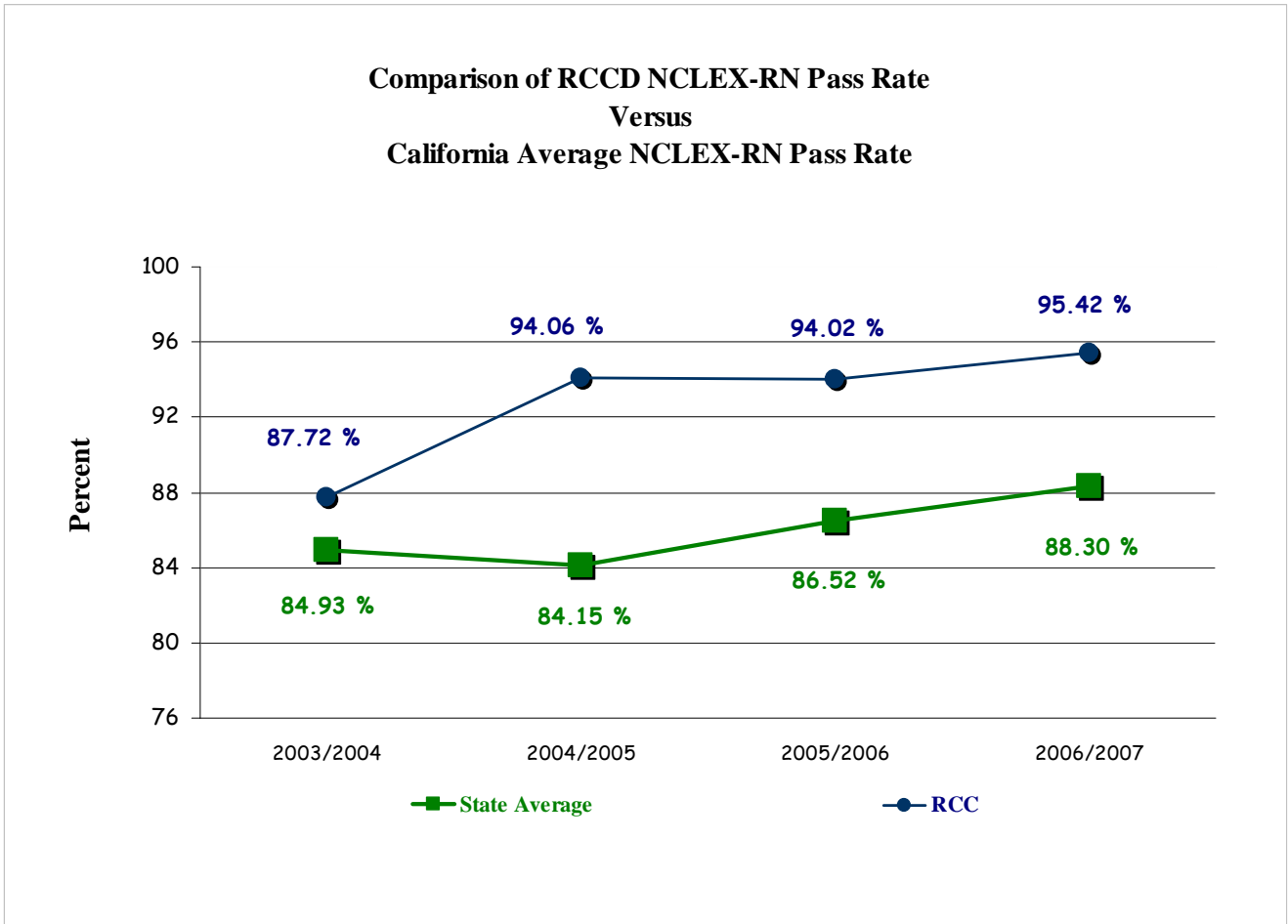
\*RCC Business Services, 1/14/2008

**Fact #6:** The efficiency of the School of Nursing programs compares favorably with similar disciplines in RCCD, with the VN program demonstrating the most efficiency.

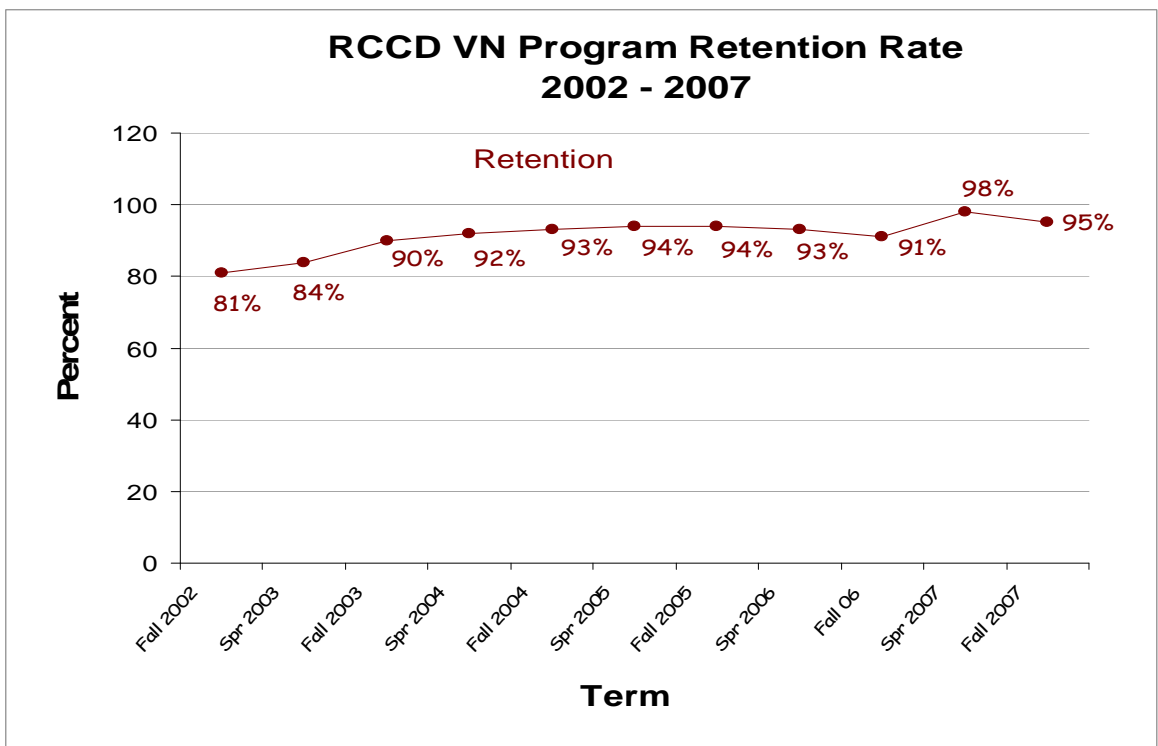
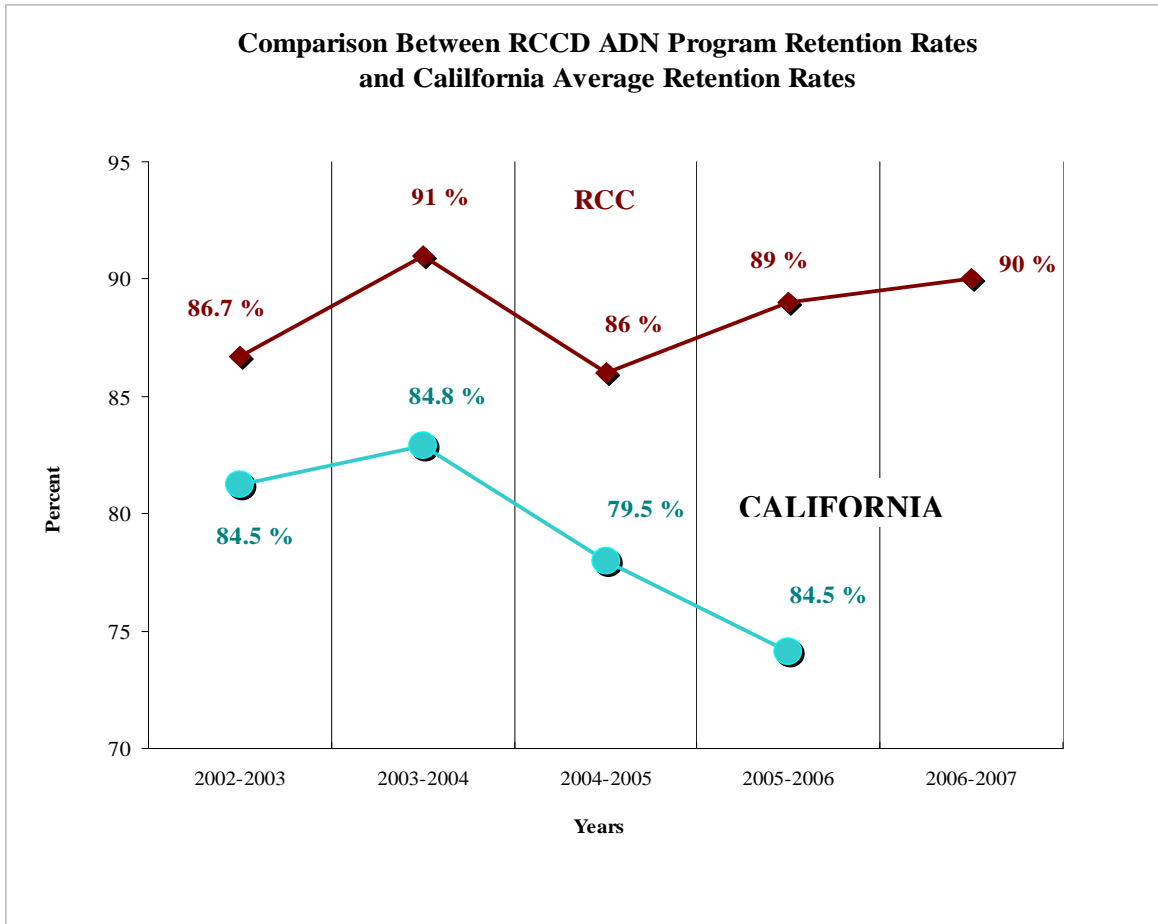
| Riverside Community College District<br>Fall 2007 Statistics |        |       |          |            |
|--|--------|-------|----------|------------|
| Discipline   | FTES   | FTEF  | WSCH     | Efficiency |
| ADN Nursing  | 303.85 | 42.16 | 9,786.70 | 232.10     |
| VN Nursing   | 67.47  | 5.81  | 2,173.06 | 374.13     |
| Other Nursing  | 2.05   | 0.19  | 65.88    | 352.10     |
| Dental Hygiene   | 29.77  | 4.93  | 958.95   | 194.59     |
| Physician's Assistant  | 57.41  | 5.84  | 1,849.09 | 316.63     |

\* Raj Bajaj 6/18/2008

**Fact #7:** RCCD School of Nursing ADN and VN Program graduates have consistently higher-than-state average NCLEX (National Council Licensure Examination) pass rates.



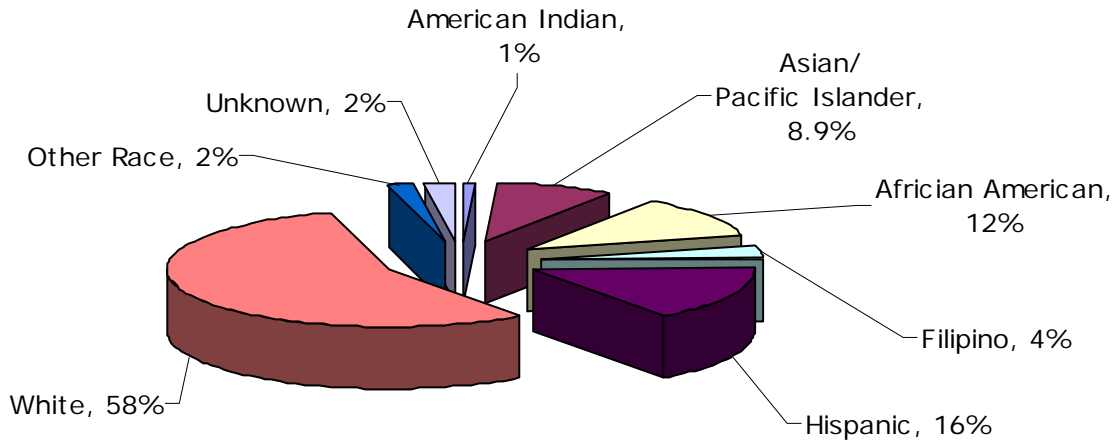
**Fact #8:** RCCD School of Nursing ADN and VN Program students have consistently high program retention rates.



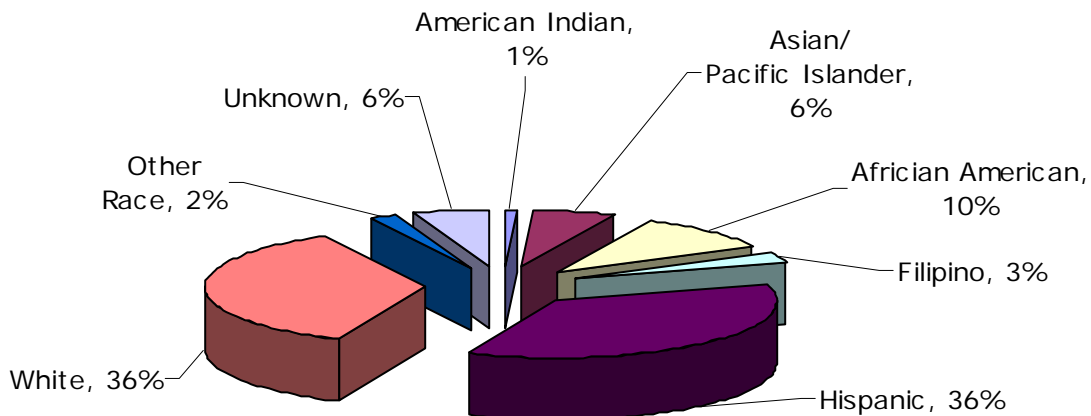
**Fact #9:** Approximately 42% of RCCD nursing students are ethnically diverse, as compared to 64% diversity in the general RCCD student population. There are more White, Asian, Filipino, and African American nursing students, and less Hispanic, than in the general student population.

## RCCD Student Demographics - Ethnicity 2007

### Nursing Students



### All Students

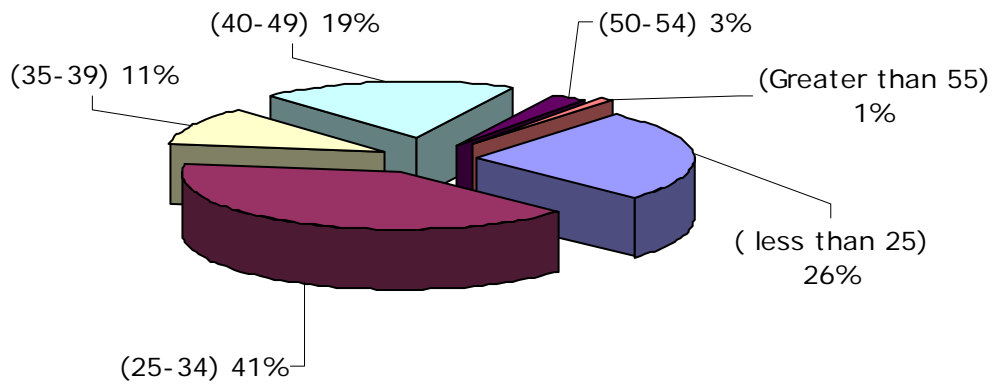


**Fact # 9a:** RCC ranked #24 in the nation in number of Hispanic Associate Degree Nurse graduates (Hispanic Outlook, 6/4/2007).

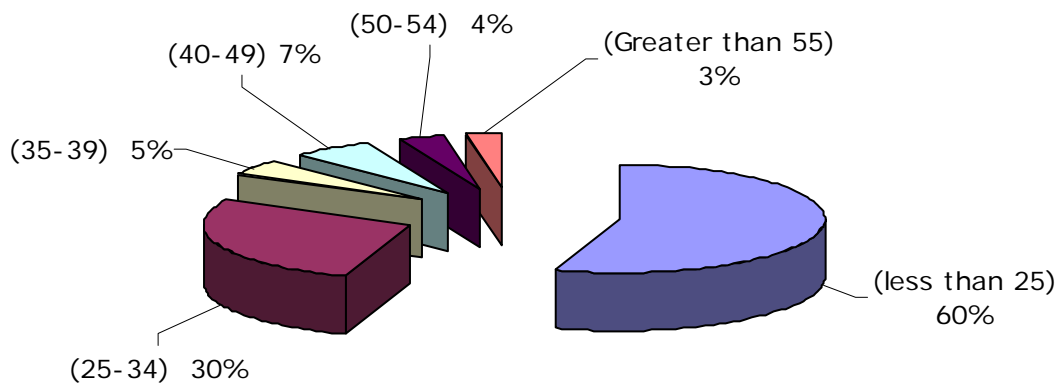
Fact #10: The average nursing student age was 32 in 2007. While 60% of RCCD students are less than 25 years of age, only 26% of nursing students fall into that category.

## RCCD Student Demographics - Age 2007

### Nursing Students



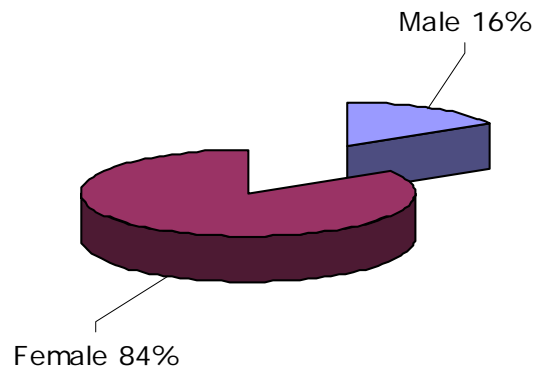
### All Students



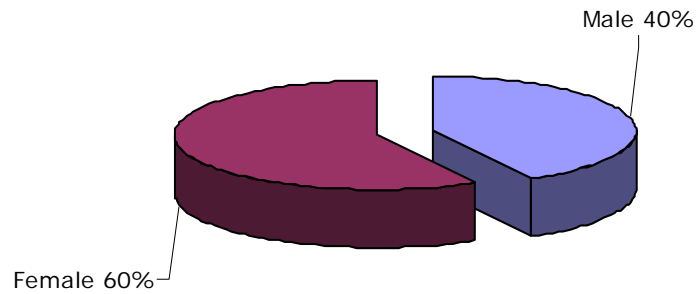
Fact #11: Nursing students are predominately female (84%), to a greater extent than the general RCCD student population (60%).

## RCCD Student Demographics - Gender 2007

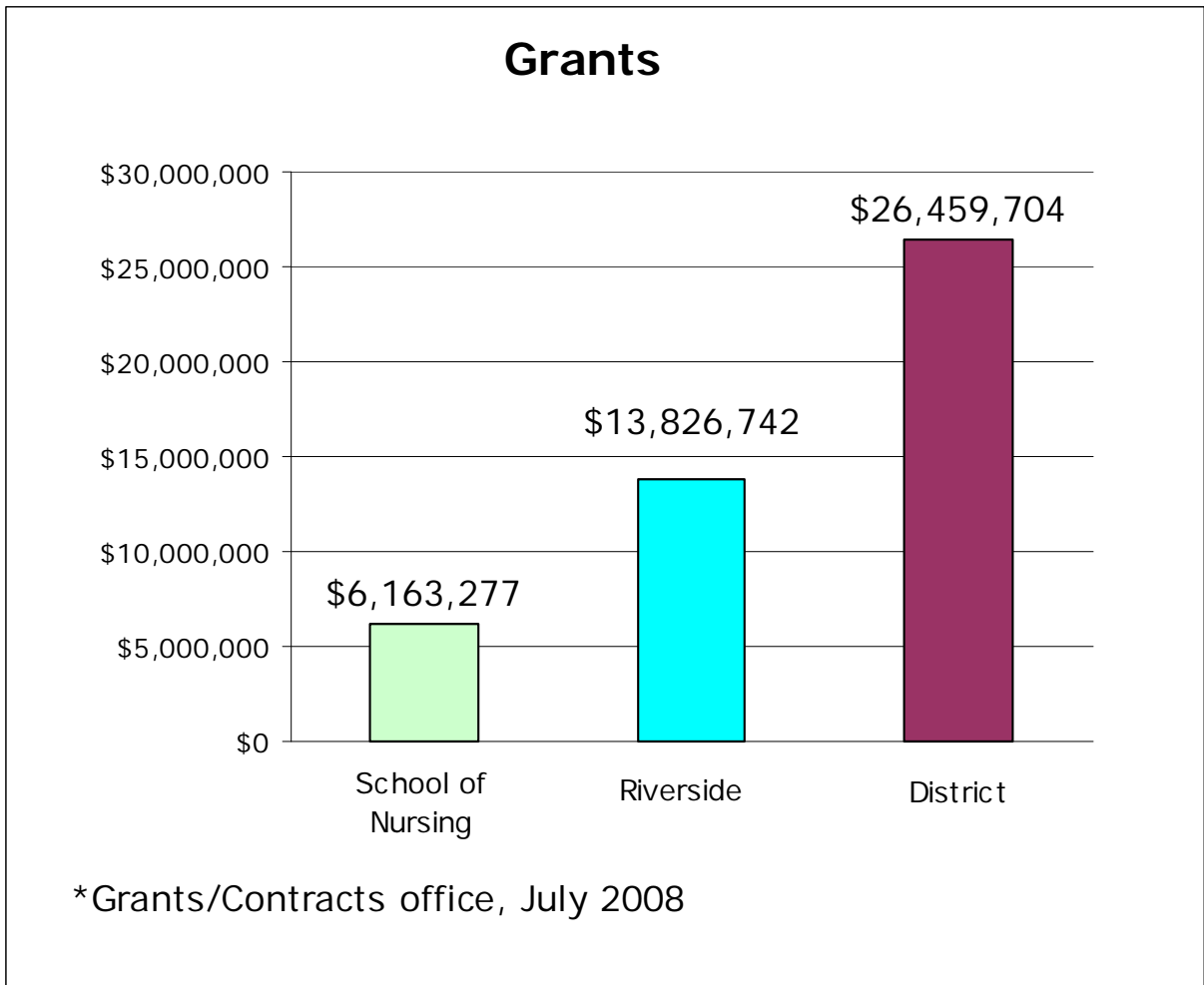
### Nursing Students



### All Students



Fact #12: School of Nursing grants constitutes 24% of all currently running grants for RCCD, and 45% of all Riverside City grants.





## CONCLUSION

The School of Nursing is entering a new era at RCCD. During the previous four years, the School of Nursing has embarked on an aggressive plan to increase nursing student enrollment, incorporate new technology, and implement emerging teaching/learning strategies. The goal of this plan is to graduate larger number of nurses while promoting the integration of nursing knowledge and competent performance.

RCCD is in the process of beginning construction of a new School of Nursing and Science Building. The completion of this building is anticipated for Fall of 2011. The 25,023 assignable square foot building will enable the RCCD School of Nursing to enroll additional students and to facilitate learning with state-of-the-art technology.

Areas of RCCD School of Nursing Program Strength:

- Mission, goals, and philosophy of RCCD and the School of Nursing are congruent and mutually supportive.
- Strong, consistent administrative support for School of Nursing as evidenced by the new School of Nursing building, additional faculty positions, enhanced technology, and lab equipment.
- Exceptionally well-prepared faculty who are educationally and clinically prepared for the role of nurse educator. Several nursing faculty have earned Doctorates, are certified Nurse Practitioners, and have other specialty certifications. These faculty members are committed to the District, the program, but most of all, to the students.
- Integrated, model curriculum that has been validated through several BRN, BVNPT, and NLNAC visits.
- Active and involved Nursing Advisory Committee comprised of clinical agencies, community representatives, nursing students and faculty.
- Excellent clinical experiences that are offered to our nursing students that allow for optimal learning and sound preparation for entry into nursing practice.
- Recognition from the Inland Empire as well as the state as an excellent program with exceptional community support.
- Ethnically and culturally diverse student body which enriches all student learning.
- Consistent acquisition of grant and alternative funding from federal, state, and private sources.
- State-of-the-art learning resources to augment student learning such as Human Patient Simulators, computer assisted instruction, web-enhanced courses, and on-line testing.
- Excellent retention/graduation, NCLEX pass, and alumni and employer satisfaction rates.

Areas of RCCD School of Nursing Needing Improvement:

- Not all part-time faculty are prepared at a Masters level.
- Overall diversity of the nursing faculty is not representative of the student population the nursing program serves.
- Further integration of the Human Patient Simulators into the curriculum is needed.
- Current physical space in the School of Nursing is at maximum capacity. Additional space is needed to maintain current enrollment numbers and/or expand the nursing program.
- Limitation of available clinical sites due to expansion and additions of nursing programs.

Plan for Strengthening the RCCD School of Nursing:

- Implementation of the Fast Track to the ADN Program at Rubidoux High School.
- Continue to actively recruit and hire ethnically and culturally diverse Master's prepared full- and part-time faculty whenever possible.
- Encourage and facilitate educational advancement of part-time faculty to assist in their transition into full-time faculty positions.
- Continue planning for occupation of the RCCD School of Nursing Building.
- Continued expansion of the Flexible LVN to ADN program for working LVNs.
- Continued integration of the Human Patient Simulators into the curriculum.
- Continue expansion of ADN to BSN and MSN partnerships.
- Continued curriculum review to ensure the incorporation of contemporary concepts into nursing education.

APPENDIX A:  
  
PHILOSOPHY,  
CONCEPTUAL FRAMEWORK, and  
  
HISTORICAL SUMMARY

## PHILOSOPHY

### Institution

The nursing faculty concurs with the Riverside Community College District (RCCD) School of Nursing philosophy and purposes as expressed in the statements regarding its mission, goals, vision, and values. RCCD is a vital, affordable, personalized public institution of higher education which provides quality teaching and accessibility to a diverse student population. The college offers a comprehensive and flexible curriculum together with programs and services to meet diverse and evolving student needs. Excellence in teaching is provided by a faculty which communicates knowledge in a creative, stimulating, and challenging manner encouraging all students to think critically and analytically, and to apply learned principles, concepts, and skills.

RCCD faculty and staff believe master planning to meet immediate and projected needs of all students and the community is essential to a viable educational program that enhances the quality of life. This process will move the college toward achievement of the vision, to be the leader among community colleges, highly regarded for commitment to all students, widely respected for excellence in teaching, and openly responsive to the communities served. Partnerships with other educational institutions, business, industry, and community groups are established and evolving to meet the dynamic educational needs of RCCD constituents. Student centeredness, teaching excellence, an environment conducive to learning and tradition as values of the institution form the foundation upon which RCCD is built and grows. These values guide individual and collective actions of its faculty and staff.

### Associate Degree Nursing Program

The philosophy of the Associate Degree Nursing (ADN) Program has evolved from the successful 57-year history and tradition of excellence in nursing education and is based upon a set of beliefs shared by the total nursing faculty. The nursing faculty believes that nursing encompasses a broad occupational field involving a multiplicity of functions performed by individuals with varying levels of nursing education. So, to this end, the faculty agrees upon the following definition of the RCCD concept of nursing:

Nursing is a humanistic art and science which employs caring behaviors to protect, promote and optimize health and abilities for individuals, families, groups, and communities. Additionally, nursing is alleviation of suffering through diagnosis and treatment of the human response. The essence of nursing is caring and compassionate quality care which is enacted through relationships and

interpersonal communication in a way that is congruent with the culture, values, and lifestyles of individuals from diverse populations. The nurse collaborates with the client, the family, and members of the healthcare team to establish strategies using therapeutic interventions which will promote health by modifying, reducing, or preventing health-illness problems. The nurse advocates for and enhances the dignity of persons, planning and implementing measures designed to enable the individual to achieve maximum health and independence or to die in comfort with dignity. The nurse is thus concerned with the nature of persons/clients and prioritized human needs as applied to the individual within the life cycle. The nursing process provides a structure for critical thinking, clinical decision-making and implementation of quality care.

The nursing faculty believes that there is collaboration among nurses whose practice evolves from varying levels of education. The associate degree level of registered nursing practice falls between that of the vocational nurse and that of the registered nurse with additional education and advanced clinical expertise. As a member of the multidisciplinary healthcare team, the associate degree nurse functions as a generalist whose primary focus is to give direct and indirect care for clients with common and recurring health-illness problems in diverse community-based settings.

The purpose of nursing education is to provide cognitive, affective, and psychomotor instruction necessary for students to become safe and caring practitioners. Nursing education should take place within an institution of higher learning. It is appropriate that education of the associate degree nurse occur in the community college whose purposes include occupational and transfer education. The associate degree nursing curriculum is comprised of courses which incorporate principles from natural, behavioral, and social sciences, the humanities, and the art and science of nursing. Clinical experiences are developed in accordance with college policy, accreditation guidelines, and the regulations of the state licensing authority. Learning opportunities are provided that include clients of all age groups at varying points on the health-illness continuum.

The nursing faculty believes that the person/client is a human being with unique Biopsychosocial, intellectual, spiritual, and cultural attributes. The person/client has a set of needs hierarchical in nature, which develop through a series of recognizable stages from conception through death, based on the Erikson/Newman and Newman eleven stages of the life cycle. Throughout the life cycle, the person/client is learning and selecting methods to meet daily needs. As a member of a family, group, and community, the person/client exhibits a variety of characteristics affected by the aging process, interpersonal relationships, health-illness problems, and changing responsibilities. The behavior of the person/client is influenced by changing conditions in our world and universe.

The nursing faculty believes the conceptual framework forms a basis for the curriculum structure, selection of content, and learning experiences. The organization of the curriculum is based on stages of the life cycle, basic human needs, health-illness continuum, nursing process, and the roles of the associate degree nurse. The curriculum provides a pattern that guides the student in developing caring, safe, and competent behaviors. The nursing process includes assessment, analysis/nursing diagnosis, planning, implementation, evaluation, and documentation of these five steps in the promotion of health, prevention of illness, and provision of quality care.

Associate degree nursing students at RCCD represent several stages of the life cycle. The nursing faculty respects the varied cultural and ethnic backgrounds of all students and believes the diverse population enriches the learning environment which promotes cultural competence. The faculty use teaching methodologies that integrate innovative technology to meet the differing abilities and learning styles of all students. Learning does not proceed at the same rate and in the same way in every individual. Learning is an active, continuous process, proceeding from simple to complex concepts, resulting in behavioral change, facilitating attainment of identified student outcomes. The nursing faculty believes that the student should be self-regulated by actively participating in the learning process, using experiences and guidance offered by faculty, and assuming responsibility for meeting learning outcomes. Learning involves the cognitive, affective, and psychomotor domains and is transferable to a variety of situations. Learning is a growth process facilitated by a caring and collaborative relationship between teacher and student.

The nursing faculty believes teaching is a dynamic process that integrates principles of adult learning. Faculty serve as role models and facilitate learning by providing an environment that promotes inquiry, critical thinking, accountability, self-evaluation, and attainment of program outcomes. In accordance with the trend of healthcare delivery, clinical instruction occurs in varied community-based settings.

The Riverside community and the nursing faculty believe in the value and competence of the Associate Degree Registered Nurse to our healthcare system. Community members are involved in the development and implementation of the RCCD School of Nursing ADN Program. A cooperative partnership with the constituent healthcare institutions is integral to an effective program. The contributions of nurses, as preceptors and mentors, as well as members of the multidisciplinary healthcare team are essential to the learning process. The nursing faculty is responsible for facilitating communication within clinical agencies participating in the program. The nursing faculty collaborates

with healthcare partners regarding the overall program outcomes of the ADN graduate. This collaboration includes the implementation of innovative strategies to increase enrollment that addresses the community needs in the on-going nursing shortage.

The ADN graduate is prepared to function as a safe entry-level practitioner in diverse community-based settings where health promotion, prevention of illness, and provision of quality care are directed toward clients with common and recurring health-illness problems. This process begins with the ability to make appropriate assessments of the client's needs and identify community resources available to meet these needs. The graduate nurse develops the plan of care, promotes client dignity, and collaborates with members of the multidisciplinary healthcare team to attain identified client outcomes. Nursing theory and evidence-based information are used as foundations to guide the development of an individualized plan of care. The graduate practices safely within the ethical and legal frameworks of registered nursing, maintaining organizational and client confidentiality. The graduate acts as an advocate, empowering the client to make informed decisions about healthcare, changes in health status, and end-of-life decisions. Therapeutic communication techniques are used to collaborate with the client, family and members of the multidisciplinary healthcare team in planning nursing interventions.

The nurse graduate implements and documents appropriate caring interventions, which ensure client safety, security, comfort, optimal functioning, and hygiene along the health-illness continuum to attain maximum health or dignified death. Furthermore the graduate: a) develops a teaching plan to provide client education that facilitates optimal healthcare decisions and outcomes utilizing community resources; b) safely administers medications and implements related interventions with predictable outcomes according to accepted standards of nursing practice; c) demonstrates competence in current technologies and safe technical skills when providing client care.

The graduate demonstrates flexibility and innovation in adapting nursing care. The graduate considers the client's values, customs, culture, spiritual beliefs, and/or habits as well as the healthcare setting and healthcare delivery system. Additionally the graduate: a) manages client care safety and maintains accountability while assigning tasks to unlicensed members of the multidisciplinary healthcare team and delegating responsibility to licensed personnel; b) is able to assume beginning managerial and leadership functions, including effective problem solving and conflict resolution; c) manages resources by balancing quality care and cost containment; d) recognizes that nursing research results in evidence-based practice and assists as appropriate in data collection; e) demonstrates

professional behaviors by participating in lifelong learning activities, in professional organizations, political healthcare issues, organizational committees, quality improvement activities, and mentoring/role modeling; f) demonstrates professional behaviors by maintaining professional boundaries in the nurse-client relationship.

The RCCD graduates earn an Associate in Science degree in Nursing and are highly successful on the national licensing examination for registered nurses (NCLEX-RN). Graduates express positive comments about the quality of their RCCD School of Nursing education. RCCD graduates are highly sought for employment in the community healthcare facilities and receive excellent ADN entry-level evaluations. Formal and informal articulation agreements assist graduates in continuing nursing education at institutions which offer baccalaureate and higher degrees. The School of Nursing at Riverside Community College District provides a sound foundation for further personal and professional development leading to opportunities for continued growth and advancement in the nursing profession.

1963, 1968, 1974, 1977, 1978, 5/5/80, 5/29/80, 1/22/81, 3/16/81, 1983, 1984, 5/85, 1/87, 5/87, 6/87, 7/87, 11/87, 10/88, 11/88, 1/89, 7/89, 8/89, 5/91, 6/92, 10/92, 4/95, 6/95, 2/96, 7/96, 3/97, 4/97, 5/97, 7/97, 9/97, 1/98, 2/00, 6/00, 4/01, 3/02, 12/04, 1/05, 2/05, 3/05, 4/05, 5/05, 6/05, 1/07, 5/07, 6/07



## CONCEPTUAL FRAMEWORK NARRATIVE

Five major concepts form the basis of the Conceptual Framework Model of the Associate Degree Nursing Program developed by the nursing faculty at Riverside Community College. The five major concepts are:

1. Basic Human Needs
2. Life Cycle
3. Health-Illness Continuum
4. Nursing Process
5. Roles of the Associate Degree Nurse

The client is viewed as having basic human needs as described by Abraham Maslow, who states that man's needs arrange themselves in a hierarchy which ascends from the most basic biological requirements progressively to the quest for self-actualization. The components of Maslow's Hierarchy of Human Needs, starting with the most basic need, are:

1. Physiologic
2. Safety and Security
3. Love and Belonging
4. Self-esteem
5. Self-actualization

The second concept is the Life Cycle as described by Erik Erikson, with adaptation by Barbara and Philip Newman, who place the series of eleven sequentially predictable events on a continuum from conception to death, each with a task to be mastered.

Erikson/Newman and Newman identified eleven stages which are listed as follows:

|    | Life Stage        | Age                 | Psychosocial Crisis                        |
|----|-------------------|---------------------|--|
| 1  | Prenatal          | Conception to Birth |  |
| 2  | Infancy           |                     | Basic Trust vs. Basic Mistrust             |
| 3  | Toddlerhood       |                     | Autonomy vs. Shame and Doubt               |
| 4  | Early School Age  | 4 - 6               | Initiative vs. Guilt                       |
| 5  | Middle School Age | 6 - 12              | Industry vs. Inferiority                   |
| 6  | Early Adolescence | 12 - 18             | Group Identity vs. Alienation              |
| 7  | Later Adolescence | 18 - 22             | Individual Identity vs. Identity Confusion |
| 8  | Early Adulthood   | 22 - 34             | Intimacy vs. Isolation                     |
| 9  | Middle Adulthood  | 34 - 60             | Generativity vs. Stagnation                |
| 10 | Later Adulthood   | 60 - 75             | Integrity vs. Despair                      |
| 11 | Very Old Age      | 75 until death      | Immortality vs. Extinction                 |

The third major concept is the health-illness continuum comprised of four focal positions, which are maximum health, health, illness, and death.

Maximum Health                      Health                      Illness                      Death

1. Maximum health is the attainment of the full potential of an individual, family, group, or community. It is the absence of symptoms, the individual's perception of maximum well-being, and the ability to perform roles and tasks.
2. Health is the partial attainment of the full potential of an individual, family, group, or community. It is the absence of symptoms, the individual's perception of well-being, and the ability to perform most roles and tasks.
3. Illness is the failure to attain the potential of an individual, family, group, or community. It is the presence of symptoms, the individual's perception of poor health, and the inability to perform roles and tasks.
4. Death is the permanent cessation of all functions.

The fourth concept is the nursing process, which is a systematic problem solving method used by nurses. The five basic steps of the nursing process are: assessment, diagnosis, planning, implementation, and evaluation.

1. Assessment: Continuously and deliberately collect, verify and communicate data concerning the client.
2. Analysis/Diagnosis: Identify strengths and resources, diagnose actual health-illness (Nursing) problems, predict potential problems by analysis and interpretation of evidence-based information.
3. Plan: Establish client-centered goals and outcomes based on priorities of care identified in collaboration with client, family, and other members of the multidisciplinary healthcare team. Develop individualized nursing interventions and teaching plans to achieve the goals established.
4. Implementation: Assess readiness to act and initiate nursing caring interventions and teaching plans to achieve prioritized client goals and outcomes. Document and communicate with clients, families, and members of the multidisciplinary healthcare team.
5. Evaluation: Evaluate client responses to interventions and modify plan of care as needed. Collaborate with clients, families, and members of the multidisciplinary healthcare team to determine attainment of goals and outcomes and factors that promote or impede goal achievement.

Reassess nursing diagnoses to determine the need for continuing, modifying, or terminating the plan of care.

The fifth major concept of the Conceptual Framework is the role of the associate degree nurse.

These three roles of the nurse are:

1. Provider of Care
2. Manager of Care
3. Member within the Discipline of Nursing

These five major concepts of the RCC ADN conceptual framework are schematically represented in a model that is organized using a circular pattern. There are five circles each representing one of the major concepts. These circles are movable thus allowing faculty, students, and others to demonstrate the changing relationship between the sub-concept within each major concept. The mobility of the model allows for the development of an understanding of the complexities inherent in each of the major concepts used in the nursing program. This ability of the model also allows understanding of the continuous changing biopsychosocial and spiritual needs of the client.

ADN PROGRAM HISTORICAL SUMMARY: 1957-Present

- Spring 2008      Awarded California Community College Capacity Building and Enrollment Grant as well as The Song Brown Family Practice Grant.
- Fall 2007        ADN Program Enrollment all time high: 390 students.
- Fall 2007        RCCD Nursing Program receives statewide recognition earning the California Community College Chancellor's Technology Access Award.
- Fall 2007        HRSA Nursing Education, Practice and Retention Grant (\$1,092,983) awarded to continue Student Outcome Specialist (SOS) role, increased enrollment, and flexible LVN to ADN program.
- Fall 2007        New Assistant Director/Program Chair: Dr. Anita Kinser.
- Summer 2007    President of City Campus, Dr. Linda Lacy; Interim RCCD Chancellor, Dr. James Buysse.
- Spring 2007     Continuing Dean/Director School of Nursing: Dr. Sandra Baker
- Spring 2007     Additional Song Brown Nursing Grant obtained to fund one faculty position at MEC. Total enrollment in ADN program is 370 students. An augmentation to Capacity Building grant will allow 20 additional Nursing 1 students at MEC in Fall. New School of Nursing building due to break ground July 2009.
- Fall 2006        Extension ADN Nursing Program at March Education Center funded by a \$1.6 million California Community Colleges Chancellor's Office Capacity Building for Nursing Program grant to increase enrollment in Nursing 1. Thirty additional Nursing 1 spaces and 20 additional Nursing 3 advanced placement positions created. Partnership with Riverside County Regional Medical Center to begin 20/20 program for advanced placement students. RCRMC funding one (1) clinical faculty position. Grant funding three (3) faculty positions with three categorical positions to be funded spring 2007 as program admissions increase.
- Song Brown Grant continues to fund two categorical faculty positions for RCCD School of Nursing.
- Fall 2006        Computerized nursing testing.
- Summer 2006    Nursing Dean position elevated to District Dean, School of Nursing: Dean/Director Sandra Baker.  
New position of Associate Dean, Nursing (full-time), Dr. Lisa Howard-York.  
Assistant Director/LVN to RN Flexible Program, Dr. Marie Colucci.
- Fall 2005        Successful NLNAC Reaccreditation through 2013.
- Fall 2005        ADN Program enrollment at all time high: 280 students.
- Fall 2005        Nursing Workforce Initiative Grant for \$71,969 awarded: will fund faculty position.

August 2005 HRSA Nurse Education, Practice and Retention: Career Ladder Grant awarded: \$798,919 over 3 years. Will fund equipment, increased enrollment costs, and initiate a video streamed LVN to ADN Program.

April 2005 Sandra Baker appointed Dean, School of Nursing.

Fall 2004 ADN State Enrollment Growth Funds for \$118,155 awarded.

Spring 2004 HRSA Construction Renovation/Equipment Grant for \$131,878 submitted to HRSA.

Spring 2004 Nursing 1 program enrollments increased from 50 to 60 in response to nursing shortage.

March 2, 2004 Measure C passed. Bond provides funds for facility improvements on District campuses, RCC, Moreno Valley, and Norco. Funding for School of Nursing Building.

Fall 2003 Evangeline Fawson elected ADN Program Chair (Assistant Director of the ADN Program).

June 2003 Sandra Baker appointed Interim Associate Dean/Director, Nursing Education.

April 2003 Successful BRN Reaccreditation.

Fall 2002 Nursing Enrollment Growth Funds granted to department for two more years.

October 2002 Celebrated 50 years of Nursing Education with reception. Participants included alumnae, President of BRN, Faculty Emeritus, Health Academy Local Legislative Representatives, and students. Book prepared by Nursing Education entitled "*Nursing Education Celebrating Fifty Years 1952-2002*" given to Dr. Rotella.

Summer 2002 Sharon Angrimson appointed Project Coordinator for the H-1B Grant.

Spring 2002 Sandra Baker re-elected Assistant Department Chair.

Winter 2002 Riverside County Economic Development Agency awarded H-1B Grant of \$2.3 million to facilitate career ladder in nursing. Dr. Marie Colucci appointed by President Rotella as Special Assistant to the President, Workforce Development.

Fall 2001 Nursing 1 program enrollments increased from 44 to 50 in response to nursing shortage. In addition, program enrollments increased in Nursing 2 from 48 to 60 and to 60 every semester in Nursing 3.

Summer 2001 H-1B Grant Proposal submitted through the Riverside County Economic Development Agency to the Department of Labor to facilitate the career ladder in nursing (C.N.A. to BSN). Partners include: California State University, Fullerton; Loma Linda University and Medical Center; Corona Regional Medical Center; Kaiser Permanente Medical Center (Riverside); Moreno Valley Medical Center; Riverside Community Hospital; and Riverside County Regional Medical Center.

Summer 1999 Sandra Baker elected ADN Program Chair (Assistant Director of the ADN Program).

Summer 1998 Dr. Donna Schutte appointed Dean/Director, Nursing Education.

Spring 1998 Kathryn Meglitsch-Tate elected Program Chair (Assistant Director of the ADN Program).

- 1997/1998 National League for Nursing and Board of Registered Nursing reaccreditations received.
- Summer 1997 Dr. Donna Schutte appointed Interim Director, Nursing Education and Dr. Marie Colucci elected Interim Program Chairperson.
- Fall 1996 Dr. Donna Schutte elected Program Chairperson (Assistant Director of the ADN Program).
- Spring 1995 Dr. Sue Kross was elected Dean/Director/Department Chairperson, Allied Health Programs.
- Jan. 1993 Board of Registered Nursing Reaccreditation visit, successful accreditation.
- 1993 Sharon Evans Angrimson was elected Dean/Director/Department Chair Allied Health Program. Dr. Marie Colucci was elected Program Chairperson (Assistant Director) of the ADN Program.
- Mar. 1992 Dr. Salvatore Rotella became President of the college. Departmental Chair organizational structure was revised and adopted by Riverside Community College.
- 1990-1992 Patricia Bufalino was the Associate Degree Nursing Chairperson. (Asst. Director)
- Nov. 1989 Successful NLN Reaccreditation through 1997.
- 1987 Successful BRN Reaccreditation.
- 1987-1990 Mrs. Sue Kross was the Associate Degree Nursing Chairperson. (Asst. Director)
- 1987-1994 Mrs. Sharon Evans Angrimson was the Dean of Allied Health. The Division of Nursing was encompassed in the Allied Health Program, which consisted of Associate Degree Nursing, Vocational Nursing, Emergency Medical Technician, Dental Technology, and Medical Assisting Programs. During these years, the nursing faculty revised and refined the basic curriculum and ADN-BSN articulation agreements. Excellent State Board passing rates remained consistent. Graduates functioned very competently in various clinical and leadership roles meeting health care needs in our community. RCC Nursing Alumni organized and supported the students. Numbers of students increased to meet the demands of a nursing shortage. There was a greater number in the pool of applicants for the nursing program (generic/transfer/career ladder). A greater number of multicultural students applied to the nursing program.
- 1986-1987 Dr. Dorothy Steck was the Dean of Nursing Education.
- 1985-1987 Mrs. Sharon Evans was the Associate Degree Nursing Chairperson. (Asst. Director)
- 1984-1985 Mrs. JoAnn Chasteen was the Dean of Nursing Education (Director of the ADN Program). Mrs. Pat Hora was the Associate Degree Nursing Chairperson (Asst. Director of the ADN Program).
- 1984 BRN Reaccreditation.
- 1981 First NLN Accreditation led by Dr. Brenda Davis.
- 1982-1983 Mrs. JoAnn Chasteen was the Department Chairperson of the Associate Degree Nursing Program (Assistant Director of the ADN Program).

- 1980-1982 Mr. Timothy Matthews was the Assistant Director of the Nursing Program.
- 1980-1984 Dr. Brenda Davis was the Dean of the Nursing Program and Allied Health (ADN, VN, EMT, and NA).
- 1980-1981 The conceptual framework model was revised to reflect Basic Human Needs, the Life Cycle, the Health-Illness Continuum, the Nursing Process, and Roles of Associate Degree Nurse. Level objectives were developed for each semester of the Associate Degree Nursing Program.
- 1979 BRN Reaccreditation.
- 1977-1980 Ms. Mary Fiorentino was the Director of the Nursing Program. Mrs. Dorothy Steck was the Assistant Director of the Nursing Program. Dr. Charles A. Kane was President of the College.
- 1978-1979 A curriculum was developed and implemented based upon the Life Cycle Model vs. the Stress-Adaptation Model.
- 1977 Mrs. Dorothy Steck was Interim Director and Chairperson of the Division of Nursing.
- 1976-1977 Dr. Brenda Davis was the Director and Chairperson of the Division of Nursing.
- 1976-1977 During the second semester nursing courses were developed which utilized multi-media learning modules.
- 1973 During the first semester, the Lippincott Learning System was utilized as an auto-tutorial strategy for students.
- 1972 Foster Davidoff was President of the College.
- 1968 Students were admitted to the Associate Degree Nursing program in both spring and fall semesters.
- 1964 The faculty implemented an integrated curriculum based upon the Stress-Adaptation Model vs. the Systems-Disease oriented model.
- 1963 Ralph Bradshaw was President of the College.
- 1959-1976 Mrs. Margaret Naegle Colangelo was the Director and Chairperson of the Division of Nursing.
- 1959 The first class to receive an Associate Degree in Nursing was graduated.
- 1958 The Associate Degree Nursing Program was accredited by the California Board of Nursing Education and Nurse Registration.
- 1957-1959 Ms. Glennis Burke was the Director and Chairperson of the Division of Nursing.
- 1957 The RCC Division of Nursing was established and students were admitted to the Registered Nurse Program. William Noble was President of the College.

APPENDIX B:

SCHOOL OF NURSING BUILDING





RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOURCES COMMITTEE MEETING  
October 14, 2008, 7:45 p.m.  
Board Room, AD122, Riverside City College

Committee Members: Mark Takano, Committee Chairperson  
Virginia Blumenthal, Vice Chairperson  
James L. Buysse, Vice Chancellor, Administration and  
Finance  
Melissa Kane, Vice Chancellor, Diversity and Human  
Resources  
Doug Beckstrom, Academic Senate Representative  
(Moreno Valley Campus)  
Tim Brown, Academic Senate Representative (Riverside)  
Patricia Worsham, Academic Senate Representative (Norco)  
Amber Casolari, CTA Representative (Riverside)  
Shari Yates, CTA Representative (Riverside)  
Mike Cluff, CTA Representative (Norco)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Tamara Caponetto, CSEA Representative (Norco)  
Tish Chavez, Confidential Representative (Riverside)  
Zulma Michaca, ASRCCD  
Meshay Brown, ASRCCD

AGENDA

VI. Board Committee Reports

B. Resources Committee

1. District Modular Projects - Moreno Valley Allied Health Sciences and  
Riverside City Campus - Change Order No. 1  
- The Committee to consider a change order for the Moreno Valley  
Allied Health Sciences and Riverside City Campus project.
2. Phase III Norco/Industrial Technology Building Project - Change Orders  
- The Committee to consider change orders relative to Phase III  
Norco/Industrial Technology Building project.
3. FY 2008-09 Budget - Public Hearing and Budget Adoption  
- The Committee to review the District's 2008-09 budget.
4. Comments from the public

Adjourn

Prepared by: Charlotte Zambrano  
Administrative Assistant,  
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: October 21, 2008

Subject: District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus – Change Order No. 1

Background: On March 18, 2008, the Board of Trustees approved the District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus. This project is intended to provide space for the expansion of Allied Health Sciences at the Moreno Valley campus and to support programs and renovation at the Riverside City campus.

On April 22, 2008 the Board of Trustees awarded a bid to Hinkley and Associates, Inc. to relocate modular buildings on the Riverside City campus to the Moreno Valley campus and to perform related site preparation work for these efforts.

Staff is now requesting that the Board of Trustees approve Change Order No. 1 for changes to the District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus. A description of change order work is noted in the attached Change Order Summary.

To be funded from the Board approved project budget (District Measure “C” Funds - Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Change Order No. 1 for the District Modular Projects – Moreno Valley Allied Health Sciences and Riverside City Campus in the amount of \$98,484.83 and authorize the Director of Capital Planning to sign the Change Order.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Orin L. Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

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

Riverside Community College District  
Facilities, Planning, Design and Construction  
District Modular Projects –  
Moreno Valley Allied Health Sciences and Riverside City Campus

CHANGE ORDER SUMMARY

Change Order: 1  
Contractor: Hinkley & Associates, Inc.

|                           |                     |
|---------------------------|---------------------|
| Approved Contract Amount: | \$ 3,456,789.00     |
| Change Order Amount:      | <u>\$ 98,484.83</u> |
| Revised Contract Sum:     | \$ 3,555,273.83     |

Change Order Description:

The work consists of data and power modifications at the Lovekin Complex per program change requested by the Riverside City campus. Additionally, to meet the District standard, an emergency telephone was added at the entrance ramp for Moreno Valley Allied Health Sciences.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: October 21, 2008

Subject: Phase III-Norco/Industrial Technology Project – Change Orders

Background: On October 17, 2006, the Board of Trustees approved an agreement with ProWest Constructors to provide multiple prime construction management services for the Phase III-Norco Industrial Technology Center. On December 11, 2007 the Board of Trustees approved thirty-two (32) construction trade contractors for the multiple prime delivery method. The individual contractors will complete construction services throughout the Phase III-Norco/Industrial Technology Project.

Staff is now requesting Board approval of Change Orders for changes to the Phase III-Norco/Industrial Technology Project for the following contractors:

- D.F. Perez Construction Inc. \$38,664.76
- Donald M. Hoover \$ 1,097.00
- Inland Building Construction Companies, Inc. \$ 6,856.00
- Munson Plumbing, Inc. \$ 157.69
- Risher Sutherland, dba United Contractors \$ 1,945.00
- West-Helm Construction, Inc. \$15,130.32
- Western Rim Constructors, Inc. \$ 1,692.13

A description of change order work is noted in the attached Change Order Summary.

To be funded from the Board approved project budget (State Construction Act Funds – Resource 4100 and District Measure “C” funds - Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Change Orders for the Phase III-Norco/Industrial Technology Project for D.F. Perez Construction Inc. - \$38,664.76, Donald M. Hoover - \$1,097, Inland Building Construction Companies, Inc. - \$6,856, Munson Plumbing, Inc. – \$157.69, Risher Sutherland, dba United Contractors - \$1,945, West-Helm Construction, Inc. - \$15,130.32 and Western Rim Constructors Inc. - \$1,692.13 and authorize the Director of Capital Planning to sign the Change Orders.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Orin L. Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

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

Riverside Community College District  
Facilities, Planning, Design and Construction  
Phase III-Norco/Industrial Technology Project

CHANGE ORDER SUMMARY

Change Order: 2  
Contractor: D.F. Perez Construction, Inc.

|                           |                     |
|---------------------------|---------------------|
| Approved Contract Amount: | \$ 1,053,635.30     |
| Change Order Amount:      | <u>\$ 38,664.76</u> |
| Revised Contract Sum:     | \$ 1,092,300.06     |

Change Order Description:  
The work consists of concrete panel embedment's, overtime for concrete pour and supply of rebar couplers for grade beam.

Change Order: 1  
Contractor: Donald M. Hoover

|                           |                    |
|---------------------------|--------------------|
| Approved Contract Amount: | \$ 183,000.00      |
| Change Order Amount:      | <u>\$ 1,097.00</u> |
| Revised Contract Sum:     | \$ 184,097.00      |

Change Order Description:  
The work consists of flooring change in the MDF and IDF rooms from vinyl to VPI Conductile static flooring.

Change Order: 1  
Contractor: Inland Building Construction Companies, Inc.

|                           |                    |
|---------------------------|--------------------|
| Approved Contract Amount: | \$ 269,800.00      |
| Change Order Amount:      | <u>\$ 6,856.00</u> |
| Revised Contract Sum:     | \$ 276,656.00      |

Change Order Description:  
The work consists of door changed from a pair of doors to a single door and expediting of HM door frames for the North Building due to construction sequencing scheduling concerns.

Change Order: 1  
Contractor: Munson Plumbing, Inc.

|                           |                  |
|---------------------------|------------------|
| Approved Contract Amount: | \$ 359,000.00    |
| Change Order Amount:      | <u>\$ 157.69</u> |
| Revised Contract Sum:     | \$ 359,157.69    |

Change Order Description:  
The work consists of revision of Laboratory Classrooms.

Riverside Community College District  
Facilities, Planning, Design and Construction  
Phase III-Norco/Industrial Technology Project

CHANGE ORDER SUMMARY (continued)

Change Order: 1  
Contractor: Risher Sutherland, dba United Contractors

|                           |                    |
|---------------------------|--------------------|
| Approved Contract Amount: | \$ 127,000.00      |
| Change Order Amount:      | <u>\$ 1,945.00</u> |
| Revised Contract Sum:     | \$ 128,945.00      |

Change Order Description:  
The work consists of furnishing and installment of (2) Lane-Aire standard roof hatches.

Change Order: 1  
Contractor: West-Helm Construction, Inc.

|                           |                     |
|---------------------------|---------------------|
| Approved Contract Amount: | \$ 68,000.00        |
| Change Order Amount:      | <u>\$ 15,130.32</u> |
| Revised Contract Sum:     | \$ 83,130.32        |

Change Order Description:  
The work consists of install of additional wood nailer at detail 1/7.01.

Change Order: 1  
Contractor: Western Rim Constructors, Inc.

|                           |                    |
|---------------------------|--------------------|
| Approved Contract Amount: | \$ 396,235.00      |
| Change Order Amount:      | <u>\$ 1,692.13</u> |
| Revised Contract Sum:     | \$ 397,927.13      |

Change Order Description:  
The work consists of additional forms and concrete to pour the curbs at the Southeast Parking Lot. Remove and install new speed bumps in new crosswalk. Temporary construction ramp encroached, therefore additional excavation performed to obtain the proper layback for safety.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: October 21, 2008

Subject: FY 2008-09 Budget - Public Hearing and Budget Adoption

Background: At its October 21, 2008, meeting, the Board of Trustees is scheduled to consider adoption of the RCCD budget for the 2008-09 fiscal year. On October 14, 2008, a review and discussion of the budget is scheduled for the Board's Resources Committee meeting.

As the staff just received detailed information about the District's budget and the overall State budget environment at the October 6<sup>th</sup> System Office Statewide Budget Workshop, we are at the time of this writing still engaged in finalizing the District budget. We will make every effort to distribute budget information as much in advance of the Resources Committee meeting as possible.

Irving G. Hendrick  
Interim Chancellor

Prepared by: James L. Buysse  
Vice Chancellor  
Administration and Finance



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
PLANNING COMMITTEE  
October 14, 2008–6:45 p.m.  
Board Room AD122, Riverside City College

Committee Members: Janet Green, Committee Chairperson  
Mark Takano, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness  
Doug Beckstrom, Academic Senate Representative, (Moreno Valley)  
Lee Nelson, Academic Senate Representative (Riverside)  
Tom Wagner, Academic Senate Representative (Norco)  
Karina Medel, ASRCCD Student Representative  
Edd Williams, CTA Representative (Moreno Valley)  
Joe Eckstein, CTA Representative (Norco)  
Mark Carpenter, CTA Representative (Riverside)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Ginny Haguewood, CSEA Representative (Riverside)

AGENDA

VI. Board Committee Reports

C. Planning

1. Riverside Community College District Strategic Plan 2008-2012  
- The Committee to review the District Strategic Plan 2008-2012 and District Mission Statement.
2. Food Services Remodel – Moreno Valley Campus  
- The Committee to be provided with a design presentation for the Moreno Valley Campus Food Services Remodel Project and to review the final budget for the project.
3. Comments from the public.

Adjourn

Prepared by: Naomi Foley  
Administrative Assistant  
Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-1

Date: October 21, 2008

Subject: Riverside Community College District Strategic Plan 2008-2012

Background: Presented for the Board's review and consideration is the District Strategic Plan 2008-2012, which includes a revised District mission statement. A presentation was given to the Planning committee reviewing the draft District Strategic Plan 2008-2012 on September 9, 2008. The Plan was approved by the Moreno Valley, Norco, and Riverside Academic Senates. The Plan was approved by the District Strategic Planning Committee on September 26, 2008.

Recommended Action: It is recommended that the Board of Trustees approve the District Mission Statement and the District Strategic Plan 2008-2012.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Kristina Kauffman  
Associate Vice Chancellor, Institutional Effectiveness

# RIVERSIDE COMMUNITY COLLEGE DISTRICT



## STRATEGIC PLAN 2008 - 2012

**FINAL DRAFT**  
09/29/08

<http://www.academic.rcc.edu/strategicplan>

# CHANCELLOR'S MESSAGE

Looking four years into the future, the board, administration, faculty, and staff of the Riverside Community College District face the unprecedented prospect of beginning the 2008/09 academic year as one college, but ending the 2011/12 academic year as a three-college district.

The results of our strategic planning since 2001 have transferred our identity from Riverside Community College, with an accredited core operation in Riverside and two expanding centers in Moreno Valley and Norco, to a district in which the latter two campuses have now advanced from eligibility for accreditation status to candidacy. A central outcome of the strategic plan outlined in this report is to achieve initial accreditation for what we expect will become Moreno Valley College and Norco College by 2010. Reaching this mark will test our ingenuity, organizational skills, and abilities to implement a resource allocation model that serves nearly 40,000 students in western Riverside County.

Yet, we recognize that strong colleges are not defined solely by effective organizational structures and administrative processes. Rather, Riverside City College, along with its sister campuses in Moreno Valley and Norco, will continue to be known for the breadth and quality

of programs, by the strength of faculties, and, most importantly, by the success of students. This fundamental truth is recognized in the strategic themes presented in this plan.

Given our proud mission as a community college, we strive to open access to all who desire a college education. We celebrate the knowledge and skills our students acquire here, whether they go on to transfer to four-year colleges and universities or enter the workforce and pursue careers that contribute to the growth, health, and advancement of our communities.

Irving G. Hendrick  
Interim Chancellor



# MISSION

*Riverside Community College District is dedicated to the success of our students and to the development of the communities we serve.*

*To advance this mission, our colleges and learning centers provide educational and student services to meet the needs and expectations of their unique communities of learners.*

*To support this mission, District Offices provide our colleges with central services and leadership in the areas of advocacy, resource development, and planning.*



# VISION & VALUES

## VISION

The Riverside Community College District is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

## VALUES

### Recognition for Our Heritage of Excellence

*We embrace the district's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.*

### Passion for Learning

*We believe in teaching excellence and student centered decision-making. We value a learning environment in which staff and students find enrichment in their work and achievements.*

### Respect for Collegiality

*We recognize the pursuit of learning takes the contributions of the entire district community, as well as the participation of the broader community. We believe in collegial dialogue that leads to participatory decision-making.*

### Appreciation of Diversity

*We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity. We value the richness and interplay of differences. We promote inclusiveness, openness, and respect to differing viewpoints.*

### Dedication to Integrity

*We are committed to honesty, mutual respect, fairness, empathy, and high ethical standards. We demonstrate integrity and honesty in action and word as stewards for our human, financial, physical and environmental resources.*

### Commitment to Community Building

*We believe the District is an integral part of the social and economic development of our region, preparing individuals to better serve the community. We believe in a community-minded approach that embraces open communication, caring, cooperation, transparency, and shared governance.*

### Commitment to Accountability

*We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.*

# ABOUT THE DISTRICT

Riverside Community College District has a student population of over 30,000 students and serves the residents of Western Riverside County from three interrelated campus/colleges in the cities of Riverside, Norco/Corona, and Moreno Valley. The District's service area is over 440 square miles with a wide range of social, economic and ethnic diversity in one of the most rapidly growing counties in the state.

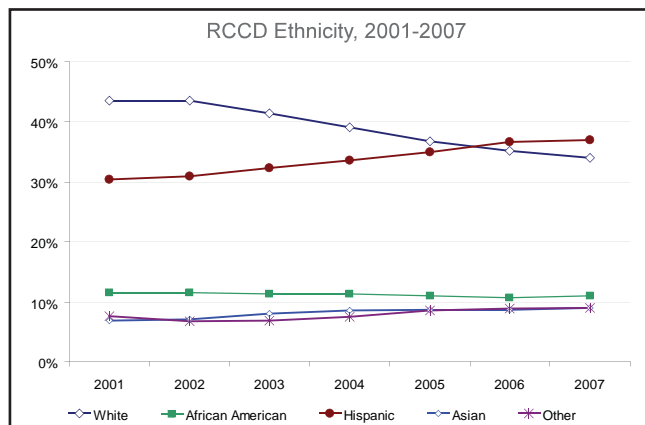
## STUDENTS

### DEMOGRAPHICS

- over 60% of our students are under 25
- 60% are female
- 72% of RCCD students attend part-time (less than 12 units)

### ACADEMIC CHALLENGES

- 76% of the first-time freshmen need at least one remedial course based on their placement recommendations
- The majority of students in the RCCD feeder school districts scored either "Basic" or "Below Basic / Far Below Basic" on the 2007 California Language Arts Standards Tests

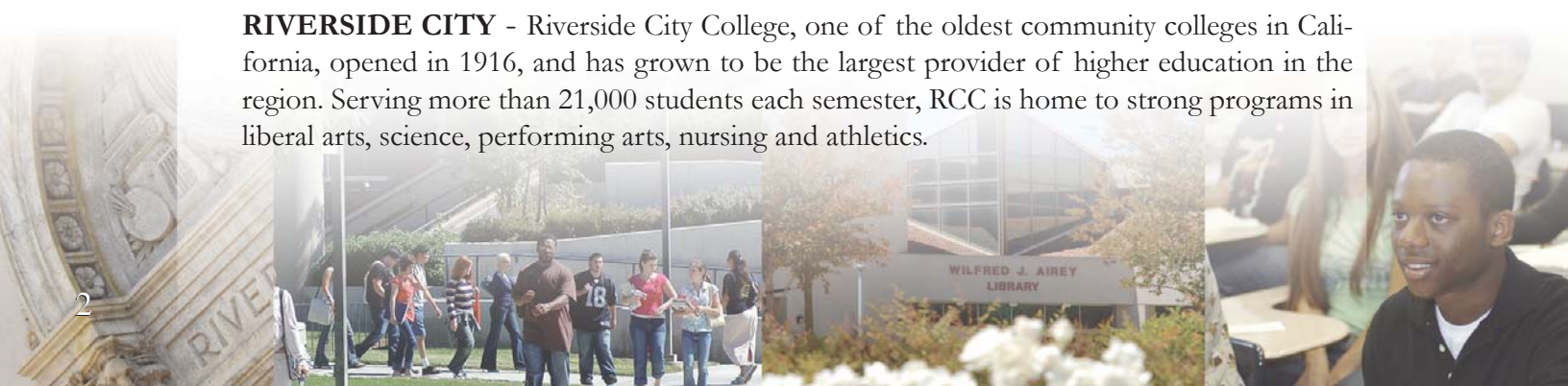


## CAMPUSES

**MORENO VALLEY** - Serving Riverside County's second largest city and surrounding communities, the Moreno Valley Campus offers high quality university-transfer programs as well as emphasis on career and technical programs with a particular focus on health and public services to more than 9,000 students each semester.

**NORCO** - Norco Campus serves approximately 10,000 students, providing daytime, evening, weekend and online course offerings. Norco's vision statement describes the Campus as "a dynamic center for learning, student success, cultural enrichment and community development and an innovative leader in providing relevant, accessible and affordable educational programs."

**RIVERSIDE CITY** - Riverside City College, one of the oldest community colleges in California, opened in 1916, and has grown to be the largest provider of higher education in the region. Serving more than 21,000 students each semester, RCC is home to strong programs in liberal arts, science, performing arts, nursing and athletics.



## SHARED COMMITMENTS

*Core Curriculum*

*Student Contract*

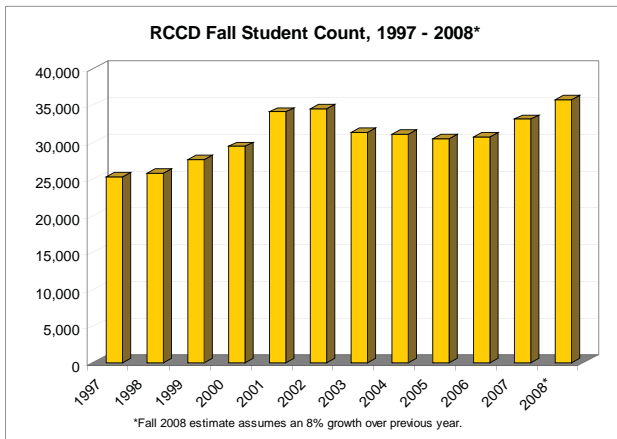
*Academic Calendar*

*Faculty and Staff Contracts*

## DISTRICT OFFICES

The District Offices facilitates the work of its colleges and learning centers through provision of human, physical, financial, infrastructure and intellectual resources. More specifically the district offices currently provide:

- Organizational Leadership
- Advocacy and Engagement
- Coordination with Collective Bargaining Agents
- Resource Development and Management
- Coordination of District-wide Curriculum and Support for Instruction
- Assistance with Accreditation, Grant, Contract and Legal Mandate Compliance
- Research and Planning Support
- Institutional Reporting
- Campus Police Services
- Facilities Project Management
- Diversity and Human Resource Management
- Community Education
- Economic Development
- Marketing
- Information Technology Infrastructure Management including the Infrastructure to Support Technology Mediated Instruction



# ENVIRONMENTAL SCANS

In January 2007, Dr. Charles McIntyre was hired by the District to perform three tasks:

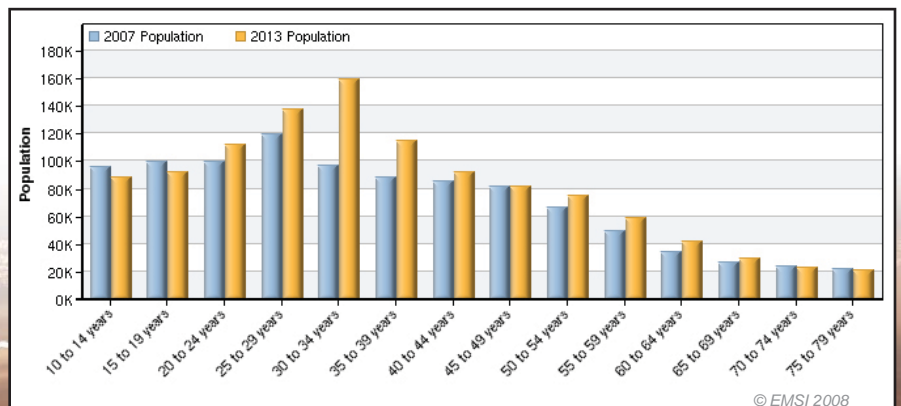
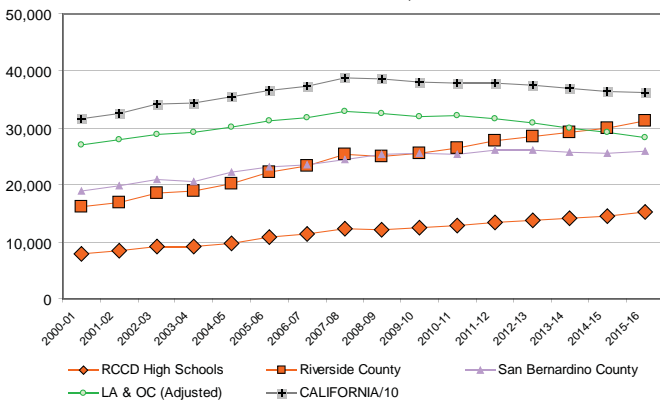
1. **External Scan** of conditions and educational needs of RCCD's students and communities
2. **Internal Scan** of conditions internal to RCCD including how well it is meeting the educational needs of its current students
3. **Scenarios and Simulations** of the enrollment implications of future scenarios

Environmental Scans were also performed by Mass Companies, Inc., and MDA Johnson Favaro as part of the Moreno Valley, Norco and Riverside City master plan processes.

## KEY FINDINGS

1. The region is experiencing **ROBUST GROWTH** averaging over 4% annually in last 15 years. Most of the growth in the region is due to domestic migration from other parts of the state and nation with the largest growth in unincorporated areas of the district. As a result, unlike most other parts of the state and the nation, the **number of high school graduates is increasing** each year and is likely to continue to grow through at least 2016.
2. The District's service area is **HIGHLY DIVERSE** in every sense including age, ethnicity, and household income.
3. Most **students arrive UNPREPARED** for college level work: 4 of every 5 students need remedial English Courses (1 in 5 ESL), and 97% need pre-collegiate math.
4. The District's **TRANSFER** rate is comparable to other colleges in the state and second in the region. Transfer students perform better than students who began at CSU or UC.
5. Approximately 75% of those who begin a vocational course complete it successfully, and those who complete certificates or degrees in **vocational areas** have ample potential **JOB OPPORTUNITIES** in the region.
6. The most significant cost students must consider when they choose to attend RCCD is the **COST OF TRANSPORTATION** in both time and gasoline.

HIGH SCHOOL GRADUATES, 2000-15





# STRATEGIC THEMES

1. Student Access
2. Student Success
3. Service to the Community
4. System Effectiveness
5. Financial Resource Development
6. Organizational and Professional  
Development

# STRATEGIC THEME ONE

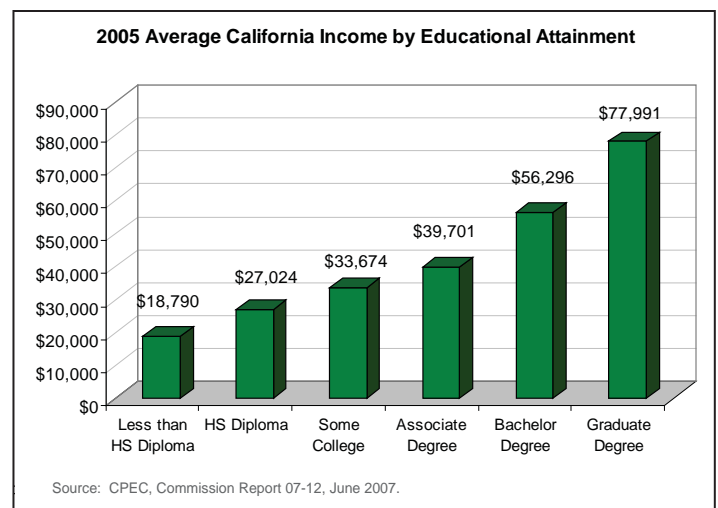
## STUDENT ACCESS

Backup VI-C-1  
October 21, 2008  
Page 8 of 20

Education is the vital pathway to meeting career and social challenges, seizing opportunities in the workplace, and obtaining an enhanced quality of life. Yet, the percentage of individuals, particularly those in the 18 to 24 age group, enrolled in college has not kept pace with the need for higher education. As an **open-access institution** and the largest provider of post-secondary education in its region Riverside Community College District recognizes the critical role and influence it has on the future of the region.

If we are to cultivate the educated society needed for 21st century job skills and global competitiveness, we must **increase awareness** about the benefits of a college education, particularly among younger students and those most at risk of unemployment. Research has shown that continuous enrollment from high school through college leads to greater goal completion as evidenced by higher levels of transfer, associate degree attainment, and completion of job skills training. Underrepresented minorities and members of low-income families still lag behind other groups in seeking and receiving a college education directly following high school. The District is strongly committed to serving all students, and special programs and support mechanisms are in place to **recruit and retain first-generation and at-risk students**.

While the price of tuition in Riverside Community College District is exceptionally low when compared to other institution of higher education, the District is very much aware that the cost of attending may also include lost wages, child care, and transportation. As a result RCCD is dedicated to providing **ease of access** through the continued establishment of neighborhood sites and **alternative ways of delivering instruction**.



# STRATEGIC THEME ONE

## STUDENT ACCESS

Backup VI-C-1  
October 21, 2008  
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### STRATEGIES

1. Promote visibility and greater awareness of the importance of college through innovative outreach programs and by promoting early awareness of the importance of college and academic skills.

**OUTCOME MEASURES:**

*District-wide survey; focus groups;  
increase in college going rate*

2. Increase the RCCD capture rate (percentage of HS students that attend RCCD after leaving HS) and the college going rate of high school students in the district by building stronger collaborations with K-12.

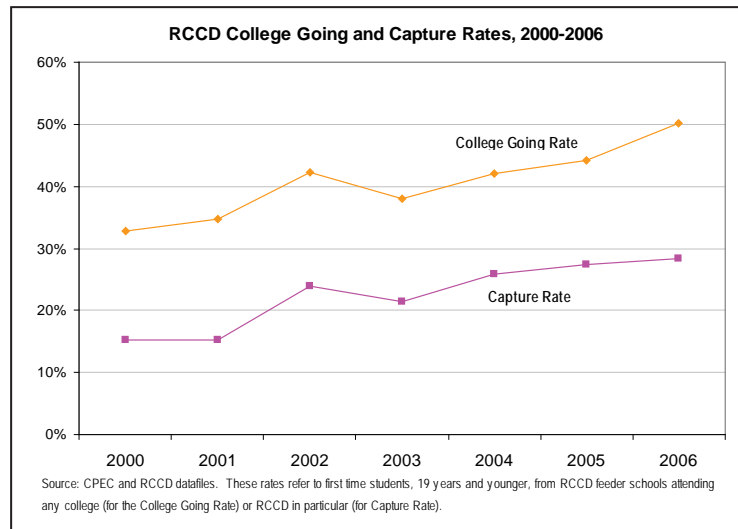
**OUTCOME MEASURE:**

*Capture rate for recent high school graduates*

3. Increase awareness that RCCD offers open access enrollment to all adults through outreach to underrepresented groups and through increased marketing of all aspects of the college, programs and district services.

**OUTCOME MEASURES:**

*Enrollment rates for first generation students,  
males, Latinos, African-Americans,  
Native Americans, adults over 24*



4. Expand services to students in outlying (unincorporated) areas which are the fastest growing in the district.

**OUTCOME MEASURES:**

*Capture rates in outlying high school districts;  
summary of new service locations*

5. Continue refinement of pre-enrollment processes including application, orientation, assessment and counseling.

**OUTCOME MEASURES:**

*Enrollment rate of students who apply;  
survey of non-enrolled students*

# STRATEGIC THEME TWO

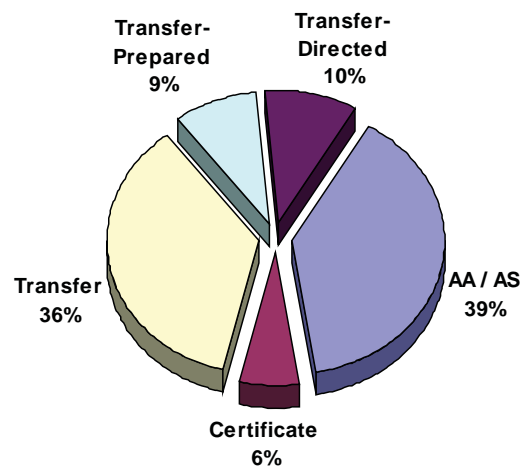
## STUDENT SUCCESS

Backup VI-C-1  
October 21, 2008  
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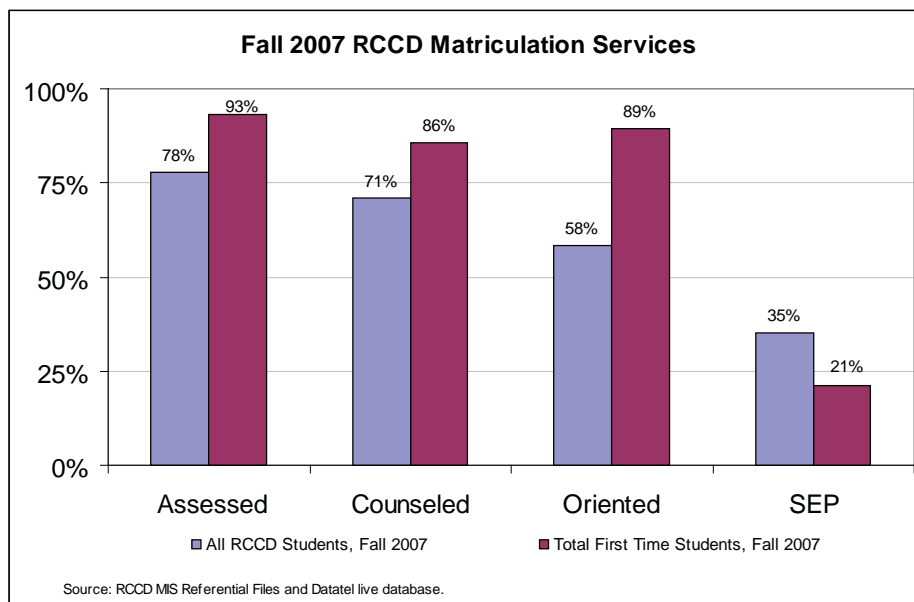
Riverside Community College District is **dedicated to the success of our students**. Success comes in many forms and the District facilitates achievement by offering numerous pathways and a variety of approaches to teaching and learning. The District is a recognized leader in the state in **online and hybrid course offerings** and in its use of student learning outcomes assessment to improve teaching and learning.

In addition, the District has identified model basic skills and **English as a Second Language programs** and is developing best practices for classrooms and labs. The District is committed to continue the **enhancement of basic skills education** and to ensure that all **faculty are equipped to facilitate learning** for all of our students.

**RCCD's Student Progress and Achievement Rate**  
*by category*



Source: ARCC Report, 2008. California Community Colleges Chancellor's Office.



# STRATEGIC THEME TWO

## STUDENT SUCCESS

Backup VI-C-1  
October 21, 2008  
Page 11 of 20

### STRATEGIES

1. Expand basic skills options and integrate basic skills development into general curriculum through: learning communities, paired courses, supplemental instruction, scheduling patterns to support success and by providing modes of instruction that support student learning preferences.

**OUTCOME MEASURE:**

*Baseline measures for developmental education and ARCC indicators*

2. Develop effective pathways for student success by encouraging all students to use student services, and promoting the completion of a Student Educational Plan (SEP).

**OUTCOME MEASURE:**

*Number of students who use student services and who have a current SEP*

3. Promoting degree and certificate completion in career and technical programs by expanding short term classes and programs to improve job skills.

**OUTCOME MEASURES:**

*Degree and certification completion rates in career and technical programs; persistence rates*

4. Increase transfer awareness, transfer readiness and transfer rates.

**OUTCOME MEASURES:**

*Faculty survey of transfer awareness concerns; increase in success rates in transfer level courses; increase in transfer ready students; increase in transfer rate to four year colleges*

5. Expand and improve instructional delivery modes including hybrid courses, online courses, short-term (fast track) classes and align delivery/timing of services to the needs of students.

**OUTCOME MEASURES:**

*Summary of instructional options; retention and success comparison for face-to-face, hybrid and online classes; enrollment rates for short-term courses; student satisfaction surveys*

6. Promote effective teaching and learning through ongoing identification of and assessment of student learning outcomes.

**OUTCOME MEASURE:**

*Annual SLO assessment reports*

7. Develop a rubric for evaluation of existing and prospective collaborations and partnerships.

**OUTCOME MEASURES:**

*Rubric for evaluation of collaborations and partnerships to determine their impact on student success*

8. Expand upon the definitions of student success to include non-traditional indicators of success and develop a rubric for assessing broad forms of student achievement.

**OUTCOME MEASURES:**

*Definitions of student success and rubric for assessing the degree of success based on those indicators; survey data*

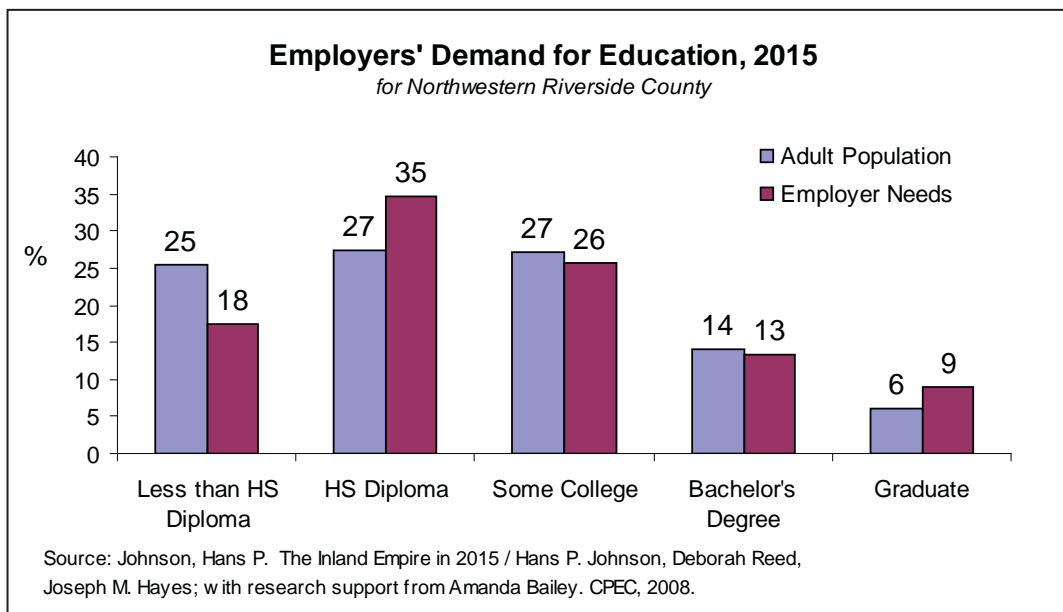
# STRATEGIC THEME THREE

## SERVICE TO THE COMMUNITY

Backup VI-C-1  
October 21, 2008  
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Businesses in the RCCD service area face considerable challenges. Local industries are looking for workers with vocational and trade skills, but the education of adults does not match the employer demands. At the same time, population gains in the Riverside area have outstripped gains in jobs for college graduates, an imbalance that has led to the region being one of the nation's largest commuter communities.

There is, however, considerable **demand for skilled labor**. The Inland Empire suffers from a significant deficit of high school graduates with vocational skills. The District is committed to provide an array of **educational services** to the local community empowering students to become **valuable contributors** to the economic and social life of the region.



# STRATEGIC THEME THREE

## SERVICE TO THE COMMUNITY

Backup VI-C-1  
October 21, 2008  
Page 13 of 20

### STRATEGIES

1. Analyze, refine and promote programs in Career and Technical Education, Economic Development and Community Education to improve competency and competitive capability of incumbent workers/residents through training and vocational skills preparation.

**OUTCOME MEASURE:**

*Employment surveys*

2. Foster economic growth and global competitiveness through high quality training and business development services that address the marketing needs of local business and expand international business and trading opportunities.

**OUTCOME MEASURES:**

*Change in existing sales, new jobs created, number of businesses trading internationally, amount of federal & state contracts awarded to local businesses*

3. Maintain and strengthen existing ties with community-based organizations while developing new productive relationships with additional community groups geared toward the enhancement of existing programs and consideration of new initiatives to address identified community needs.

**OUTCOME MEASURE:**

*Inventory of community activities engaged in by RCCD trustees, administrators, faculty, staff and students.*

4. Ensure that all geographic areas of the district have opportunities for personal enrichment and life-long learning through Community Education programs and other initiatives.

**OUTCOME MEASURE:**

*Inventory of programs and survey of participant satisfaction*

5. Respond to the needs of the region for social, cultural and political programs.

**OUTCOME MEASURE:**

*Inventory of programs and activities hosted by RCCD and its colleges*

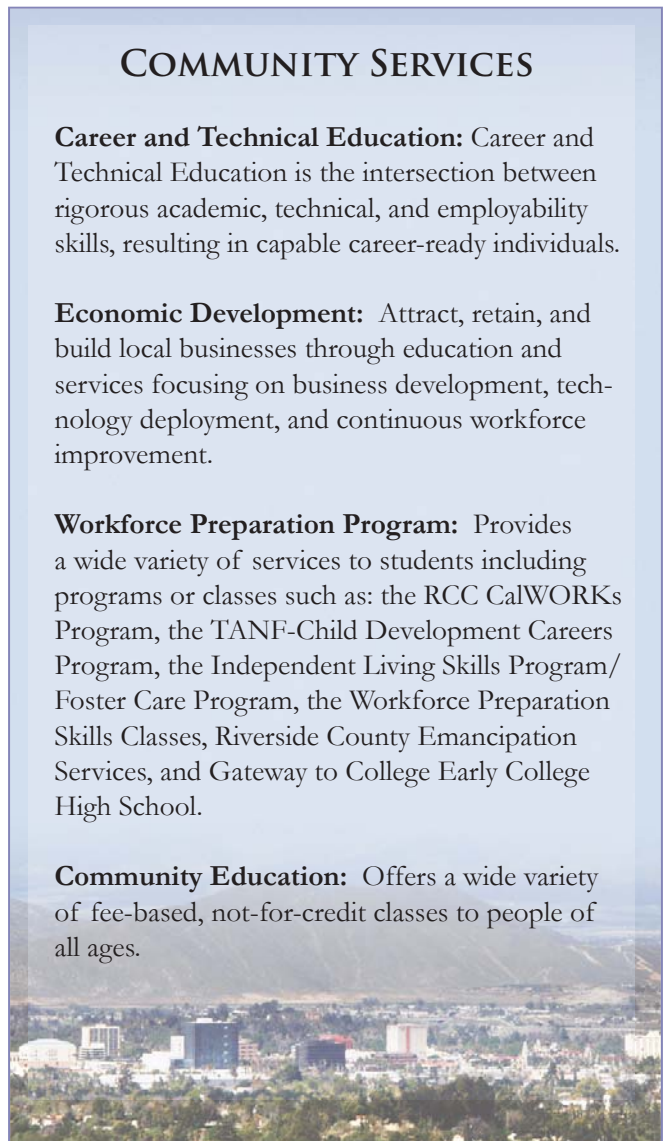
### COMMUNITY SERVICES

**Career and Technical Education:** Career and Technical Education is the intersection between rigorous academic, technical, and employability skills, resulting in capable career-ready individuals.

**Economic Development:** Attract, retain, and build local businesses through education and services focusing on business development, technology deployment, and continuous workforce improvement.

**Workforce Preparation Program:** Provides a wide variety of services to students including programs or classes such as: the RCC CalWORKs Program, the TANF-Child Development Careers Program, the Independent Living Skills Program/Foster Care Program, the Workforce Preparation Skills Classes, Riverside County Emancipation Services, and Gateway to College Early College High School.

**Community Education:** Offers a wide variety of fee-based, not-for-credit classes to people of all ages.



# STRATEGIC THEME FOUR

## SYSTEM EFFECTIVENESS

Backup VI-C-1  
October 21, 2008  
Page 14 of 20

Riverside Community College District is experiencing rapid growth and systemic change. The District plans to transition from a single-college, multi-campus institution, to a multiple-college, single-district structure. It is imperative that the transition make it possible for the District to better serve students as a result of growing structural diversity. **Effective coordination** of procedures and practices **reduces costs** and ensures valuable **participation in important decisions**. Increasing the effectiveness of the District frees up **human, physical, financial and intellectual resources** enabling an increasingly strong focus on student success.



### Currently Scheduled Construction Projects with location and earliest completion date:

1. Industrial Technology Building (Norco, 2009)
2. Soccer Field (Norco, 2009)
3. Network Operations Center (Moreno Valley, 2009)
4. Student Success Center (Norco, 2010)
5. Aquatics Center (Riverside, 2010)
6. Infrastructure and ADA Transition (All, 2010)
7. Nursing/Sciences Complex (Riverside, 2011)
8. Operations Center (Norco, 2011)
9. Wheelock Gymnasium, Seismic Retrofit (Riverside, 2012)
10. Phase III Student Academic Services (Moreno Valley, 2015)
11. School for the Arts (Riverside, TBA)
12. Life Sciences/Physical Science Reconstruction (Riverside, 2015)
13. Center for Health, Wellness and Kinesiology (Norco, 2015)
14. Health Science Center (Moreno Valley, 2015)





# STRATEGIC THEME FOUR

## SYSTEM EFFECTIVENESS

Backup VI-C-1  
October 21, 2008  
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### STRATEGIES

1. Develop an effective and accredited three college district that is highly responsive to the unique needs of each college's service area and maximize economies of scale and service to students:
  - Decentralize responsibilities and authority to the campuses in accordance with an agreed upon timetable and funding plan
  - Maintain the benefits of a common core curriculum while effectively serving the unique needs of each college's community
  - Establish and maintain common baseline standards for physical and technological infrastructure, including total cost of ownership.

**OUTCOME MEASURES:**

*Accreditation of Norco and Moreno Valley; establishment of and assessment of responsiveness to timetables for decentralization; establishment of common baseline technical and facilities standards*

2. Enhance and institutionalize operational and strategic planning processes that are deliberative, systematic and data driven, complement the district and campus strategic and master plans, and effectively prioritize new and ongoing resource needs.

**OUTCOME MEASURES:**

*Establishment of practices and procedures; integration of campus and district priorities identified in program review and campus/district master plans*

3. Institutionalize a budget allocation model that is data driven and informed by planning priorities.

**OUTCOME MEASURES:**

*Degree to which the criteria set forth in the budget allocation model are achieved.*

4. Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between campuses and centers to best serve students.

**OUTCOME MEASURES:**

*Increase in overall fill rates; decrease in percent of classes cancelled; increase in overall WSCH to FTEF; decrease in time to degree/certificate completion*

5. Develop an integrated marketing plan that is aligned with the district and campus strategic planning processes.

**OUTCOME MEASURES:**

*Approved and implemented marketing plan that results in an increased level of contacts and awareness as defined through the strategic planning process*

6. Continue ongoing assessment and refinement of educational technology standards and future needs, including the use of innovative, hosted solutions for functions currently provided by Information Services.

**OUTCOME MEASURES:**

*Ongoing assessment of what is available in the market place, successful implementation of current and new technologies, resulting in satisfied users and cost savings.*

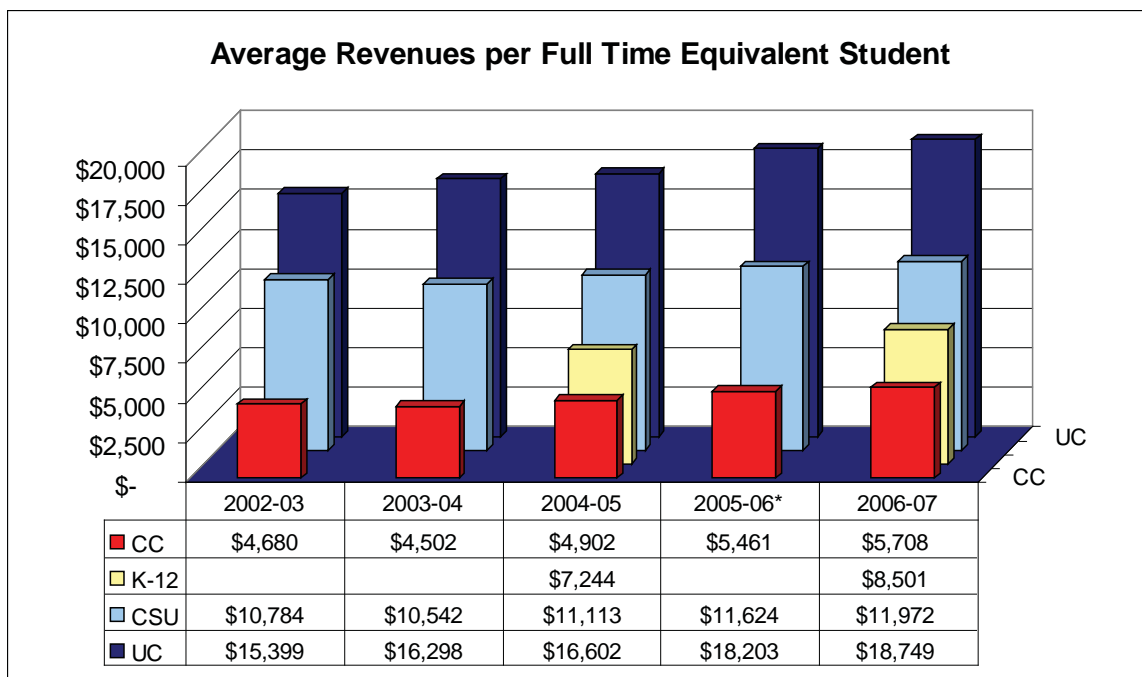
# STRATEGIC THEME FIVE

## FINANCIAL RESOURCE DEVELOPMENT

Backup VI-C-1  
October 21, 2008  
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The District is committed to seeking expansion of all possible sources of revenue to support student learning. State funds and local property taxes account for more than 75 percent of funding. In order to provide long-term stability to district and college operations, **resource diversification** is crucial. In recent years the District has been very successful at receiving federal and state **grants** and is committed to continuing to seek such sources of revenue. **Industry partnerships**, contract education, and **foundation support** continues to be vital to the district's ability to fulfill its mission.

The California Community Colleges rank among the lowest in the nation in terms of full-time equivalent student funding. In addition, community colleges, which provide most of the first responders, nurses and other vital skills to the state are funded at substantially lower levels than other segments of California education (see chart below). The District is committed to continuing its **lobbying efforts** in support of community colleges in general and the district in particular.



*Data compiled from: CPEC fiscal profiles 2004, and 2006; California Community College League: Fast Facts 2008*

# STRATEGIC THEME FIVE

## FINANCIAL RESOURCE DEVELOPMENT

Backup VI-C-1  
October 21, 2008  
Page 17 of 20

### STRATEGIES

1. Advocate for increased overall state apportionment and a differential funding model for high cost programs in critical career and technical education programs.

**OUTCOME MEASURE:**

*Increases in funding*

2. Advocate for changes in how grant funded square footage impacts inventory and future construction.

**OUTCOME MEASURE:**

*Assessment of changes in the funding model*

3. Integrate resource development efforts by RCCD Foundation, bond measures and external sources with District strategic planning and resource allocation processes.

**OUTCOME MEASURE:**

*Degree to which priorities identified are addressed by resource development efforts*



## ORGANIZATIONAL & PROFESSIONAL DEVELOPMENT

Community College faculty, staff and administrators face an increasingly complex array of educational and service needs necessitating a major commitment to human resource development in at least five broad areas:

- **recruitment** of a qualified and diverse workforce;
- **leadership development**;
- professional development particularly in the area of how best to facilitate **student learning** and **assessment** in all areas including basic skills;
- **technology training**; and
- **organizational development** to prepare faculty, staff and administrators to effectively evaluate data, participate in strategic planning, and cope with rapid change.



# STRATEGIC THEME SIX

## ORGANIZATIONAL & PROFESSIONAL DEVELOPMENT

Backup VI-C-1  
October 21, 2008  
Page 19 of 20

### STRATEGIES

1. Expand the District's capacity to recruit a qualified and diverse workforce and increase the percentage of full-time faculty and staff.

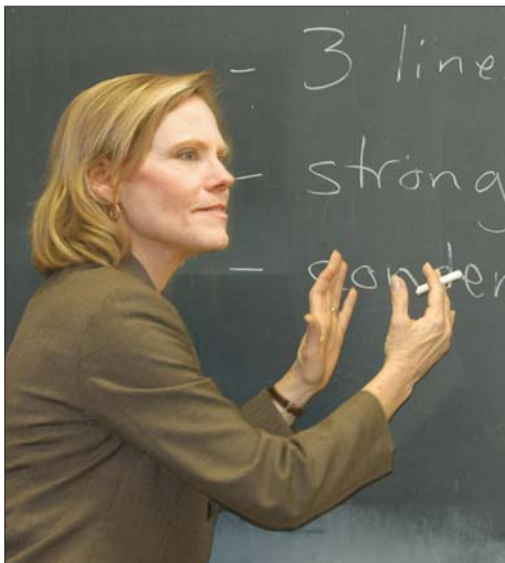
**OUTCOME MEASURES:**

*Increase in the percentage of full-time faculty and full-time staff; increase outreach and recruitment of diverse candidates*

2. Recruit, select and expand the skills of faculty who are dedicated to teaching students at all developmental levels regardless of their discipline.

**OUTCOME MEASURES:**

*Increase in the percentage of faculty who report dedication to teaching students at all developmental levels and who report increases in their skill set enabling them to effectively facilitate learning for developmental students*



3. Develop methodologies to evaluate and adjust employee assignments in order to enhance the district's capacity to respond to change by implementing effective approaches to training, reclassifying and retaining staff within Title 5 guidelines regarding recruitment.

**OUTCOME MEASURE:**

*Increases in staff retention and satisfaction*

4. Foster the development of effective management and leadership skills for faculty and staff and secure pathways for leadership development.

**OUTCOME MEASURES:**

*List of professional development opportunities in management and leadership; survey of attendees; increase in the number of people involved in leadership at all levels; increase in the percentage of current employees who apply for promotional opportunities within the District*

5. Enhance development and training opportunities for all employees to meet the mission, vision and values of the district.

**OUTCOME MEASURES:**

*Increase in number of development and training opportunities; survey of employee knowledge of the mission, vision and values of the District*

#### THE EVOLUTION OF THIS STRATEGIC PLAN:

- District Strategic Planning Committee - charge to create a new statements of Vision, Values and Mission; establishment of working group - April 2008
- Management Association Retreat - brainstorm Vision and Values - April 2008
- Working Group - refine Vision, Values and draft initial Mission Statement - April 2008
- Academic Senates for each campus - comment on Vision, Values and Mission Statement May 2008
- Working Group - brainstorm Strategic Themes, Strategies and Outcomes - April - May 2008
- Campus Strategic Planning Committees - comment on Strategic Themes, Strategies and Outcomes - May 2008
- Working Group - refine the document - May 2008
- District Strategic Planning Committee - comment on the work thus far - May 2008
- Working Group - polish the document - June 2008
- District Strategic Planning Committee - tentative approval of the draft document - June 2008
- Dissemination of draft to faculty - August 2008
- Board of Trustees - review of the document as an Information Item - September 2008
- Draft returned to campus Academic Senates and District Strategic Planning Committee for approval - September 2008
- Submitted to the Board of Trustees for approval - TBA

#### DOCUMENTS AND DATA WHICH INFORMED THE DISCUSSION INCLUDE AMONG OTHERS:

- Community Surveys for: Bond Issue, Foundation, Master Plans for Each Campus
- Environmental Scan: External, Internal and Simulations
- Master Plans, Educational Plans and Facilities Plans for Each Campus
- Riverside Community College District Fact Book
- Strategic Initiatives for the District and for Each Campus
- Strategic Plan for the California Community Colleges

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-2

Date: October 21, 2008

Subject: Food Services Remodel – Moreno Valley Campus

Background: On November 21, 2006, the Board of Trustees approved the Food Services Remodel Project at the Riverside City and Moreno Valley campuses. On March 20, 2007, the Board of Trustees approved Higginson + Cartozian Architects, Inc. (HCA) to provide design and engineering services to prepare plans and specifications for the two campuses.

A design presentation for the Food Services Remodel Project at the Moreno Valley campus was provided to the Board's Planning Committee at its October 14, 2008, meeting.

Additionally, staff is now requesting the Board of Trustees approval of the final project budget for the Food Services Remodel at the Moreno Valley campus in the amount of \$3,500,000. This project would be funded by District Measure "C" Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the Food Services Remodel Project - Moreno Valley campus budget in the amount of \$3,500,000, and authorize the use of Measure "C" funds.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Monte Perez  
President  
Moreno Valley Campus

Debbie DiThomas  
Interim Vice Chancellor  
Student Services and Operations

Orin L. Williams  
Associate Vice Chancellor  
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
GOVERNANCE COMMITTEE MEETING  
October 14, 2008, 7:15 p.m.  
Board Room, AD122, Riverside City College

Committee Members: Virginia Blumenthal, Committee Chairperson  
José Medina, Vice Chairperson  
Irving Hendrick, Interim Chancellor  
Chris Carlson, Chief of Staff/Executive Assistant to the  
Chancellor  
Doug Beckstrom, Academic Senate Representative  
(Moreno Valley Campus)  
Richard Mahon, Academic Senate Representative  
(Riverside)  
Deborah Tompsett-Makin, Academic Senate  
(Norco)  
Steven Bishop, ASRCC Student Representative  
Anette Guldhammer, CTA Representative (Moreno Valley)  
Dariush Haghighat, CTA Representative (Riverside)  
Mark Sellick, CTA Representative (Riverside)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Jim Sutton, CSEA Representative (Norco)

AGENDA

VI. Board Committee Reports

1. Revised Board Policies – First Reading  
- The Committee to consider Board Policies submitted for first reading.
2. Comments from the public

Adjourn

Prepared by: Michelle Haeckel  
Administrative Secretary III, Chancellor's Office



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: October 21, 2008

Subject: Revised Board Policies – First Reading

Background: In keeping with our current process of updating our current Board Policies and adopting new Policies, the items below come before the Board for first reading.

Board of Trustees

Policy 2345 – Participation at Board Meetings – Updates and replaces Policy 1036

Policy 2710 – Conflict of Interest. This is a new policy for the District.

Policy 2712 – Conflict of Interest Code. Updates and replaces Policy 1080.

Policy 2725 – Board Member Compensation. This is a new policy for the District.

General Institution

Policy 3280 – Grants. This is a new policy for the District.

Policy 3310 – Records Retention and Destruction. Updates and replaces Policy 7060.

Policy 3410 – Nondiscrimination. Updates current policy based on changes in the law.

Policy 3430 – Prohibition of Harassment and Retaliation. Updates current policy based on changes in the law.

Policy 3505 – Disaster Preparedness/Emergency Operations Plan. This is a new policy for the District.

Academic Affairs

Policy 4231 – Grade Changes. This is a new policy for the District.

Student Services

Policy 5010 – Admissions. This is a new policy for the District.

Policy 5011 – Admission and Concurrent Enrollment of High School and Other Young Students. Updates and replaces Policy 6058.

Policy 5012 – International Students. Updates and replaces Policy 6068.

Policy 5015 – Residence Determination. This is a new policy for the District.

Policy 5020 – Non Resident Tuition. This is a new policy for the District.

Policy 5035 – Withholding of Student Records. This is a new policy for the District.

Policy 5040 – Student Records, Directory Information and Privacy. Updates and replaces Policy 6070.

Policy 5045 – Student Records: Challenging Content and Access Log. This is a new policy for the District.

Policy 5050 – Matriculation. Updates and replaces Policy 6091.

Policy 5052 – Open Enrollment. Updates and replaces Policy 5015.

Policy 5055 – Enrollment/Registration Priorities. Updates and replaces Policy 5000.

Policy 5075 – Course Adds and Drops. This is a new policy for the District.

Policy 5130 – Financial Aid. This is a new policy for the District.

Policy 5140 – Disabled Student Programs and Services. This is a new policy for the District.

Policy 5150 – Extended Opportunity Programs and Services. This is a new policy for the District.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-D-1

Date: October 21, 2008

Subject: Revised Board Policies – First Reading – Continued

Student Services (Continued)

Policy 5205 – Student Accident Insurance. This is a new policy for the District.

Policy 5210 – Communicable Disease. This is a new policy for the District.

Policy 5570 – Student Credit Card Solicitations. This is a new policy for the District.

Policy 5800 – Bookstore(s). This is a new policy for the District.

Policy 5850 – Vending Machines. Updates and Replaces Policy 7055.

Human Resources

Policy 7126 – Applicant Background Investigations and Reference Checks. This is a new policy for the District.

Policy 7130 – Compensation. This is a new policy for the District.

Policy 7140 – Collective Bargaining. Updates and replaces Policies 3024 and 4024.

Policy 7155 – Evaluation of President.

Policy 7234 – Overtime. Updates and replaces Policy 4027.

Policy 7260 – Classified Supervisors and Managers. This is a new policy for the District.

Policy 7310 – Nepotism. Updates and replaces Policies 3005 and 4005.

Policy 7335 – Health Examinations. This is a new policy for the District.

Policy 7345 – Catastrophic Leave Program. This is a new policy for the District.

Policy 7350 – Resignations. Updates and replaces Policy 1042.

Policy 7370 – Political Activity. This is a new policy for the District.

Policy 7371 – Personal Use of Public Resources. This is a new policy for the District.

Policy 7380 – Retiree Health Benefits. Updates and replaces Policies 3097 and 4097.

Policy 7385 – Salary Deductions. This is a new policy for the District.

Policy 7510 – Domestic Partners. This is a new policy for the District.

Policy 7515 – Group Benefits for Domestic Partners. Updates and replaces Policies 3030 and 4030.

Policy 7600 – District Police. This is a new policy for the District.

Recommended Action: It is recommended that the Board of Trustees accept for first reading Board Policies 2345, 2710, 2712, 2725, 3280, 3310, 3410, 3430, 3505, 4231, 5010, 5011, 5012, 5015, 5020, 5035, 5040, 5045, 5050, 5052, 5055, 5075, 5130, 5140, 5150, 5205, 5210, 5570, 5800, 5850, 7126, 7130, 7140, 7155, 7234, 7260, 7310, 7335, 7345, 7350, 7370, 7371, 7380, 7385, 7510, 7515 and 7600.

Irving G. Hendrick  
Interim Chancellor

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

**Riverside Community College District Policy**

**No. 2345**

**Board of Trustees  
DRAFT**

**BP 2345 PARTICIPATION AT BOARD MEETINGS**

**References:**

Education Code Sections 72121, 72121.5, and 72129;  
Government Code Sections 54950 et seq., especially 54954.2, 54954.3, 54956,  
54956.5, 54957.5, 54960.1, and 54960.5

It is the policy of the Riverside Community College District that all meetings, except for closed sessions, be open to the public, and all Board actions authorized or required by law of the governing board shall be taken at those meetings.

**The Board of Trustees shall provide opportunities for *participation* in the business of the Board.**

**Matters directly related to the business of the District *may be brought* to the attention of the Board of Trustees in one of two ways:**

- 1. There will be a time at each regularly scheduled Board meeting for *individuals* to discuss items not on the agenda.**
- 2. *Individuals* may place items on a *Board* agenda in accordance with Administrative Procedure 2345.**

**If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.**

**Claims for damages are not considered communications to the Board of Trustees under this rule, but shall be submitted to the District.**

~~It is also the policy of the Riverside Community College District that members of the public be able to place matters directly related to District business on the meeting agenda of the governing board, and that members of the public be able to address the Board regarding items on the agenda. Members of the public, including students, faculty and staff of the Riverside Community College District, shall be provided at Board~~

~~meetings an opportunity to be fully informed and to express their views regarding decisions being considered by the Board of Trustees.~~

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**NOTE:** The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is from current Riverside Community College District Policy 1036 titled Open Meetings and Public Participation adopted on April 3, 1979 and amended on June 20, 1989 and October 6, 1992.

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**Date Adopted:**

*(Replaces current Riverside CCD Policy 1036)*

**Riverside Community College District Policy**

**No. 2710**  
**Board of Trustees**  
**DRAFT**

**BP 2710 CONFLICT OF INTEREST**

**References:**

Government Code Sections 1090 et seq., and 1126

**Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.**

**A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.**

**A Board member who has a remote interest in any contract considered by the Board of Trustees shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.**

**Incompatible Activities**

**A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.**

***No officer or employee of the District shall engage in any employment (including self-employment), activity, or enterprise for compensation that is inconsistent, incompatible, in conflict with, or inimical to his/her duties as an officer or employee of the District. No officer or employee shall perform any work, service, or counsel for compensation outside of the District where any part of his or her efforts will be subject to approval by any other officer, employee, Board, or commission of this District, unless otherwise approved in the manner prescribed by this policy.***

***The Chancellor, with the assistance of legal counsel, will determine those outside activities that, for officers and employees of the District, are inconsistent with, incompatible to, or in conflict with duties as an officer or employee of this District. An officer or employee's outside employment, activity, or enterprise may be prohibited if it:***

- *Involves the use, for private gain or advantage, of District, time, facilities, equipment, or supplies; or the badge, uniform, prestige, or influence of District's office of employment; or*
- *Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the District for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of District employment or as a part of duties as a District officer or employee; or*
- *Involves the performance of an act, other than in his/her capacity as a District officer or employee, which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other District officer or employee; or*
- *Involves such time demands as would render performance of his/her duties as a District officer or employee less efficient*

Board of Trustees members are encouraged to seek counsel from the District's legal advisor in cases where questions arise.

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**NOTE:** This policy is **legally advised**. The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is from current Riverside Community College District Policy 1080 titled Conflict of Interest Code adopted on January 5, 1978 and amended on April 21, 1981. The language in **bold italic type** is provided by RCCD staff.

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**Date Adopted:**

**Riverside Community College District Policy**

**No. 2712**  
**Board of Trustees**  
**DRAFT**

**BP 2712 CONFLICT OF INTEREST CODE**

**References:**

Government Code Sections **81000-91014 (Political Reform Act of 1974);**  
**Title 2, California Code of Regulations, Section 18730**

❖ **From current RCCD Policy 1080 titled Conflict of Interest Code**

It is ~~The purpose of **the Conflict of Interest Code** is in compliance with the Political Reform Act of 1974, California Government Code Sections 87100, et seq., to provide for the disclosure and disqualification of governing Board members and designated employees of the Riverside Community College District. from the making of or participating in the making of governmental decisions which may foreseeably have a material effect on their financial interest.~~

The Conflict of Interest Code shall apply to all governing Board members and designated employees of the Riverside Community College District, as specifically required by **the Political Reform Act** California Government Code Section 87300 and implemented by the regulations attached hereto.

**This Code has the force and effect of law. Any Board member or designated employee violating any provision of the code, or Political Reform Act, are subject to the administrative, criminal, and civil sanctions provided in the Act.**

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**NOTE:** This procedure is **legally required**. The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is from current Riverside Community College District Regulation 1080 titled Conflict of Interest Code (#2) approved on June 17, 2003.

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**Date Approved**

(Replaces current Riverside CCD Policy 1080)

**Riverside Community College District Policy**

**No. 2725**  
**Board of Trustees**  
**DRAFT**

**BP 2725 BOARD MEMBER COMPENSATION**

**References:**

Education Code Sections 1090, 35120, and 72024

**Members of the Board of Trustees shall receive *compensation at a rate not to exceed the maximum allowable by law.***

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**NOTE:** *The language in **bold type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

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**Date Adopted:**

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



**Riverside Community College District Policy**

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**No. 3280**

**General Institution  
DRAFT**

**BP 3280 GRANTS**

**Reference:**

Education Code Section 70902

**The Board will be informed about all grant applications made and grants received by the District *on a periodic basis*.**

**The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.**

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**NOTE:** The **bold type** signifies language that is legally advised. There does not appear to be a current RCCD policy on this topic.

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**Date Adopted:**

*(This is a new policy for the District)*

**General Institution  
DRAFT**

**BP 3310 RECORDS RETENTION AND DESTRUCTION**

**References:**

Title 5 Sections 59020 et seq.;  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

**The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include but not be limited to student records, employment records, and financial records.**

❖ From Riverside CCD Policy 7060 titled Retention/Destruction of Records

~~The Riverside Community College District will classify records and provide destruction of these records, where applicable, in accordance with Education Code. The detailed functions of the policy retention/destruction of records will be as outlined in related regulations.~~

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**NOTE:** The **bold type** signifies language that is legally required. The information in **regular type** is current Riverside CCD Policy 7060 titled Retention/Destruction of Records adopted on 5-3-77 and amended on 10-4-83.

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**Date Adopted:**

*(Replaces current Riverside CCD Policy  
7060)*

## Riverside Community College District Policy

**No. 3410**

**General Institution  
DRAFT**

### **BP 3410 NONDISCRIMINATION**

#### References:

Education Code Sections 200 et seq, 66250 et seq., **70901**, 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.;

***Title 20, United States Code, Section 1681***

***Title 29, United States Code, Section 794***

***Title 42, United States Code Sections 6101, 12100 et seq, and 2000d***

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 ***or association with others' ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, or physical or mental disability,*** ~~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.

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.

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 ~~(951) 222-8039~~, and is also included in Administrative Procedures 3410 and 3435.

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Date Approved: May 15, 2007

Revised: February 26, 2008

**Revised:**

(Replaces Policies 6100 and 6200)

**General Institution  
DRAFT**

**BP 3430 PROHIBITION OF HARASSMENT AND RETALIATION**

**References:**

Education Code Sections 212.5, 44100, 66250, *et seq*, **66271.1**, 66281.5  
**66700, 70901 and 72011;**

California Code of Regulations, Title 5, Sections 59320, *et seq*;

Government Code Sections 11135-**11139.5**, 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 **422.55 and** 422.6

**Title 20, United States Code, Section 1681**

**Title 29, United States Code, Section 794**

**Title 42, United States Code, Sections 6101, 2000d and 12100, et seq.**

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 **or association with others' ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation or physical or mental disability** ~~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.

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.

All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will pursue all measures 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 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.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination. Students found in violation of this policy may be subject to disciplinary measures up to and including expulsion.

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Date Adopted: February 26, 2008

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**Revised:**

(Replaces Policies 3110/4110/6110)

**General Institution  
DRAFT 09/16/08**

**BP 3505 DISASTER PREPAREDNESS/EMERGENCY OPERATIONS  
PLAN**

**References:**

Disaster Relief Act  
California Emergency Services Act, Government Code Sections 8550-8668

*The District has established this Policy with the objective of ensuring the well being, safety and security of all personnel, students, visitors and children in child care programs during an emergency and to protect District property and data. This Policy will provide for the preparation and carrying out of plans for the protection of persons and property within the District in the event of the emergency or disaster conditions hereinafter referred to, the direction of the disaster organization and the coordination of the disaster functions of the District, with the City, County and with all other public agencies, corporations, organizations and affected private parties.*

*The Chancellor is directed to prepare an Emergency Operations Plan for the District. Said Plan shall be the Procedure for this Policy.*

**DEFINITIONS**

*As used in this Policy, the following words and phrases shall have the meanings respectively ascribed to them:*

*Local Emergency – the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of the District, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake or other conditions, other than conditions resulting from a labor controversy.*

*State of Emergency – the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the District caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a “state of war emergency”, which conditions, by reason of their magnitude, are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of any single city or county and require the combined forces of a mutual aid region or regions to combat.*

*State of War Emergency – the conditions which exist immediately, with or without a proclamation of the Governor, whenever this State or nation is attacked by an*

***enemy of the United States, or upon receipt by the State of a warning from the Federal Government indicating that such an enemy attack is probable or imminent.***

***Other terms used herein shall have meanings as used in the California Emergency Services Act.***

#### **MEMBERSHIP OF DISASTER CORPS**

***The District disaster corps consists of all employees of the District, together with all volunteers and all groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and this Policy, with all equipment and material publicly owned, volunteered, commandeered or in any way under the control of the aforementioned personnel, for the support of the aforementioned personnel in the conduct of disaster operations.***

#### **ACTIVATION OF DISASTER CORPS**

***The District disaster corps shall be activated and shall function as a disaster relief body, only:***

- 1. Upon the existence of a "state of war emergency";***
- 2. Upon the declaration by the Governor of the state, or of persons authorized to act in his stead, of a "state of emergency" affecting and including the District;***
- 3. Upon the declaration of a "local emergency" by the Riverside County Board of Supervisors, or by persons authorized to act in its stead, affecting and including the District;***
- 4. Upon the declaration of a "local emergency" by the City Councils of the Cities of Riverside, Moreno Valley, and Norco, or by persons authorized to act in their stead, affecting and including the District; or,***
- 5. Upon the declaration of a "local emergency" by the Board of Trustees of the District, or by persons authorized to act in their stead.***

#### **EMERGENCY OPERATIONS PLAN (EOP)**

***The disaster corps shall be composed of such elements as are provided for in the EOP of the District. The administrators of the District shall have the authority and duty to plan for the mobilization, operation and support of that segment of the disaster corps for which each is responsible as provided for in the EOP of the District and to conduct the activities thereof.***

***A copy of the EOP is available on the District's website at \_\_\_\_\_, or in the office of the Chancellor, Vice Chancellors, Presidents, the Emergency Operations Center and each Department Operations Center.***

#### **EMERGENCY SERVICES DIRECTOR**



**The Chancellor shall be the Emergency Services Director (ESD) and shall have authority over a declared District emergency. In the absence or inability to act of the Chancellor, he/she shall be succeeded as Emergency Services Director by the following officials in the order named:**

**Vice Chancellor, Student Services and Operations  
Vice Chancellor, Administration and Finance**

**EMERGENCY SERVICES DIRECTOR – POWERS AND DUTIES**

**The ESD shall have the following powers and duties:**

- 1) To make appointments, subject to the approval of the Board of Trustees, within the disaster corps;**
- 2) To request the Board of Trustees to proclaim the existence of a “local emergency” if the Board is in session, or to issue such proclamation if the Board is not in session. Whenever a “local emergency” is proclaimed by the ESD, the Board shall take action to ratify the proclamation with seven days thereafter or the proclamation shall have no further force or effect;**
- 3) During the existence of a “state of war emergency”, or the proclaimed existence of a “state of emergency”, or a “local emergency” affecting the District to:**
  - A) Control and direct the activities of the District’s disaster corps,**
  - B) Use all District resources for the preservation of life and property and to reduce the effects of disaster,**
  - C) Resolve questions of authority and responsibility that may arise in disaster operations,**
  - D) Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the District for fair value thereof or, if required immediately, by commandeering same for public use,**
  - E) Delegate to administrators and other employees of the District such duties and authorities as he/she deems necessary,**
  - F) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by any conditions proclaimed as provided herein,**
  - G) Require emergency services of any District administrator or other employee and to command the aid of as many citizens of the community as he/she deems necessary in the execution of his/her duties. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers,**
  - H) Exercise complete authority over the District,**

- l) Apply for federal financial assistance under the Disaster Relief Act.**
  
- 4) In addition to the powers noted here, the ESD shall have such powers incidental to the performance of his/her duties as ESD as shall be necessary to allow him/her to carry out the EOP of the District. It is the intent of the powers enumerated in this Policy are not intended to be limitations upon his/her power.**

#### **OFFICE OF EMERGENCY SERVICES**

**The office of emergency services shall be headed by the Emergency Services Coordinator (ESC), who is the District's Director/Chief, College Safety and Police. This office may consist of other positions as may be established by the Board.**

#### **EMERGENCY SERVICES COORDINATOR – POWERS AND DUTIES**

**The ESC shall, prior to the existence of a “state of war emergency”, a “state of emergency”, or a “local emergency”:**

- 1) Develop and coordinate basic disaster planning for the District to provide for the use of all governmental entities; resources and equipment; all commercial and industrial resources; and all such special groups, bodies and organizations as may be needed to support disaster operations;**
- 2) Develop and coordinate such disaster training programs and exercises as may be needed;**
- 3) Develop and coordinate a public information program designed for basic self-protection;**
- 4) Coordinate planning and training with the Riverside County Office of Emergency Services and with other federal, state, county and city disaster or emergency agencies, and with appropriate elements of the Armed Forces;**
- 5) Recommend to the ESD matters of policy for consideration by the Board insofar as they relate to disaster; and,**
- 6) During a “state of war emergency”, a “state of emergency”, or a “local emergency” affecting the District, the ESC shall:**
  - A) Serve as staff advisor to the ESD; and,**
  - B) Perform such duties as may be assigned by the ESD.**

#### **ORDERS**

***During the existence of a “state of war emergency” or of a proclaimed “state of emergency” or “local emergency” affecting the District, each member of the District disaster corps shall have authority to require that all persons follow reasonable orders given by him/her within the scope of his/her functions in order to execute the EOP of the District, and the willful failure of any person to follow such reasonable order or orders is a misdemeanor punishable by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than six months, or both.***

#### **CONTINUITY OF GOVERNMENT**

***For the purposes of this Policy, the line of succession for key personnel of the government and operation of the District shall be as follows:***

- 1) ***For the Chancellor: Anyone of the following positions, based on ability to serve – Vice Chancellor Academic Affairs, Vice Chancellor Administration and Finance, Vice Chancellor Diversity and Human Resources, Vice Chancellor Student Services/Operations.***

#### **POWERS OF SUCCESSION – DISTRICT DEPARTMENTS**

***Each person who succeeds to each position of office within a District Department, as provided herein, and as provided in the EOP of the District, shall succeed to all the powers and duties of the office succeeded to immediately upon such succession.***

#### **VIOLATIONS**

***It is a misdemeanor and is punishable for any person during a disaster to:***

- 1) ***Willfully obstruct, hinder or delay any member of the District disaster corps in the enforcement of any lawful rule, regulation or order issued pursuant to this Policy, or in the performance of any duty imposed upon them by virtue of this Policy;***
- 2) ***Do any act forbidden by any lawful rule, regulation or order issued pursuant to this Policy if such is of such a nature as to give, or be likely to give, assistance to the enemy, or to imperil life or property, or to prevent, hinder or delay the defense or protection of persons or property;***
- 3) ***Wear, carry or display, without authority, any means of identification specified by the civil defense and/or disaster agencies of the federal or state governments.***

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**NOTE:** This Policy is legally required. There does not appear to be a current Riverside CCD Policy that addresses this issue. Language in ***bold italic type*** has been prepared by RCCD staff.

**Date Adopted:**

**Academic Affairs  
DRAFT**

**AP 4231 GRADE CHANGES**

**References:**

Education Code Sections 76224, and 76232;  
Title 5 Section 55025

The instructor of record shall determine the final grade to be awarded to each student. In the absence of mistake (*which may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors*), fraud, bad faith or incompetence, the instructor, *by way of an access code*, is the only person in the District authorized to access electronic student records to record or change a grade. *For security purposes, instructors shall not give their access codes to any other District employees.*

The removal or change of an incorrect grade from a student's record shall only be pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor: if the student has filed a discrimination complaint, if the instructor is not available, or, where the district determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the *District's Chief Academic Officer in consultation with the District Academic Senate or their designee.*

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

I. Grade Changes

- A. ~~In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.~~

- B. The student has one year following the semester in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change.
- C. When grade changes are made in accordance with the District's policy on course repetition and academic renewal, appropriate annotations of any course repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, ensuring a true and complete academic history.

***Students may file a grievance regarding the denial of a request for a grade change by following the grievance procedures outlines in AP 5520.***

***The District has in place a network security system, such as a firewall and an intrusion detection system, to prevent outsiders from hacking into the system and accessing student grades. The system senses when someone is sending probing inquiries or attempting to break into the system and immediately notifies network employees. Network employees will immediately investigate to determine the source of the attempt and notify the proper parties, (District Police, Chief Academic Affairs Officer, Instructor, etc.), as necessary.***

***In the event that a student's grade records are accessed by an unauthorized party, the student and instructor will be immediately notified and steps will be taken to prevent further occurrences.***

Office of Primary Responsibility: ***Vice Chancellor, Academic Affairs***

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***NOTE:*** This procedure 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 procedure. The language in ***regular type*** is current Riverside CCD Regulation 5050 titled Grading Standards dated 8-10-04. The language in ***bold italic type*** is provided by RCCD staff.

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**Date Approved:**  
(Replaces Riverside CCD Regulation 5050)

**Student Services  
DRAFT**

**BP 5010 ADMISSIONS**

**References:**

Education Code Sections 76000, 76001, 76002, and 78030-78034;  
Labor Code Section 3077

**The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:**

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.

**Admission**

**Any student whose age *is 16 and above*, or class level is equal to grades *eleven and twelve*, is eligible to *apply* as a special part-time student for advanced scholastic or vocational courses.**

**Any student whose age *is 16 and above*, or class level is equal to grades *eleven and twelve*, is eligible to *apply* as a special full-time student.**

***The District may consider admission, in extraordinary cases, where a student under the age of 16 demonstrates superior ability and capacity to succeed on college level work.***

**The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.**

**Denial of Requests for Admission**

**If the Board of Trustees denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board of Trustees will**

record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board of Trustees meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

**Claims for State Apportionment for Concurrent Enrollment**  
Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

~~❖ **From Riverside CCD Policy 6030/7030 titled Interdistrict Attendance Agreements**~~

~~The Riverside Community College District supports the concept of equal educational opportunity for all area residents. To this end, the exchange of students between this District and other community college districts shall be permitted in accordance with interdistrict attendance agreements approved by the Board of Trustees and/or designated representatives for the respective boards of the community college districts involved. ***(NOTE: Interdistrict Attendance Agreements no longer exist and were deleted from the Ed Code.)***~~

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **bold italic type** is provided by RCCD staff. The language in regular type is current Riverside CCD Policy 6030/7030 titled Interdistrict Attendance Agreements adopted 6/16/81.

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**Date Adopted:**

(Replaces current Riverside CCD Policy 6030/7030)

**Riverside Community College District Policy**

**No. 5011**

**Student Services  
DRAFT**

**BP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS**

**References:**

Education Code Sections ~~48200.5~~, 48800, 48800.5, 76000, 76001, and 76002

❖ **From Riverside CCD Policy 6058 titled Enrollment of Minors**

The Riverside Community College District, ~~under the provisions of the California Education Code Sections 48200.5, 48800, 76000 and 76001,~~ may authorize the enrollment of eligible minor students whom the Board of Trustees determines would benefit from collegiate educational course work. It is the intent of the Board of Trustees to consider the enrollment of eligible minor students in compliance with the ~~District~~ **District** priority admission mandates outlined in the ~~California Education Code Section 76000~~ and in the ~~District's~~ **District's** fulfillment of its educational mission. Further, the Board of Trustees may authorize the acceptance of eligible minor students, when the collegiate educational course work being requested provides course work otherwise not available to the minor student, when the enrollment of the minor student in college course work is not in conflict or in lieu of the compulsory school attendance laws of the state, and when the exceptions to allow enrollment of minors is consistent with the philosophy and mission of the college ~~college~~ **District**.

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is current Riverside CCD Policy 6058 titled Enrollment of Minors adopted on 6-20-00.

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**Date Adopted:**

(Replaces current Riverside CCD Policy 6058)



## Riverside Community College District Policy

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**No. 5012**

### Student Services DRAFT

#### BP 5012 INTERNATIONAL STUDENTS

##### References:

Education Code Sections 76141 and 76142;  
Title 5 Section 54045;  
Title 8 U.S.C. Sections 1101 et seq.

##### ❖ From Riverside CCD Policy 6068 titled International Student Acceptance

The Riverside Community College District supports the concept of integrating international students into the ~~College~~ **District** and community with as many countries represented as possible. Furthermore, ~~we are~~ **the District is** committed to ensuring that ~~our~~ **the** international student program design ~~shall~~ allows those admitted to benefit from instruction and ~~shall~~ includes only that number which ~~we~~ can **be served** adequately.

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is current Riverside CCD Policy 6068 titled International Student Acceptance adopted on 5-8-80.

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##### **Date Adopted:**

(Replaces current Riverside CCD Policy  
6068)

**Riverside Community College District Policy**

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**No. 5015**

**Student Services  
DRAFT**

**BP 5015 RESIDENCE DETERMINATION**

**References:**

Education Code Sections 68040 and 76140;  
Title 5 Sections 54000 et seq.

**Students shall be classified at the time of each application for admission or registration as a resident or non resident student.**

**A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. *A student who is without lawful immigration status may be classified as a resident if he/she meets all requirements.* The residence determination date shall be the day immediately preceding the first day of *the term* for which the student applies to attend.**

**Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a non resident may be reclassified as of any residence determination date.**

**The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.**

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**NOTE:** *This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).*

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**Date Adopted:**

*(This is a new policy recommended by the CCLC)*

**Riverside Community College District Policy**

**No. 5020**

**Student Services  
DRAFT**

**BP 5020 NON RESIDENT TUITION**

**References:**

Education Code Sections 68050, 68051, 68130, 68130.5 and 76141  
Title 5, Section 54045.5

**Non resident students shall be charged non resident tuition for all units enrolled, unless specifically required otherwise by law.**

**Not later than February 1 of each year, the Chancellor shall bring to the Board of Trustees for approval an action to establish non resident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.**

**The Chancellor shall establish procedures regarding collection, waiver, and refunds of non resident tuition.**

**The Chancellor is authorized to implement an *additional per unit* fee to be charged only to persons who are both citizens and residents of foreign countries. This fee will not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.**

**EXEMPTIONS**

***Citizens and Residents of Foreign Countries***

***Pursuant to the Education Code, students who are citizens and residents of foreign countries, who would otherwise be charged this fee, shall be exempt from paying non-resident tuition, if they meet the criteria stated in Administrative Procedure 5020.***

**Title 5**

***Any student, other than a student who is a nonimmigrant alien under 8 U.S.C. 1101(a)(15), shall be exempt from paying non-resident tuition if he or she meets the criteria stated in Administrative Procedure 5020.***

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

**Date Adopted:**

(This is a new policy recommended by the  
CCLC)

**Riverside Community College District Policy**

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**No. 5035**

**Student Services  
DRAFT**

**BP 5035 WITHHOLDING OF STUDENT RECORDS**

**References:**

Title 5 Section 59410

**Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.**

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

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**Date Adopted:**

*(This is a new policy recommended by the CCLC)*

**Student Services  
DRAFT**

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION *AND*  
*PRIVACY***

**References:**

Education Code Sections 76200 et seq.;  
Title 5 Sections 54600 et seq.;  
U.S. Code Sections 93-380

**The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.**

❖ From Riverside CCD Policy 6070 titled Release of Student Information

~~The Riverside Community College District is dedicated to maintaining the absolute integrity of all student educational records. The District will ensure the students' rights of access to and will protect against the unauthorized disclosure of those records. The policy and regulations for~~ Inspection, review and security of student education records shall be in accordance with federal and state law and regulations. (Family Educational Rights and Privacy Act — FERPA)

**Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.**

**No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.**

**Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.**

**Directory information shall include:**

- ***Student's name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status (e.g. full/part time);***
- **Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members;**

- **Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition;**
- ***The most recent previous public or private school attended by the student;***
- ***Any other information authorized, in writing, by the student.***

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **bold italic type** is provided by RCCD staff. **The** language in regular type is current Riverside CCD Policy 6070 titled Release of Student Information adopted on 10-6-76 and revised on 8-3-82 and 5-19-04.

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**Date Adopted:**

(Replaces current Riverside CCD Policy  
6070)

**Student Services  
DRAFT**

**BP 5045 STUDENT RECORDS: CHALLENGING CONTENT AND  
ACCESS LOG**

**References:**

Education Code Sections 76222 and 76232;  
Title 5 Section 54630

***Any student may file a written request with the campus Chief Student Services Officer to correct or remove information recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.***

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***NOTE:*** This policy is ***suggested as good practice***. The language in ***bold italics*** is language to consider, which is provided by the CCLC consultant..

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**Date Adopted:**

*(This is a new policy created to align with the procedure)*

**Riverside Community College District Policy**

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**No. 5050**

**Student Services  
DRAFT**

**BP 5050 MATRICULATION**

**References:**

Education Code Sections 78210, et seq.;  
Title 5 Section 55500, et seq.

**The District shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.**

**The Chancellor shall establish procedures to assure implementation of matriculation services that comply with legal regulations.**

**❖ From Riverside CCD Policy 6091 titled Matriculation Title V**

~~Riverside Community College District has a strong commitment to ensuring access to all its programs and services and to the success of its students. To this end, the District fully supports the establishment of a comprehensive matriculation process for all eligible students. The matriculation process is a partnership between the District and its students, and defines services the District will provide as well as the responsibilities of matriculated students.~~

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in regular type is current Riverside CCD Policy 6091 titled Matriculation Title V adopted on 10-20-92.

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**Date Adopted:**

(Replaces current Riverside CCD Policy  
6091)



## Riverside Community College District Policy

**No. 5052**

### Student Services DRAFT

#### BP 5052 OPEN ENROLLMENT

**Reference:**

Title 5 Section 51006 *and 58106*

All courses, course sections, and classes, *and programs* of the District shall be open for enrollment to any person who has been admitted to the colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites, co-requisites, *and other limitations on enrollment*, or due to other practical considerations, such as exemptions set out in statute or regulation.

The Chancellor shall assure that this policy is published in the catalog(s) and schedule(s) of classes.

❖ **From Riverside CCD Policy 5015 titled Open Enrollment**

~~It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title V of the California Administrative Code.~~

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

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**Date Adopted:**

(Replaces RCCD Policy 5015, Open Enrollment)

**Riverside Community College District Policy**

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**No. 5055**

**Student Services  
DRAFT**

**BP 5055 ENROLLMENT/REGISTRATION PRIORITIES**

**References:**

Title 5 Sections 51006, 58106, and 58108

**The Chancellor shall establish procedures defining enrollment *and registration* priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.**

~~Admission priority to designated over-subscribed programs shall be determined according to the legal residence of applicants in the order listed:~~

- ~~1. Residents of the Riverside Community College District.~~
- ~~2. Residents of other community college districts within Riverside County which do not present similar courses or programs.~~
- ~~3. Residents of California community college districts outside Riverside County.~~
- ~~4. Residents of areas outside of California.~~

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**NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **regular type** is current Riverside CCD Policy 5000 titled Resident Priority for Special Program Applicants adopted on 6-1-71; amended on 12-17-74; readopted on 5-7-75; amended on 4-19-77 and on 12-18-79.

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**Date Adopted:**

(Replaces current Riverside CCD Policy  
5000)

**Riverside Community College District Policy**

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**No. 5075**

**Student Services  
DRAFT**

**BP 5075 COURSE ADDS AND DROPS**

**References:**

Title 5 Sections 55024 and 58004

***Students may add or drop courses in accordance with the procedures recommended by the Chancellor and deadlines pursuant to Title 5.***

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**NOTE:** This policy is **suggested as good practice**. The language in **italics** is sample language provided by the consultant.

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**Date Adopted:**

*(This is a new policy created to align with the procedure)*

**Student Services  
DRAFT**

**BP 5130 FINANCIAL AID**

**References:**

20 U.S. Code Sections 1070 et seq.;  
34 CFR Section 668;  
Education Code Section 76300

**A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.**

**All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency and will incorporate federal, state, and other applicable regulatory requirements.**

**The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.**

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

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**Date Adopted:**

*(This is a new policy recommended by the CCLC)*

**Student Services  
DRAFT**

**BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES**

**References:**

Education Code Sections 67310 and 84850;  
Title 5 Sections 56000 et seq.

***The District is committed to the full inclusion of and effective communication with individuals with disabilities.***

***Disabled Student Programs and Services (DSP&S) shall be the primary provider of reasonable accommodations, academic adjustments, adaptive equipment, rehabilitation counseling and academic counseling to students with qualifying documented disabilities who request these services. The Chancellor shall assure that the Offices of DSP&S conform to all requirements established by the relevant laws and regulations.***

***Procedures that specify the standards for publication of alternative formats and guidelines for designing, creating, purchasing, and disseminating materials utilized in communicating to the community we serve will be revised and updated as appropriate.***

***Employees and designees of the District who are responsible for providing information and services in the appropriate format(s) to achieve universal accessibility.***

**No student with disabilities is required to participate in Disabled Students Programs and Services Program.**

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**NOTE:** This policy is **legally required**. The language in **bold italic type** is provided by RCCD Staff in conjunction with recommendations by the CCLC, There does not appear to be a current Riverside CCD Policy that addresses this issue.

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**Date Adopted:**

(This is a new policy recommended by the CCLC)

**Student Services  
DRAFT**

**BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES**

**References:**

Education Code Sections 69640 – 69656;  
Title 5 Sections 56200 et seq.

**Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.**

**The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, *and financial aid.***

**The Chancellor shall assure that the EOPS Program conforms to all requirements established by the relevant law and regulations.**

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

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**Date Adopted:**

*(This is a new policy recommended by the CCLC)*

**Riverside Community College District Policy**

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**No. 5205**

**Student Services  
DRAFT**

**BP 5205 STUDENT ACCIDENT INSURANCE**

**References:**

Education Code Section 72506

**The District shall assure that students are covered by accident insurance in those instances required by law or contract.**

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***NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).*

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**Date Adopted:**

*(This is a new policy recommended by the CCLC)*

**Riverside Community College District Policy**

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**No. 5210**

**Student Services  
DRAFT**

**BP 5210 COMMUNICABLE DISEASE**

**References:**

Education Code Section 76403

**The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.**

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***NOTE:** This policy is **legally required**. The language in **bold type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).*

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**Date Adopted:**

*(This is a new policy recommended by the CCLC)*



**Riverside Community College District Policy**

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**No. 5570**

**Student Services  
DRAFT**

**BP 5570 STUDENT CREDIT CARD SOLICITATIONS**

**References:**

Education Code Section 99030;  
Title 5 Section 54400;  
Civil Code Section 1747.02(m)

**The Chancellor shall establish procedures that regulate the solicitation of student credit cards on campus.**

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

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**Date Adopted:**

*(This is a new policy recommended by the CCLC)*

**Riverside Community College District Policy**

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**No. 5800**

**Student Services  
DRAFT**

**BP 5800 BOOKSTORE(S)**

**References:**

Education Code Section 81676

**The District's bookstore(s) *may be operated by the District, or, by an outside, qualified vendor.***

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

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**Date Adopted:**

*(This is a new policy recommended by the CCLC)*

**Riverside Community College District Policy**

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**No. 5850**

**Student Services  
DRAFT**

**BP 5850 VENDING MACHINES**

**References:**

No references

~~All vending machine operations on the Riverside Community College campuses shall be under the direction of the Director of Food Services. ***The District's vending machine program shall be operated by an outside, qualified vendor.*** All income generated from such machines will be credited to the Food Services Vending Fund.~~

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**NOTE:** The information in regular type is current Riverside Policy 7055 titled Vending Machines adopted on 11-5-75 and amended on 11-20-79. Information in ***bold italic*** type is provided by RCCD staff.

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**Date Adopted:**

*This is current Riverside CCD Policy 7050  
(just re-numbered)*

**Human Resources  
DRAFT**

**BP 7126 APPLICANT BACKGROUND INVESTIGATIONS AND  
REFERENCE CHECKS**

**References:**

Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;  
Penal Code Sections 11075-11081;  
Fair Credit Reporting Act (Federal)

*All applicants for positions in the District's police department will be subject to background checks to determine suitability for employment in a law enforcement agency. Such checks will vary based upon the position being filled, as may be required by state law or regulation, and may include a thorough and intrusive background investigation.*

*Reference checks will be performed on all prospective employees prior to an offer of employment.*

*Procedures for performing background investigations and reference checks will be developed in accordance with applicable statutes.*

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**NOTE:** *This policy is legally advised. The information in **italic type** is additional language to consider including in this policy.*

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**Date Adopted:**

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

**Riverside Community College District Policy**

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**No. 7130**

**Human Resources  
DRAFT**

**BP 7130 COMPENSATION**

**References:**

Education Code Sections 70902(b)(4), 87801, and 88160;  
Government Code Section 53200

**The Board of Trustees shall establish salary schedules, compensation, and benefits (including health and welfare benefits) for all classes of employees and each contract employee.**

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***NOTE:** This policy is **legally required**. The **bold type** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The current Riverside CCD policies seemed more procedural in nature and were placed in new AP 7130 titled Compensation.*

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**Date Adopted:**

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

## Riverside Community College District Policy

**No. 7140**

Human Resources  
DRAFT

### BP 7140 COLLECTIVE BARGAINING

**References:**

Government Code Sections 3540 et seq.

**If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.**

~~The Riverside Community College District in compliance with applicable sections of the Government Code, has negotiated a collective bargaining agreement with the Riverside Community College **District** Classified Employees, Chapter #535, CSEA. That agreement represents the regulations for this policy and shall be amended in accordance with laws governing collective bargaining.~~

~~The Riverside Community College District **has also** in compliance with applicable sections of the Government Code, has negotiated a collective bargaining agreement with the Riverside Community College Association, CTA/NEA. That agreement represents the regulations for this policy and shall be amended in accordance with laws governing collective bargaining.~~

***These agreements represent the administrative procedure for this Policy and shall be amended in accordance with laws governing collective bargaining.***

#### **Also see BP 2610 titled Presentation of Initial Collective Bargaining Proposals**

**NOTE:** *This policy is **legally required**. The **bold type** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **regular type** is current Riverside CCD Policy 4024 titled Classified Collective Bargaining Agreement adopted on 3-7-89.*

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**Date Adopted:**

*(Replaces current Riverside CCD Policy 3024 and 4024)*

***Riverside Community College District Procedure***

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**No. 7155**

**Human Resources  
DRAFT**

**BP 7155 EVALUATION OF PRESIDENT**

**References:**

Accreditation Standard IV B.1.

***The Chancellor shall establish a procedure for the annual evaluation of each College President.***

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**NOTE:** The information in ***bold italics type*** is language added by RCCD staff. This document is legally required.

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**Date Approved:**

*(This is a new policy for the District)*

## Riverside Community College District Policy

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**No. 7234**

**Human Resources  
DRAFT**

### **BP 7234 OVERTIME**

#### **References:**

Education Code Sections 88027, ~~88028, 88029,~~ and ***through*** 88030

- ❖ **From current Riverside CCD Policy 4027 titled Confidential Classified Employees' Overtime Pay**

The Board of Trustees ~~*District*~~ shall provide overtime pay or compensatory time off in accordance with statute, ***Administrative Procedure 7234 and the Collective Bargaining Agreement between the District and Riverside Community College District Employees, Chapter #535.*** ~~and the rules and regulations of this policy.~~

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**NOTE:** *This procedure 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 procedure. The information in **regular type** is current Riverside CCD Policy 4027 titled Confidential Classified Employees' Overtime Pay adopted on 10-1-85. The information in **bold italic type** is provided by RCCD staff.*

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#### **Date Adopted:**

*(Replaces current Riverside CCD Policy 4027)*



**Riverside Community College District Policy**

**No. 7260**

**Human Resources  
DRAFT**

**BP 7260 CLASSIFIED SUPERVISORS AND MANAGERS**

**References:**

Education Code Section 72411; **88013**  
Government Code Sections 3540.1(g) and (m)

**Classified administrators are administrators who are not employed as educational administrators.**

**Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.**

**Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.**

***All other* classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.**

***The probationary period for classified supervisors and managers shall be nine (9) months and may be extended for a period of up to three (3) months, not to exceed a total of twelve (12) calendar months. An employee who is promoted shall serve a probationary period of six (6) working months in the higher classification. If the employee fails to complete the probationary period for the promotional classification, they shall be employed in the position from which he or she was promoted, unless there is cause for dismissal. Anyone hired prior to the adoption of this policy, will be exempt from the probationary criteria stated herein.***

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**NOTE:** This policy is **legally required**. The **bold type** is language recommended by 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 policy that addresses this issue.

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**Date Adopted:**

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

Human Resources  
DRAFT

**BP 7310 NEPOTISM**

**References:**

Government Code Sections 1090 et seq. and 12920 et seq.  
California Family Code 297, et seq.

***Members of an immediate family may hold positions in the District. The term "Immediate family" as used in this policy means those relatives or step-relatives bearing the following relationships to the employee or the employee's spouse: son, daughter, spouse, mother, father, sister, brother, grandchild, guardian, foster child, foster parent, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepchild, uncle, aunt, niece, nephew or any person living in the employee's household. For purposes of these provisions, "spouse" includes the domestic partner of an employee as defined by Section 297 of the California Family Code.***

***Members of an immediate family shall not be assigned to a position within the same department, division, or site, which has an immediate family member as a supervisor or administrator who is in a position to recommend or influence personnel decisions with respect to the relative. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or compensation.***

***The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.***

***It is recognized that current assignments may exist in conflict with this policy. Where such may occur, the Chancellor or designee will be responsible for determining the appropriateness of the assignment. The District retains the right to reassign or transfer employees where such assignments have the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.***

***Should it be determined a reassignment is necessary to comply with the intent of this policy, the Chancellor may make such reassignment without financial penalty to those involved.***

Employees have the responsibility for disclosing in writing that a conflict of interest may exist to the dean, director, department head or other relevant administrator prior to making any employment decisions.

***The appropriate collective bargaining organization will be notified in writing of any recommended reassignment of a unit member under this policy. The collective bargaining organization will be allowed fifteen (15) working days to respond in writing to the Vice Chancellor of Human Resources or designee and the Board of Trustees, and to meet with the Vice Chancellor of Human Resources or designee, before the Chancellor takes action on the reassignment.***

~~The Board of Trustees recognizes that the Riverside Community College District may employ for any position qualified individuals who are related to a current employee. This policy establishes regulations for the District.~~

~~It is the policy of the Riverside Community College District to employ the best qualified individuals based on the total needs of the communities it serves.~~

~~The District may employ for any position, qualified persons who are related to a current employee provided the following conditions are met:~~

- ~~A. Employees of the District shall not initiate or participate in personnel decisions such as appointment, retention, re-appointment, tenure, work assignment, promotion, demotion, salary, termination, leave of absence, etc., of members of their immediate family; and~~
- ~~B. Employees of the District shall not participate in the evaluation of another person who is in their immediate family; and~~
- ~~C. Employees of the District shall not exercise direct supervision over another person who is in their immediate family.~~

~~For purposes of the policy, "members of the immediate family" as used in this section mean those relatives or step-relatives bearing the following relationships to the employee or the employee's spouse: son, daughter, spouse, mother, father, sister, brother, grandchild, guardian, foster child, foster parent, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepchild, uncle, aunt, niece, nephew or any person living in the employee's household.~~

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**NOTE:** This policy is **legally advised**. The language in **bold italic type** is provided by RCCD staff. The information in **regular type** is current Riverside CCD Policy 3005/4005 titled *Employment of Relatives/Nepotism* adopted on 11-19-02.

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**Date Adopted:**

(Replaces current Riverside CCD Policy  
3005/4005)

**Riverside Community College District Policy**

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**No. 7335**

**Human Resources  
DRAFT**

**BP 7335 HEALTH EXAMINATIONS**

**References:**

42 U.S. Code Section 12112;  
29 C.F.R., Part 1630;  
Government Code Section 12940  
Education Code Section 88021

**The Chancellor shall establish administrative procedures related to medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations shall be required only after a conditional job offer has been made and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination solely on the basis of the candidate's age or disability.**

**The procedures may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity.**

**All such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.**

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***NOTE:** This policy is **legally advised**. The **bold type** is language recommended by 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 policy that addresses this issue.*

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**Date Adopted:**

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

**Riverside Community College District Policy**

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**No. 7345**

**Human Resources  
DRAFT**

**BP 7345 CATASTROPHIC LEAVE PROGRAM**

**Reference:**

Education Code Section 87045

The Board of Trustees authorizes implementation of a Catastrophic Leave Program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury.

The Chancellor shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

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

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**Date Adopted:**

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

**Riverside Community College District Policy**

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**No. 7350**

**Human Resources  
DRAFT**

**BP 7350 RESIGNATIONS**

**References:**

Education Code Sections 87730 and 88201

**The Board of Trustees hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board of Trustees when accepted in writing by the Chancellor. When accepted by the Chancellor, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board of Trustees for ratification.**

**❖ From current Riverside CCD Policy 1042 titled Authority to Accept Resignations**

~~The Chancellor of the District, or his designee, shall be authorized by the Board of Trustees to officially accept the resignation of any employee. Acceptance of the resignation shall be effective at the time of receipt by the Chancellor of the District or his designee.~~

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**NOTE:** This policy is **legally required**. The **bold type** is language recommended by 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 information in **regular type** is current Riverside CCD Policy 1042 titled Authority to Accept Resignations adopted on 11-4-80 and amended on 5-17-05.

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**Date Adopted:**

*(Replaces current Riverside CCD Policy 1042)*

**Riverside Community College District Policy**

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**No. 7370**

**Human Resources  
DRAFT**

**BP 7370 POLITICAL ACTIVITY**

**References:**

Education Code Sections 7054 and 7056;  
Government Code Section 8314

**Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. This policy prohibits political activity during an employee's working hours but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.**

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

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**No. 7371**

**Human Resources  
DRAFT**

**BP 7371 PERSONAL USE OF PUBLIC RESOURCES**

**References:**

Government Code Section 8314;  
Penal Code Section 424

**No employee or consultant shall use or permit others to use public resources, for personal purposes or any other purpose not authorized by law, except that which is incidental and minimal.**

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**NOTE:** *This policy is **legally advised**. 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.*

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**Date Approved:**

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



**Riverside Community College District Policy**

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**No. 7380**

**Human Resources  
DRAFT**

**BP 7380 RETIREE HEALTH BENEFITS**

**References:**

Education Code Sections 7000 et seq.

**❖ From current Riverside CCD Policy 3097/4097 titled Medical Insurance After Retirement or Resignation**

The Board of Trustees of the Riverside Community College District, recognizing the value of continuity of service in the District by its employees, shall provide for retirees (***certificated/academic, classified/confidential, management***) who qualify, District paid medical insurance after retirement and until the retiree reaches age 65.

For those who do not qualify, ***based on years of service or age at retirement, the*** opportunity shall be provided to continue in the District's group medical insurance program by reimbursement to the District of the total cost of the premium ***until age 65***.

In addition, employees who resign, ***or are terminated***, are eligible for continued medical and dental insurance coverage under the provisions of COBRA and AB 528, at full cost to the individual.

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**NOTE:** This policy is **legally required**. The **bold type** is language recommended by 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 information in **regular type** is current Riverside CCD Policy 3097/4097 titled Medical Insurance After Retirement or Resignation adopted on 10-1-85 and amended on 6-21-88.

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**Date Adopted:**

(Replaces current Riverside CCD Policy  
3097/4097)

**Riverside Community College District Policy**

**No. 7385**

**Human Resources  
DRAFT**

**BP 7385 SALARY DEDUCTIONS**

**References:**

Education Code Sections 87040, 87833, 87834, and 88167

An employee may request reduction of his or her salary in any amount for any or all of the following purposes:

- participation in a deferred compensation program;
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them;
- paying rates, dues, fees, or other periodic charges on any hospital service contract;
- Other voluntary deductions as approved by the District in conjunction with the Riverside County Office of Education.

The reduction provided for above *may be revoked by the employee, upon written request, and shall be effective beginning with the next pay period. The cut-off date for such written request is the 15<sup>th</sup> of each month. If the request is received between the 1<sup>st</sup> and the 15<sup>th</sup> of the current month, then it will become effective that month. If the request is received between the 16<sup>th</sup> and the last day of the month, then it will become effective the following month. For instance, received by May 15, it will be effective in May OR received May 16-31, it will become effective in June. Employees may elect a future effective date with respect to the above cut-off dates.*

The District shall, without charge, reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his or her membership dues in any local, statewide, or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period

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

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**Date Adopted:**

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

**Riverside Community College District Policy**

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**No. 7510**

**Human Resources  
DRAFT**

**BP 7510 DOMESTIC PARTNERS**

**References:**

Family Code Sections 297 and 297.5

**Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.**

**Therefore, all references to “spouses” in the District’s policies or procedures shall be read to include registered domestic partners as permitted by California law.**

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***NOTE:** This policy is **legally required**. The **bold type** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **italic type** is additional language to consider including in this policy.*

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**Date Adopted:**

New

**Human Resources  
DRAFT**

**BP 7515 GROUP BENEFITS FOR DOMESTIC PARTNERS**

**References:**

Family Code Sections 297, 295.5, 298, 298.5, 299, 299.2, and 299.3

- ❖ **From current Riverside CCD Policy 3030/4030 titled Group Benefits for Domestic Partners**

The Board of Trustees has approved group benefits for the domestic partners of employees.

***In accordance with current laws, group benefits are available for the domestic partners of employees if the domestic partnership is registered with the State of California.***

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**NOTE:** This policy is **legally advised**. The information in **italic type** is additional language to consider including in this policy. The information in **regular type** is current Riverside CCD Regulation 3030/4030 titled Group Benefits for Domestic Partners adopted 6-10-02.

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**Date Approved:**

(Replaces current Riverside CCD Policy  
3030/4030)

**Riverside Community College District Policy**

**No. 7600**

**Human Resources  
DRAFT**

**BP 7600 DISTRICT POLICE**

**References:**

Education Code Sections 72330 et seq.

The Board of Trustees has established a police department under the supervision of the Chief of Police, who shall report directly to the *Vice Chancellor, Student Services/Operations*. The purpose of the department is to enforce the law on or near the campuses and other grounds or properties owned, operated, controlled or administered by the District or by the State, acting on behalf of the District.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830 et seq.

The *Vice Chancellor, Student Services/Operations* shall establish minimum qualifications of employment for the Chief of Police including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training.

The Chancellor shall ensure that every member of the police department first employed by the District before July 1, 1999 satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the police department shall be issued a suitable identification card and *authorized to wear* a badge bearing *the* words "Riverside Community College District Police".

The *Vice Chancellor, Student Services/Operations*, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the police department.

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**NOTE:** *This policy is legally advised. The bold type is language recommended by 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 policy that addresses this issue.*

---

**Date Adopted:**

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