

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
January 26, 2010 – 6:00 p.m. – Board Room AD122,
O. W. Noble Administration Building, Riverside City College

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

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

Anyone who requires a disability-related modification or accommodation in order to participate in this meeting should contact Heidi Wills at (951) 222-8801 as far in advance of the meeting as possible.

Any public record relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the RCCD District Chancellor’s Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507.

- I. Approval of Minutes - Special Meeting of December 1, 2009
Special Meeting of December 8, 2009
Regular Meeting of December 15, 2009

II. Chancellor’s Reports

A. Communications

Chancellor will share general information to the Board of Trustees, including federal, state, and local interests and District information.

Information Only

1. “Special Presentation – The Jump Start Program”– Mr. Ajené Wilcoxson, Assistant Professor, Business Administration, RCC
2. “Special Presentation – The Entrepreneurship Program” – Dr. Ron Pardee, Professor, Management, RCC
3. “Special Presentation – The Center for Communication Excellence” – Ms. Joan Gibbons-Anderson, Assistant Professor, Speech Communication, RCC
4. “Special Presentation – Fall 2009 Scholarship Award to Student Trustees” – Gregory W. Gray, Chancellor

B. Resolution No. 24-09/10 – Riverside Transit Agency’s Conveyance of Alternative Fuel Buses

- Recommend considering the resolution.

Recommended Action: To be Determined

- C. Board of Trustees Committee Restructuring
 - Recommend discussing the restructuring of the Board of Trustees Committee Meetings and for those meetings to become formal Board meetings.

Recommended Action: Request for Approval

III. Student Report

IV. Comments from the Public

V. Consent Items

A. Action

1. Personnel

- Appointments and assignments of academic and classified employees.

a. Academic Personnel

1. Appointments

- (a) Management
- (b) Contract Faculty (None)
- (c) Long-Term, Temporary Faculty (None)

2. Correction of Effective Date of Employment

3. Salary Reclassification

4. Separations

b. Classified Personnel

1. Appointments

- (a) Management/Supervisory (None)
- (b) Management/Supervisory – Categorically Funded (None)
- (c) Classified/Confidential (None)
- (d) Classified/Confidential – Categorically Funded

2. Leave for Military Reserve Duty

3. Requests for Leave Under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA)
4. Separation
- c. Other Personnel
 1. Substitute Assignments
 2. Short-term Positions
 3. Full-Time Students Employed Part-Time and Part-Time Students Employed Part-Time on Work Study
 4. Professional Expert Services
2. Purchase Order and Warrant Report—All District Funds
 - Recommend approving/ratifying the Purchase Orders, Purchase Order Additions, and District Warrant Claims issued by the Business Office.
3. Budget Adjustments
 - a. Budget Adjustments
 - Request approval of various budget transfers between major object codes within the approved budget concerning supplies, services, equipment and personnel as requested by administrative personnel.
 - b. Resolutions to Amend Budget
 1. Resolution to Amend Budget – Resolution No. 23-09/10 Griffin Construction Contribution
 - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
 2. Resolution to Amend Budget – Resolution No. 25-09/10 2009-2010 Center for Applied Competitive Technologies (CACT) Statewide Strategic HUB
 - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.

3. Resolution to Amend Budget – Resolution No. 26-09/10 Nursing/Science Building Construction HUD99K
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
4. Resolution to Amend Budget – Resolution No. 27-09/10 Nursing/Science Building Construction HUD198.4K
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
5. Resolution to Amend Budget – Resolution No. 28-09/10 Nursing/Science Building Construction HUD248K
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
6. Resolution to Amend Budget – Resolution No. 29-09/10 2009-2010 Bank of America – Performance Riverside
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
7. Resolution to Amend Budget – Resolution No. 30-09/10 2009-2010 California Arts Council/Department of Justice Music Presenting – Performance Riverside
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.

c. Contingency Budget Adjustments (None)

4. Bid Awards (None)
5. Out-of State Travel
- Recommend approving out-of-state travel requests.
6. Grants, Contracts and Agreements
 - a. Contracts and Agreements Report Less than \$76,700 – All District Funds
- Recommend ratifying the listing of the District’s contracts and agreements that are less than \$76,700, pursuant to Public Contract Code Section 20650.

7. Other Items
 - a. 2010-2011 Nonresident Tuition and Capital Outlay Surcharge Fees
 - Recommend adopting a nonresident tuition rate and a capital outlay surcharge fee for 2010-2011.
 - b. Surplus Property
 - Recommend declaring listed property as surplus; finding the property does not exceed \$5,000, and authorizing the property be sold on behalf of the District.
 - c. District Modular ADA Upgrades Project – Subcontractor Substitution
 - Recommend approving the substitution of striping and concrete subcontractors.
 - d. Notices of Completion
 - Recommend accepting listed projects as complete, approving the execution of the Notices of Completion and authorizing their signature.

Recommended Action: Request for Approval and Ratification

- B. Information
 1. Monthly Financial Report
 - Informational report relative to financial activity for the period from July 1, 2009 through December 31, 2009.
 2. CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended December 31, 2009
 - Informational report relative to the District’s financial status for the period ended December 31, 2009.
 3. Measure C Project Commitments Summary
 - Informational report on Measure C general obligation bond financial activity through the period ended December 31, 2009.

Information Only

VI. Board Committee Reports

- A. Planning and Operations Committee
 1. Riverside Community College District Pandemic Influenza Response Plan
 - Recommend approving the Plan for inclusion in the current District Emergency Operations Plan.

Recommended Action: Request for Approval

B. Teaching and Learning Committee

1. Subcontract Agreement with California Poly Pomona Foundation, Inc.
 - Recommend ratifying the agreement to perform work in support of the achievement of the goals and objectives of Riverside City College Cost Reduction Access Act (CCRAA) Cooperative Grant Program, Step Up to Success.

Recommended Action: Request for Approval

2. Proposed Curricular Changes
 - Recommend approving the curricular changes for inclusion in the Catalog and in the schedule of class offerings.

Recommended Action: Request for Approval

C. Resources Committee (None)

D. Governance Committee (None)

E. Facilities Committee

1. ADA Transition Plan – Design and Engineering Services Amendment No. 1
 - Recommend approving Amendment No. 1 with PSOMAS for Accessibility Master Planning Services to the ADA Transition Plan.

Recommended Action: Request for Approval

2. Health Science Center (Moreno Valley Campus) – FPP Design Services Agreement No. 2
 - Recommend approving the agreement with Steinberg Architects to provide revisions to the FPP design of the Health Science Center located at the Moreno Valley Campus.

Recommended Action: Request for Approval

3. Moreno Valley Campus Safety and Site Improvement – Change Order No. 2
 - Recommend approving the deductive change order for the project.

Recommended Action: Request for Approval

4. Norco Student Support Center – Design Services Amendments
 - Recommend approving the amendment to provide an audio visual change requested by the campus.

Recommended Action: Request for Approval

5. Norco Student Support Center – Change Orders
 - Recommend approving the change orders for the center.

Recommended Action: Request for Approval

6. Norco Operations Center – Design and Engineering Services Amendment No. 1

- Recommend approving the amendment with Hill Partnership, Inc., to provide additional design and engineering services for the Norco Operations Center Project.

Recommended Action: Request for Approval

7. Phase III – Norco/Industrial Technology Project – Change Order

- Recommend approving the change order for this project.

Recommended Action: Request for Approval

8. Riverside City College Interim Parking – Lease Amendment No. 1

- Recommend approving the amendment for this project.

Recommended Action: Request for Approval

F. Board of Trustees Committee Meeting Minutes

- Recommend receipt of minutes from the December 1, 2009 Board of Trustees Teaching and Learning, Planning, and Resources Committee meetings.

Information Only

VII. Administrative Reports

A. Vice Chancellors

B. Presidents

VIII. Academic Senate Reports

A. Moreno Valley Campus

B. Norco Campus/Riverside Community College District

C. Riverside City College

IX. Bargaining Unit Reports

A. CTA – California Teachers Association

B. CSEA – California School Employees Association

X. Business from Board Members

A. Board members will briefly share information about recent events/conferences they have attended since the last meeting.

Information Only

- B. Declaration in Favor of H.R. 3221: Student Aid and Fiscal Responsibility Act – Resolution No. 31-09/10
- Recommend adopting the declaration.
Recommended Action: Request for Adoption

- XI. Closed Session
- Pursuant to Government Code Section 54957, public employee discipline/dismissal/release.
Recommended Action: Adopt the Arbitrator’s Findings and Award

- XII. Adjournment

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING ON DECEMBER 1, 2009

President Blumenthal called the special meeting of the Board of Trustees to order at 5:54 p.m., at the Student Services Foyer, Norco Campus, 2001 Third Street, Norco, California

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Mrs. Janet Green
Mr. Mark Takano

Trustees Absent

Ms. Mary Figueroa
Mr. Jose Medina
Mr. Stephen Bishop, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Dr. Jim Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Brenda Davis, President, Norco Campus
Dr. Jan Muto, President, Riverside City College
Dr. Monte Perez, President, Moreno Valley Campus
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement

Guest(s) Present

Ms. Jan Schall led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Ms. Green, seconded by Mr. Takano, moved that the Board of Trustees receive and sunshine Letter of Intent and schedule a Public Hearing for December 15, 2009. Motion Carried.
(3 ayes)

COLLECTIVE BARGAINING –
PROPOSAL FOR EARLY
RETIREMENT PLAN

The Board adjourned the meeting at 5:59 p.m.

ADJOURNMENT

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING ON DECEMBER 8, 2009

President Blumenthal called the special meeting of the Board of Trustees to order at 6:05 p.m., at the Conference Room 319, Third Floor, Spruce Street District Office, 1533 Spruce Street, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal, President
Mrs. Janet Green, Vice President
Mr. Mark Takano, Secretary
Mr. Mary Figueroa, Board Member
Mr. Jose Medina, Board Member

Staff Present

Dr. Gregory W. Gray, Chancellor

Guest(s) Present

Ms. Blumenthal led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Board discussed the potential new structure of Board committees and meetings.

BOARD COMMITTEE
RESTRUCTURING

The Board discussed and reviewed key elements relative to budget preparation.

2010 BUDGET PREPARATIONS

The Board reviewed the draft job description. Discussion followed.

CHANCELLOR'S JOB
DESCRIPTION

The Board received and reviewed project updates. Discussion followed.

PROJECT UPDATES

The Board adjourned the meeting at 8:30 p.m.

ADJOURNMENT

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF DECEMBER 15, 2009

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:05 p.m. CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Ms. Mary Figueroa
Mrs. Janet Green
Mr. José Medina
Mr. Mark Takano
Mr. Stephen Bishop, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Dr. James Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Services
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs and Student Services and Operations
Dr. Brenda Davis, President, Norco Campus
Dr. Jan Muto, President, Riverside City College
Dr. Monte Perez, President, Moreno Valley Campus
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Dr. Sharon Crasnow, District and Norco Campus Academic Senate President
Dr. Travis Gibbs, President, Academic Senate, Moreno Valley Campus
Dr. Dariush Haghghat, President, CTA
Mr. Gustavo Segura, President, CSEA

Student Trustee Stephen Bishop led the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

President Blumenthal turned the gavel over to Dr. Gray who presided over the election of the officers of the Board. ORGANIZATIONAL MEETING

Ms. Green, seconded by Ms. Figueroa, moved that the current officers of the Board of Trustees remain the same for the year 2010. Motion carried. (5 ayes) Election of Officers

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees: rotate regular Board and Board committee meetings to all three campuses, with a 6:00 p.m. start time for both; with Board committee meetings taking place on the first Tuesday of the month, and the regular meetings taking place on the Selection of Day, Time and Place of Board and Committee Meetings

third Tuesday of the month; however, amended meetings dates will take place as follows: Tuesday, January 19, 2010, Board Committees Meeting; and Tuesday, January 26, 2010, regular Board of Trustees Meeting, both meetings to take place in Board Room AD122, at Riverside City College; Thursday, February 11, 2010, Board Committees Meeting to take place in Student Services 101, at the Moreno Valley Campus; and Tuesday, December 14, 2010, regular Board of Trustees Meeting to take place in Student Services 101, at the Moreno Valley Campus. Motion carried (5 ayes)

President Blumenthal made the following Board committee appointments: Governance Committee: Chair Figueroa/Vice Chair, Chancellor; Planning Committee: Chair Green/Vice Chair, Associate Vice Chancellor, Institutional Effectiveness; Resources Committee: Chair Takano/Vice Chairs: Vice Chancellor, Administration and Finance/Vice Chancellor, Diversity and Human Resources; Teaching and Learning Committee: Chair Medina/Vice Chair, Vice Chancellor, Academic Affairs; and Facilities Committee: Chair Blumenthal/Vice Chair Associate Vice Chancellor, Facilities, Planning, Design and Construction.

Committee Appointment

President Blumenthal made the following appointments for the Liaison Committee Representatives for 2010: Association of Community College Trustees (ACCT) Liaison, Ms. Figueroa; Association of Governing Boards of Universities and Colleges (AGB) Liaison, Mr. Takano; California Community College Trustees and Legislative Network (CCCT) Liaison, Ms. Figueroa; Community College League of California (CCLC) Liaison, Ms. Figueroa and Ms. Green; Latino Trustees Association Liaison, Mr. Medina; Inland Valleys' Trustees and CEO Association Liaison, Mr. Takano; African-American Organizations Liaison, Ms. Blumenthal; Hispanic Chamber of Commerce Liaison, Mr. Medina; Riverside Chambers of Commerce Liaison, Ms. Blumenthal; Riverside County School Board Association Liaison, Ms. Green; County Committee on School District Organization Liaison, Mr. Medina; Alvord USD Ad-Hoc Committee, Mr. Takano and Mr. Medina; Mine Okubo Committee, Mr. Takano and Ms. Green; and

Liaison Board Committee Representatives

Riverside School for the Arts Committee,
Mr. Takano and Ms. Figueroa.

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees approve the minutes of the regular meeting of November 17, 2009. Motion carried. (5 ayes)

MINUTES OF THE REGULAR
MEETING OF NOVEMBER 17, 2009

CHANCELLOR'S REPORTS

Presentations

Dr. Gray swore in Mr. Bishop as the 2009-2010 Student Trustee.

“Administration of Oath of Office to Student Trustee” – Dr. Gregory W. Gray, Chancellor

Dr. Davis introduced Dina Humble, Associate Professor, Music, who led a performance by the Norco Choir.

“Special Presentation – Performance by the Norco Choir” – Dr. Brenda Davis, President, Norco

Dr. Davis introduced Ms. Meghan Sheeran, Vice President of Finance, Associated Students of Norco Campus, who delivered a presentation to the board on current student activities.

“Special Presentation – Associated Students of Norco Campus” – Dr. Brenda Davis, President, Norco

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees ratify the award, for the Communities Learning in Partnership (CLIP) program, a joint effort between Riverside City College and the City of Riverside, for the time frame of October 23, 2009 through July 31, 2010, in the amount of \$140,595.00, and authorize James Buysse, Vice Chancellor, Administration and Finance, to sign the Contract. Motion carried. (5 ayes)

Agreement with Bill and Melinda Gates Foundation

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees accept and approve the 2010 Commencement Schedule on Thursday, June 10, 2010, as follows: Norco Campus-10:00 a.m.; Moreno Valley Campus-5:00 p.m.; and Riverside City College-7:30 p.m. Motion carried. (5 ayes)

2010 Commencement Schedule

Board President Blumenthal opened the Public Hearing on the proposal to negotiate an early retirement plan for fiscal year 2009-2010 at 6:55 p.m. There were no questions/comments from the public, and the hearing was closed at 6:56 p.m.

Public Hearing – Collective Bargaining - Proposal for Early Retirement Plan

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees approve the schedule of meetings, with an amendment to the February Board Committees Meeting which will take place on February 11, 2010, in Student Services 101, at the Moreno Valley Campus. Motion carried. (5 ayes)

Proposed Board of Trustees
Meeting Calendar for January-
December 2010

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

STUDENT REPORT

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees pull Consent item V-A-6-b in order to hear all public comments related to the Project Labor Agreement. Motion carried. (5 ayes)

PROJECT LABOR AGREEMENT

Norco Choir students, Ms. Macias, Mr. Edge and Mr. Bass thanked the Board for their support and the opportunity to go abroad and perform in South Africa in summer 2010. The Norco Choir has currently raised \$20,000 for this trip. Mr. Stosel, Mr. Rowden, Mr. Robison, Mr. Wolowicz, Ms. Roth, Mr. Frost, Mr. Heusner, Ms. Nutting, Mr. Greenhagen, Mr. Perez, Mr. Cusack, Mr. Silva, Mr. Magness, Mr. Miller, Mr. Adcock, Ms. McNicholas, Ms. Pivirotto, Ms. Rayfield, Mr. Beloz, Ms. Wild, Mr. Guedea, Mr. Calvin, and Mr. Lopez commented on the Project Labor Agreement.

COMMENTS FROM THE PUBLIC

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees authorize the Chancellor to negotiate the Project Labor Agreement with the Riverside and San Bernardino Building and Construction Trade Councils with an amendment that all future projects using Measure "C" funds which are \$1,000,000.00 or less are exempt from the Project Labor Agreement. Motion carried. (3 ayes; 2 noes [Blumenthal and Green])

PROJECT LABOR AGREEMENT

The Board adjourned for a recess at 7:58 p.m. and reconvened at 8:11 p.m.

RECESSED/RECONVENED

CONSENT ITEMS

Action

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

Approve the amended listed academic and classified appointments, and assignment and salary adjustments; (Appendix No. 27)

Academic and Classified Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$11,796,917 and District Warrant Claims totaling \$6,146,972; (Appendix No. 28)

Purchase Order and Warrant Report – All District Funds

Approve the budget transfers as presented; (Appendix No. 29)

Budget Adjustments

Approve adding the revenue and expenditures of \$140,595 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 15-09/10 2009-2010 Community Learning in Partnership (CLIP) Planning Grant

Approve adding the revenue and expenditures of \$24,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 18-09/10 2009-2010 City of Riverside Community Development Block Grant Program

Approve adding the revenue and expenditures of \$350,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 19-09/10 2009-2010 American Recovery and Reinvestment Act (ARRA) Allied Health Expansion Phase II

Approve adding the revenue and expenditures of \$421,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 21-09/10 Wheelock Gymnasium Seismic Retrofit Project

Approve adding the revenue and expenditures of \$54,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 20-09/10 Riverside County 2009 Homeland Security Grant Program

Approve the contingency budget transfer, by a two-thirds vote of the members, as presented; (Appendix 30)

Contingency Budget Adjustments

Award a bid for the Re-Roofing Projects-Spruce St, Systems Office and Heating Buildings in the total amount of \$170,001 to Cabral Roofing and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;	Bid Award – Re-Roofing Projects-Spruce St, Systems Office & Heating Buildings
Grant out-of-state travel requests; (Appendix No. 31)	Out-of-State Travel
Ratify the contracts totaling \$160,686; (Appendix No. 32)	Contracts and Agreements Report Less than \$76,700 – All District Resources
Approve and authorize District administrators to sign documents as listed; (Appendix 33)	Signature Authorization
Adopt Resolution No. 13-09/10, declaring design and development of Facilities to be LEED Certified, in Recognition of the Green Initiatives in the 2009-2012 Strategic Plan and authorizing signing of said Resolution;	Resolution of the Board of Trustees of Riverside Community College Districting Declaring – Design and Development of Facilities to be LEED Certified, in Recognition of the Green Initiatives in the 2009-2012 Strategic Plan – Resolution No. 13-09/10
Declare the listed property to be surplus; find that the property does not exceed the total value of \$5,000; and authorize the property to be consigned to the Liquidation Company to be sold on behalf of the District; and (Appendix No. 34)	Surplus Property
Accept the projects listed as complete; approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works); and authorize the Board President to sign the Notices. (Appendix No. 35)	Notices of Completion
Motion carried. (5 ayes)	
	Information
The Board received the information for the period July 1, 2009 through November 30, 2009.	Monthly Financial Report
The Board received the information for the period ended on September 30, 2009.	CCFS-311Q –Quarterly Financial Status Report for the Quarter Ended September 30, 2009

The Board received the summary report on Measure C general fund obligation bond financial activity through the period ended November 30, 2009.

Measure C Project Commitments
Summary

BOARD COMMITTEE REPORTS

Teaching and Learning

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees ratify the agreement with the County of Riverside to supply office space, classroom and laboratory facilities, from July 1, 2009 through June 30, 2012, based upon the fiscal year 2008-2009 Schedule of Fees for Ben Clark Training Center, and authorize the Vice Chancellor, Administration and Finance, to sign the contract. Motion carried. (5 ayes)

Operational Agreement with
County of Riverside

Mr. Medina, seconded by Ms. Green, moved that the Board of Trustees approve the agreement to provide travel services to Morocco for the study abroad program, for June 18, 2010 through June 29, 2010, for an amount not to exceed \$750.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried (5 ayes)

Agreement with Adventureland
Safari LLC

Resources

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees approve the Norco Secondary Effects project be delivered using Construction Management Multiple Prime contracting; and approve the agreement with Tilden Coil Constructors, Inc., in the amount of \$1,738,764; and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Norco Secondary Effects Project
– Construction Management
Services Agreement

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees approve Amendment No. 6 with GKK Works for revisions LEED implementation services for the Riverside Nursing/Science Building project in an amount not to exceed \$153,808, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment. Motion carried. (5 ayes)

Riverside Nursing/Science
Building Project – Design
Amendment No. 6

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees approve Amendment No. 1 with AVR Studios, Inc. for additional services for the Riverside Aquatics Complex project in an amount not to exceed \$16,000, and authorize the Vice Chancellor, Administration and Finance to sign the amendment. Motion carried. (5 ayes)

Riverside Aquatics Complex
Project – Design Amendment
No. 1

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees adopt the Riverside Aquatics Complete Project – Excavation Resolution No. 17-09/10 authorizing additional grading and earthwork required for the project, and an amount not to exceed \$100,000 to proceed with Crew, Inc. for the Riverside Aquatics Complex Project excavation. Motion carried. (5 ayes)

Riverside Aquatics Complex
Project – Excavation Resolution
No. 17-09/10

Mr. Takano, seconded by Ms. Green, moved that the Board of Trustees receive the Foundation’s independent audit report for the year ended June 30, 2009 for the permanent file of the District. Motion carried. (5 ayes)

2008-2009 Independent Audit
Report for the Riverside
Community College District
Foundation

Mr. Takano, seconded by Ms. Figueroa, moved that the Board of Trustees receive the District’s independent audit report for the year ended June 30, 2009 for the permanent file of the District. Motion carried. (5 ayes)

2008-2009 Independent Audit
Report for the Riverside
Community College District

Planning Committee

Ms. Green, seconded by Ms. Figueroa, moved that the Board of Trustees approve the scope design of the Operations Center at the Norco Campus; approve the tentative budget of \$16,834,625 using District Measure “C” funds; approve the project being delivered using Construction Management Multiple Prime contracting; and approve the agreement with Tilden Coil Constructors, Inc., in the amount of \$1,550,013; and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Operations Center (Norco
Campus) – Tentative Budget
Approval and Construction
Management Services
Agreement

Ms. Green, seconded by Mr. Medina, moved that the Board of Trustees approve the scope design of the Parking Structure and Surge Space project at the Moreno Valley Campus and budget, in the amount of \$31,800,000 and authorize the use of Measure “C” Funds. Motion carried. (5 ayes)

Moreno Valley Parking Structure and Surge Space – Tentative Budget Approval

Governance Committee

Ms. Figueroa, seconded by Mr. Medina, moved that the Board of Trustees approve Board Policies 3280 and 3505B. Motion carried. (5 ayes)

Revised and New Board Policies – Second Reading

The Board received for information the minutes from the November 3, 2009 Board of Trustees Governance, Teaching and Learning, Planning, and Resources Committee meetings.

Board of Trustees Committee Meeting Minutes

ACADEMIC SENATE REPORTS

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

District and Norco Campus

Dr. Richard Davin presented the report on behalf of the Riverside City College Academic Senate.

Riverside City College

BARGAINING UNIT REPORTS

Dr. Dariush Haghghat, President, CTA, presented the report on behalf of the CTA.

CTA – California Teacher’s Association

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

CSEA – California School Employees

BUSINESS FROM BOARD MEMBERS

Mr. Takano, seconded by Mr. Medina, moved that that the Board of Trustees adopt the Resolution. Motion carried (3 ayes, 2 noes [Blumenthal and Green])

Resolution No. 22-09/10 – Congratulating the Honorable John Perez as the First Openly Gay Assembly Speaker of the California Legislature

The Board adjourned the meeting at 9:40 p.m.

ADJOURNMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORT

Report No.: II-B

DATE: January 26, 2010

Subject: Resolution No. 24-09/10 – Riverside Transit Agency's Conveyance of Alternative Fuel Buses

Background: The Riverside Transit Agency conveyed four buses to Riverside City College through the RCCD Foundation for use in the development and offering of alternative fuels technician classes under the Automotive Technology Program.

Recommended Action: It is recommended that the Board of Trustees consider the resolution.

Gregory W. Gray
Chancellor

Prepared by: Amy Cardullo
Director, RCCD Foundation

Jim Parsons
Associate Vice Chancellor
Public Affairs & Institutional Advancement

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 24-09/10

RIVERSIDE TRANSIT AGENCY CONVEYANCE OF BUSES

WHEREAS, the Board of Trustees of the Riverside Community College District has publicly affirmed its commitment to green technology and environmental stewardship; and

WHEREAS, the Board and the Chancellor have committed to such sustainability efforts as LEED certification for capital construction projects, and support alternative energy initiatives; and,

WHEREAS, RCCD faculty, staff, and students are engaged in developing curriculum, operational processes, and other initiatives that contribute to the understanding, adoption, and practical application of alternative energy technologies; and,

WHEREAS, Riverside City College is offering its first two courses in alternative fuel technology and systems during the Spring 2010 semester; and,

WHEREAS, the Riverside Transit Agency (RTA), which operates a fleet of alternative energy vehicles, determined that it could support program development in alternative fuels technician training through the Automotive Technology programs at Riverside City College; and,

WHEREAS, the transfer by RTA through the RCCD Foundation of four buses slated to be retired from service provides hands-on opportunities for students training in alternative fuels; and,

WHEREAS, such action enriches the academic and career technical learning environment at Riverside City College;

THEREFORE BE IT RESOLVED, by the Board of Trustees of the Riverside Community College District to recognize and thank the Riverside Transit Agency for its support and contribution to students and to the District's efforts in the area of sustainable, green technology.

PASSED AND ADOPTED this 26th day of January, 2010 at the regular meeting of the Riverside Community College District Board of Trustees.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-C

DATE: January 26, 2010

Subject: Board of Trustees Committee Restructuring

Background: The Board of Trustees Committee Meetings are being restructured. As part of that process, an additional Facilities Board Committee has been added to the existing Planning and Operations, Teaching and Learning, Resources, and Governance Board Committees.

Recommended Action: It is recommended that the Board of Trustees discuss the restructuring of the Board of Trustees Committee Meetings and for those meetings to become formal Board meetings.

Gregory W. Gray
Chancellor

Prepared by: Gregory W. Gray
Chancellor

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: January 26, 2010

Subject: Academic Personnel

1. Appointments

Board Policy 2200 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

It is recommended the following appointments be approved/ratified:

- a. Management
* (None)
- b. Contract Faculty
(None)
- c. Long-Term, Temporary Faculty
(None)

2. Correction of Effective Date of Employment

At the board meeting of November 17, 2009, the Board of Trustees approved the appointment of Joyce Kim, Assistant Professor, Speech Language Pathology Assistant Programs, to be effective February 16, 2009. Her effective date of employment needs to be corrected.

It is recommended the Board of Trustees approve the effective date of employment for Joyce Kim Assistant Professor, Speech Language Pathology Assistant Programs, from February 16, 2009 to February 16, 2010.

3. Salary Reclassification

Board Policy 7160 establishes the procedures for professional growth and salary reclassification. The following employee has fulfilled the requirements of this policy.

It is recommended the Board of Trustees grant a salary reclassification to the following faculty member effective February 1, 2010:

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Sean Drake	F	G

Report No.: V-A-1-a

Date: January 26, 2010

Subject: Academic Personnel

4. Separations

Board Policy 7350 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignations.

It is recommended the Board of Trustees ratify the resignation of the individuals listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Lola Aldridge	Assistant Professor, Healthcare Technician	01/04/2010	Resignation
Susan Farrington	Visiting Assistant Professor, Nursing	01/20/2010	Resignation
Richard Collins	Professional Services Contract	01/29/2010	End of Contract

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b

Date: January 26, 2010

Subject: Classified Personnel

1. Appointments

In accordance with Board Policy 2200, the Chancellor recommends approval for the following:

- a. Management/Supervisory
(None)
- b. Management/Supervisory – Categorically Funded
(None)
- c. Classified/Confidential
(None)
- d. Classified/Confidential – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
MORENO VALLEY CAMPUS				
* Nicole Ramirez	Accounting Services Clerk (CCRAA/STEM)	02/01/10	K-1	Appointment

2. Leave for Military Reserve Duty

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

It is recommended the Board of Trustees ratify a request for military reserve duty for Anthony Puzzuto, Warehouse Supervisor, for the dates of December 7-11, 2009 (a total of 5 working days). Mr. Puzzuto meets the college service requirements.

Report No.: V-A-1-b

Date: January 26, 2010

Subject: Classified Personnel

3. Requests for Leave Under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA)

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

<u>Name</u>	<u>Title</u>	<u>Leave Type</u>	<u>Effective/ Retroactive to:</u>
Chambers, Ann	Administrative Assistant	CFRA/FMLA	December 16, 2009
Cuellar III, Enrique	Custodian	CFRA/FMLA	January 4, 2010
Khalil, Khaled	Payroll Manager	CFRA/FMLA	December 22, 2009
Mathay, Sandra	Administrative Assistant	CFRA/FMLA	December 15, 2009

4. Separation

Board policy 7350 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignation;

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Manuel Silvas	Swimming Pool Caretaker	January 29, 2010	Retirement

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-c

Date: January 26, 2010

Subject: Other Personnel

1. Substitute Assignments

Pursuant to Ed Code 88003, substitute assignments are made to allow the District time to recruit vacant positions or provide absence coverage. It is recommended that the Board of Trustees approve/confirm the substitute assignments as indicated on the attached list.

2. Short-term Positions

Pursuant to Ed Code 88003, a short-term employee is any person employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. It is recommended that the Board of Trustees approve/confirm the short-term positions as indicated on the attached list.

3. Full-Time Students Employed Part-Time and Part-Time Students Employed Part-Time on Work Study

Pursuant to Ed Code 88003, full-time students employed part-time and part-time students employed part-time on work study are hired on an hourly, as needed basis. It is recommended that the Board of Trustees approve/confirm the student worker positions as indicated on the attached list.

4. Professional Expert Services

Pursuant to Ed Code 88003, a professional expert is any person who is employed on a temporary basis for a specific project, regardless of length of employment. It is recommended that the Board of Trustees approve the Professional Expert Services Agreement with Thomas Craft as Head Football Coach, per the terms and conditions of the attached agreement, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Report No.: V-A-1-c

Date January 26, 2010

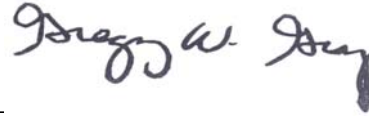
Subject: Classified Personnel

Submitted by:



Melissa Kane
Vice Chancellor, Diversity and Human
Resources

Transmitted to the Board by:



Gregory W. Gray
Chancellor

Concurred by:



Chris Carlson
Chief of Staff/Executive Assistant to
the Chancellor

Concurred by:



Jan Muto
President, Riverside City College



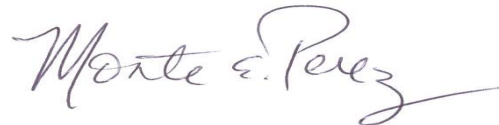
Ray Maghroori
Vice Chancellor, Academic Affairs



Brenda Davis
President, Norco Campus



James Buysse
Vice Chancellor, Administration and Finance
and Finance



Monte Perez
President, Moreno Valley Campus

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Brown, Dayna	Clerical, Substitute	01/04/10-01/16/10	\$16.89/hour
* Chavez, Christopher	Clerical, Substitute	01/27/10-06/30/10	\$16.89/hour
Corente, Carissa	Clerical, Substitute	02/08/10-03/31/10	\$16.89/hour
Horn, Lisa	Clerical, Substitute	01/27/10-06/30/10	\$24.55/hour
Martinez, Jimmy	Clerical, Substitute	01/27/10-06/30/10	\$24.55/hour
McLaughlin, Devin	Clerical, Substitute	01/27/10-06/30/10	\$24.55/hour
Xayaphanthong, Soutsakhone	Clerical, Substitute	01/27/10-04/21/10	\$18.51/hour

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 7130</u>
Bradshaw, Lee Ann	Academy Coordinator	01/27/10-06/30/10	\$25.00/hour
Lochard, Armone	Academy Coordinator	12/17/09-06/30/10	\$25.00/hour
Armstrong, Wyvonne	Classroom Assistant	02/14/10-06/30/10	\$10.00/hour
Amie, Steven	Educational Assistant	01/27/10-06/30/10	\$8.00/hour
Taylor, Bryson	Educational Assistant	12/01/09-06/05/10	\$8.00/hour
Culkosky, Katie	Finance Specialist	01/27/10-02/28/10	\$18.25/hour
Dyer, Rachel	Grant Project Educational Trainer II	01/27/10-04/23/10	\$35.00/hour
Tran, Thu	Grant Project Educational Trainer II	01/27/10-04/23/10	\$35.00/hour
Beach, Anna	Grant Project Technician	01/27/10-04/23/10	\$20.00/hour
Figueroa, Carlos	IMC Trainee	01/27/10-06/30/10	\$8.00/hour
Gomez, Raul	IMC Trainee	01/27/10-06/30/10	\$8.00/hour
Reprieto, Adriana	IMC Trainee	01/27/10-06/30/10	\$8.00/hour
Lopez, Crystal	Instructional Aide I	03/01/10-06/30/10	\$8.00/hour
Rodriguez, Adrian	Instructional Aide I	01/27/10-06/30/10	\$8.00/hour
Siemieniewski, Paul	Instructional Aide I	01/27/10-06/30/10	\$8.00/hour
Moore, Carrington	Instructional Aide III	01/27/10-03/31/10	\$9.00/hour
Tiner, Trona	Instructional Aide III	01/27/10-03/31/10	\$9.00/hour
Hormann, Megan	Office Assistant I	01/27/10-06/30/10	\$9.00/hour
Kim, Bichnarae	Office Assistant II	01/27/10-06/30/10	\$10.50/hour
Omondi, Bryan	Office Assistant II	01/27/10-06/30/10	\$10.50/hour
Porter, Elizabeth	Office Assistant II	01/27/10-06/30/10	\$10.50/hour
Qin, Tianyaun	Office Assistant II	01/27/10-06/30/10	\$10.50/hour
*Retamoza, Sylvia	Office Assistant III	12/01/09-06/30/10	\$12.50/hour
Martinez, Joanna	Office Assistant IV	12/17/09-06/30/10	\$14.00/hour
Goodrich, Elisa	Registered Nurse I	01/27/09-06/30/10	\$35.00/hour
Rowe, Kathy	Research Intern	01/27/10-06/30/10	\$14.22/hour

AMENDED*

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 7130</u>
Citrowski, Shaunna	Role Player	01/27/10-06/30/10	\$8.00/hour
Broguiere, Nathaniel	Tutor I	01/27/10-06/30/10	\$8.00/hour
Samai, Selik	Tutor I	01/27/10-06/30/10	\$8.00/hour
Cortez, Gabriela	Tutor III	01/27/10-06/30/10	\$9.25/hour
Hanki, Nicole	Tutor III	01/27/10-06/30/10	\$9.25/hour
Tarrabe, Teresa	Tutor III	01/27/10-06/30/10	\$9.25/hour

DISTRICT FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY CAMPUS				
Farabi, Nabila	Tutor	Tutorial Services	01/08/10	\$ 8.25
Lopez, Emma	Student Food Service Worker	Food Services	01/08/10	\$ 8.00
NORCO CAMPUS				
Flores, Susana	Office Clerk	Tutorial Services	01/07/10	\$ 8.00
Kim, Shelley	Tutor	Tutorial Services	01/06/10	\$ 8.00
RIVERSIDE CITY COLLEGE				
Abercrombie, Tyler	Stem Mentor	Stem Program	12/15/09	\$ 12.50
Ankeny, Chelsea	Office Worker	Physical Education / Pool	01/07/10	\$ 8.00
		Student Services /		
De Nucci, Michael	Clerical / Field Worker	Baseball	12/15/09	\$ 8.00
Kime Hunt, William	Stem Mentor	Stem Program	01/08/10	\$ 12.50
Lucchesi, Brianna	Stem Mentor	Stem Program	12/15/09	\$ 12.50
Ojo, Enosakhare	Stem Mentor	Stem Program	12/16/09	\$ 12.50
Perez, Brian	Stem Mentor	Stem Program	12/15/09	\$ 12.50

CATEGORICAL FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
AMERICA READS PROGRAM				
El, Sarina	AMR/Pasa Tutor	Corona/Norco Unified School District	01/12/10	\$ 10.25
LITERACY PROGRAM				
Medel, Jenny	Homework Helper	Eastside Cybrary	12/17/09	\$ 9.00
NORCO CAMPUS				
Covach, Matthew	Clerical Assistant	Facilities	01/04/10	\$ 8.00
Hanson, Desiree	Office Assistant 1	Counseling	12/14/09	\$ 9.00
Langley, Bonnie	Student Worker	Food Services	01/06/10	\$ 8.00

AMENDED*

PROFESSIONAL EXPERT SERVICES AGREEMENT

This Agreement is entered into by and between Thomas Craft, (“Expert”) and the Riverside Community College District (“District”).

The parties agree as follows:

1. District agrees to employ Expert and Expert accepts employment as Head Football Coach.
2. The term of the Agreement shall be from January 27, 2010 to January 26, 2012.
- * 3. Expert shall be paid an annual salary of \$102,000.
- * 4. The annual salary will increase by 5% beginning January 27, 2011.
5. Expert is employed as a Professional Expert pursuant to Section 88003 of the California Education Code. Expert agrees and understands that the employment governed by this Agreement is temporary and terminable at any time without cause or prior notice at the sole discretion of the District upon recommendation of the President and/or Chancellor and approval by the Governing Board. Expert also agrees and understands that the position does not lead to tenure or any permanent status.
6. Expert shall be entitled to the following benefits for Expert and dependents:
 - a. Participation in the District’s Dental and Medical Insurance Programs;
 - b. Participation in the State Teachers’ Retirement System or Public Employees Retirement System (subject to eligibility requirements).
 - c. Annual sick leave of 11 days per year.
7. The duties of the position are established by the District in the form of a job description, which is attached hereto and incorporated herein as Exhibit A.
8. In the event of termination of this Agreement prior to the end of the term, Expert shall be provided severance pay and benefits as follows:
 - a. The lesser of one full month of salary per full year of service or salary equal to the number of months left on the unexpired term of the contract.
 - b. The lesser of one full month of paid dental and health insurance benefits per full year of service or benefits equal to the number of months left on the unexpired term of the contract. Further, this benefit will terminate upon Employee finding other employment.

AMENDED*

9. Expert understands that during the term of this Agreement, Expert must comply with all laws, rules, regulations, Board Policies and Administrative Procedures that apply to the District.
10. This Agreement constitutes the entire Agreement between the parties, despite any oral or written communication to the contrary. Any representatives, warranties, inducements, or monies made by the District shall not add to or vary this Agreement nor be of any force or effect.
11. This Agreement is governed by, and construed in accordance with, the laws of the State of California, County of Riverside.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

PROFESSIONAL EXPERT

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Thomas Craft

AMENDED*

*

EXHIBIT A
RIVERSIDE CITY COLLEGE
Professional Expert/Athletic Coach
Head Football Coach

DEFINITION

Under the general supervision of the Dean, Physical Education and Athletics, the Head Football Coach will be responsible for the planning, developing, coordination, administering, and evaluation services and programs relevant to the athletic success involved in the football program.

TYPICAL TASKS

1. Coach the student/athlete in the individual and team concept of support participation:
 - Oversee the direction of practice daily during season of sport, coach team at the games, and adhere to all regulations, rules, procedures and policies for athletic programs as established by the NCAA, the COA, the Mission Football Conference, and Riverside Community College District.
 - Assist athletes in preparation for transfer to a four-year college; schedule four-year college coaches to visit campus to recruit student athletes; present a well-coached team that plays with enthusiasm, discipline, and good morale as determined by the Athletic Director; and monitor student/athlete's scholastic progress in coordination with the counseling and athletic eligibility staff.
 - Oversee the strength and conditioning program for football student athletes through the year.
 - Imparts concepts of coaching theory to student athletes. (Foundation of Coaching, Football Theory and Football Offense)
2. Organize, plan, coordinate, and evaluate intercollegiate program:
 - Determine student eligibility for athletic programs; determine program goals, objectives, and related activities; schedule necessary time for required department and staff meetings; and schedule office hours throughout the year to meet with students, staff, and the community.
 - Coordinate the identification and recruitment of eligible individuals; recruit actively in the high schools in the area and contiguous districts.
 - Recruitment includes high school visitations; individual contacts with the athlete and his/her parents; home visits; follow-up correspondence and telephone contact; campus visitation by athletes, assist athletes in finding part-time employment and in securing financial aid, assist in disseminating information regarding assessment, orientation, counseling, and registration.
3. Stay abreast of current literature in field; attend coaching clinics and maintain membership, and participate in meetings at the local state, and national coaches' associations.
4. Supply information assistance in the preparation of the media guides; be available to media for interviews; be available for speaking engagements; and participate in the fundraising efforts.
5. Other responsibilities include maintaining standards of professional conduct and ethics appropriate to the professional position.

EMPLOYMENT STANDARDS

Bachelor's degree required. Master's degree in physical education; education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education desired or equivalent. Two (2) years of football coaching experience at the varsity high school or college level is required.

9. This Agreement constitutes the entire Agreement between the parties, despite any oral or written communication to the contrary. Any representatives, warranties, inducements, or monies made by the District shall not add to or vary this Agreement nor be of any force or effect.

10. This Agreement is governed by, and construed in accordance with, the laws of the State of California, County of Riverside.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

PROFESSIONAL EXPERT

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

Thomas Craft

EXHIBIT A
RIVERSIDE COMMUNITY COLLEGE DISTRICT
Professional Expert/Athletic Coach
Assistant Head Football Coach/Offensive Coordinator/Strength Coach

DEFINITION

Under the general supervision of the Dean, Physical Education and Athletics, the Assistant Head Football Coach will assist the Head Coach in planning, developing, coordination, administering, and evaluation services and programs relevant to the athletic success involved in the football program.

TYPICAL TASKS

1. Coach the student/athlete in the individual and team concept of support participation:
 - Assist in the direction of practice daily during season of sport, coach team at the games, and adhere to all regulations, rules, procedures and policies for athletic programs as established by the NCAA, the COA, the Mission Football Conference, and Riverside Community College District.
 - Assist athletes in preparation for transfer to a four-year college; schedule four-year college coaches to visit campus to recruit student athletes; present a well-coached team that plays with enthusiasm, discipline, and good morale as determined by the Athletic Director; and monitor student/athlete's scholastic progress in coordination with the counseling and athletic eligibility staff.
 - Organize and administer strength and conditioning program for football student athletes throughout the year.
 - Imparts concepts of coaching theory to student athletes. (Foundation of Coaching, Football Theory and Football Offense)
2. Organize, plan, coordinate, and evaluate intercollegiate program:
 - Determine student eligibility for athletic programs; determine program goals, objectives, and related activities; schedule necessary time for required department and staff meetings; and schedule office hours throughout the year to meet with students, staff, and the community
 - Coordinate the identification and recruitment of eligible individuals; recruit actively in the high schools in the area and contiguous districts, which includes seventy-five (75) high schools.
 - Recruitment includes high school visitations; individual contacts with the athlete and his/her parents; home visits; follow-up correspondence and telephone contact; campus visitation by athletes, assist athletes in finding part-time employment and in securing financial aid, assist in disseminating information regarding assessment, orientation, counseling, and registration.
3. Stay abreast of current literature in field; attend coaching clinics and maintain membership, and participate in meetings at the local state, and national coaches' associations.
4. Supply information assistance in the preparation of the media guides; be available to media for interviews; be available for speaking engagements; and participate in the fundraising efforts.
5. Other responsibilities include maintaining standards of professional conduct and ethics appropriate to the professional position.

EMPLOYMENT STANDARDS

Bachelor's degree required. Master's degree in physical education; education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education desired. Two (2) years of football coaching experience at the varsity high school or college level is required.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-2

Date: January 26, 2010

Subject: Purchase Order and Warrant Report--All District Resources

Background: The attached Purchase Order and Warrant Report--All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$6,451,979 requested by District staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 148978-150515) totaling \$6,125,940 has been reviewed by the Business Office to verify that monies are available in the appropriate Resources for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit program.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$6,451,979 and District Warrant Claims totaling \$6,125,940.

Gregory W. Gray
Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Report of Purchases-All District Funds
 Purchases Over \$76,700
 12/01/09 thru 12/31/09

PO#	Department	Vendor	Description	Amount
C0002832	Facilities - Moreno Valley	CW Driver	Moreno Valley Parking Structure & Surge Space	\$2,086,578
C0002834	FPD&C	JBH Structural Concrete, Inc	Aquatics Center Bid Award	388,750
C0002835	FPD&C	Nature Tech Landscaping, Inc	Aquatics Center Bid Award	147,000
C0002836	FPD&C	Challenger Sheet Metal, Inc	Aquatics Center Bid Award	157,000
C0002838	FPD&C	JPI Development Group, Inc	Aquatics Center Bid Award	430,000
C0002839	FPD&C	Daart Engineering Co., Inc.	Aquatics Center Bid Award	157,218
C0002840	FPD&C	Kretschmar & Smith Inc	Aquatics Center Bid Award	297,800
C0002841	FPD&C	Shoring Engineers	Aquatics Center Bid Award	870,600
C0002842	FPD&C	Tilden-Coil Constructors, Inc	Concrete Finish Removal	80,000
C0002845	FPD&C	Crew, Inc	Aquatics Center Bid Award	118,000
P0022546	Risk Management	Alliance of Schools for Cooperative Additions to Approved/Ratify Contracts of \$76,700 and Over	Fire and Theft	694,786
C0001141	FPD&C	GKK Works	Amends/Addds \$87,564 to Nursing/Science Project	87,564
			Total	\$5,515,296
All Purchase Orders, Contracts, and Additions Under \$76,700, for the Period of 12/01/09 - 12/31/09				
			Contracts- C2831 - C2855	257,548
			Contract Additions- C1141 - C2720	
			Purchase Orders- P22300 - P22620	609,860
			Purchase Order Additions- P21353 - P22288	
			Blanket Purchase Orders- B6494 - B6525	69,275
			Blanket Purchase Order Additions- B5538	
			Total	\$936,683
			Grand Total	\$6,451,979

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments

Background: The 2009-10 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are underbudgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). The following budget transfers have been requested:

<u>Program</u>	<u>Account</u>	<u>Amount</u>
1. Transfer to provide for compensated time payoff and an equipment purchase.		
From: Chancellor's Office	Academic Special Project Supplies	\$ 3,112 300
To: Chancellor's Office	Classified Overtime Equipment Replacement	\$ 3,112 300
2. Transfer to provide for the Spruce Street re-roofing and wireless bridge projects.		
From: Administration & Finance, Dist Ofc	Interest	\$ 85,762
To: Administration & Finance, Dist Ofc Information Service, District Office	Remodel Architect's Fees	\$ 83,637 2,125
3. Transfer to purchase additional RCCD identification card supplies.		
From: Student Services	Equipment	\$ 2,500
To: Student Services	Supplies	\$ 2,500
4. Transfer to purchase Mine Okubo books for distribution at community events.		
From: Public Affairs	Advertising	\$ 370
To: Library	Reference Books	\$ 370

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
5. Transfer to provide for part-time hourly help.		
From: Human Resources & Diversity	Advertising	\$ 3,500
To: Academic Senate	Classified Hourly	\$ 3,000
	Employee Benefits	500
6. Transfer to provide for District liability insurance.		
From: Finance - Salary Savings	Academic FT Administrator	\$ 143,535
	Classified FT Administrator	38,745
	Classified FT	55,316
To: Risk Management	Liability Insurance	\$ 237,596
7. Transfer to provide for faculty substitution. (Fund 12, Resource 1190)		
From: CTE Community Collaborative Proj	Meeting Expenses	\$ 266
To: CTE Community Collaborative Proj	Academic Substitute	\$ 239
	Employee Benefits	27
8. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Career & Tech Ed - Perkins Title 1-C	Equipment	\$ 1,006
To: Career & Tech Ed - Perkins Title 1-C	Supplies	\$ 1,006
9. Transfer to provide for overtime. (Fund 12, Resource 1190)		
From: CTE - Perkins Title II Tech Prep	Conferences	\$ 250
To: CTE - Perkins Title II Tech Prep	Classified Overtime	\$ 250

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
10. Transfer to purchase equipment and subscriptions. (Fund 12, Resource 1190)		
From: TriTech Small Business Develop	Other Services	\$ 4,350
To: TriTech Small Business Develop	Equipment	\$ 4,050
	Periodicals/Magazines	300
11. Transfer to provide food for student activities. (Fund 12, Resource 1190)		
From: CTE Entrepreneur Career Pathways	Professional Services	\$ 13
To: CTE Entrepreneur Career Pathways	Food	\$ 13
12. Transfer to provide for cellular telephone expenses.		
From: Student Financial Srvcs - Riverside	Supplies	\$ 808
To: Student Financial Srvcs - District	Cellular Telephone	\$ 808
13. Transfer to purchase supplies.		
From: College Safety and Police - District	Repairs	\$ 600
To: College Safety and Police - District	Supplies	\$ 600
14. Transfer to provide textbooks and bus passes for the Foster Youth program. (Fund 12, Resource 1190)		
From: Workforce Prep - Post Emanc Srvc	Rents and Leases	\$ 4,500
	License Fees	3,500
To: Workforce Prep - Post Emanc Srvc	Instructional Supplies	\$ 2,000
	Transportation/Bus Passes	6,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
15. Transfer to purchase grounds and garden supplies.		
From: Facilities - Riverside	Other Services	\$ 1,548
	Repairs	2,209
To: Facilities - Riverside	Grounds & Garden Supplies	\$ 3,757
16. Transfer to provide for copying, printing and equipment.		
From: Art - Riverside	Postage	\$ 1,160
To: Art - Riverside	Copying and Printing	\$ 300
	Equipment	860
17. Transfer to provide for service contracts on the Nursing lab mannequins. (Fund 12, Resource 1190)		
From: Nursing Ed Practice and Retention	Instr Salaries, Reg FT	\$ 18,186
	Academic Special Project	6,870
To: Nursing Ed Practice and Retention	Repairs	\$ 25,056
18. Transfer to purchase replacement equipment.		
From: President - Riverside	Advertising	\$ 55
To: President - Riverside	Equipment Replacement	\$ 55
19. Transfer to purchase tests. (Fund 12, Resource 1190)		
From: CTE Enroll Grwth/Ret-ADN-RN	Equipment	\$ 8,000
To: CTE Enroll Grwth/Ret-ADN-RN	Tests	\$ 8,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
20. Transfer to reallocate the Basic Skills/ESL 2008/2009 budget. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2008/2009 - Riv	Supplies	\$ 216
	Instructional Supplies	16,537
	Consultants	14,000
	Lecturers	14,255
	Conferences	4,211
	Other Services	2,381
To: Basic Skills/ESL 2008/2009 - Riv	Equipment	\$ 216
	Classified FT	18,696
	Classified Hourly	28,001
	Employee Benefits	4,383
English, Speech & Commun - Riv	Academic Substitute	288
	Employee Benefits	16
21. Transfer to reallocate the Basic Skills/ESL 2009/2010 budget. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2009/2010 - Riv	Other Services	\$ 123,823
To: Basic Skills/ESL 2009/2010 - Riv	Academic PT Non-Instr	\$ 60,000
	Academic Special Project	28,212
	Classified Hourly	2,000
	Employee Benefits	10,038
	Supplies	2,200
	Equipment	6,133
Mathematics - Riverside	Instructional Aides, Hourly	5,200
	Employee Benefits	159
History - Riverside	Instructional Aides, Hourly	9,600
	Employee Benefits	281

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
22. Transfer to purchase equipment.		
From: Library - Riverside	Classified Overtime	\$ 18,763
	Employee Benefits	1,737
To: Library - Riverside	Equipment Replacement	\$ 20,500
23. Transfer to provide for classified special projects.		
From: VP, Student Services - Riverside	Contingency	\$ 2,404
To: Student Services - Riverside	Classified Special Project	\$ 2,200
	Employee Benefits	204
24. Transfer to purchase supplies and equipment.		
From: Counseling - Riverside	Periodicals/Magazines	\$ 13
Counseling - Transfer Center - Riv	Transportation	1,000
To: Counseling - Riverside	Equipment Replacement	\$ 13
Counseling - Transfer Center - Riv	Supplies	1,000
25. Transfer to reallocate the Riverside Athletics budget.		
From: Athletics - Riverside	Custodial Supplies	\$ 2,083
	Periodicals/Magazines	127
	Instructional Media Material	395
To: Athletics - Riverside	Mileage	\$ 328
	Cellular Telephones	1,324
	Repairs	405
	Memberships	548

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
26. Transfer to provide classified overtime.		
From: Center for International Students	Legal	\$ 1,847
To: Center for International Students	Classified Overtime	\$ 1,847
27. Transfer to purchase instructional supplies.		
From: Conservatory Theatre - Norco	Postage	\$ 51
	Rents and Leases	96
To: Conservatory Theatre - Norco	Instructional Supplies	\$ 147
28. Transfer to provide for the interim Vice President of Business Services.		
From: VP, Business Services - Norco	Classified FT Administrator	\$ 8,450
To: VP, Business Services - Norco	Professional Services	\$ 8,450
29. Transfer to provide for temporary services and pest control.		
From: Facilities - Norco	Repair Parts	\$ 848
	Custodial Supplies	790
To: Facilities - Norco	Temporary Services	\$ 848
	Other Services	790
30. Transfer to purchase textbooks.		
From: VP, Educational Services - Norco	Contingency	\$ 1,252
To: Library - Norco	Books/New & Exp Library	\$ 1,252

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
31. Transfer to provide for academic special projects. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2009/2010 - Norco	Other Services	\$ 10,000
To: Basic Skills/ESL 2009/2010 - Norco	Academic Special Project	\$ 10,000
32. Transfer to provide for classified special projects. (Fund 12, Resource 1190)		
From: Title V - Norco Campus	Academic Special Project	\$ 7,200
To: Title V - Norco Campus	Classified Special Project	\$ 7,200
33. Transfer to provide for classified special projects.		
From: Dean of Instruction - Norco	Academic Extra Duty	\$ 42
To: Accreditation - Norco	Classified Special Project	\$ 42
34. Transfer to purchase supplies and equipment.		
From: Learning Resource Center - Norco	Student Help - Non-Instr	\$ 1,800
To: Learning Resource Center - Norco	Supplies	\$ 1,000
	Equipment	800
35. Transfer to provide for recording equipment consultant and an academic special project.		
From: Arts, Human. & World Lang - Norco	Instructional Supplies	\$ 1,925
To: Art, Human. & World Lang - Norco	Consultants	\$ 600
	Professional Services	600
Dean of Instruction - Norco	Academic Special Project	650
	Employee Benefits	75

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
36. Transfer to establish Dean of Instruction contingency account.		
From: Comm, Weekend College - Norco	Instructional Supplies	\$ 800
To: Dean on Instruction - Norco	Contingency	\$ 800
37. Transfer to provide for part-time hourly help and repairs.		
From: Admissions & Records - Norco	Classified Overtime	\$ 2,753
To: Admissions & Records - Norco	Classified Hourly Repairs	\$ 2,569 184
38. Transfer to purchase supplies.		
From: Puente Program - Norco	Conferences	\$ 1,500
To: Puente Program - Norco	Supplies	\$ 1,500
39. Transfer to provide for copying, printing and supplies.		
From: Student Activities - Norco	Conferences	\$ 37
To: Student Activities - Norco	Copying and Printing Supplies	\$ 22 15
40. Transfer to provide for academic special projects for the WIA/ARRA Community College Class Size Training program. (Fund 12, Resource 1190)		
From: Workforce Prep - Moreno Valley	Lecturers	\$ 75,000
To: Workforce Prep - Moreno Valley	Academic Special Projects	\$ 75,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
41. Transfer to provide for mileage, travel and classified overtime.		
From: VP, Business Services - Moreno Vly	Equipment	\$ 1,015
To: Academic Senate - Moreno Valley	Mileage	\$ 282
	Conferences	143
Accreditation - Moreno Valley	Classified Overtime	590
42. Transfer to provide for air conditioner repairs. (Fund 41, Resource 4160)		
From: Food Service Remodel - Moreno Vly	Remodel Project	\$ 1,329
To: Food Service Remodel - Moreno Vly	Repairs	\$ 1,329
43. Transfer to provide for pager service.		
From: Hlth, Hmn & Public Srvc - MV	Instructional Supplies	\$ 50
To: Hlth, Hmn & Public Srvc - MV	Other Services	\$ 50
44. Transfer to provide for academic special projects.		
From: Educational Srvc - Moreno Valley	Classified Hourly	\$ 3,300
To: Educational Srvc - Moreno Valley	Academic Special Project	\$ 3,300
45. Transfer to provide for part-time hourly help. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 07/08 - Mo Vly	Conferences	\$ 5,154
To: Math, Sci & PE - Basic Skills/ESL	Instructional Aides, Hourly	\$ 5,000
	Employee Benefits	154

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
46. Transfer to reallocate the Title V - Public Safety grant budget. (Fund 12, Resource 1190)		
From: Title V - Public Safety - Moreno Vly	Professional Services	\$ 5,000
	Comp. Software Maint/Lic	15,223
	License Fees	10,000
	Consultants	6,000
To: Title V - Public Safety - Moreno Vly	Classified FT Administrator	\$ 36,000
	Fixtures & Fixed Equipment	223
47. Transfer to reallocate the CCRAA Project Success Program grant budget. (Fund 12, Resource 1190)		
From: CCRAA Project Success Prog - MV	Classified hourly	\$ 25,000
	Software	6,905
	Other Services	29,022
To: CCRAA Project Success Prog - MV	Academic FT Administrator	\$ 7,827
	Employee Benefits	22,000
	Remodel Project	856
	Equipment	30,244
48. Transfer to reallocate the Title V - HSI Coop Program Moreno Valley/UCR grant budget. (Fund 12, Resource 1190)		
From: Title V - HSI Coop Prog - Mo Vly	Consultants	\$ 13,377
	Comp. Software Maint/Lic	20,000
	Equipment	18,459
To: Title V - HSI Coop Prog - Mo Vly	Classified FT	\$ 8,000
	Classified Hourly	30,000
	Software	2,247
Title V - Mathematics - Moreno Vly	Instructional Aides, Hourly	10,000
	Employee Benefits	1,589

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
49. Transfer to provide for classroom wireless internet access and equipment.		
From: Police Academy - Moreno Valley	Rents and Leases	\$ 2,500
To: Police Academy - Moreno Valley	Fixtures & Fixed Equipment	\$ 900
Fire Technology - Moreno Valley	Equipment	1,600
50. Transfer to install emergency panic buttons for Health Services.		
From: College Safety and Police - Mo Vly	Other Services	\$ 550
To: College Safety and Police - Mo Vly	Fixtures & Fixed Equipment	\$ 550
51. Transfer to reallocate the Public Safety Education and Training budget.		
From: Police Academy - Moreno Valley	Rents and Leases	\$ 145,200
To: Counseling - Moreno Valley	Classified FT	\$ 38,508
	Employee Benefits	26,782
Dean of Instruction - Moreno Valley	Classified Perm, PT	16,690
	Employee Benefits	468
VP, Business Services - Moreno Vly	Classified Hourly	3,000
Facilities - Moreno Valley	Classified Overtime	1,284
	Classified Hourly	17,628
	Employee Benefits	792
	Custodial Supplies	15,048
	Grounds/Garden Supplies	10,000
Mathematics, Science & PE - Mo Vly	Instructional Supplies	12,000
Learning Resource - Moreno Valley	Instructional Media Material	3,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: January 26, 2010

Subject: Budget Adjustments (continued)

Program

Account

Amount

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

Gregory W. Gray
Chancellor

Prepared by: Aaron S. Brown
Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: January 26, 2010

Subject: Resolution to Amend Budget – Resolution No. 23-09/10
Griffin Construction Contribution

Background: Through Campaign RCC, Riverside Community College District Foundation received a generous gift of \$100,000 from Theresa and Dale Griffin to help establish a Construction Management program at the Norco campus. \$50,000 of the gift is being used to establish an Endowed Scholarship through the Foundation.

The remaining \$50,000 will be used by the Norco campus to develop appropriate curriculum in construction management, to develop promotional materials to attract students, and to purchase furnishings, instructional equipment and computer licenses, as identified by Norco campus faculty.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$50,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Charles C. Mitchell
Vice President, Business Services, Norco

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 23-09/10

2009-2010 Griffin Construction Contribution

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$50,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 26, 2010.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 23-09/10
 2009-2010 Griffin Construction Contribution

Year	County	District	Date	Fund
10	33	07	1/26/2010	11

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description	
11	000	1000	0	0000	0719	8820	50,000	00	REVENUE	
EXPENDITURES										
11	EDB	1000	0	6729	0719	1490	22,459	00	Acad Special Project	
11	EDB	1000	0	6729	0719	3130	1,853	00	Employee Benefits	
11	EDB	1000	0	6729	0719	3335	326	00	↓	
11	EDB	1000	0	6729	0719	3530	68	00		
11	EDB	1000	0	6729	0719	3630	294	00		
11	EDB	1000	0	6729	0719	4351	5,000	00	Instr Media Material	
11	EDB	1000	0	6729	0719	4555	5,000	00	Copying/Printing	
11	EDB	1000	0	6729	0719	4575	2,500	00	Software <\$200	
11	EDB	1000	0	6729	0719	5649	2,500	00	Comp Software Maint/Lic	
11	EDB	1000	0	6729	0719	6481	10,000	00	Equip Additional \$200-\$4999	
								50,000	00	TOTAL INCOME
								50,000	00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: January 26, 2010

Subject: Resolution to Amend Budget – Resolution No. 25-09/10
2009-2010 Center for Applied Competitive Technologies (CACT) Statewide
Strategic HUB

Background: The Riverside Community College District has received funding for the 2009-2010 Center for Applied Competitive Technologies (CACT) Statewide Strategic HUB in the amount of \$60,010 from the California Community Colleges Chancellor's Office. The funds will be used for salaries, benefits, and other operational expenses of the program.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$60,010 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 25-09/10

2009-2010 Center for Applied Competitive Technologies (CACT) Statewide Strategic HUB

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$60,010 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 26, 2010.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: January 26, 2010

Subject: Resolution to Amend Budget – Resolution No. 26-09/10
Nursing/Science Building Construction HUD99K

Background: The Riverside Community College District has received additional funding through a federal earmark, HUD99K, for construction of the Nursing/Science Building in the amount of \$99,000 from the U.S Department of Housing and Urban Development. The funds will be used to provide architectural fees, a portion of the demolition and grading for the new Nursing/Science Building.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$99,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Shelagh Camak
Executive Dean, Workforce Development & Student Support Services

Michael Wright
Director, Workforce Preparation Grants and Contracts

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 26-09/10

Nursing/Science Building Construction HUD99K

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$99,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 26, 2010.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-4

Date: January 26, 2010

Subject: Resolution to Amend Budget – Resolution No. 27-09/10
Nursing/Science Building Construction HUD198.4K

Background: The Riverside Community College District has received additional funding through a federal earmark, HUD198.4K, for construction of the Nursing/Science Building in the amount of \$198,400 from the U.S Department of Housing and Urban Development. The funds will be used to provide architectural fees, a portion of the demolition and grading for the new Nursing/Science Building.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$198,400 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Shelagh Camak
Executive Dean, Workforce Development & Student Support Services

Michael Wright
Director, Workforce Preparation Grants and Contracts

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 27-09/10

Nursing/Science Building Construction HUD198.4K

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$198,400 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 26, 2010.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-5

Date: January 26, 2010

Subject: Resolution to Amend Budget – Resolution No. 28-09/10
Nursing/Science Building Construction HUD248K

Background: The Riverside Community College District has received additional funding through a federal earmark, HUD248K, for construction of the Nursing/Science Building in the amount of \$248,000 from the U.S Department of Housing and Urban Development. The funds will be used to provide architectural fees, a portion of the demolition and grading for the new Nursing/Science Building.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$248,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Shelagh Camak
Executive Dean, Workforce Development & Student Support Services

Michael Wright
Director, Workforce Preparation Grants and Contracts

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 28-09/10

Nursing/Science Building Construction HUD248K

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$248,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 26, 2010.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 28-09/10
 Nursing/Science Building Construction HUD248K**

Year	County	District	Date	Fund
10	33	07	1/26/2010	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
41	000	4120	0	0000	2626	8190	248,000	00	REVENUE
									EXPENDITURES
41	DDD	4120	0	7121	2626	6213	49,600	00	Architect's fees
41	DDD	4120	0	7121	2626	6215	198,400	00	Demoliton - Grading
							248,000	00	TOTAL INCOME
							248,000	00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-6

Date: January 26, 2010

Subject: Resolution to Amend Budget – Resolution No. 29-09/10
2009-2010 Bank of America - Performance Riverside

Background: The Riverside Community College District Foundation has received grant funding from the Bank of America Charitable Foundation, Inc., in the amount of \$10,000 to support Performance Riverside's 2009-2010 season. Performance Riverside will use the funds to provide busing for students participating in Discovery Theatre who live outside of the City of Riverside and for professional artistic services.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$10,000 to the Performance Riverside budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 29-09/10

2009-2010 Bank of America - Performance Riverside

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$10,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 26, 2010.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 29-09/10
 2009-2010 Bank of America - Performance Riverside

Year	County	District	Date	Fund
10	33	07	1/26/2010	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	000	1190	0	0000	0224	8820	10,000	00	REVENUE
									EXPENDITURES
12	DPR	1190	0	7099	0224	2190	2,910	00	Classified Special Project
12	DPR	1190	0	7099	0224	3325	43	00	Employee Benefits
12	DPR	1190	0	7099	0224	3520	9	00	↓
12	DPR	1190	0	7099	0224	3620	38	00	↓
12	DPR	1190	0	7099	0224	5650	7,000	00	Transportation Contracts
							10,000	00	TOTAL INCOME
							10,000	00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-7

Date: January 26, 2010

Subject: Resolution to Amend Budget – Resolution No. 30-09/10
2009-2010 California Arts Council/Department of Justice Music Presenting -
Performance Riverside

Background: The Riverside Community College District Foundation has received grant funding from the California Arts Council/Department of Justice in the amount of \$15,000 to support Performance Riverside's 2009-2010 season. Performance Riverside will use the funds to pay artistic expenses for the Discovery Theater performance of Aida in June 2010.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$15,000 to the Performance Riverside budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 30-09/10

2009-2010 California Arts Council/Department of Justice Music Presenting -
Performance Riverside

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$15,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on January 26, 2010.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: January 26, 2010

Subject: Out-of-State Travel

Board Policy 6900 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles; It is recommended that out-of-state travel be granted to:

Retroactive:

- 1) Mr. Armone Lochard, academy coordinator, Title V, Moreno Valley campus, to travel to Kansas City, Missouri, January 2-6, 2010, to attend Supplemental Instruction Supervisor Training. Estimated cost: \$2,725.86. Funding source: Title V Science, Technology, Engineering and Math Grant fund. (The travel request was not submitted in time for inclusion in the December Board report.)
- 2) Mr. William Vega, activity director, College Cost Reduction and Access Act Hispanic Serving Institution Grant, Moreno Valley campus, to travel to Kansas City, Missouri, January 2-6, 2010, to attend the Supplemental Instruction Supervisor Training. Estimated cost: \$2,725.86. Funding source: Title V Science, Technology, Engineering and Math Grant fund. (The travel request was not submitted in time for inclusion in the December Board report.)

Current:

Moreno Valley Campus:

- 1) Ms. Linda Bushman, instructor, dental hygiene, to travel to National Harbor, Maryland, February 27-March 3, 2010, to attend the American Dental Educators' Association Annual Meeting. Estimated cost: \$1,010.00. Funding source: Perkins Grant funds.
- 2) Ms. Donna Lesser, assistant professor, dental hygiene, to travel to National Harbor, Maryland, February 27-March 3, 2010, to attend the American Dental Educators' Association Annual Meeting. Estimated cost: \$2,010.00. Funding source: Perkins Grant funds.
- 3) Ms. Cindy Ovard, adjunct dental technician, to travel to National Harbor, Maryland, February 27-March 3, 2010, to attend the American Dental Educators' Association Annual Meeting. Estimated cost: \$1,010. Funding source: Perkins Grant funds.
- 4) Ms. Reagan Romali, vice president, business services, to travel to Hyattsville, Maryland, March 21-24, 2010, to attend the Smart & Sustainable Campuses Conference. Estimated cost: \$1,948.86. Funding source: Science, Technology, Engineering and Math Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: January 26, 2010

Subject: Out-of-State Travel (continued)

- 5) Ms. LeAnn Schoepflin, adjunct instructor, dental hygiene, to travel to National Harbor, Maryland, February 27-March 3, 2010, to attend the American Dental Educators' Association Annual Meeting. Estimated cost: \$2,010.00. Funding source: Perkins Grant funds.

Norco Campus:

- 1) Dr. Sharon Crasnow, associate professor, philosophy, to travel to Chicago, Illinois, February 17-21, 2010, to attend the American Philosophical Association Central Division Meeting participation panel organized by the Committee on the Status of Women in the Profession. There is no cost to the District.
- 2) Ms. Annebelle Nery, associate dean, student success, to travel to Washington, D.C., March 28-April 1, 2010, to attend the Institutional Development and Undergraduate Education Services 2010 Project Directors Workshop for Title V Grantees. Estimated cost: \$2,688.07. Funding source: Title V Grant funds.
- 3) Ms. Gabriela Ramirez, secretary I, to travel to Washington, D.C., March 28-April 1, 2010, to attend the Institutional Development and Undergraduate Education Services 2010 Project Directors Workshop for Title V Grantees. Estimated cost: \$2,245.49. Funding source: Title V Grant funds.

Riverside City College:

- 1) Dr. Surekha Acharya, associate professor, English and speech communication, to travel to Egypt and Jordan, March 14-28, 2010, for an archeological tour of Egypt and Jordan. There is no cost to the District.
- 2) Dr. Shelagh Camak, executive dean, workforce development and student support services, to travel to Washington, D.C., March 6-10, 2010, to attend the Annual National Association of Workforce Board Forum 2010. Estimated cost: \$2,409.00. Funding source: the general fund.
- 3) Ms. Renee Kimberling, director, health services, to travel to Philadelphia, Pennsylvania, June 1-8, 2010, to attend the American College Health Association Annual Meeting. Estimated cost: \$2,056.55. Funding source: Health Services restricted funds.
- 4) Mr. Mohammad Moghaddam, director, hospitality and culinary arts program, culinary academy, to travel to Albuquerque, New Mexico, February 5-10, 2010, to accept nomination for Western Region American Culinary Federation Educator of the Year award. There is no cost to the District.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: January 26, 2010

Subject: Out-of-State Travel (continued)

- 5) Dr. Carolyn Quin, dean, Riverside School for the Arts, will travel to Jackson, Mississippi, February 6-12, 2010, to attend the Mississippi Remix Film Premier and Mississippi Public Television-Myra Ottewell, Filmmaker. There is no cost to the District.
- 6) Dr. Carolyn Quin, dean, Riverside School for the Arts, will travel to Philadelphia, Pennsylvania, March 4-7, 2010, to attend the McGraw-Hill Music Appreciation Symposium. There is no cost to the District.

Riverside Community College District:

- 1) Mr. Jeffrey Williamson, statewide director, Center for International Trade Development, to travel to Hannover and Berlin, Germany, February 27-March 8, 2010, to attend the State of California Promotion at Centrum der Buro Informationstechnik, with California Business, Transportation and Housing Agency. Estimated cost: \$3,450.00. Funding source: Statewide Strategic Grant funds.

Gregory W. Gray
Chancellor

Prepared by: Kathy Tizcareno
Administrative Assistant

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-a

Date: January 26, 2010

Subject: Contracts and Agreements Report Less than \$76,700–All District Resources

Background: On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$76,700. The attached listing of contracts and agreements under \$76,700 requested by campus and District staff, have been reviewed, and verified that budgeted funds are available in the appropriate category of expenditure has occurred. Unless otherwise noted, the period covered by the contract or agreement is within fiscal year 2010. The contracts and agreements have been executed pursuant to the Boards' delegation of authority and are presented on this agenda for ratification.

Recommended Action: It is recommended that the Board of Trustees ratify contracts totaling \$257,548.

Gregory W. Gray
Chancellor

Prepared by: Doretta Sowell
Purchasing Manager

Contracts and Agreements Report-All District Funds
 \$76,700 and Under
 12/01/09 thru 12/31/09

PO#	Department	Vendor	Business Location	Description	Amount
C0002831	Information Services	MWB Business Systems	Rancho Cucamonga	Copier	\$1,379
C0002833	Applied Technology	Hobart Corporation	San Bernardino	Equipment/Repairs	2,333
C0002837	FPD&C	Montgomery Hardware Co	Rancho Cucamonga	Riverside Aquatics Bid Award	53,840
C0002843	President - Moreno Valley	Ramona Munsell & Associates	Bella Vista, AR	Consultant Services	23,311
C0002844	Campus Student Services - Norco	Great America Leasing Corporation	Cedar Rapids, IA	Copier Lease	2,199
C0002846	President - Norco	Oce Financial Services / Leases	Chicago, IL	Annual Maintenance	8,500
C0002847	Customized Solutions	Umanageit & Associates	Riverside	Training	4,050
C0002848	Community & Senior Citizen Ed	California Mind Institute	La Quinta	Community Ed Presenter	1,000
C0002849	CTE Projects	San Bernardino Comm College Dist	San Bernardino	Tech Prep Programs	4,800
C0002850	President - Moreno Valley	Global Learning Partners, Inc.	Corona	Leadership Coaching	3,300
C0002851	Workforce Preparation - Norco	Quiroga, Louis	Corona	Instructional Services	8,000
C0002852	Board of Trustees	Norman A Traub Associates	Yorba Linda	Investigative Services	15,000
C0002853	Customized Solutions	N. America Board of Certified Energy Practitioner:	Clifton Park, NY	Annual Fee	300
C0002854	Customized Solutions	Umanageit & Associates	Riverside	Lecturers	4,400
C0002855	Customized Solutions	Gereau, Servando	Redlands	Lecturers	5,000
N/A	Workforce Preparation	Riverside County Workforce Development Board	Riverside	Grant Agreement	No Cost
N/A	Performing Arts	Pasadena Tournament of Roses Association	Pasadena	Participation in the Rose Bowl Parade	No Cost
N/A	Workforce Preparation	Riverside County Workforce Development Board	Riverside	Certificate for Comm. College Class Size Trng Prog	No Cost
Additions to Approved/Ratify Contracts of \$76,700 and Under					
N/A	FPD&C	GKK Works	Irvine	Extends Date to 2/1/10	No Cost
N/A	Nursing	Da Vita Canyon Springs Dialysis	Moreno Valley	Amends/Adds Additional Location to List	No Cost
N/A	Workforce Preparation	Foundation for California Community Colleges	Sacramento	Decreases Funding by \$121,754	No Cost
N/A	Workforce Preparation	Riverside County Workforce Development Agency	Riverside	Reduces Indirect Charges	No Cost
C0001455	Facilities - Norco	Harley Ellis Devereaux	Los Angeles	Design Services	41,930
C0002000	FPD&C	The Magnon Companies	Riverside	Extends Date to 11/30/10	No Cost
C0002428	FPD&C	GKK Works	Irvine	Amends/Adds \$24,700	24,700
C0002436	FPD&C	CSI Construction	Irvine	Change Order #2 Adds \$28,506	28,506
C0002439	FPD&C	River City Testing	Riverside	Extends Date to 12/31/09	No Cost
C0002613	Board of Trustees	Liebert Cassidy Whitmore	Los Angeles	Legal Services	20,000
C0002679	Workforce Preparation	Mt San Jacinto College	Menefee	Amends Wording Only	No Cost
C0002720	Facilities - Moreno Valley	Inland Inspections & Consulting	Riverside	DSA Inspection	5,000
Total					<u>\$257,548</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: January 26, 2010

Subject: 2010-2011 Nonresident Tuition and Capital Outlay Surcharge Fees

Background: Education Code Section 76140 requires California community college districts to establish a nonresident tuition fee rate by Board action prior to February 1 each year for the succeeding academic year. The District has historically established its rate at the statewide average. For 2009-2010, the District's nonresident tuition fee rate is \$190 per unit. The statewide calculated average rate for 2010-2011 is \$183 per unit.

In addition, Education Code Section 76141 authorizes California community college districts to charge nonresident students, except for AB 540 nonresident students who have attended high school in California and received a high school diploma or its equivalent, a capital outlay surcharge amount not to exceed the amount expended for capital outlay in the preceding year, divided by the total full-time equivalent students. The District's capital outlay surcharge rate has been set at \$19 per unit for the past five years. The calculated rate is \$39 per unit. Staff recommends establishing this rate at \$24 per unit for 2010-2011.

Recommended Action: It is recommended that the Board of Trustees adopt a nonresident tuition rate of \$183 per unit and a capital outlay surcharge fee rate of \$24 per unit for 2010-2011; and direct staff to promulgate these charges via the 2010-2011 catalog, schedule of classes, and other appropriate materials.

Gregory W. Gray
Chancellor

Prepared by: Aaron S. Brown
Associate Vice Chancellor, Finance

Norm Godin
Vice President, Business Services – Riverside

Curt Mitchell
Vice President, Business Services – Norco

Reagan Romali
Vice President, Business Services – Moreno Valley

California Community Colleges 2010-11 NONRESIDENT FEES WORKSHEET

2010-11 NONRESIDENT TUITION FEE (ECS 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2008-09 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$ <u>03,979,351</u>	\$,903,979,351	\$ _____
B. Annual Attendance FTES (Recal 2008-09)	<u>1,313,192</u>	_____	_____
C. Average Expense of Education per FTES (A ÷ B)	\$ <u>5,257</u>	\$ _____	\$ _____
D. US Consumer Price Index Factor (2 years)	x <u>1.043</u>	x <u>1.043</u>	x <u>1.043</u>
E. Average Cost per FTES for Tuition Year (C x D)	\$ <u>5,483</u>	\$ _____	\$ _____
F. Average Per Unit Nonresident Cost:			
Semester-System (E ÷ 30 units)	\$ <u>183</u>	\$ _____	\$ _____
OR			
Quarter-System (E ÷ 45 units)	\$ <u>122</u>	\$ _____	\$ _____

NOTE:

“B. Annual Attendance FTES” includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

Column 3 is an option only for use by a district with ten percent or more noncredit FTES (Education Code Section 76140(e)). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

The district governing board at its _____, 20__ meeting adopted a **nonresident tuition fee** of \$ _____ per semester unit or \$ _____ per quarter unit.

Basis for adoption is (*place an X in one box only*):

- 1. Statewide average cost, per column 1;
- 2. District average cost, per column 2;
- 3. District average cost with 10% or more noncredit FTES, per column 3;
- 4. Contiguous district. _____ . (*Specify district and its fee.*)
- 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.

2010-11 NONRESIDENT STUDENT CAPITAL OUTLAY FEE (ECS 76141)

For districts electing to charge a **capital outlay fee** to **ANY** nonresident student (as discussed in the memo), please compute this fee as follows:

- a. Capital Outlay expense for 2008-09 \$ _____
 - b. FTES for 2008-09 _____
 - c. Capital outlay expense per FTES (*line a divided by line b*) _____
 - d. Capital Outlay Fee per unit:
 1. Per semester unit (*line c divided by 30 units*) _____
- OR**
2. Per quarter unit (*line c divided by 45 units*) _____
- e. 2010-11 Nonresident Student Capital Outlay Fee (*the lesser of line d OR 50% of adopted 2010-11 Nonresident Tuition Fee*) _____

The district governing board at its _____, 20__ meeting adopted a **nonresident capital outlay fee** of \$ _____ per semester unit or \$ _____ per quarter unit.

Upon adoption of nonresident tuition fee by your district governing board by February 1, 2010, please submit a copy of this report by February 15, 2010 to:

**California Community Colleges Chancellor's Office
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057**

District

Contact Person

Phone Number & email _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-b

Date: January 26, 2010

Subject: Surplus Property

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

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

Gregory W. Gray
Chancellor

Prepared by: Bill J. Bogle, Jr.
Controller

Surplus Property

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	CPU	E4200-700	0018726617	015264
1	GATEWAY	CPU	E4200-700	0018726670	015233
1	GATEWAY	MONITOR	VX720	P005024977	015366
1	GATEWAY	MONITOR	VX720	P005024975	015369
1	GATEWAY	MONITOR	VX720	P005024804	015408
1	GATEWAY	CPU	SELECT 700	0017798184	015030
1	GATEWAY	CPU	SELECT 700	0017798187	015029
1	GATEWAY	CPU	SELECT 700	0017798190	015038
1	GATEWAY	CPU	SELECT 700	0017798191	015048
1	GATEWAY	CPU	SELECT 700	0017798193	015034
1	GATEWAY	CPU	SELECT 700	0017798195	015024
1	GATEWAY	CPU	SELECT 700	0017818950	015070
1	GATEWAY	CPU	E3200-450	0016745654	014761
1	GATEWAY	MONITOR	EV700	MU17026CM9769	017083
1	GATEWAY	CPU	E4600-SE	0022625684	017300
1	GATEWAY	MONITOR	VX1120	011018654	018124
1	GATEWAY	CPU	E1400-850	0022355047	017265
1	GATEWAY	CPU	E1400-850	0022355049	018118
1	GATEWAY	CPU	E1400-850	0022355051	017267
1	GATEWAY	CPU	E3400	0024895125	018339
1	GATEWAY	MONITOR	FPD1520	LIC152A4488	019174
1	GATEWAY	MONITOR	FPD1520	LIC152A7734	019176
1	IBM	MONITOR	E74	55-WYH89	019180
1	GATEWAY	MONITOR	FPD1810	KUL8015B0074108	019033
1	GATEWAY	MONITOR	FPD1830	MUL8007A0045400	020009
1	GATEWAY	MONITOR	FPD1930	GL719A311000344	021103
1	GATEWAY	CPU	E4200	0015732329	014133
1	GATEWAY	MONITOR	VX920	P101045107	016943
1	GATEWAY	MONITOR	FPD1810	KUL8015B0074098	019036
1	GATEWAY	CPU	E3200-400	0014890336	013858
1	GATEWAY	MONITOR	VX900	G81114700	011706
1	HP	PRINTER	C2307A	USFB243269	007956
1	GATEWAY	MONITOR	FPD1730	MUL7003D0027897	021843
1	GATEWAY	MONITOR	FPD1730	QS7330602209	021846
1	COMPAQ	TERMINAL SERVER	PROL7000	164555970	010228
1	SHARP	PROJECTOR	XGE1000U	603315368	009042
1	SHARP	PROJECTOR	XGE1000U	605315801	009398
1	GATEWAY	CPU	E3400-800	0020882982	016536
1	GATEWAY	CPU	E3400-SE	0021723017	017342
1	GATEWAY	CPU	E4600-XL	0024149204	018024
1	GATEWAY	MONITOR	FPD1830	MUL8009A0005852	022829
1	GATEWAY	MONITOR	FPD1570	KUL5033D06696	017706
1	HP	MONITOR	L1500	TW10621732BH	017725
1	DELL	CPU	XPS B800	H702701	016108
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047337	022932
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047332	022953
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047308	022958
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047330	022949
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047322	022956
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047310	022959
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047320	022957
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047321	022955

Surplus Property

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047324	022936
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047340	022950
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047344	022926
1	GATEWAY	MONITOR	FPD1530	MUL5022C0044842	022964
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047315	022942
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047333	022952
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047318	022944
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047346	022927
1	PANASONIC	EDIT CONTROLLER	AG-A750	55JK31781	003519
1	PANASONIC	VCR	AG7500A	G1243HJ51	020341
1	HP	PRINTER	LJ6P	USDQ058273	020377
1	GATEWAY	CPU	P2	0010111734	013848
1	PANASONIC	RECORD VIDEO CASS	NV8500	54840105	002386
1	GATEWAY	CPU	E4200	0013997467	013697
1	GATEWAY	CPU	E4200	0013997479	013737
1	GATEWAY	CPU	E4200	0013992172	013750
1	GATEWAY	CPU	SELECT1G	0021663825	017247
1	GILBER	READER MICROFICHE	RP503	1617450	003148
1	HP	PRINTER	LJ4	HJ5145G2542	012943
1	HP	PRINTER	LJ5	MJ45645G678	020715
1	HP	SCANNER	SCJ4C	CT254557	009384
1	GATEWAY	CPU	E3400	0020014220	023626
1	GATEWAY	CPU	E3600	002967511	020831
1	BURLE	MONITOR VIDEO	CVM14HR	98122527	013903
1	BURLE	MONITOR VIDEO	CVM14HR	98122494	013904
1	SHARP	PROJECTOR	XGE1000U	603315694	008972
1	MINOLTA	READER FILM	RP605Z	366637	006001
1	MINOLTA	READER MICROFILM	RP605Z	36647	006002
1	GATEWAY	CPU	E3400	21885606	020986
1	GATEWAY	CPU	EV700	MIA8J4216728	011762
1	GATEWAY	CPU	E4650	0026455432	023597
1	EPSON	PROJECTOR	HL-U67	55NM192340	012670
1	GATEWAY	MONITOR	FPD1530	QS5333900676	023254
1	GATEWAY	MONITOR	FPD1530	MUL5022CO126251	023770
1	GATEWAY	MONITOR	FPD1730	MUL7007K0019387	025664
1	GATEWAY	MONITOR	FPD1530	QS5322001283	025119
1	GATEWAY	MONITOR	FPD1530	MUL5022J0029403	025299
1	GATEWAY	MONITOR	FPD1530	MUL5022J0029493	025300
1	GATEWAY	MONITOR	FPD1530	MUL5022J0029471	025313
1	GATEWAY	MONITOR	FPD1530	MUL5022J0029390	025322
1	GATEWAY	MONITOR	FPD1530	MUL5022J0029383	025336
1	GATEWAY	MONITOR	FPD1530	MUL5022J0029380	025338
1	GATEWAY	MONITOR	FPD1530	MUL5022J0004902	025351
1	GATEWAY	MONITOR	FPD1530	MUL5022J0004889	025353
1	GATEWAY	MONITOR	FPD1530	MUL5022J0004879	025356
1	GATEWAY	MONITOR	FPD1530	MUL5022J0004894	025360
1	GATEWAY	MONITOR	FPD1530	MUL5022J0004888	025363
1	GATEWAY	MONITOR	FPD1530	MUL5022J0004881	025364
1	GATEWAY	MONITOR	FPD1530	MUL5022J0004882	025365
1	HP	PRINTER	C8963A	MY4B13R0BH	032079
1	DELL	CPU	DGN	7N8RM71	030854
1	HP	PRINTER	830C	MY96U191QG	034981

Surplus Property

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	CPU	E4200-800	0018191453	014794
1	DELL	CPU	DHM	8SRQM71	030855
1	GATEWAY	SERVER	E9520T	0004503902	036812
1	GATEWAY	MONITOR	FPD1520	11C150A4186	039327
1	GATEWAY	MONITOR	FPD1565	ME35590101608	026547
1	GATEWAY	MONITOR	FPD1570	KUL5033D05977	017793
1	GATEWAY	MONITOR	EV910	19016B384933	018113
1	GATEWAY	MONITOR	EV910	19016B384937	018114
1	GATEWAY	MONITOR	EV700	MH5413026557	011785
1	GATEWAY	CPU	E4200-700	0018726591	015265
1	GATEWAY	CPU	E6000	0030062977	021049
1	GATEWAY	MONITOR	EV700	MLA8J3283911	013578

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-c

Date: January 26, 2010

Subject: District Modular ADA Upgrades Project- Subcontractor Substitution

Background: On December 15, 2009, the Board of Trustees awarded a contract to Silver Creek Industries to provide general contracting services for the District Modular ADA Upgrades Project located at the Moreno Valley and Riverside Campuses.

Facilities Planning, Design and Construction is now requesting that the Board of Trustees approve the requested substitutions for the District Modular ADA Upgrades Project at the Moreno Valley and Riverside Campus. The striping subcontractor is requested to be substituted from ABC Resources, Inc. to IMAC Construction. The concrete subcontractor is also requested to be substituted from PMS Concrete Contractor, Inc. to Farwest Paving. Both subcontractors will be substituted at no additional cost to the District.

The substitutions are in accordance with California Public Contract Code section 4107(a)(1). During the subcontractor agreement process, ABC Resources, Inc. and PMC Concrete Contractor, Inc. subcontractors withdrew their bids stating clerical errors on their proposals with Silver Creek Industries and submitted a consent letter requesting a subcontractor substitution.

Recommended Action: It is recommended that the Board of Trustees approve the substitution of the striping and concrete subcontractors; IMAC Construction and Farwest Paving as subcontractors for the District Modular ADA Upgrades Project at the Moreno Valley and Riverside Campus for no additional cost to the District, and authorize the Vice Chancellor, Administration and Finance to sign the Consent to Substitution of Subcontractor agreements with Silver Creek Industries.

Gregory W. Gray
Chancellor

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

Reagan Romali
Vice President, Business Services, Moreno Valley Campus

Norm Godin
Vice President, Business Services, Riverside City Campus

Doretta Sowell
Purchasing Manager

CONSENT TO SUBSTITUTION OF SUBCONTRACTOR
District Modular ADA Upgrades Project

This CONSENT TO SUBSTITUTION OF SUBCONTRACTOR entered into the 26th day of January, 2010, by and between the Riverside Community College District (Owner) and Silver Creek Industries. (Contractor).

WITNESSETH:

WHEREAS, the Owner and Contractor entered into an agreement for the construction of the District Modular ADA Upgrades project on the Riverside & Moreno Valley Campus; and

WHEREAS, Contractor's Bid, which was accepted by Owner for said project, listed ABC Resources as subcontractor for striping described by the specifications and drawings; and

WHEREAS, Contractor has represented and does hereby represent to District that has requested to be substituted in good faith;

NOW THEREFORE, Owner agrees and does hereby consent to the substitution of ABC Resources doing business at 1527 W. State Street, Ontario, Ca 91762 for IMAC Construction doing business at 19740 Jolara Ave., Corona, Ca 92881, as subcontractor to provide striping called for by the specifications and drawings for the District Modular ADA Upgrades project on the Riverside & Moreno Valley Campus. IN WITNESS WHEREOF, the Owner and Contractor have executed this Consent to Substitution of Subcontractors as of the above date.

SILVER CREEK INDUSTRIES

RIVERSIDE COMMUNITY
COLLEGE DISTRICT

By: _____

Bruce Barbre
President
195 E. Morgan St.
Perris, Ca 92553

By: _____

James L. Buisse
Vice Chancellor, Administration & Finance
4800 Magnolia Ave
Riverside, Ca 92506

CONSENT TO SUBSTITUTION OF SUBCONTRACTOR

This CONSENT TO SUBSTITUTION OF SUBCONTRACTOR entered into the 26th day of January, 2010, by and between the Riverside Community College District (Owner) and Silver Creek Industries. (Contractor).

WITNESSETH:

WHEREAS, the Owner and Contractor entered into an agreement for the construction of the District Modular ADA Upgrades project on the Riverside & Moreno Valley Campus; and

WHEREAS, Contractor's Bid, which was accepted by Owner for said project, listed PMS Concrete Contractor, Inc., as subcontractor for concrete described by the specifications and drawings; and

WHEREAS, Contractor has represented and does hereby represent to District that has requested to be substituted in good faith;

NOW THEREFORE, Owner agrees and does hereby consent to the substitution of PMS Concrete Contractor, Inc. doing business at 1730 P Ave. Ste. 13, Costa Mesa, Ca 92627 for Farwest Paving doing business at 740 S. Van Buren, Ste. C, Placentia, Ca 92870, as subcontractor to provide concrete called for by the specifications and drawings for the District Modular ADA Upgrades project on the Riverside & Moreno Valley Campus. IN WITNESS WHEREOF, the Owner and Contractor have executed this Consent to Substitution of Subcontractors as of the above date.

SILVER CREEK INDUSTRIES

RIVERSIDE COMMUNITY
COLLEGE DISTRICT

By: _____

Bruce Barbre
President
195 E. Morgan St.
Perris, Ca 92553

By: _____

James L. Buisse
Vice Chancellor, Administration & Finance
4800 Magnolia Ave.
Riverside, Ca 92506

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-d

Date: January 26, 2010

Subject: Notices of Completion

Background: Facilities Planning, Design and Construction staff reports that the following projects, previously approved by the Board of Trustees, are now complete.

<u>Project</u>	<u>Contractor</u>	<u>Location</u>
Phase III, Industrial Technology Center Project–Lath & Plaster	Apex Plastering	El Monte
Phase III, Industrial Technology Center Project-Acoustical Ceilings	South Coast Acoustical	Rancho Cucamonga
MVC Safety & Site Improvements	Fata Construction	Riverside

Recommended Action: It is recommended that the Board of Trustees: 1) accept the projects listed as complete; 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works); and 3) authorize the Board President to sign the Notices.

Gregory W. Gray
Chancellor

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

Gaither Loewenstein
Vice President, Educational Services
Norco Campus

Reagan Romali
Vice President, Business Services
Moreno Valley Campus

Doretta Sowell
Purchasing Manager

RECORDING REQUESTED BY
 Riverside Community College District
 AND WHEN RECORDED MAIL TO:

Name Dr. James L. Buysse,
 Vice Chancellor, Admin. & Finance
 Street Address 4800 Magnolia Ave.
 City & State Riverside
 CA 92506

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Ave., Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/26/2010. The work done was:
Phase III, Industrial Technology Center Project, Lath & Plastering Trade Portion DSA File# 33-C1 DSA A# 04-108588
- The name of the contractor, if any, for such work of improvement was Apex Plastering
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Norco,
 County of Riverside, State of California, and is described as follows: Community College Campus
- The street address of said property is Riverside Community College, Norco Campus, 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: _____

Riverside Community College District
 President, Board of Trustees

Signature of owner or corporate officer of owner
 named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Administration and Finance, Dr. James L. Buysse the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
 notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

RECORDING REQUESTED BY
 Riverside Community College District
 AND WHEN RECORDED MAIL TO:

Name Dr. James L Buysse,
 Vice Chancellor, Admin. & Finance
 Street Address 4800 Magnolia Ave.
 City & State Riverside
 CA 92506

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- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/26/2010. The work done was:
Phase III, Industrial Technology Center Project, Acoustical Ceilings, Trade Portion DSA File# 33-C1 DSA A# 04-108588
- The name of the contractor, if any, for such work of improvement was South Coast Acoustical
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Norco, County of Riverside, State of California, and is described as follows: Community College Campus
- The street address of said property is Riverside Community College, Norco Campus, 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: _____

Riverside Community College District
 President, Board of Trustees

Signature of owner of corporate officer of owner
 named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Administration and Finance, Dr. James L. Buysse the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.
("President of," "Manager of," "A partner of," "Owner of," etc.)

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

RECORDING REQUESTED BY
 Riverside Community College District
 AND WHEN RECORDED MAIL TO:

Name Dr. James L. Buysse, Vice
 Chancellor, Admin. & Finance
 Street Address 4800 Magnolia Ave.
 City & State Riverside
 CA 92506

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Ave., Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/26/2010. The work done was:
MVC Safety Site Improvements Project
- The name of the contractor, if any, for such work of improvement was Fata Construction
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Moreno Valley,
 County of Riverside, State of California, and is described as follows: Community College Campus
- The street address of said property is 16110 LaSalle Street, Moreno Valley, CA 92551
(If no street address has been officially assigned, insert "none")

Dated: _____

**Riverside Community College District
 President, Board of Trustees**

Signature of owner or corporate officer of owner
 named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Administration and Finance, Dr. James L. Buysse the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
 notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.
 I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: January 26, 2010

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for the period July 1, 2009 through December 31, 2009. The report presents the current year adopted budget, revised budget and year-to-date actual financial activity along with prior year actual financial information for comparison purposes.

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Resource 1170 – Customized Solutions	7
Resource 1180 – Redevelopment Pass-Through	8
Resource 1190 – Grants and Categorical Programs	9
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ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: January 26, 2010

Subject: Monthly Financial Report (continued)

Information Only.

Gregory W. Gray
Chancellor

Prepared by: Bill J. Bogle, Jr.
Controller

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 139,809,817	\$ 138,568,478	\$ 138,568,478	\$ 67,648,515
Intrafund Transfer from				
District Bookstore (Resource 1110)	390,000	390,000	390,000	0
Total Revenues	<u>\$ 140,199,817</u>	<u>\$ 138,958,478</u>	<u>\$ 138,958,478</u>	<u>\$ 67,648,515</u>
Expenditures				
Academic Salaries	\$ 69,640,732	\$ 65,197,508	\$ 65,136,016	\$ 30,959,515
Classified Salaries	30,284,045	31,721,873	31,591,439	15,369,286
Employee Benefits	26,024,205	26,858,967	26,887,279	10,875,121
Materials & Supplies	2,470,162	2,465,067	2,530,314	1,100,485
Services	13,259,321	13,773,762	13,768,710	5,821,682
Capital Outlay	2,248,302	822,930	926,349	407,466
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	522,091	665,157	665,157	332,579
Federal Work Study (Resource 1190)	224,892	177,291	177,291	76,529
Instr. Equipment Match (Resource 1190)	73,259	22,004	22,004	22,004
Performance Riverside (Resource 1090)	193,257	193,257	193,257	96,629
ARRA Stimulus Backfill (Resource 1190)	0	454,608	454,608	0
General Fund Backfill (Resource 1190)	0	1,495,042	1,495,042	0
Interfund Transfer to:				
Resource 3300	365,000	372,761	372,761	176,380
Resource 6100	250,000	250,000	250,000	125,000
Total Expenditures	<u>\$ 145,555,266</u>	<u>\$ 144,470,227</u>	<u>\$ 144,470,227</u>	<u>\$ 65,362,676</u>
Revenues Over (Under) Expenditures	\$ (5,355,449)	\$ (5,511,749)	\$ (5,511,749)	\$ 2,285,839
Beginning Fund Balance	19,259,076	13,903,627	13,903,627	13,903,627
Ending Fund Balance	<u>\$ 13,903,627</u>	<u>\$ 8,391,878</u>	<u>\$ 8,391,878</u>	<u>\$ 16,189,466</u>
Ending Cash Balance				<u>\$ 30,461,279</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7-1-08 to 6-30-09</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,073,629	\$ 1,963,300	\$ 1,963,300	\$ 1,124,667
Expenditures				
Classified Salaries	\$ 1,121,929	\$ 1,202,016	\$ 1,202,016	\$ 519,839
Employee Benefits	330,845	372,816	372,816	135,669
Materials & Supplies	80,743	80,174	78,174	14,944
Services	360,902	392,293	394,293	142,710
Capital Outlay	93,660	70,003	70,003	12,421
Total Expenditures	\$ 1,988,079	\$ 2,117,302	\$ 2,117,302	\$ 825,583
Revenues Over (Under) Expenditures	\$ 85,550	\$ (154,002)	\$ (154,002)	\$ 299,084
Beginning Fund Balance	221,160	306,710	306,710	306,710
Ending Fund Balance	\$ 306,710	\$ 152,708	\$ 152,708	\$ 605,794
Ending Cash Balance				\$ 532,766

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,712,767	\$ 1,537,294	\$ 1,537,294	\$ 841,413
Expenditures				
Academic Salaries	\$ 161,883	\$ 262,405	\$ 262,405	\$ 127,697
Classified Salaries	494,582	558,354	558,354	250,466
Employee Benefits	157,660	199,752	199,752	78,431
Materials & Supplies	81,993	100,386	100,386	44,029
Services	214,631	286,785	286,785	111,553
Capital Outlay	44,314	94,478	94,478	4,355
Total Expenditures	\$ 1,155,063	\$ 1,502,160	\$ 1,502,160	\$ 616,531
Revenues Over (Under) Expenditures	\$ 557,704	\$ 35,134	\$ 35,134	\$ 224,882
Beginning Fund Balance	1,115,304	1,673,008	1,673,008	1,673,008
Ending Fund Balance	\$ 1,673,008	\$ 1,708,142	\$ 1,708,142	\$ 1,897,890
Ending Cash Balance				\$ 1,804,901

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 11, Resource 1080 - Community Education

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 742,448	\$ 751,500	\$ 751,500	\$ 421,068
Expenditures				
Academic Salaries	\$ 4,286	\$ 4,272	\$ 4,272	\$ 2,136
Classified Salaries	287,505	266,398	266,398	160,308
Employee Benefits	70,257	71,088	71,088	28,203
Materials & Supplies	4,621	3,200	3,200	2,723
Services	380,528	350,040	350,040	245,348
Total Expenditures	\$ 747,197	\$ 694,998	\$ 694,998	\$ 438,718
Revenues Over (Under) Expenditures	\$ (4,749)	\$ 56,502	\$ 56,502	\$ (17,650)
Beginning Fund Balance	(56,591)	(61,340)	(61,340)	(61,340)
Ending Fund Balance	\$ (61,340)	\$ (4,838)	\$ (4,838)	\$ (78,990)
Ending Cash Balance				\$ (77,106)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 731,313	\$ 715,090	\$ 715,090	\$ 417,690
Intrafund Transfer from General Operating (Resource 1000)	<u>193,257</u>	<u>193,257</u>	<u>193,257</u>	<u>96,628</u>
Total Revenues	<u>\$ 924,570</u>	<u>\$ 908,347</u>	<u>\$ 908,347</u>	<u>\$ 514,318</u>
Expenditures				
Classified Salaries	\$ 337,723	\$ 321,945	\$ 321,945	\$ 146,159
Employee Benefits	106,729	111,854	111,854	43,838
Materials & Supplies	31,579	31,500	31,500	8,940
Services	<u>480,224</u>	<u>431,380</u>	<u>431,380</u>	<u>175,349</u>
Total Expenditures	<u>\$ 956,255</u>	<u>\$ 896,679</u>	<u>\$ 896,679</u>	<u>\$ 374,286</u>
Revenues Over (Under) Expenditures	\$ (31,685)	\$ 11,668	\$ 11,668	\$ 140,032
Beginning Fund Balance	<u>(737,157)</u>	<u>(768,842)</u>	<u>(768,842)</u>	<u>(768,842)</u>
Ending Fund Balance	<u>\$ (768,842)</u>	<u>\$ (757,174)</u>	<u>\$ (757,174)</u>	<u>\$ (628,810)</u>
Ending Cash Balance				<u>\$ (623,894)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,012,983	\$ 917,500	\$ 917,500	\$ 403,265
Expenditures				
Services	\$ 43,795	\$ 43,775	\$ 43,775	\$ 21,800
Interfund Transfer to				
Food Services (Resource 3200)	676,930	529,809	529,809	264,904
Intrafund Transfer to				
General Operating (Resource 1000)	390,000	390,000	390,000	0
Total Expenditures	\$ 1,110,725	\$ 963,584	\$ 963,584	\$ 286,704
Revenues Over (Under) Expenditures	\$ (97,742)	\$ (46,084)	\$ (46,084)	\$ 116,561
Beginning Fund Balance	194,541	96,799	96,799	96,799
Ending Fund Balance	\$ 96,799	\$ 50,715	\$ 50,715	\$ 213,360
Ending Cash Balance				\$ 213,360

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 138,662	\$ 266,000	\$ 266,000	\$ 105,449
Expenditures				
Classified Salaries	\$ 104,372	\$ 141,278	\$ 141,278	\$ 65,041
Employee Benefits	31,197	48,151	48,151	20,150
Materials & Supplies	3,279	4,211	4,211	1,855
Services	57,359	103,261	103,261	56,372
Total Expenditures	\$ 196,207	\$ 296,901	\$ 296,901	\$ 143,418
Revenues Over (Under) Expenditures	\$ (57,545)	\$ (30,901)	\$ (30,901)	\$ (37,969)
Beginning Fund Balance	141,149	83,604	83,604	83,604
Ending Fund Balance	\$ 83,604	\$ 52,703	\$ 52,703	\$ 45,635
Ending Cash Balance				\$ 47,506

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,027,640	\$ 2,028,225	\$ 2,028,225	\$ 101,510
Expenditures				
Services	\$ 122,944	\$ 125,100	\$ 125,100	\$ 66,359
Capital Outlay	0	0	166,634	0
Total Expenditures	\$ 122,944	\$ 125,100	\$ 291,734	\$ 66,359
Revenues Over (Under) Expenditures	\$ 1,904,696	\$ 1,903,125	\$ 1,736,491	\$ 35,151
Beginning Fund Balance	5,659,416	7,564,112	7,564,112	7,564,112
Ending Fund Balance	\$ 7,564,112	\$ 9,467,237	\$ 9,300,603	\$ 7,599,263
Ending Cash Balance				\$ 6,967,134

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 19,161,781	\$ 27,253,987	\$ 30,099,990	\$ 8,917,134
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	665,157	665,157	665,157	332,578
For Federal Work Study	187,408	177,291	177,291	76,529
For Instructional Equipment	87,243	22,004	22,004	22,004
For ARRA Federal Stimulus Backfill	0	454,608	454,608	0
For General Fund Backfill	0	1,495,042	1,495,042	0
Total Revenues	<u>\$ 20,101,589</u>	<u>\$ 30,068,089</u>	<u>\$ 32,914,092</u>	<u>\$ 9,348,245</u>
Expenditures				
Academic Salaries	\$ 3,723,184	\$ 5,328,041	\$ 5,729,980	\$ 1,840,143
Classified Salaries	6,775,599	9,631,961	9,943,885	4,089,347
Employee Benefits	2,888,546	4,170,691	4,349,465	1,312,226
Materials & Supplies	1,521,925	1,811,244	2,342,439	288,590
Services	3,059,959	7,174,103	8,124,861	1,321,456
Capital Outlay	1,781,586	3,224,405	3,696,334	803,557
Scholarships	25,500	13,212	13,212	18,769
Student Grants (Financial, Book, Meal, Transportation)	325,290	456,560	456,044	127,198
Total Expenditures	<u>\$ 20,101,589</u>	<u>\$ 31,810,217</u>	<u>\$ 34,656,220</u>	<u>\$ 9,801,286</u>
Revenues Over (Under) Expenditures	\$ 0	\$ (1,742,128)	\$ (1,742,128)	\$ (453,041)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	<u>\$ 0</u>	<u>\$ (1,742,128)</u>	<u>\$ (1,742,128)</u>	<u>\$ (453,041)</u>
Ending Cash Balance				<u>\$ (1,350,187)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,367,091	\$ 1,527,874	\$ 1,527,874	\$ 724,081
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>676,930</u>	<u>529,809</u>	<u>529,809</u>	<u>264,905</u>
Total Revenues	<u>\$ 2,044,021</u>	<u>\$ 2,057,683</u>	<u>\$ 2,057,683</u>	<u>\$ 988,986</u>
Expenditures				
Classified Salaries	\$ 687,645	\$ 745,786	\$ 745,786	\$ 362,494
Employee Benefits	286,991	324,520	324,520	124,200
Materials & Supplies	736,518	776,800	776,800	358,800
Services	286,559	208,971	208,971	85,491
Capital Outlay	<u>60,693</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 2,058,406</u>	<u>\$ 2,056,077</u>	<u>\$ 2,056,077</u>	<u>\$ 930,985</u>
Revenues Over (Under) Expenditures	\$ (14,385)	\$ 1,606	\$ 1,606	\$ 58,001
Beginning Fund Balance	<u>159,294</u>	<u>144,909</u>	<u>144,909</u>	<u>144,909</u>
Ending Fund Balance	<u>\$ 144,909</u>	<u>\$ 146,515</u>	<u>\$ 146,515</u>	<u>\$ 202,910</u>
Ending Cash Balance				<u>\$ 181,103</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,377,947	\$ 1,350,790	\$ 1,350,790	\$ 643,998
Interfund Transfer from General Operating (Resource 1000)	365,000	372,761	372,761	176,381
Total Revenues	<u>\$ 1,742,947</u>	<u>\$ 1,723,551</u>	<u>\$ 1,723,551</u>	<u>\$ 820,379</u>
Expenditures				
Academic Salaries	\$ 996,132	\$ 1,015,374	\$ 1,015,374	\$ 510,468
Classified Salaries	331,172	342,641	342,641	163,296
Employee Benefits	220,824	255,974	255,974	108,500
Materials & Supplies	64,923	72,209	72,209	29,851
Services	61,576	89,199	89,199	32,265
Capital Outlay	15,527	650	650	649
Total Expenditures	<u>\$ 1,690,154</u>	<u>\$ 1,776,047</u>	<u>\$ 1,776,047</u>	<u>\$ 845,029</u>
Revenues Over (Under) Expenditures	\$ 52,793	\$ (52,496)	\$ (52,496)	\$ (24,650)
Beginning Fund Balance	62,345	115,138	115,138	115,138
Ending Fund Balance	<u>\$ 115,138</u>	<u>\$ 62,642</u>	<u>\$ 62,642</u>	<u>\$ 90,488</u>
Ending Cash Balance				<u>\$ 90,343</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 13,148,656	\$ 56,650,208	\$ 57,071,208	\$ 421,584
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4160)	485,338	0	0	0
Total Revenues	\$ 13,633,994	\$ 56,650,208	\$ 57,071,208	\$ 421,584
Expenditures				
Services	\$ 66,010	\$ 0	\$ 0	\$ 0
Capital Outlay	13,158,844	57,612,066	58,033,066	2,054,349
Total Expenditures	\$ 13,224,854	\$ 57,612,066	\$ 58,033,066	\$ 2,054,349
Revenues Over (Under) Expenditures	\$ 409,140	\$ (961,858)	\$ (961,858)	\$ (1,632,765)
Beginning Fund Balance	552,718	961,858	961,858	961,858
Ending Fund Balance	\$ 961,858	\$ 0	\$ 0	\$ (670,907)
Ending Cash Balance				\$ (1,121,198)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

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

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 12	\$ 1,115,688	\$ 1,115,688	\$ 2
Expenditures				
Capital Outlay	\$ 0	\$ 1,115,676	\$ 1,115,676	\$ 0
Total Expenditures	\$ 0	\$ 1,115,676	\$ 1,115,676	\$ 0
Revenues Over (Under) Expenditures	\$ 12	\$ 12	\$ 12	\$ 2
Beginning Fund Balance	533	545	545	545
Ending Fund Balance	<u>\$ 545</u>	<u>\$ 557</u>	<u>\$ 557</u>	<u>\$ 547</u>
Ending Cash Balance				<u>\$ 547</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 276,545	\$ 185,000	\$ 185,000	\$ 44,194
Expenditures				
Services	\$ 31,839	\$ 10,000	\$ 10,000	\$ 2,317
Capital Outlay	24,470	1,641,618	1,641,618	45,436
Total Expenditures	\$ 56,309	\$ 1,651,618	\$ 1,651,618	\$ 47,753
Revenues Over (Under) Expenditures	\$ 220,236	\$ (1,466,618)	\$ (1,466,618)	\$ (3,559)
Beginning Fund Balance	12,043,744	12,263,980	12,263,980	12,263,980
Ending Fund Balance	\$ 12,263,980	\$ 10,797,362	\$ 10,797,362	\$ 12,260,421
Ending Cash Balance				\$ 11,642,138

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

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

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 1,846,334</u>	<u>\$ 6,633,783</u>	<u>\$ 6,633,783</u>	<u>\$ 308,517</u>
Expenditures				
Classified Salaries	\$ 53,624	\$ 217,523	\$ 217,523	\$ 96,845
Employee Benefits	24,124	95,574	95,574	32,166
Materials & Supplies	2,619	0	0	0
Services	273,685	381,426	518,510	101,169
Capital Outlay	19,489,780	70,211,756	70,074,672	8,555,211
Intrafund Transfers to:				
State Construction (Resource 4100)	<u>485,338</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 20,329,170</u>	<u>\$ 70,906,279</u>	<u>\$ 70,906,279</u>	<u>\$ 8,785,391</u>
Revenues Over (Under) Expenditures	\$ (18,482,836)	\$ (64,272,496)	\$ (64,272,496)	\$ (8,476,874)
Beginning Fund Balance	<u>86,487,241</u>	<u>68,004,405</u>	<u>68,004,405</u>	<u>68,004,405</u>
Ending Fund Balance	<u>\$ 68,004,405</u>	<u>\$ 3,731,909</u>	<u>\$ 3,731,909</u>	<u>\$ 59,527,531</u>
Ending Cash Balance				<u>\$ 60,005,922</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

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

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,857,746	\$ 4,811,500	\$ 4,811,500	\$ 2,661,310
Interfund transfer from General Operating (Resource 1000)	250,000	250,000	250,000	125,000
Total Revenue	<u>\$ 5,107,746</u>	<u>\$ 5,061,500</u>	<u>\$ 5,061,500</u>	<u>\$ 2,786,310</u>
Expenditures				
Classified Salaries	\$ 167,605	\$ 167,071	\$ 167,071	\$ 82,481
Employee Benefits	55,445	57,744	57,744	23,361
Materials & Supplies	2,519	4,000	4,000	339
Services	5,322,805	5,261,404	5,261,404	2,208,215
Capital Outlay	38,292	40,000	40,000	0
Total Expenditures	<u>\$ 5,586,666</u>	<u>\$ 5,530,219</u>	<u>\$ 5,530,219</u>	<u>\$ 2,314,396</u>
Revenues Over (Under) Expenditures	\$ (478,920)	\$ (468,719)	\$ (468,719)	\$ 471,914
Beginning Fund Balance	<u>2,990,385</u>	<u>2,511,465</u>	<u>2,511,465</u>	<u>2,511,465</u>
Ending Fund Balance	<u>\$ 2,511,465</u>	<u>\$ 2,042,746</u>	<u>\$ 2,042,746</u>	<u>\$ 2,983,379</u>
Ending Cash Balance				<u>\$ 5,158,671</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

Workers' Compensation Self-Insurance is used to account for the revenues and expenditures of the District's Workers Compensation Self-Insurance Program.

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

	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,588,973	\$ 1,558,000	\$ 1,558,000	\$ 751,329
Expenditures				
Classified Salaries	\$ 78,445	\$ 78,000	\$ 78,000	\$ 39,020
Employee Benefits	28,274	29,165	29,165	11,739
Materials & Supplies	0	620	620	0
Services	992,198	1,351,500	1,351,500	553,440
Total Expenditures	\$ 1,098,917	\$ 1,459,285	\$ 1,459,285	\$ 604,199
Revenues Over (Under) Expenditures	\$ 490,056	\$ 98,715	\$ 98,715	\$ 147,130
Beginning Fund Balance	1,020,999	1,511,055	1,511,055	1,511,055
Ending Fund Balance	\$ 1,511,055	\$ 1,609,770	\$ 1,609,770	\$ 1,658,185
Ending Cash Balance				\$ 3,271,559

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

Associated Students of RCC

	Prior Year Actuals 7-1-07 to 6-30-08	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 699,588	\$ 648,490	\$ 648,490	\$ 375,181
Expenditures				
Materials & Supplies	\$ 1,003,613	\$ 648,490	\$ 648,490	\$ 307,772
Total Expenditures	\$ 1,003,613	\$ 648,490	\$ 648,490	\$ 307,772
Revenues Over (Under) Expenditures	\$ (304,025)	\$ 0	\$ 0	\$ 67,409
Beginning Fund Balance	1,202,159	898,134	898,134	898,134
Ending Fund Balance	\$ 898,134	\$ 898,134	\$ 898,134	\$ 965,543
Ending Cash Balance				\$ 2,171,560

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

Student Financial Aid is used to record financial transactions for scholarships given to students from the Federal Pell and FSEOG Grant Programs as well as the State's Cal Grant Program.

	<u>Student Financial Aid</u>			
	Prior Year Actuals 7-1-08 to 6-30-09	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 24,837,204	\$ 20,963,715	\$ 20,963,715	\$ 15,202,718
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 24,837,204	\$ 20,963,715	\$ 20,963,715	\$ 15,260,609
Total Expenditures	\$ 24,837,204	\$ 20,963,715	\$ 20,963,715	\$ 15,260,609
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (57,891)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ (57,891)
Ending Cash Balance				<u>\$ 111,898</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

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

RCCD Development Corporation

	Prior Year Actuals <u>7-1-08 to 6-30-09</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 7	\$ 0	\$ 0	\$ 1
Expenditures				
Services	\$ 20	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 20	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (13)	\$ 0	\$ 0	\$ 1
Beginning Fund Balance	<u>16,252</u>	<u>16,239</u>	<u>16,239</u>	<u>16,239</u>
Ending Fund Balance	<u>\$ 16,239</u>	<u>\$ 16,239</u>	<u>\$ 16,239</u>	<u>\$ 16,240</u>
Ending Cash Balance				<u>\$ 16,240</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-2

Date: January 26, 2010

Subject: CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended
December 31, 2009

Background: Education Code Section 84040 specifies that financial information be periodically reported to the California Community Colleges Board of Governors. To comply with this requirement, the District prepares Form CCFS-311Q – Quarterly Financial Status Report each fiscal quarter for submission to the Chancellor’s Office. The CCFS-311Q compares actual information for the prior three fiscal years to projected information for the current fiscal year. The Revenue, Expenditure and Fund Balance are the Unrestricted Funds of the General Fund. However the Cash Balance reflects both Unrestricted and Restricted Funds.

The General Fund consists of the following:

Fund 11 – Unrestricted

- Resource 1000 – General Unrestricted
- Resource 1080 – Community Education
- Resource 1090 – Performance Riverside
- Resource 1110 – Bookstore (Contractor Operated)
- Resource 1170 – Customized Solutions

Fund 12 – Restricted

- Resource 1050 – Parking
- Resource 1070 – Student Health
- Resource 1180 – Redevelopment Pass-Through
- Resource 1190 – Grants and Categorical Programs

Information Only.

Gregory W. Gray
Chancellor

Prepared by: Bill J. Bogle, Jr.
Controller

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2009-2010

Quarter Ended: (Q2) Dec 31, 2009

District: (960) RIVERSIDE

Your Quarterly Data is Certified for this quarter.


Chief Business Officer

CBO Name: James L. Buysie

CBO Phone: 951-222-8047

CBO Signature:

Date Signed:


11/3/10

Chief Executive Officer Name:

Gregory W. Gray

CEO Signature:

Date Signed:


1/11/10

Electronic Cert Date: 01/12/2010

District Contact Person

Name: Bill J. Bogle, Jr.

Title: Controller

Telephone: 951-222-8041

Fax: 951-222-8021

E-Mail: Bill.Bogle@rcc.edu

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 atalig@ccccc.edu or Glen Campora (916)323-6899 gcampora@ccccc.edu

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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD ▾

Fiscal Year: 2009-2010

Quarter Ended: (Q2) Dec 31, 2009

District: (960) RIVERSIDE

Line	Description	As of June 30 for the fiscal year specified		
		Actual 2006-07	Actual 2007-08	Projected 2009-2010
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:				
A. Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,328,169	140,056,553	141,212,568
A.2	Other Financing Sources (Object 8900)	-965,504	-930,061	-2,808,102
A.3	Total Unrestricted Revenue (A.1 + A.2)	135,362,665	141,614,983	138,404,466
B. Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	128,975,161	137,207,962	142,772,460
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	976,930	1,166,930	1,152,570
B.3	Total Unrestricted Expenditures (B.1 + B.2)	129,952,091	138,374,892	143,925,030
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	5,410,574	751,600	-5,520,564
D.	Fund Balance, Beginning	12,638,845	18,049,419	13,253,849
D.1	Prior Year Adjustments + (-)	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	12,638,845	18,049,419	13,253,849
E.	Fund Balance, Ending (C. + D.2)	18,049,419	18,801,019	7,733,285
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.9%	13.6%	9%
II. Annualized Attendance FTES:				
G.1	Annualized FTES (excluding apprentice and non-resident)	23,967	27,526	29,840
III. Total General Fund Cash Balance (Unrestricted and Restricted)				
		As of the specified quarter ended for each fiscal year		
		2006-07	2007-08	2009-2010

H.1	Cash, excluding borrowed funds		39,174,849	38,241,922	27,092,368
H.2	Cash, borrowed funds only		0	0	10,883,389
H.3	Total Cash (H.1 + H.2)	26,718,022	39,174,849	38,241,922	37,975,757

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,212,568	141,212,568	68,994,414	48.9%
I.2	Other Financing Sources (Object 8900)	-2,808,102	-2,808,102	-429,538	15.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	138,404,466	138,404,466	68,564,876	49.5%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	142,772,460	142,772,460	65,511,779	45.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,152,570	1,152,570	566,285	49.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	143,925,030	143,925,030	66,078,064	45.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-5,520,564	-5,520,564	2,486,812	
L.	Adjusted Fund Balance, Beginning	13,253,849	13,253,849	13,253,849	
L.1	Fund Balance, Ending (C. + L.2)	7,733,285	7,733,285	15,740,661	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.4%	5.4%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	%*	Total Cost Increase	%*	Total Cost Increase	%*
a. SALARIES:						
Year 1:						
Year 2:						

	Year 3:								
b. BENEFITS:									
	Year 1:								
	Year 2:								
	Year 3:								

* As specified in *Collective Bargaining Agreement or other Employment Contract*

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

if yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year? YES
Next year? YES

if yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

FY 2009-2010

State budget cuts in FY 08-09 and FY 09-10 left the District with a \$16.5 million budget shortfall. As a result, the District was forced to make significant cuts in section offerings, decrease discretionary expenses, and enact a hiring freeze.

The State's action of deferring apportionment funding will cause the District to experience cash flow shortages. The District was forced to secure alternate financing and implement internal borrowing measures to mitigate the impact of expected cash deficits.

FY 2010-2011

It is anticipated that the State will again reduce apportionment in FY 10-11 and will not fund projected increases to PERS and STRS. As a result, the District will be exploring budget strategies to address an expected future budget shortfall.

It is expected that the State will continue to defer apportionment funding on par with prior fiscal years. The District will be forced to secure external financing and implement internal borrowing measures to mitigate the impact of cash deficits as a result of the apportionment deferrals.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 GENERAL FUND REVENUE AND EXPENDITURE REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2009**

Cash Position - Unrestricted and Restricted

	YTD Activity
Beginning Cash, July 1, 2009	\$ 10,396,470
Net Change in Accounts Receivables	22,623,054
Net Change in Accounts Payables	2,363,346
Revenue and Other Financial Sources	79,980,712
Expenditures and Other Outgo	(77,387,824)
Ending Cash, December 31, 2009	\$ 37,975,757

Budget and Actual Activity - Unrestricted

	Adopted Budget	Revised Budget	YTD Activity
Revenues			
Federal	\$ 652,199	\$ 652,199	\$ 528,038
State	96,764,515	96,764,515	47,238,791
Local	43,795,854	43,795,854	21,227,585
Total Revenues	141,212,568	141,212,568	68,994,414
Other Financing Sources	(2,808,102)	(2,808,102)	(429,538)
Total Revenues	138,404,466	138,404,466	68,564,876
Expenditures			
Academic Salaries	\$ 65,201,780	\$ 65,140,288	\$ 30,961,651
Classified Salaries	32,451,494	32,321,060	15,740,794
Employee Benefits	27,090,060	27,118,372	10,967,311
Materials & Supplies	2,503,978	2,569,225	1,114,004
Services	14,702,218	14,697,166	6,320,553
Capital Outlay	822,930	926,349	407,466
Total Expenditures	142,772,460	142,772,460	65,511,779
Other Outgo - Objects	1,152,570	1,152,570	566,285
Total Expenditures and Other Outgo	143,925,030	143,925,030	66,078,064
Revenues Over (Under)			
Expenditures	(5,520,564)	(5,520,564)	2,486,812
Beginning Fund Balances	\$ 13,253,849	13,253,849	\$ 13,253,849
Ending Fund Balances	\$ 7,733,285	\$ 7,733,285	\$ 15,740,661
Contingency			
Unrestricted	\$ 6,833,285	\$ 6,833,285	\$ 14,840,661
Reserve	900,000	900,000	900,000
Total Contingency/Reserve	\$ 7,733,285	\$ 7,733,285	\$ 15,740,661

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-3

Date: January 26, 2010

Subject: Measure C Project Commitments Summary

Background: Attached for the Board's review and information is a summary report on Measure C general obligation bond financial activity through the period ended December 31, 2009.

Information Only.

Gregory W. Gray
Chancellor

Prepared by: Aaron S. Brown
Associate Vice Chancellor, Finance

**Riverside Community College District
Office of the Chancellor
Measure C Project Commitments Summary
Through December 31, 2009**

Voter Approved Measure C Authorization	\$ 350,000,000
Issuances	(<u>155,000,000</u>)
Remaining Measure C Authorization	\$ <u><u>195,000,000</u></u>
Measure C - Cash on Hand	\$ <u><u>60,005,922</u></u>
Completed Projects	\$ 68,575,788
In-Progress Projects	<u>416,941,449</u>
Total Project Commitments	\$ <u><u>485,517,237</u></u>
Measure C Funds	\$ 255,365,551
State Funds	182,744,715
Other Funds	<u>47,406,971</u>
Total Funding	\$ <u><u>485,517,237</u></u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.: V1-A-1

Date: January 26, 2010

Subject: Riverside Community College District Pandemic Influenza Response Plan

Background: Presented for the Board's review and consideration is Riverside Community College District's Pandemic Influenza Response Plan. This plan has been revised to clarify District, County, State and Federal roles and responsibilities in the event of a Pandemic, and includes the various codes, laws, and ordinances that grant authority to these entities during the Pandemic phases. This revised plan also now differentiates between the District's responses to a non-virulent vs. a virulent Pandemic.

Following the Board Committee meeting on Tuesday, January 19, 2010, some minor typographical and formatting corrections were made to the report. Below is a summary of those corrections:

- Page 11 – last line, extra period removed
- Page 13 – Infection Control response grid moved to separate page; I, II, III changed to Level I, Level II, Level III
- Page 13 – Level 1, Item 3 – asterisk removed after Contact Public Affairs
- Page 15 – Services Student changed to Student Services
- Page 19 – Novel Virus section, changed not virulent to non-virulent

Once approved, this plan will be added to the current Emergency Operations Plan.

Recommended Action: It is recommended that the Board of Trustees approve the Pandemic Influenza Response Plan for inclusion in the current Riverside Community College District Emergency Operations Plan.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Vice Chancellor, Academic Affairs

Debbie DiThomas
Associate Vice Chancellor, Student Services and Operations

Riverside Community College District

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PANDEMIC INFLUENZA RESPONSE PLAN

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RIVERSIDE COMMUNITY COLLEGE DISTRICT

Pandemic Influenza Response Plan Mission Statement

The Riverside Community College District assists the community with the attainment of their educational goals. As part of this process, it is committed to providing vital and current information for the health and welfare of the educational community. Toward this goal, the mission of the District Emergency Planning Committee is to stay current on all relevant information and research involving potential pandemic occurrences. In doing so, the Committee will undertake the responsibility of utilizing the most current information to educate institutional stakeholders regarding preparation and prevention.

Should a pandemic occur, the District will refer to this document for guidance, take direction from the County Health Official and/or the Riverside County Department of Public Health Department Operations Center, and respond to a declared emergency as outlined in the Organizational Emergency Operations Plan.

Purpose and Objectives

The purpose of the Pandemic Influenza Response Plan is to enable the Riverside Community College District to respond effectively and efficiently to a pandemic influenza event through proactive planning, preparedness, and participation in a coordinated countywide response.

Riverside Community College District's objectives during a pandemic influenza are:

1. Reduce transmission of the pandemic virus strain among our employees, students and visitors.
2. Minimize illness among employees, students and visitors.
3. Maintain critical operations and services.
4. Minimize social disruptions.
5. Minimize the economic impact of a pandemic.

RCCD PLAN AT A GLANCE

Based on World Health Organization Phases

INTER PANDEMIC PHASE

- Review and update existing plans and procedures
- Identify essential services
- Ensure essential supplies necessary to provide essential services are available (stockpile)
- Identify how essential services will be delivered when there are shortages of key personnel and essential supplies
- Exercise plan
- Keep informed

PANDEMIC ALERT PHASE

- Cooperate with Riverside County Department of Public Health instructions
- Activate plan as appropriate
- Increase education of staff, students and public on safety and hygiene measures
- Implement actions as needed to continue essential operations
- Modify services in order to reduce face-to-face contact
 - Increase use of telecommuting, teleconference, staggering work shifts, face-to-face barriers, and other social distancing strategies
- Ensure staff understand self-protection strategies
 - Use respiratory etiquette (e.g., covering cough or sneeze with a tissue or cloth)
 - Properly clean hands with soap and water or hand sanitizer regularly
 - Avoid direct skin-to-skin contact with others, such as shaking hands
 - Keep work areas and home clean and disinfected
 - Stay home when ill and do not send ill children to school or day care

PANDEMIC PHASE (Non-Virulent)

- Cooperate with Riverside County Department of Public Health instructions
- Follow guidance of Riverside County Public Health Official and/or Public Health Department Operations Center (DOC)
- Continue self-protection strategies
- Follow reporting guidelines

PANDEMIC PHASE (Virulent)

- Perform essential services only
- Maximize social distancing options such as telecommuting, teleconference, staggering work shifts, face-to-face barriers, and other social distancing strategies
- Establish phone triage lines for Health Services
- Locate RCCD personnel and students who have had contact with infected individuals on RCCD property

Overview of Pandemic Influenza

Influenza, also known as the flu, is a disease that attacks the respiratory tract (nose, throat and lungs) in humans. Different from a viral “cold,” influenza usually comes on suddenly and may include fever, headache, tiredness (which may be extreme), dry cough, sore throat, nasal congestion, and body aches. Seasonal influenza is a yearly occurrence that causes minor economic impact and kills primarily persons aged 65 and older. It also provides immunity to those who are exposed, but do not succumb, to the virus.

Worldwide pandemics of influenza occur when a novel (new or different) virus emerges to which the population has little immunity. During the 20th century there were three such pandemics, the most notable of which was the 1918 Spanish influenza responsible for 20 million deaths throughout the world. When influenza strains of avian or swine influenza interact with the common strains of human influenza, a mutation can occur that leads to a virus capable of human-to-human transmission (a novel flu), initiating a pandemic strain of influenza. Depending on the infectivity of such a virus and its disease causing potential, experts estimate that as many as 35% of the population will become ill and there could be more than 35,000 deaths in California due to pandemic influenza. This level of disease activity would disrupt all aspects of society and severely affect the economy.

There are several characteristics of an influenza pandemic that differentiate it from other public health emergencies. Unlike other natural disasters, where any disruption to business service provision is likely to be infrastructure-related, disruption to business operations in the event of a pandemic is anticipated to be human and material oriented. Since a pandemic has the potential to cause illness in a very large number of people, it would overwhelm the health care system, and jeopardize services by causing high levels of absenteeism in the workforce. Basic services (such as health care, law enforcement, fire, emergency response, communications, transportation, and utilities) could be disrupted during a pandemic. Finally, the pandemic, unlike many other emergency events, could last many months and affect many areas throughout the world simultaneously.

In a pandemic situation, the goal is to slow the spread of disease to prevent illness. The most effective strategy to accomplish this is through vaccination. However, it is likely that effective vaccines will not be available for many months following the emergence of a new pandemic strain of influenza. Existing antiviral medications may also not be effective or available. Other infection control strategies such as social distancing, improved hygiene and respiratory etiquette, isolation and quarantine may be used to control the spread of disease.

Planning Assumptions

Due to the uncertainty about the timing, path and ultimate impact of an influenza pandemic in Riverside County, the following assumptions have been used to prepare this response plan.

Time Period

1. An influenza pandemic will result in the rapid spread of infection with outbreaks throughout the world. Communities across the state and the country will be impacted simultaneously. Riverside County will not be able to rely on timely or effective mutual aid resources, or state or federal assistance to support local response efforts.
2. There may be less than six weeks of warning from the time the pandemic is announced before it reaches Riverside County.
3. An influenza pandemic may occur in waves and last for 12 to 24 months with illnesses and deaths increasing and decreasing sporadically.
4. Waves of severe disease may last one to four months.

Prevention & Treatment

1. In the event of a pandemic, antiviral medications will be in extremely short supply. Administration of local supplies of antiviral medications will be prioritized by Riverside County Department of Public Health.
2. Antiviral medicines may not be effective in treating or protecting against a new influenza strain.
3. A vaccine will likely not be available for six to eight months following a pandemic influenza outbreak caused by a new influenza virus.
4. Social distancing strategies aimed at reducing the spread of infection (such as closing schools, community centers and other public gathering points, and canceling public events) will be implemented during a pandemic.
5. Isolation of ill people and the quarantine of people exposed to ill people will likely be implemented during a pandemic. Residents may be required to stay in their homes for a significant period during an influenza pandemic and will need public information, education and tools so they are prepared to take responsibility for basic needs (food, water, prescription medications, over-the-counter medications, etc.).
6. Issues of isolation and quarantine will also need to be addressed for tourists, visitors and commuters.
7. The number of ill people requiring outpatient medical care and hospitalization will overwhelm the local health care system leading to a substantial reduction in the normal amount and level of hospital care available.
 - a. Hospitals and clinics will have to modify their operational structure to respond to high patient volumes and maintain functionality of critical systems.
 - b. The health care system will have to respond to increased demands for service while the medical workforce experiences 25-35% absenteeism due to illness or caring for ill family members.

- c. Demand for inpatient beds and ventilators could increase by ten fold or more and patients will need to be prioritized for services.
 - d. There will be tremendous demand for urgent care services.
 - e. The health system will need to develop alternative care sites to relieve demand at hospitals.
 - f. Emergency medical service responders will face extremely high call volumes, and may face 25 - 35% reduction in available staff which may result in the prioritization of 911 calls.
8. The number of fatalities may overwhelm the resources of the Coroner's Office, morgues and funeral homes.
 9. The demand for home care and social services will increase dramatically.

Staffing

1. There will be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety, and communications.
2. There may be as much as 20 – 50% absenteeism from staff and vendors as a result of workers becoming ill, staying home to care for children or family members, or refusing to go to work.
3. In a severe pandemic 0.1 - 2.5% of those who become ill will die.

Vendors of Services/Products

1. Critical goods and services provided by contractors, consultants and vendors will be erratic or unavailable.
2. National and international transportation services will be disrupted due to high absenteeism.

Roles and Responsibilities

RIVERSIDE COMMUNITY COLLEGE DISTRICT ROLE

During an influenza pandemic Riverside Community College District will be responsible for maintaining essential operations in line with its mission and supporting the public health response where possible. Riverside Community College District will maintain communications and will implement recommended procedures that promote the health and safety of employees, students and visitors.

During the Pandemic Alert phase and Pandemic phase, RCCD will work closely with the Riverside County Department of Public Health to monitor and respond appropriately to the influenza and provide employees, students and visitors with current information on the pandemic as it is received.

During the Pandemic phase, RCCD will continue to adhere to the pandemic alert phase strategies to prevent spread of the influenza and will take direction from the County Health Official and/or the Department of Public Health Department Operations Center (DOC).

AUTHORITY

RIVERSIDE COMMUNITY COLLEGE DISTRICT

During a pandemic influenza event, Riverside Community College District will respond in accordance with the Emergency Operations Plan. Should the response be to a novel virulent influenza virus, the response will be in accordance with the Emergency Operations Plan Appendix M, "Novel Virulent Flu Virus Response Grid." In the case of virulent and non-virulent flu virus pandemics, Riverside Community College District will follow established guidelines for infection control as noted in the following Guidelines and Education Plan for Pandemic Flu Response and will take direction from the Riverside County Public Health Official and/or the Department of Public Health Department Operations Center.

RIVERSIDE COUNTY ROLE

The Department of Public Health (DOPH) will be the lead agency in coordinating county-wide public health and emergency medical response and will activate its Department Operations Center (DOC) when necessary. The DOPH will work to ensure that all reasonable measures are taken to limit the spread of an outbreak within the community's borders. Activities will include:

- Pandemic Influenza Emergency Command and Management
- Surveillance
- Emergency medical response
- Maintenance of essential health and medical services
- Maintenance of other essential services
- Communications
- Vaccine/antiviral distribution

AUTHORITY

RIVERSIDE COUNTY

A critical capacity of the Riverside County Department of Public Health (DOPH) to respond to a pandemic influenza event is its ability to invoke its legal authority to implement actions to limit the spread of disease. During pandemic influenza, the DOPH may need to invoke such authority. While numerous federal, state and local statutes authorize public health actions to address pandemic influenza, cooperation with local law enforcement and the legal system will be critical. The Riverside County Health Officer has broad powers to address a pandemic influenza emergency. Under California law, a local Health Officer who believes a contagious, infectious or communicable disease exists within the territory under his or her jurisdiction "shall take measures as may be necessary to prevent the spread of the disease or occurrence of additional cases" and to protect the public's health (California Health and Safety Code Section 120175).

STATE ROLE

Throughout all phases of a pandemic event, the California State Department of Health Services and/or the California Emergency Medical Services Authority will be responsible for:

- Coordinating statewide planning and providing recommendations for local public health and healthcare systems, planning and response activities, including surge capacity issues.
- Coordinating statewide monitoring and investigation of illnesses and deaths caused by influenza.
- Communicating with the Centers for Disease Control and Prevention, state, local, tribal and provincial health agencies.
- Providing laboratory facilities for influenza identification and serving as liaison to the Centers for Disease Control and Prevention.
- Coordinating any statewide distribution of vaccine or antiviral medication through the Strategic National Stockpile, prioritizing supplies, and monitoring medication safety.
- Providing information for the public on pandemic influenza and safety precautions.

AUTHORITY

STATE

California Emergency Service Act (Government Code [GC], Title 2, Division, Chapter 7, Section 8550 *et seq.*): Confers upon the Governor and chief executives of political subdivisions of the state emergency powers to provide for state assistance in organization and maintenance of emergency programs; establishes OES; assigns functions to state agencies to be performed during an emergency and provides for coordination and direction of emergency actions of those agencies; and, establishes mutual aid procedures. Authority for the creation of standby orders, crucial for preparedness, exists in GC section 8567. Authority to suspend statutes and agency rules exists in GC section 8671.

The California Department of Health Services (CDHS) is the lead state department for the state's pandemic influenza response. The CDHS Pandemic Influenza Preparedness and Response Plan is an emergency-specific annex to the CDHS *Public Health Emergency Response Plan and Procedures*. The CDHS plan describes the relationship of CDHS to the state emergency response structure and the roles and responsibilities of CDHS Executive staff, and the various divisions, branches, and sections of the department. CDHS's response to a pandemic will comply with SEMS/NIMS. CDHS will work closely with EMSA in coordinating the medical response. CDHS has primary responsibility for activating the pandemic influenza response at the level appropriate to the specific phase of a pandemic. Within CDHS, the structure of the response organization will include a Disaster Policy Council, a Joint Emergency Operations Center (JEOC), and various program coordination centers.

FEDERAL ROLE

While the federal government plays a critical role in elements of preparedness and response to a pandemic, the success of these measures is predicated on actions taken at the individual level and in states and communities. Federal responsibilities include the following:

- Advancing international preparedness, surveillance, response and containment activities.
- Supporting the establishment of countermeasure stockpiles and production capacity by:

- Facilitating the development of sufficient domestic production capacity for vaccines, antivirals, diagnostics and personal protective equipment to support domestic needs, and encouraging the development of production capacity around the world;
 - Advancing the science necessary to produce effective vaccines, therapeutics and diagnostics; and
 - Stockpiling and coordinating the distribution of necessary countermeasures, in concert with states and other entities.
- Ensuring that federal departments and agencies, including federal health care systems, have developed and exercised preparedness and response plans that take into account the potential impact of a pandemic on the federal workforce and are configured to support state, local and private sector efforts as appropriate.
 - Facilitating state and local planning through funding and guidance.
 - Providing guidance to the private sector and public on preparedness and response planning, in conjunction with states and communities.

Lead departments have been identified for the medical response (Department of Health and Human Services), veterinary response (Department of Agriculture), international activities (Department of State), and the overall domestic incident management and federal coordination (Department of Homeland Security). Each department is responsible for coordination of all efforts within its authorized mission, and departments are responsible for developing plans to implement the national strategy.

AUTHORITY

FEDERAL

The Secretary of Health and Human Services (HHS) is responsible for preventing the introduction, transmission, and spread of communicable diseases from foreign countries into the United States and within the United States and its territories/possessions (section 361 of the Public Health Service [PHS] Act).

This statute is implemented through regulations found at 42 CFR Parts 70 and 71. Under its delegated authority, the Center for Disease Control and Prevention (CDC) is empowered to detain, medically examine, or conditionally release individuals reasonably believed to be carrying a communicable disease.

[See appendix for a list of various laws, statutes, and ordinances that may be evoked in a pandemic influenza public health emergency.]

Infection Control Measures for Pandemic Alert Phase and Pandemic Phase During a Novel Non-Virulent Influenza

Safeguarding the health of employees, students, visitors, and the public during a Pandemic Alert Phase and a Pandemic Phase is essential for effective preparedness and response. A variety of infection control measures, including heightened hygiene practices, social distancing, and infection control equipment may be utilized to slow the spread of disease.

Hygiene

Employees will be educated and reminded of hygiene measures that help to limit the spread of disease. These include:

- Use respiratory etiquette (e.g., covering cough or sneeze with a tissue or cloth).
- Properly clean hands with soap and water or hand sanitizer regularly.
- Avoid direct skin-to-skin contact with others, such as shaking hands. Substitute hand shaking with alternatives like waving, smiling, nodding, and bowing.
- Keep work areas and home clean and disinfected.
- Stay home when ill and do not send ill children to school or day care.

The following hygiene measures will be taken to reduce the spread of disease:

- Hand washing instructions will be posted in shared washrooms.
- Cover Your Cough reminders will be posted in waiting rooms and common areas.
- Magazines/papers will be removed from waiting rooms and common areas.
- Hand sanitizer will be available in waiting rooms and common areas.
- Tissues and trash cans will be available in waiting rooms and common areas.

Social Distancing

To reduce close contact among individuals the following social distancing strategies may be implemented:

Telecommuting. Encourage the use of telecommuting for those employees who have the technological capability to telecommute from home and can adequately perform their primary functions from home.

Teleconferences. Teleconferences are encouraged if they can be arranged.

Staggering work shifts. Consider staggering work shifts to cover 24 hours. This reduces the number of potential contacts who can become infected.

Face-to-face barriers. Consider reducing face-to-face contact with the public by providing services behind a barrier, or by telephone or on-line services. Consider whether any services can be reorganized to be provided to the public without face-to-face contact.

* Other infection control strategies can be used to reduce the spread of disease between employees who must have face-to-face contact with others.

Infection Control Supplies

Increased use of infection control supplies may be advisable during an influenza pandemic. The following infection control supplies are regularly available and may be needed by employees during a pandemic.

Supplies
Soap within bathrooms
Soap within kitchen areas
Hand sanitizer (min. 60% alcohol content)
Paper towels
Tissues
Garbage bags and trash cans
Office cleaning supplies (details below)
Personal protective equipment
- Gloves
- Surgical masks

N95 masks and other respirators may be available for essential personnel (College Safety and Police, Health Services, etc.)

Workplace Cleaning

During a pandemic, thorough workplace cleaning measures will be required to minimize the transmission of influenza virus through hard surfaces (e.g., doorknobs, sinks, handles, railings, objects, and counters). The influenza viruses may live up to two days on such surfaces.

When a person with suspected influenza is identified and has left the workplace, it is important that their work area, along with any other known places they have been, is thoroughly cleaned and disinfected. Cleaning is the removal of visible dirt or soil. It is usually accomplished by physical scrubbing using detergent and water. To disinfect, use any of the disinfectants listed in the table below and follow the manufacturer's recommendations.

Influenza viruses are inactivated by many EPA approved disinfectants including alcohol and chlorine. Surfaces that are frequently touched with hands should be cleaned and disinfected often, preferably daily. Clean the surface to remove dirt and soil with a cleaning agent and disinfect following manufacturer's recommendations (see table below). The person cleaning and disinfecting should wear a mask and gloves and should discard them afterwards. Hands must be washed or sanitized at the completion of the procedure.

Recommended Workplace Disinfectants

Disinfectants	Recommended Use	Precautions
Sodium Hypochlorite 1 part bleach to 100 parts of water, or 1:100 dilution. Usually achieved by ¼ cup bleach for 1½ gallons water.	<ul style="list-style-type: none">• Disinfection	<ul style="list-style-type: none">• Should be used in well-ventilated areas• Utilize gloves while handling and using bleach solution• Do not mix with strong acids to avoid release of chlorine gas• Corrosive to metals and certain materials
Alcohol (e.g., Isopropyl 70%, ethyl alcohol 60%)	<ul style="list-style-type: none">• Disinfection• Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used	<ul style="list-style-type: none">• Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation.• Keep away from heat sources, electrical equipment, flames, and hot surfaces• Allow it to dry completely
EPA-Approved Product (see product container for instructions)	<ul style="list-style-type: none">• Follow directions on label	<ul style="list-style-type: none">• Follow precautions on label

Infection Control Measures for Pandemic Phase During a Virulent Novel Influenza

- Level I Confirmed cases of human-to-human transmission of a virulent, novel flu virus
 Level II Suspected case(s) on campus or suspected/confirmed cases in Riverside area
 Level III Confirmed case(s) on campus [only essential personnel required to report to campus].

	Level I	Level II (in addition to Level I actions)	Level III (in addition to Level II actions)
1. Assessment Team (Health Srvs, College Police and Facilities)	<ol style="list-style-type: none"> Contact Chancellor. Monitoring situation. Contact Public Affairs. First Responders equipped with adequate protection, e.g., N-95 masks, gloves, gowns 	<ol style="list-style-type: none"> Maintain contact amongst Assessment Team 	<ol style="list-style-type: none"> Maintain contact amongst Assessment Team
2. Incident Commander (Chancellor or Designee)	<ol style="list-style-type: none"> Communicate with Riverside County Health Department regarding planning and surveillance. Communicate with Norco and Moreno Valley Health Services, campus police and facilities. Establish communication with deans and Chief of Police regarding status of preparedness. Update emergency action plan with Assessment Team as situation evolves. In conjunction with the Assessment Team and Public Affairs, issue communication(s) to campus community regarding status of disease spread, self protection, and college response. (e-mail, website, mailboxes, View) 	<ol style="list-style-type: none"> Notify Riverside County Health Dept. Notify Student Services and Counseling and Psychological Services Act as resource for the campus community regarding signs/symptoms, protocol for referral of suspected cases 	<ol style="list-style-type: none"> To activate Emergency Operations Center (EOC) Recommend temporary closure of building(s) and suspension of student and academic activities to Chancellor Implement Emergency Action Plan with Assessment Team
3. Campus Safety & Police	<ol style="list-style-type: none"> Health Center trains dispatchers, security, and police on novel virulent flu virus. Alert Student Health Center if encountering individual(s) with flu-like symptoms. 	<ol style="list-style-type: none"> Implement policy on transporting individual to hospitals 	<ol style="list-style-type: none"> Secure buildings & post signage Assist Health Center
4. Facilities Management	<ol style="list-style-type: none"> Identify building ventilation systems. Essential personnel receive recommended personal protective equipment such as N95 masks, gloves, and gowns as needed. Facilities to ensure that adequate preventative hygiene methods in place. Contract with hazardous material company for professional 	<ol style="list-style-type: none"> Continue to monitor preventative hygiene measures in place on all campuses Arrange for additional medical waste pick-ups 	<ol style="list-style-type: none"> Stand by to shut off utilities as directed by Incident Commander, if necessary

	Level I	Level II (in addition to Level I actions)	Level III (in addition to Level II actions)
	cleanup		
5. Chancellor's Office	<ol style="list-style-type: none"> 1. Receive information from Incident Commander. 2. Review content of internal and external public information bulletins and announcements. Work with Public Affairs to select appropriate district spokesperson(s) for media reporting. 4. Consider restricting movement on and off campus for activities/athletic events. 5. Based on U.S. State Department & CDC recommendations, District recommends campus community not to travel to affected countries. 	<ol style="list-style-type: none"> 1. Advise Board and Executive Cabinet response options 2. Activate EOC 3. Evaluate information on institutional effects of the incident and set response priorities as appropriate 	<ol style="list-style-type: none"> 1. Provide oversight for student, staff, & faculty family notifications if appropriate 2. Authorize temporary suspension of classes or closure
6. Public Affairs	<ol style="list-style-type: none"> 1. Draft internal and external bulletins and announcements (mailboxes, View). 	<ol style="list-style-type: none"> 1. Appoint liaison to interface with the Assessment Team 2. Write and record bulletins and updates on the District's Emergency Information Hotline 3. Write scripts for phone tree 4. Request to campus that faculty and staff and their families report all flu cases to Incident Commander 	<ol style="list-style-type: none"> 1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) 2. Establish a Public Affairs Center: coordinate press releases, manage news teams and interviews, etc.
7. Health Services	<ol style="list-style-type: none"> 1. Post entry door notifying patients with influenza profile who have traveled to (or have been visited by persons from) affected countries. 2. Isolated exam room. 3. Arrange for negative pressure machines if required. 4. Standard precautions in place. 5. Respiratory protection equipment in place. 6. In-service training for virulent novel flu. 7. Follow state and county protocol for patient testing. 8. Monitor health care workers. 	<ol style="list-style-type: none"> 1. Monitor suspected cases 2. Identify contacts of suspected case(s) 3. Initiate prophylaxis of contacts based on strength of patient(s) presentation 4. Update Incident Commander 5. Establish phone triage lines for Health Services 6. Initiate pre-event counseling for 	<ol style="list-style-type: none"> 1. Isolation room in Health Center (negative pressure) if campus remains open 2. Locate people contacted by patient 3. Arrange for screening of people who have had contact 4. Arrange for counseling services 5. Contact Coroner's Office, if necessary

	Level I	Level II (in addition to Level I actions)	Level III (in addition to Level II actions)
	9. Essential personnel receive training on respiratory protection. 10. Recommend policy on transporting individual(s) to hospitals.	essential personnel 7. Initiate poster and e-mail campaign on self-protection 8. Essential personnel receive N-95 masks if indicated by Health incident commander	
8. Student Services	1. Health Center trains: International Students (IS) and other offices within Student Services on novel virulent flu. 2. IS monitors student travelers entering from affected regions and assists with communication to international students and their families. 3. IS formulates and rehearses plan to address needs/support for students. 4. Identifies division personnel available for telephone support work. 5. Receives fit test and training on respiratory protection from Facilities.	1. Assist with relocation of students for quarantine 2. Assist with telephone consultation and support 3. Essential personnel receive personal protective equipment from Facilities as needed	1. Identify student events where confirmed patients have attended
9. Human Resources	1. Identify essential personnel. 2. Monitor faculty & staff travelers entering from affected regions. 3. Prepare a call-off policy. 4. Identify personnel available for telephone support work.	Same as Level 1	Activate call-off policy

Riverside Community College District

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PANDEMIC INFLUENZA RESPONSE PLAN

APPENDIX

APPENDIX A

World Health Organization Pandemic Phases		
Phase	Description	Actions
INTER-PANDEMIC PERIOD		
1	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	<ul style="list-style-type: none"> • Establish Pandemic Influenza Planning Committee • Review and update existing plans and procedures • Identify essential services • Ensure essential supplies necessary to provide essential services are available (stockpile) • Identify how essential services will be delivered when there are shortages of key personnel and essential supplies • Exercise plan • Keep informed
2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.	
PANDEMIC ALERT PERIOD		
3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	<ul style="list-style-type: none"> • Cooperate with DOPH instructions • Activate plan as appropriate • Implement actions as needed to continue essential operations • Prepare to perform essential services only • Increase use of telecommuting and social distancing strategies • Ensure staff understand self-protection strategies
4	Smaller cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	
5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	
PANDEMIC PERIOD		
6	Increased and sustained transmission in general population.	<i>Widespread human outbreaks in multiple locations overseas</i>
		<i>First human case in North America</i>
		<i>Spread throughout United States</i>

		<i>Recovery and preparation for subsequent waves</i>	
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APPENDIX B

Glossary

H1N1	The most current form of influenza A, novel for genes from avian, swine and human hosts.
Contact	A contact is a term used to refer to someone who has been in close proximity with an individual who is, or is suspected of being, infected with an infectious disease like influenza.
H5N1	H5N1 is the latest avian influenza virus subtype of concern and there appears to be little human immunity to it. The predominant winter strain of human influenza is H3N2. Most adults have some partial immunity to this strain, which caused a pandemic in 1968 when it evolved from avian influenza.
Hand hygiene	Hand hygiene is a term that applies to the cleaning of one's hands. This is usually done with soap and water, hand sanitizer, or hand wipes. To kill an influenza virus, hands must be washed with soap and water for 15 seconds and hand sanitizers or wipes must be used for 10 seconds and have an alcohol content of at least 60%.
Human-to-human transmission	Human-to-human transmission refers to the ability of an infectious disease to be passed continuously from one person to another. Some viruses can be transmitted between animals (animal-to-animal), some can be transmitted from animal-to-human (and vice versa), and some can be transmitted from human-to-human.
Infection control	Infection control is a broad term used to describe a number of measures designed to detect, prevent, and contain the spread of infectious disease. Some measures include hand washing, respiratory etiquette, use of personal protective equipment (PPE), prophylaxis, isolation, and quarantine.
Infectious disease	An infectious disease, or communicable disease, is caused by the entrance of organisms (e.g., viruses, bacteria, fungi) into the body which grow and multiply there to cause illness. Infectious diseases can be transmitted, or passed, by direct contact with an infected individual, their discharges (e.g., breath), or with an item touched by them.
Influenza	Influenza is a viral disease that causes high fever, sore throat, cough, and muscle aches. It usually affects the respiratory system but sometimes affects other organs. It is spread by infectious droplets that are coughed or sneezed into the air. These droplets can land on the mucous membranes of the eyes or mouth or be inhaled into the lungs of another person. Infection can also occur from contact with surfaces contaminated with infectious droplets and respiratory secretions. Also see seasonal, avian, and pandemic influenza.
Isolation	Isolation is when sick people are asked to remain in one place (e.g., home, hospital), away from the public, until they are no longer infectious.
Novel virus	A new or different virus containing genes from differing hosts (such as swine, avian or human) which has not been seen before. May be virulent or non-virulent.
Pandemic influenza	A pandemic influenza, or pandemic flu, occurs when a new subtype of influenza virus: 1) develops and there is little or no immunity (protection due to previous infection or

vaccination) in the human population; 2) it is easily passed from human to human; 3) is found in many countries; and, 4) causes serious illness in humans. Also see influenza, seasonal influenza, and avian influenza.

Personal Protective Equipment (PPE)	PPE is specialized clothing or equipment worn to protect someone against a hazard including an infectious disease. It can range from a mask or a pair of gloves to a combination of gear that might cover some or all of the body.
Prophylaxis	Prophylaxis is an infection control measure whereby antimicrobial, including antiviral, medications are taken by a healthy individual (e.g., nurse, contact) to prevent illness before or after being exposed to an individual with an infectious disease (e.g., influenza).
Quarantine	A quarantine is when people who have been in close proximity to an infected person, but appear healthy, are asked to remain in one place, away from the general public, until it can be determined that they have not been infected.
Respiratory etiquette	Respiratory etiquette, or good coughing and sneezing manners, is one way of minimizing the spread of viruses which are passed from human-to-human in the tiny droplets of moisture that come out of the nose or mouth when coughing, sneezing, or talking. Healthy and sick people should cover their nose and mouth when sneezing, coughing, or blowing their nose and then put the used tissue in the trash to prevent the spread of germs.
Recovery activities	Those activities or functions that normally occur following an emergency or disaster that are designed to return the area/people to pre-event status.
Seasonal influenza	Seasonal influenza, commonly referred to as the flu, is an infectious disease. In the United States, flu season usually occurs between December and March. The influenza virus is one that has the ability to change easily; however, there is usually enough similarity in the virus from one year to the next that the general population is partially immune from previous infection or vaccination. Each year experts monitor the influenza virus and create a new vaccine to address changes in the virus. For this reason people are encouraged to get a flu shot each year. Also see influenza, avian influenza, and pandemic influenza.
Social distancing	Social distancing is an infection control strategy that includes methods of reducing the frequency and closeness of contact between people to limit the spread of infectious diseases. Generally, social distancing refers to the avoidance of gatherings with many people.
Special populations	Those groups of individuals whose unique characteristics require that they be given special consideration in planning activities.
Trigger	The event, situation, or condition that initiates the activation of all or part of your response plan.
Virulent	Very poisonous: extremely poisonous, infectious, or damaging to organisms.

Appendix C
 Legal Citations

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
Area Closures	CA Penal Code § 409.5	The Health Officer may “close the area where the menace exists” if the calamity caused by “flood, storm, fire, earthquake, explosion, accident or other disaster” has created “an immediate menace to the public health.”	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Area Closures	CA Penal Code § 409.6	The Health Officer has the authority to close the area where the menace exists where the menace was created by an avalanche.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Area Closures	Penal Code § 409.5	Allows closing of an area “whenever a menace to the public health or safety is created by a calamity” (e.g., a flood, storm, fire, earthquake, explosion, accident or other disaster). Describes power that is granted to certain law enforcement officers and the Health Officer.	Law Enforcement Powers
Area Closures	CA Penal Code §§ 409.5, 409.6	Certain law enforcement officers including, the Sheriff and Chief of Police may close areas to the public “whenever a menace to the public health or safety is created by a calamity” (e.g., flood, storm, earthquake, accident or other disaster) and consequently may order an evacuation.	Restrict Movement of People or Property Restricting access
Area Closures	CA Penal Code § 409.6	Allows specified law enforcement officers and the Health Officer to close or restrict access to an avalanche area, and provides for forcible removal from the area.	Restrict Movement of People or Property Restricting access
Area Closures	CA Streets and Highways Code § 124	State Department of Transportation may restrict traffic or close state highway for the protection of the public or for the protection of the highway from damage during storms or during construction, improvement or maintenance operations.	Restrict Movement of People or Property Road/highway closure
Area Closures	CA Vehicle Code §2812	CA Highway Patrol, police departments, and sheriff's office may close public highways if there is a threat to public health or safety caused by dangerous substances (e.g., poisonous gas, explosives, dust, smoke or other similar substances or fire).	Restrict Movement of People or Property Road/highway closure
Constitutional Rights	U.S. and California Constitutions	The Health Officer may not issue isolation/quarantine orders that violate a patient's constitutional rights.	Local Authority Limitations on Health Officer's isolation/quarantine

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
Control Movement	Title 42 U.S.C. § 264	Authority to Secretary of HHS to control movement of persons into and within US to prevent spread of communicable disease. Communicable diseases for which apprehension, detention or conditional release of persons are authorized must be set forth in Executive Orders of the President.	Federal Authority
Curfew	CA Government Code Emergency Services Act § 8634	During a local emergency, the County Board of Supervisors may issue orders and regulations “necessary to provide for the protection of life and property,” including imposition of a curfew.	Restrict Movement of People or Property Curfew
Curfew	CA Health and Safety Code § 120140	CA DHS may enforce curfew to prevent the unnecessary spread of a disease to surrounding regions.	Restrict Movement of People or Property Curfew
Definitions	17 California Code of Regulation §§ 2215, 2520	Defines isolation and quarantine.	State Authority
Destruction of Personal Property	CA Health and Safety Code § 120210	(b) The Health Officer has the duty to destroy personal property when ordered by the state to do so in certain situations.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Detainment	Title 42 U.S.C. § 266	Grants less restricted authority to the Secretary of HHS during times of war to apprehend, examine and detain individuals believed to be infected with communicable disease.	Federal Authority
Detainment	Title 42 U.S.C § 249	Any person detained in accordance with quarantine laws may be treated and cared for by the U.S. Public Health Service... at the expense of the Service.	Federal Authority
Disease Investigation	Title 17 California Code of Regulations § 2501	(a) The Health Officer has the duty to investigate diseases, conditions or outbreaks.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Enforcement	CA Health and Safety Code § 101030	The Health Officer has the duty to enforce local ordinances concerning public health and sanitary matters as well as state statutes, orders and regulations related to public health including quarantine laws.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
Enforcement	CA Constitution Art 11, § 7	Any county may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with the general laws.	Restrict Movement of People or Property
Federal Assistance/ Support	Title 42 C.F.R. § 70.2	Authority to CDC Director to take reasonably necessary measures to prevent the spread of disease between states if local efforts are "insufficient."	Federal Authority
Federal Assistance/ Support	The Stafford Act, 42 U.S.C. § 5121 et seq §5192	In any emergency, the U.S. President may direct any federal agency to utilize its authorities and resources (e.g., personnel, equipment, supplies etc.) in support of state and local emergency assistance efforts to save lives, protect property, and public health and safety, and lessen or avert the threat of a catastrophe.	Federal Authority
Government Immunity	Federal Torts Claims Act, Title 28 U.S.C. § 2680(f)	Federal government retains sovereign immunity from any claim for damages caused by quarantine imposed by the United States.	Federal Authority
Hazardous/Medical Waste	CA Health and Safety Code § 101080, § 101085	The Health Officer has the authority to declare a "county health emergency/local health emergency" whenever a release, spill, escape or entry of hazardous waste or medical waste occurs. ...Health Officer may require the production of certain information regarding the hazardous waste/medical waste, provide that information specified under the statute and sample, analyze or otherwise determine the type of hazardous material involved as necessary to protect the public.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Isolation and Quarantine Authority	CA Health and Safety Code § 120145	The CA Department of Health Services may quarantine, isolate, inspect, and disinfect persons, animals, houses, rooms, other property, places, cities or localities, whenever in its judgment the action is necessary to protect or preserve the public health.	State Authority
Isolation and Quarantine Authority	CA Health and Safety Code § 120210	The CA Department of Health Services promulgates rules, regulations and orders regarding quarantine, isolation, and disinfection of persons and property and may require the local Health Officer to enforce its directives.	State Authority
Isolation and Quarantine Authority	Gibbon v. Ogdon Jacobson v. Massachusetts, 22 U.S. 1 (1824); 197 U.S. 11 (1905)	The primary authority for isolation and quarantine resides at the state level as an exercise of state's police power.	State Authority

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
Local Emergency Prevention Measures	CA Health and Safety Code § 101040	If a local emergency is declared under Govt. Code § 8630 and 8558(c), the Health Officer may take “any preventive measures that may be necessary to protect and preserve the public health from any public health hazard...”	Local Authority Powers/duties of Health Officer during declared emergency
Medical Examination	Title 17 California Code of Regulations § 2501	(a) The Health Officer has the duty and authority to examine or order examination of person/animal that was the subject of a disease report in order to “verify the diagnosis or the existence of an unusual disease, or outbreak.”	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Prevention of Disease Spread	CA Health and Safety Code § 120175	The Health Officer has the authority to “take measures as may be necessary” to prevent the spread of disease when the Officer has reason to believe that any case of a reportable disease or any other contagious, infectious or communicable disease exists within his jurisdiction.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Quarantine Animals	CA Food and Agriculture Code §§ 5763, 5301	The Director of the CA State Dept. of Food and Agriculture may impose quarantine measures to protect the state’s agricultural industry from pests.	State Authority
School Exclusion	CA Health and Safety Code § 120230	The Health Officer has the authority to exclude from schools instructors, teachers, pupils or children who are under strict isolation/quarantine orders.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State Consent Requirement	CA Health and Safety Code § 120205	The Health Officer may not establish quarantine against another county or city without the state’s written consent.	Local Authority Limitations on Health Officer’s isolation/quarantine powers
State Possession of Bodies	CA Health & Safety Code § 120140	If notified by the Health Officer of any contagious, infectious, or communicable disease, DHS may take measures as are necessary to ascertain the nature of the disease and prevent its spread. To that end, DHS, if it considers it proper, may take possession or control of the body of any living person, or the corpse of any deceased person.	Law Enforcement Powers
State/Local Coordination	CA Health and Safety Code § 100180	CA Department of Health Services role is to advise local health authorities. If the state determines that local public health is “menaced,” it shall take control and regulate the actions of the local Health Officers.	State Authority

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
State/Local Coordination	CA Health and Safety Code Title 17 California Code of Regulations §120190 §2501 (b); §2502	The Health Officer has a duty to report certain diseases to the state.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State/Local Coordination	CA Health and Safety Code § 120195; § 120210 (a); and § 120215 (b)	The Health Officer has the duty to enforce all order, rules and regulations regarding quarantine or isolation prescribed or directed by DHS.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State/Local Coordination	CA Health and Safety Code § 120200	The Health Officer has a duty to maintain places of quarantine/isolation when required by CA Department of Health Services.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State/Local Coordination	CA Health and Safety Code § 120185	The Health Officer has the duty to report local epidemics of disease to the state.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
State/Local Coordination	CA Health and Safety Code § 120200	Each Health Officer, whenever required by the state, shall establish and maintain places of quarantine or isolation that shall be subject to the special directions of the state.	Local Authority Limitations on Health Officer's isolation/quarantine powers.
Strict or Modified Isolation or Quarantine	CA Health and Safety Code § 120130 (c) § 120215	The Health Officer has the authority to require strict or modified isolation or quarantine for any case of contagious, infectious or communicable disease.	Local Authority Powers/duties of Health Officer prior to emergency declaration and during declared emergency
Violations	CA Health and Safety Code § 1020275	Persons who violate rules, orders or regulations prescribed by the state respecting quarantine or disinfection of persons, animals, things or places is guilty of a misdemeanor.	Obligation of Citizens
Violations	CA Food & Agriculture Code § 9698	It is unlawful to violate any quarantine order which "regulates, restricts, or restrains the movement of persons, vehicles, farm and dairy products into, from, or from place to place within a quarantined district, area, or premises."	Obligation of Citizens

KEY WORD/ SUBJECT	STATUTE / CASE LAW and CITATION	DESCRIPTION / SUMMARY	PLAN SECTION
Violations	CA Government Code § 202	“The state may imprison or confine for the protection of the public peace or health or of individual life or safety.”	Law Enforcement Powers
Violations	CA Penal Code § 409	Every person remaining present at the place of any riot, rout or unlawful assembly, after being warned to disperse, is guilty of a misdemeanor.	Restrict Movement of People or Property
Violations	CA Penal Code § 402	It is a misdemeanor for a person at the scene of an emergency to impede police, firefighters, emergency medical or other emergency personnel or military personnel in the performance of their duties in coping with the emergency.	Restrict Movement of People or Property Enforcement during restricted access
Violations	CA Penal Code § 409.5(c)	If an area has been closed as allowed under Penal Code section 409.5, any unauthorized person who willfully and knowingly enters the area and remains in the area after receiving notice to leave is guilty of a misdemeanor.	Restrict Movement of People or Property Enforcement during restricted access

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-1

Date: January 26, 2010

Subject: Subcontract Agreement with California Poly Pomona Foundation, Inc.

Background: Presented for the Board's review and consideration is a subcontract agreement between Riverside Community College District (RCCD) and California Poly Pomona Foundation, Inc. on behalf of California Polytechnic University, Pomona to perform work in support of the achievement of the goals and objectives of Riverside City College's College Cost Reduction and Access Act (CCRAA) Cooperative grant program, Step Up to Success. RCCD, California Polytechnic University, Pomona and California State University, San Bernardino will collaborate on this project and focus on one primary activity: improving Science Technology Engineering Math (STEM) student learning and success. RCCD will provide overall administrative oversight for the program. The term of the agreement is for October 1, 2009 through September 30, 2010. Funding source: CCRAA Grant.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement for the time frame of October 1, 2009 through September 30, 2010, for an amount not to exceed \$267,922.00, and authorize James Buysse, Vice Chancellor, Administration and Finance, to sign the agreement.

Gregory W. Gray
Chancellor

Prepared by: Jan Muto
President, Riverside City College

Patrick Schwerdtfeger
Vice President, Academic Affairs, Riverside City College

Subaward Agreement

Prime Awardee	Subawardee	
Institution/Organization Name: Riverside Community College District Address: 4800 Magnolia Avenue Riverside, CA 92506	Institution/Organization ("COLLABORATOR") Name: California Poly Pomona Foundation, Inc. on behalf of California State Polytechnic University, Pomona Address: 3801 W. Temple Avenue, Bldg. 55 Pomona, CA 91768 EIN No.: 95-2417645	
Prime Award No. P031 C080046	Subaward No. P031 C080046 - 1	
Awarding Agency U.S. Department of Education	CFDA No. 84.031C	
Subaward Period of Performance October 1, 2009 – September 30, 2010	Amount Funded this Action \$267,992	Total \$267,992
Project Title College Cost Reduction and Access Act (CCRAA) Step Up to Success Program		
Reporting Requirements [Project Director will notify as she is notified by U.S. Department of Education]		

Terms and Conditions

1) Riverside Community College District hereby awards a cost reimbursable subaward, as described above, to Collaborator. The statement of work and budget for this subaward are (check one):

as specified in Collaborator's proposal dated ; or

as shown in Attachment 4 . In its performance of subaward work, Collaborator shall be an independent entity and not an employee or agent of Riverside Community College District.

2) Riverside Community College District shall reimburse Collaborator not more often than monthly for allowable costs. All invoices shall be submitted using Collaborator's standard invoice, but at a minimum shall include current and cumulative costs, subaward number, and certification as to truth and accuracy of invoice. *Invoices that do not reference Riverside Community College District's subaward number shall be returned to Collaborator.* Invoices should be directed to the Project Director, as shown in Attachment 3. Questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachment 3.

3) A final statement of cumulative costs incurred, marked "FINAL," must be submitted to Riverside Community College District's Project Director NOT LATER THAN sixty (60) days after subaward end date. The final statement of costs shall constitute Collaborator's final financial report.

4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Collaborator.

5) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Project Director, as shown in Attachment 3. Technical reports are required as shown above, "Reporting Requirements."

6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official, as shown in Attachment 3.

7) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

8) Either party may terminate this agreement with thirty days written notice to the appropriate party's Administrative Contact, as shown in Attachment 3. Riverside Community College District shall pay Collaborator for termination costs as allowable under OMB Circular A-21or A-122, as applicable.

9) No-cost extensions require the approval of Riverside Community College District. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 3, not less than forty-five days prior to the desired effective date of the requested change.

10) The Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2. Funding for year two of the program (October 1, 2009 – September 30, 2010) is contingent upon the award of a second year's funding by the U.S. Department of Education to Riverside Community College District.

11) By signing below Collaborator makes the certifications and assurances shown in Attachment 1.

<p>By an Authorized Official of RIVERSIDE COMMUNITY COLLEGE DISTRICT:</p> <p>_____</p> <p>James L. Buysse, Vice Chancellor Administration and Finance</p> <p>_____</p> <p>Date</p>	<p>By an Authorized Official of COLLABORATOR:</p> <p>_____</p> <p>G. Paul Storey, Executive Director Cal Poly Pomona Foundation, Inc.</p> <p>_____</p> <p>Date</p>
--	--

**Attachment 1
Subaward Agreement**

By signing the Subaward Agreement, the authorized official of COLLABORATOR certifies, to the best of his/her knowledge and belief, that:

Certification Regarding Lobbying

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Collaborator, 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 an employee of 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.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Collaborator shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to Riverside Community College District.

3) The Collaborator shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

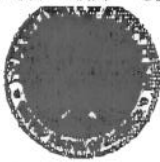
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less that \$10,000 and not more that \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters

Collaborator certifies by signing this Subaward Agreement that 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.

OMB Circular A-133 Assurance

Collaborator assures Riverside Community College District that it complies with A-133 and that it will notify Riverside Community College District of completion of required audits and of any adverse findings, which impact this subaward.



GRANT AWARD NOTIFICATION

<p>1 RECIPIENT NAME:</p> <p>Riverside Community College District/Riverside City College 4800 Magnolia Avenue Riverside, CA 92506 - 1299</p>	<p>5 AWARD INFORMATION</p> <p>PR/AWARD NUMBER P031C080046-09 ACTION NUMBER 01 ACTION TYPE Continuation AWARD TYPE Discretionary</p>																				
<p>2 PROJECT TITLE</p> <p>84.031C Riverside City College Step Up to Success Cooperative Grant</p>	<p>6 AWARD PERIODS</p> <p>BUDGET PERIOD 10/01/2009 - 09/30/2010 PERFORMANCE PERIOD 10/01/2009 - 09/30/2010</p>																				
<p>3 PROJECT STAFF</p> <p>RECIPIENT PROJECT DIRECTOR Mary Legner (951) 222 - 8886</p> <p>EDUCATION PROGRAM CONTACT Cynthia M. Proctor (202) 512 - 7686</p> <p>EDUCATION PAYMENT CONTACT GAPS PAYEE HOTLINE (888) 336 - 8930</p>	<p>7 AUTHORIZED FUNDING</p> <table border="0"> <tr> <td>THIS ACTION</td> <td>\$1,116,476.00</td> </tr> <tr> <td>BUDGET PERIOD</td> <td>\$1,116,476.00</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>\$2,344,259.00</td> </tr> <tr> <td>RECIPIENT COST-SHARE</td> <td>1.54%</td> </tr> <tr> <td>RECIPIENT NON-FEDERAL AMOUNT</td> <td>\$17,226.00</td> </tr> </table>	THIS ACTION	\$1,116,476.00	BUDGET PERIOD	\$1,116,476.00	PERFORMANCE PERIOD	\$2,344,259.00	RECIPIENT COST-SHARE	1.54%	RECIPIENT NON-FEDERAL AMOUNT	\$17,226.00										
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<p>4 KEY PERSONNEL</p> <table border="0"> <thead> <tr> <th>NAME</th> <th>TITLE</th> <th>LEVEL OF EFFORT</th> </tr> </thead> <tbody> <tr> <td>Mary Legner</td> <td>Project Director</td> <td>50%</td> </tr> </tbody> </table>	NAME	TITLE	LEVEL OF EFFORT	Mary Legner	Project Director	50%	<p>8 ADMINISTRATIVE INFORMATION</p> <p>DUNS/SSN 110250284 REGULATIONS EDGAR AS APPLICABLE ATTACHMENTS A, B OPS-2, C, E1, E2, F, S, E3</p>														
NAME	TITLE	LEVEL OF EFFORT																			
Mary Legner	Project Director	50%																			
<p>9 LEGISLATIVE AND FISCAL DATA</p> <p>AUTHORITY: PL College Cost Reduction Act COLLEGE COST REDUCTION ACT PROGRAM TITLE: HIGHER EDUCATION - INSTITUTIONAL AID</p> <p>CFDA/SUBPROGRAM NO: 84.031C</p> <table border="1"> <thead> <tr> <th>FUND CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>ORG. CODE</th> <th>CATEGORY</th> <th>LIMITATION</th> <th>ACTIVITY</th> <th>CFDA</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0201A</td> <td>2009</td> <td>2009</td> <td>EP000000</td> <td>B</td> <td>J15</td> <td>000</td> <td>031</td> <td>4101C</td> <td>\$1,116,476.00</td> </tr> </tbody> </table>		FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT	0201A	2009	2009	EP000000	B	J15	000	031	4101C	\$1,116,476.00
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0201A	2009	2009	EP000000	B	J15	000	031	4101C	\$1,116,476.00												

Form 8
ED-GA-7000 (05/75)



GRANT AWARD NOTIFICATION

10

FRAWARD NUMBER: P011CDE0046-09

RECIPIENT NAME: Riverside Community College District/Riverside City College

TERMS AND CONDITIONS

- (1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:
 - (1) THE RECIPIENT'S APPLICATION (BLOCK 2),
 - (2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS (BLOCK 8),
- AND
- (3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

IN ACCORDANCE WITH 34 CFR 74.25(a)(2), OR 34 CFR 80.30(d)(3) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 4 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THIS AWARD SUPPORTS THE FINAL BUDGET PERIOD FOR THIS PROJECT. THE RECIPIENT IS REQUIRED TO SUBMIT ALL NECESSARY REPORTS TO THE DEPARTMENT OF EDUCATION WITHIN 90 DAYS AFTER THE END OF FEDERAL SUPPORT (BLOCK 6).

AUTHORIZING OFFICIAL

DATE

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula, and Block Grants

(See Block 5 of the Notification)

1. **RECIPIENT NAME** - The legal name of the recipient, name of the primary organizational unit that will undertake the funded activity, and the complete address of the recipient. The recipient is commonly known as the "grantee."
2. **PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
 - ***RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
 - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business-management concerns of the Department.
 - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
4. * **KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devote to the project.
5. **AWARD INFORMATION** - Unique items of information that identify this notification.
 - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number."
 - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARDED"
 - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
 - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK.
6. **AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
 - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
 - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
 - ***FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and continuing funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
7. **AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
 - ***THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
 - ***BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
 - ***PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to the date.
 - RECIPIENT COST-SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations under terms and conditions of the award.
 - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislative requirement, the recipient will be required to provide the non-federal funds.
8. **ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.
 - DUNS/SSN** - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.
 - ***REGULATIONS** - The parts of the Education Department General Administrative Regulations (EDGAR) and specific program regulations that govern the award and administration of this grant.
 - ***ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown on checklists, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.
9. **LEGISLATIVE AND FISCAL DATA** - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.
 - FUND CODE, FUNDING YEAR, AWARD YEAR, ORG. CODE, PROJECT CODE, OBJECT CLASS** - The fiscal information recorded by the U.S. Department of Education's Grant Administration and Payment System to track obligations by award.
 - AMOUNT** - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).
10. **TERMS AND CONDITIONS OF AWARD** - Requirements of the award that are binding on the recipient.
 - ***AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award.

FOR FORMULA AND BLOCK GRANTS ONLY:

(See also Blocks 1, 2, 3, 6, 8, 9 and 10 above)

1. **EDUCATION STAFF** - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.
7. **AUTHORIZED FUNDING**
 - CURRENT AWARD AMOUNT** - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.
 - PREVIOUS CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant before this action.
 - CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant, this action included.

* This item differs or does not appear on formula and block grants.

Attachment 3 Subaward Agreement	
Riverside Community College District Contacts	Collaborator Contacts
<p>Administrative Contact</p> <p>Name: Colleen Molko Associate Director, Grants</p> <p>Address: 4800 Magnolia Avenue Riverside, CA 92506</p> <p>Telephone: (951) 222-8932 Fax: (951) 328-3787 Email: colleen.molko@rcc.edu</p>	<p>Administrative Contact</p> <p>Name: Dr. Mandayam Srinivas Professor</p> <p>Address: 3801 W. Temple Avenue Building 8-12 Pomona, CA 91768</p> <p>Telephone: (909) 869-3437 Fax: (909) 869-4733 Email: masrinivas@csupomona.edu</p>
<p>Project Director</p> <p>Name: Kathy Nabours Associate Professor, Mathematics</p> <p>Address: 4800 Magnolia Avenue Riverside, CA 92506</p> <p>Telephone: (951) 222-8207 Fax: (951) 222-8823 Email: kathy.nabours@rcc.edu</p>	<p>Project Director</p> <p>Name: Dr. Mandayam Srinivas</p> <p>Address: 3801 W. Temple Avenue Building 8-12 Pomona, CA 91768</p> <p>Telephone: (909) 869-3437 Fax: (909) 869-4733 Email: masrinivas@csupomona.edu</p>
<p>Financial Contact</p> <p>Name: Bill J. Bogle, Jr. District Controller</p> <p>Address: 4800 Magnolia Avenue Riverside, CA 92506</p> <p>Telephone: (951) 222-8041 Fax: (951) 222-8021 Email: bill.bogle@rcc.edu</p>	<p>Financial Contact</p> <p>Name: Ms. Debbie Schroeder-Linthicum Grants Manager</p> <p>Address: Cal Poly Pomona Foundation, Inc. 3801 W. Temple Avenue, Bldg. 55 Pomona, CA 91768</p> <p>Telephone: (909) 869-2961 Fax: (909) 869-4549 Email: dlschroeder@csupomona.edu</p>
<p>Authorized Official</p> <p>Name: James L. Buysse Vice Chancellor, Administration and Finance</p> <p>Address: 4800 Magnolia Avenue Riverside, CA 92506</p> <p>Telephone: (951) 222-8047 Fax: (951) 222-8893 Email: jim.buysse@rcc.edu</p>	<p>Authorized Official</p> <p>Name: G. Paul Storey Executive Director</p> <p>Address: Cal Poly Pomona Foundation, Inc. 3801 W. Temple Ave., Bldg. 55 Pomona, CA 91768</p> <p>Telephone: (909) 869-2951 Fax: (909) 869-4549 Email: gpstorey@csupomona.edu</p>

Proposed Budget

Year Two:

1. Personnel

Name/Title	Type (mos/No. of stints)	Computation	Term	Monthly/Hourly	WTUs	% effort	Effort mos./hrs	Grant Funds	Matching	Project Costs
Dr. Mandayam Srinivas (Assoc Dean of Science)	9	\$156,416	AY	\$17,380	9	20.00%	1.80	\$ 31,283	\$ -	\$ 31,283
Dr. Norali Pemalette (Eng. Tech)	9	\$86,020	AY	\$9,558	8	17.78%	1.60	\$ 15,292	\$ -	\$ 15,292
Dr. Gerald Herder (Eng. Tech)	12	\$140,217	AY	\$11,685	8	17.78%	2.13	\$ 24,927	\$ -	\$ 24,927
Dr. Pan Sperry (BIO)	9	\$125,031	AY	\$13,892	8	17.78%	1.60	\$ 22,228	\$ -	\$ 22,228
Dr. Chris George (BIO)	9	\$100,367	AY	\$11,152	8	17.78%	1.60	\$ 17,843	\$ -	\$ 17,843
Dr. Larisa Prieser (Comp. Info. Sys)	9	\$113,899	AY	\$12,655	8	17.78%	1.60	\$ 20,249	\$ -	\$ 20,249
Dr. Carlos Navarrete (Comp. Info. Sys)	9	\$113,995	AY	\$12,666	8	17.78%	1.60	\$ 20,266	\$ -	\$ 20,266
Dr. Kanita Rai (Math)	9	\$103,547	AY	\$11,505	8	17.78%	1.60	\$ 18,408	\$ -	\$ 18,408
Dr. Alan Krinik (Math)	9	\$108,107	AY	\$12,012	8	17.78%	1.60	\$ 19,219	\$ -	\$ 19,219
CPP Student Tutors	12		AY	\$12.50			50.00	\$ 7,500	\$ -	\$ 7,500
Subtotal								\$ 197,216	\$ -	\$ 197,216

2. Fringe Benefits

Name/Title	Term	Salary Base	Rate	Grant Funds	Matching	Project Costs
Dr. Mandayam Srinivas (Assoc Dean of Science)	AY	\$ 31,283	33.00%	\$ 10,323	\$ -	\$ 10,323
Dr. Norali Pemalette (Eng. Tech)	AY	\$ 15,292	33.00%	\$ 5,047	\$ -	\$ 5,047
Dr. Gerald Herder (Eng. Tech)	AY	\$ 24,927	33.00%	\$ 8,226	\$ -	\$ 8,226
Dr. Pan Sperry (BIO)	AY	\$ 22,228	33.00%	\$ 7,335	\$ -	\$ 7,335
Dr. Chris George (BIO)	AY	\$ 17,843	33.00%	\$ 5,888	\$ -	\$ 5,888
Dr. Larisa Prieser (Comp. Info. Sys)	AY	\$ 20,249	33.00%	\$ 6,682	\$ -	\$ 6,682
Dr. Carlos Navarrete (Comp. Info. Sys)	AY	\$ 20,266	33.00%	\$ 6,688	\$ -	\$ 6,688
Dr. Kanita Rai (Math)	AY	\$ 18,408	33.00%	\$ 6,075	\$ -	\$ 6,075
Dr. Alan Krinik (Math)	AY	\$ 19,219	33.00%	\$ 6,342	\$ -	\$ 6,342
CPP Student Tutors	AY	\$ 7,500	8.00%	\$ 600	\$ -	\$ 600
Subtotal				\$ 63,206	\$ -	\$ 63,206

3. Travel

From/to	Description	Grant Funds	Matching	Project Costs
1. Domestic	Local travel costs from CPP to RCCD for participating CPP faculty	\$ 5,000	\$ -	\$ 5,000
2. Foreign		\$ -	\$ -	\$ -
Subtotal		\$ 5,000	\$ -	\$ 5,000

4. Equipment

Unit Price	Qty	Grant Funds	Matching	Project Costs
\$ -		\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -
Subtotal		\$ -	\$ -	\$ -

5. Supplies

Unit Price	Qty	Grant Funds	Matching	Project Costs
		\$ 2,500	\$ -	\$ 2,500
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal		\$ 2,500	\$ -	\$ 2,500

6. Contractual

\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	
Subtotal			\$ - \$ - \$ -

7. Construction

\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	
Subtotal			\$ - \$ - \$ -

8. Other

Unit Price	Qty	Grant Funds	Matching	Project Costs
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal		\$ -	\$ -	\$ -

9. Total Direct Costs (sections 1-8)

Subtotal		\$ 267,922	\$ -	\$ 267,922
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10. Indirect Costs

Base:	Grant Funds	Matching	Project Costs	
\$				
Subtotal				\$ - \$ - \$ -

11. Training Stipends

Subtotal		\$ -	\$ -	\$ -
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12. Total Costs (sections 9-11)

Subtotal		\$ 267,922	\$ -	\$ 267,922
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RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-2

Date: January 26, 2010

Subject: Proposed Curricular Changes

Background: Presented for the Board's review and consideration are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached proposed curricular changes and recommend their adoption by the Board of Trustees.

Recommended Action: It is recommended that the Board of Trustees approve the curricular changes for inclusion in the catalog and in the schedule of class offerings.

Gregory W. Gray
Chancellor

Prepared by: Sylvia Thomas
Associate Vice Chancellor of Instruction

- | | | | |
|-----|--------|--|---|
| 18. | MAN 72 | Commercial and Industrial Electrical | N |
| 19. | MAN 73 | Electric Motors for Electricians | N |
| 20. | MAN 74 | Industrial Electrical Automation | N |
| | | These courses have been proposed to provide students with specific electrical training and complement existing Electronics, Engineering, Manufacturing and Construction courses. | |
| 21. | MAN 77 | Survey of Electrical Trades | N |
| | | This course has been proposed to complement existing courses in Electronics, Engineering, Manufacturing and Construction Technology. | |
| 22. | MUC 2 | Songwriting | N |
| | | This course has been proposed to provide students with an introduction to songwriting techniques. | |
| 23. | MUC 3 | Introduction to Pro Tools: MIDI and Audio Production | N |
| | | This course has been proposed to provide students with an introduction to MIDI and digital audio using the Pro Tools software. | |
| 24. | MUC 10 | Norco Choir | N |
| | | This course has been proposed to add to the breadth of choral offerings. | |
| 25. | MUC 11 | Studio Arts Ensemble | N |
| | | This course has been proposed to provide students the opportunity to study, perform and record selected musical arrangements collaboratively. | |
| 26. | SLP 4 | Field Work in Speech-Language Pathology Assisting | M |
| | | This course has been proposed to provide students with a richer, more dynamic comprehension of the bio-psycho-social aspects of communication and the professional issues surrounding speech therapy services. | |
| 27. | SLP 5 | SLPA Workplace Issues | M |
| | | This course has been proposed to provide students with discussion of work place issues and problem-solving approaches related to field work experience. | |

Course Revision Proposals

- | | | | |
|----|---------|--|-----|
| 1. | ART 44 | Animation Principles | MNR |
| | | This course has been updated and includes changes in title, linking of GLOs to course SLOs and the addition of outside assignments. | |
| 2. | BUS 46 | International Business-Introduction to Importing/Exporting | MR |
| | | This course has been revised to include importing and include changes to title, methods of instruction and evaluation, and assignments. | |
| 3. | COS 60A | Beginning Cosmetology Concepts | R |
| 4. | COS 60B | Level II Cosmetology Concepts | R |
| 5. | COS 60C | Level III Cosmetology Concepts | R |
| 6. | COS 60D | Level IV Cosmetology Concepts | R |
| 7. | COS 60E | Level V Cosmetology Concepts | R |
| | | These courses were updated to comply with the California State Board of Barbering and Cosmetology licensing regulations regarding lecture and lab hours. | |

- | | | | |
|-----|--|---|-----|
| 8. | MAC 55 | OSHA Standards for Industry | N |
| 9. | MAN 55 | OSHA Standards for Industry | N |
| | These courses were modified to include student learning outcomes aligned with the general education students learning outcomes and to update course assignments. | | |
| 10. | MAN 60 | Hydraulic/Pneumatic Systems | N |
| | This course was modified to respond to an educational need identified by current trends in manufacturing technology. | | |
| 11. | NRN 1 | Intro to Nursing Concepts and Practice | R |
| 12. | NRN 3 | Intermediate Nursing Concepts of Health and Illness | R |
| 13. | NRN 4 | Advanced Nursing Concepts of Health and Illness | R |
| 14. | NRN 16 | Dimensions of AD-Registered Nursing | R |
| | These courses were modified to include student learning outcomes aligned with the general education students learning outcomes and to update course assignments, and content. | | |
| 15. | PHP 4 | Nutrition | MNR |
| 16. | PHP 6 | Intro PE for Preschool and Elementary Children | NR |
| 17. | PHP 8 | Triathlon Techniques | R |
| 18. | PHP 14 | Athletic and Fitness Administration | NR |
| 19. | PHP 17 | Athletic Training, Fall Sports, Lower Extremity | NR |
| 20. | PHP 18 | Athletic Training, Spring Sports, Upper Extremity | NR |
| 21. | PHP 19 | Athletic Training, Fall Sports, Head, Neck , Spine, Torso, and Hip | NR |
| 22. | PHP 20 | Athletic Training, Spring Sports, General Medical | NR |
| 23. | PHP 24 | Sports Officiating - Fall | NR |
| 24. | PHP 25 | Sports Officiating - Spring | NR |
| 25. | PHP 26 | Foundations of Coaching | NR |
| 26. | PHP 28 | Basketball Theory | NR |
| 27. | PHP 33 | Baseball Theory | R |
| 28. | PHP 38 | Stress Management | MNR |
| | These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction. | | |
| 29. | PHP 42 | Lifeguarding/Title 22 First Aid/Water Safety Instructor | R |
| | This course has been updated as part of program review and includes changes to units (from 3 to 4), lecture hours (from 36 to 54), title, limitation on enrollment, as well as updating student learning outcomes, methods of evaluation and instruction, and assignments. | | |
| 30. | PHP 43 | Personal Training | NR |
| 31. | PHP 44 | Yoga Instructor Training | MNR |
| 32. | PHP 45 | Group Fitness Instructor | NR |
| 33. | PHP 47 | Hiking and Backpacking | NR |
| 34. | PHP 59 | Athletic Advisement | NR |
| 35. | PHP A03 | Adaptive Physical Education for Students with a Physical Disability | NR |
| 36. | PHP A04 | Adaptive Water Exercise | R |
| 37. | PHP A05 | Song/ Cheerleading | NR |
| 38. | PHP A07 | Badminton | R |

39. PHP A09 Racquetball MNR
40. PHP A15 Bowling, Beginning MNR
These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
41. PHP A16 Bowling, Intermediate MNR
This course has been updated as part of program review and includes changes to advisory (addition of PHP A15) as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
42. PHP A17 Bowling, Advanced MNR
This course has been updated as part of program review and includes changes to advisory (addition of PHP A16) as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
43. PHP A28 Swimming, Beginning R
This course has been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
44. PHP A29 Swimming, Intermediate R
This course has been updated as part of program review and includes changes to advisory (from “proficiency in swimming 50 yards and being able to float on the front and back or have successfully completed PHP-A28” to PHP A28), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
45. PHP A30 Swimming, Advanced R
This course has been updated as part of program review and includes changes to advisory (from “proficiency in swimming 100 yards and being able to float on the front and back or have successfully completed PHP-A29” to PHP A29), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
46. PHP A31 Water Aerobics and Deep Water Exercise R
This course has been updated as part of program review, and addresses issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
47. PHP A33 Track and Field Techniques: Running Event Techniques MNR
48. PHP A34 Track and Field Techniques: Field Event Techniques MNR
This courses have been updated as part of program review and include changes to repeatability (from “enrollment is limited to four times within the track and field techniques activity area” to “may be taken a total of four times”), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
49. PHP A36 Cross Country Skiing MNR
50. PHP A40 Karate, Beginning MNR

These courses have been updated as part of program review, and addresses issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

51. PHP A41 Karate, Intermediate MNR

This course has been updated as part of program review and includes changes to advisory (from “Course has been designed for students with a proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed PHP-A40” to PHP A40), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

52. PHP A43 T'ai-chi Ch'uan, Beginning MNR

53. PHP A44 T'ai-chi Ch'uan, Intermediate MNR

54. PHP A46 Hatha Yoga, Beginning MNR

55. PHP A47 Hatha Yoga, Intermediate MNR

56. PHP A50 Baseball, Defensive MNR

57. PHP A51 Baseball, Offensive MNR

58. PHP A55 Slow Pitch Softball MNR

59. PHP A57 Basketball MNR

60. PHP A60 Football, Defensive R

61. PHP A61 Football, Offensive R

These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

62. PHP A62 Flag Football MNR

63. PHP A62A Flag Football MNR

These courses have been updated as part of program review and include changes to repeatability (from “May be taken a total for four times” to “Students may take PHP A62 and PHP A62A a combined total of four times”), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

64. PHP A63 Ultimate Frisbee MNR

65. PHP A64 Soccer MNR

66. PHP A67 Volleyball, Beginning NR

These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

67. PHP A68 Volleyball, Intermediate NR

This course has been updated as part of program review and includes changes to the Advisory (from “Course is designed for students with proficient skills in passing, setting, hitting, serving, and the knowledge of basic volleyball rules or for those who have completed PHP A67” to PHP A67), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

68. PHP A69 Volleyball, Advanced NR

This course has been updated as part of program review and includes changes to Advisory (from “Course is designed for students with proficient skills in passing, setting, hitting, serving, and the knowledge of basic volleyball rules or for those who have completed PHP A68” to PHP A68), as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

69. PHP A70	Water Polo Techniques	R
70. PHP A74	Hiking and Backpacking Activities	NR
71. PHP A77	Jogging for Fitness	NR
72. PHP A78	Long Distance Running	NR
73. PHP A80	Triathlon Techniques	R
74. PHP A81	Physical Fitness	MNR
75. PHP A82	Speed, Agility, and Quickness Training	R
76. PHP A83	Kickboxing Aerobics	MNR
77. PHP A85	Bicycling	MNR
78. PHP A86	Step Aerobics	MNR
79. PHP A87	Step Aerobics, Intermediate	MNR
80. PHP A88	Step Aerobics, Advanced	MNR
81. PHP A89	Body Sculpting	MNR
82. PHP A90	Weight Training	NR
83. PHP A92	Weight Training, Adv	NR
84. PHP A94	In-Season Varsity Sport Conditioning	NR
85. PHP A95	Out-Of-Season Sport Cond	NR
86. PHP V01	Cross Country, Varsity, Men	NR
87. PHP V02	Football, Varsity, Men	R
88. PHP V04	Basketball, Varsity, Men	NR
89. PHP V06	Track and Field, Varsity, Men	NR
90. PHP V08	Tennis, Varsity, Men	R
91. PHP V12	Cross Country, Varsity, Women	MNR
92. PHP V14	Track and Field, Varsity, Women	NR
93. PHP V18	Tennis, Varsity, Women	R
94. PHP V20	Basketball, Varsity, Women	NR
95. PHP V21	Volleyball, Varsity, Women	NR
96. PHP V22	Fastpitch, Varsity, Women	NR

These courses have been updated as part of program review, and address issues with student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

97. SPE 1H	Honors Public Speaking	MNR
98. SPE 1	Public Speaking	MNR

These courses have been updated as part of program review, and include changes to advisory (deletion of SPE 52), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

99. SPE 2	Persuasion in Rhetorical Perspective	MNR
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This course has been updated as part of program review and includes changes to prerequisite (from SPE-1 or 1H to Advisory: SPE-1 and/or qualification for ENG 1A) as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.

100. SPE 3A Argumentation and Debate MNR
This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
101. SPE 5 Parliamentary Procedure MNR
This course has been updated as part of program review, and includes changes to units (3 to 1), lecture hours (54 to 18), title, and student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
102. SPE 6 Small Group Communication MNR
This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), course description (deletion of pass/no pass), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
103. SPE 7 Oral Interpretation of Literature MNR
This course has been updated as part of program review, and includes changes to advisory (addition of SPE 51 and/or Eligibility for ENG 1A), title, student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
104. SPE 9 Interpersonal Communication MNR
105. SPE 9H Honors Interpersonal Communication MNR
These courses have been updated as part of program review, and include changes to advisory (SPE 52 to SPE 51), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
106. SPE 10A Forensics Lecture and Activity: Speech and Debate R
This course has been updated as part of program review and includes changes to title (from Forensic Activity: Competition and Event Preparation to Forensics Lecture and Activity: Speech and Debate), Advisory (deletion of SPE 52), repeatability (from “May be taken a total of four times” to “Students may take SPE 10A and SPE 10B a combined total of four times”), course description as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
107. SPE 10B Extended Forensics Lecture and Activity: Speech and Debate R
This course has been updated as part of program review and includes changes to title (from Forensic Activity: Expanded Competition and Event Preparation to Extended Forensics Lecture and Activity: Speech and Debate), Advisory (deletion of SPE 52), repeatability (from “May be taken a total of four times” to “Students may take SPE 10A and SPE 10B a combined total of four times”), course description as well as updating student learning outcomes, methods of evaluation and instruction, and assignments.
108. SPE 11 Storytelling MNR
This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), description (deletion of pass/no pass), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

109. SPE 12 Intercultural Communication MNR
 This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
110. SPE 13 Gender and Communication MNR
 This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), description(deletion of pass/no pass), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
111. SPE 19 Reader's Theater MNR
 This course has been updated as part of program review, and includes changes to advisory (deletion of SPE 52), description (deletion of pass/no pass), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.
112. SPE 51 Enhancing Communication Skills MNR
 This course has been updated as part of program review, and include changes to advisory (ESL-55 or qualification for ENG-50 to none), description (deletion of pass/no pass), title, units (3 to 1), lecture hours (54 to 18), student learning outcomes and missing Title 5 components as well updates to course methods of evaluation and instruction.

Proposed Course Deletions

These courses are being deleted because of outdated technology and/or lack of student interest.

- | | | |
|-------------|---|-----|
| 1. ENE 70 | Manufacturing Methods | N |
| 2. ENE 71 | Supplier Improvement | N |
| 3. ENE 80 | Advanced Composites | N |
| 4. ENG 21 | African-American Literature I: Early Oral Traditions through Harlem Renaissance | MNR |
| 5. ENG 22 | African-American Literature II: From the Harlem Renaissance to the Present | MNR |
| 6. MAN 70 | Manufacturing Methods | N |
| 7. MAN 71 | Supplier Improvement | N |
| 8. MAN 80 | Advanced Composites | N |
| 9. MAN 83 | Fundamentals of Operations Management | N |
| 10. MAN 84 | Fundamentals of Materials and Operations Planning | N |
| 11. MAN 91C | Survey of Electrical Trades | N |
| 12. PHP A10 | Table Tennis, Beginning | MR |
| 13. SPE 52 | Intro Survey of Speech Communications | MNR |

Discipline Name Change/Adoption

- Speech Communications to Communication Studies

Degree/Certificate Patterns

New Locally-Approved Certificate

- Early Childhood Studies — Infant and Toddler Specialization MNR
 The certificate is proposed to broaden the opportunity for students seeking a career working with young children and their families and to prepare students to interact sensitively to infants and toddlers.

Revised Certificates

- Exercise, Sport and Wellness - Athletic Training Emphasis R

- 2. Exercise, Sport and Wellness - Coaching Emphasis R
- 3. Exercise, Sport and Wellness - Fitness Professions Emphasis R

These state/locally-approved certificates have been revised to include an increase in units to an elective course.

- 4. Desktop Publishing (formerly PC Publishing) MNR
Substantive change to locally-approved certificate. This certificate has been revised to reflect greater emphasis on art and design, and the discontinuation of the PageMaker program.

- 5. Cosmetology R
This state/locally-approved certificate has been revised to include an increase in units to courses.

INFANT AND TODDLER SPECIALIZATION

Certificate Program

Required Courses (12 units)		Units
EAR-20	Child Development	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-35	Internship in Infant and Toddler Care	3

PHYSICAL EDUCATION
 EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

Required Courses (21 units)		Units
PHP-4	Nutrition	3
PHP-10	Introduction to Physical Education	3
PHP-12	Sport Psychology	3
PHP-14	Athletic and Fitness Organization and Administration	3
PHP-16	Introduction to Athletic Training	3
PHP-30	First Aid and CPR	3
PHP-35	Foundations for Fitness and Wellness	3
In addition, choose and complete courses from one Emphasis below		3-16

FITNESS PROFESSIONS EMPHASIS (Total of 24 units)

Core requirements (21 units)

Take one of the following:		Units
PHP-42	Lifeguard and Water Safety Instructor Certification	3
PHP-43	Personal Training	3
PHP-44	Yoga Instructor Training	3
PHP-45	Group Fitness Instructor	3

ATHLETIC TRAINING EMPHASIS (Total of 29 units)

Core requirements (21 units)

Core requirements (21 units)		Units
PHP-21	Athletic Training Applications (Must take two times)	2-2
and		
Take <u>two</u> of the following:		
PHP-17	Athletic Training, Fall Sports, Lower Extremity	2
PHP-18	Athletic Training, Spring Sports, Upper Extremity	2
PHP-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
PHP-20	Athletic Training, Spring Sports, General Medical	2

COACHING EMPHASIS (Total of 30 units)

Core requirements (21 units)

Core requirements (21 units)		Units
Elective from Group 1 Electives		3
Elective from Group 2 Electives		3
Elective from Group 3 Electives		1
Elective from Group 4 Electives		1
Elective from Group 5 Electives		1

<u>Group 1 Electives (3 units)</u>		<u>Units</u>
PHP-24	Sports Officiating, Fall Sports	3
PHP-25	Sports Officiating, Spring Sports	3

<u>Group 2 Electives (3 units)</u>		<u>Units</u>
PHP-26	Foundations of Coaching	3
PHP-27	Football Theory	3
PHP-28	Basketball Theory	3
PHP-29	Soccer Theory	3
PHP-33	Baseball Theory	3
PHP-34	Softball Theory	3
PHP-42	Lifeguard/Water Safety Instructor Certification	4

<u>Group 3 Electives - Individual Activity Courses (1 unit)</u>		<u>Units</u>
PHP-A11	Tennis, Beginning	1
PHP-A12	Tennis, Intermediate	1
PHP-A13	Tennis Advanced	1
PHP-A20	Golf, Beginning	1
PHP-A21	Golf, Intermediate	1
PHP-A28	Swimming, Basic Skills and Aquatic Exercise	1
PHP-A29	Swimming, Intermediate Skills	1
PHP-A30	Swimming, Advanced Skills and Conditioning	1
PHP-A33	Track and Field: Running Event Techniques	1
PHP-A34	Track and Field: Field Event Techniques	1

<u>Group 4 Electives - Team Activity Courses (1 unit)</u>		<u>Units</u>
PHP-A50	Baseball Fundamentals, Defensive	1
PHP-A51	Baseball Fundamentals, Offensive	1
PAP-A52	Fast Pitch Fundamentals, Offensive	1
PHP-A53	Fast Pitch Fundamentals, Defensive	1
PHP-A54	Fast Pitch Softball Fundamentals	1
PHP-A57	Basketball	1
PHP-A60	Football Fundamentals, Defensive	1
PHP-A61	Football Fundamentals, Offensive	1
PHP-A62	Flag Football	1
PHP-A64	Soccer	1
PHP-A67	Volleyball, Beginning	1
PHP-A68	Volleyball, Intermediate	1
PHP-A69	Volleyball, Advanced	1

<u>Group 5 Electives - Fitness Activity Courses (1 unit)</u>		<u>Units</u>
PHP-A31	Water Aerobics and Deep Water Exercise	1
PHP-A74	Hiking and Backpacking	1
PHP-A75	Walking for Fitness	1
PHP-A77	Jogging for Fitness	1
PHP-A78	Long Distance Running	1
PHP-A80	Triathlon Techniques	1
PHP-A81	Physical Fitness	1
PHP-A86	Step Aerobics	1
PHP-A87	Step Aerobics, Intermediate	1
PHP-A88	Step Aerobics, Advanced	1
PHP-A90	Weight Training	1
PHP-A92	Weight Training, Advanced	1

Associate of Science Degree

The Associate of Science Degree in Physical Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Desktop Publishing
Certificate Program

<u>Required Courses (18.0 units)</u>		<u>Units</u>
CIS/CAT-78A	Introduction to Adobe Photoshop	3
CIS/CAT-78B	Advanced Adobe Photoshop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing Using Adobe InDesign	3
ART-22	Basic Design	3
ART-39	Design and Graphics	3

Associate of Science Degree

The Associate of Science Degree in Desktop Publishing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

COSMETOLOGY

Certificate Program

Required Courses (47.5 units)		Units
COS-60A	Beginning Cosmetology Concepts	11
COS-60B	Level II Cosmetology Concepts	10.5
COS-60C	Level III Cosmetology Concepts	10
COS-60D	Level IV Cosmetology Concepts	8
COS-60E	Level V Cosmetology Concepts	8

Evening students may take the following courses to meet the requirements for COS-60E:

COS-60E1	Level V Cosmetology Concepts	4
COS-60E2	Level V Cosmetology Concepts	4

NOTE: Completion of cosmetology courses (each with a grade of "C" or better) entitles the student to the Cosmetology Certificate and eligibility for the State Board of Cosmetology licensing examination.

NOTE: Transfer students possessing eligible cosmetology hours of applied effort will be placed in the appropriate section with the approval of the department chair.

Associate of Science Degree

The Associate of Science Degree in Cosmetology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-1

Date: January 26, 2010

Subject: ADA Transition Plan – Design and Engineering Services Amendment No. 1

Background: On February 24, 2009, the Board of Trustees approved an agreement with PSOMAS to provide design and engineering services for a District-wide American with Disabilities Act (ADA) Transition Plan in the amount of \$481,780 using Measure “C” funds. The ADA Transition Plan is mandated by the Federal government. The ADA Transition Plan will identify non-compliant exterior paths of travel, review of all building interior spaces and proposed corrective action for the District Office support facilities and the three college campuses.

Staff now requests approval of an amendment with PSOMAS to provide Accessibility Master Planning services in support of the District’s Phasing and Implementation plan for campus accessibility. These services shall facilitate the District’s goal to prioritize and fund the barrier removal projects on its college campuses in accordance with the American with Disabilities Act Accessibility Guidelines (ADAAG). The additional services are described in the attached amendment. The additional cost associated with Amendment No. 1 is not to exceed \$75,000. The PSOMAS agreement totals \$556,780, inclusive of the original agreement, Amendment No. 1 and reimbursable expenses.

A formal Board of Trustees presentation of the ADA Transition Plan and Accessibility non-compliance mitigation proposal will be made following the completion of this study.

To be funded by District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 1 with PSOMAS for Accessibility Master Planning services to the ADA Transition Plan in an amount not to exceed \$75,000, and authorize the Vice Chancellor, Administration and Finance to sign the amendment.

Gregory W. Gray
Chancellor

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

Bart L. Doering
Capital Program Administrator
Facilities Planning, Design and Construction

FIRST AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
PSOMAS
(ADA Transition Plan)

This document amends the original agreement between the Riverside Community College District and PSOMAS, which was approved by the Board of Trustees on February 24, 2009.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$75,000, including reimbursable expenses. The term of this agreement shall be from the original agreement date of February 25, 2009, to the extended estimated completion date of June 30, 2010. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

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

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

PSOMAS

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Sean P. Vargas
Vice President, Principal
2010 Iowa Ave., Suite 101
Riverside, CA 92507

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: ADA Transition Plan
District-wide

Scope of Services:

Additional services were requested by the District for Accessibility Master Planning Services in support of the Riverside Community College District's Phasing and Implementation Plan for campus accessibility. These services shall facilitate the District's goal to prioritize and fund the barrier removal projects on its college campuses in accordance with the American with Disabilities Act Accessibility Guidelines (ADAAG).

Scope of Work:

1. Provide code research and review of submission procedures of applicable regulatory agencies, including the California Division of the State Architect.
2. Assist the District in scheduling Phasing Options based on criteria jointly developed with District representatives.
3. Provide database programming to develop District requested queries and reports in support of items #1 and #2 (above).
4. Prepare District requested exhibits, including graphics, charts, and Power-point presentations for use by District staff in support of items #1 and #2 above.
5. Attend meetings with District representatives.

Deliverables:

The following items will be provided to Riverside Community College District:

1. Two (2) hard copies of final Phasing and Implementation Plan for Campus Accessibility for each District Campus (Riverside City College, Moreno Valley Campus, Norco Campus, and District Office support facilities).
2. Computer Aided Drafting (CAD) file versions of the plans will be provided on a compact disk.

Exclusions:

Work outside of the scope of work, including but are not limited to phasing or sequencing of the plans, shall be deemed extra work and will be billed on an hourly rate. PSOMAS Team will obtain written approval prior to commencing services outside of the original scope.

Assumptions:

Information to be furnished by Riverside Community College District:

1. Current building Master Plans for the District Campuses; Riverside City College, Moreno Valley Campus, Norco Campus, and District Office support facilities (including schedule of existing buildings to be replaced or demolished).
2. Civil and Architectural site plans and Architectural floor plans of all District buildings presently under construction or in design (in AutoCAD and PDF formats).
3. Names and/or designations of all existing District buildings.

Schedule:

PSOMAS will begin work upon receipt of a written Notice to Proceed from the District. The tentative schedule for the Scope of Work presented is as follows:

- Start of Services 01/27/2010
- End of services 03/14/2010

Compensation:

Compensation for the professional services described in the Scope of Work are as follows:

<u>DESCRIPTION</u>	<u>BUDGET</u>
I. Master Planning Services	\$45,000
II. Database Programming	\$20,000
III. Project Meetings (T&M NTE*)	\$7,000
Subtotal Professional Services	\$72,000
Allowance for Reimbursables	\$3,000
TOTAL	\$75,000

* Project Meetings, Bid Phase Support and Selection Process, and Construction Administration Support, shall be billed on a Time and Materials basis, not to exceed \$7,000. If additional meetings are required, a amendment to the agreement will be provided at that time.

The above referenced fees are based on PSOMAS new *Fee Schedule* effective through September 30, 2010. Increases in the *Fee Schedule* will be applied as a percentage increase to all remaining compensation. Amendment services will be performed in accordance with the provisions of the current agreement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-2

Date: January 26, 2010

Subject: Health Science Center (Moreno Valley Campus) – FPP Design Services Agreement No. 2

Background: On February 24, 2009, the Board of Trustees approved an agreement with Steinberg Architects to provide Final Project Proposal (FPP) services for the Health Science Center project at the Moreno Valley campus in the amount of \$94,271, using District Measure “C” Funds. The services provided by Steinberg Architects included development of the FPP based on the current campus long range facilities master plan, program needs as established by the current long range educational plan and enrollment data for the campus. Steinberg Architects submitted the completed FPP to the California Community Colleges State Chancellor’s Office in June 2009 for approval.

Recently, the District withdrew the FPP submittal to revise and resubmit by June 2010. The District will include the March Dental Education Center within the revised FPP for the Health Science Center at the Moreno Valley campus. Planning and design of the March Dental Education Center was approved by the Board of Trustees on March 17, 2009.

Staff now requests a second agreement for additional FPP design services with Steinberg Architects for revisions to the FPP for the Health Science Center submitted in June 2009. Revisions to the FPP will include new programmatic elements, new series of user group meetings, development of a new program, new concept design, and project budget that will reflect the District’s goals. A significant amount of the scope of work is new therefore the District cannot take full advantage of the previous work completed. The re-defined FPP design services are described in the attached agreement. The second agreement with Steinberg Architects for revisions to the current FPP for the Health Science Center at the Moreno Valley Campus is not to exceed \$70,700. The Steinberg Architects original agreement and Agreement No. 2, including reimbursable expenses, totals \$164,971.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-2

Date: January 26, 2010

Subject: Health Science Center (Moreno Valley Campus) – FPP Design Services
Agreement No. 2 (continued)

To be funded by District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Agreement No. 2 with Steinberg Architects to provide revisions to the FPP design of the Health Science Center located at the Moreno Valley campus in an amount not to exceed \$70,700, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Gregory W. Gray
Chancellor

Prepared by: Monte Perez
President
Moreno Valley Campus

Reagan Romali
Vice President, Business Services
Moreno Valley Campus

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

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

STEINBERG ARCHITECTS

THIS AGREEMENT is made and entered into on the 27th day of January, 2010, by and between STEINBERG ARCHITECTS hereinafter referred to as "Architect" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached. Scope of Services and the conditions of delivery should be clearly articulated in Exhibit I
2. The services outlined in Paragraph 1 will primarily be conducted at Architect's office(s), and on site at Riverside Community College District's, Moreno Valley Campus.
3. The services rendered by the Architect are subject to review by the Associate Vice Chancellor of Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from January 27, 2010, to the estimated completion date of June 30, 2010, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Architect.
5. Payment in consideration of this agreement shall not exceed \$70,700 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. This section may be changed depending on the payment agreement that is negotiated. Payments will be made as authorized by the Associate Vice Chancellor of Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor of Facilities Planning, Design and Construction.
6. All data prepared by Architect hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Architect shall have the right to retain copies of all

such data for Architect records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District's sole risk, and provided further, that Architect shall be indemnified against any damages resulting from such use. In the event the Architect, following the termination of this Agreement, desires to use any such data, Architect shall make the request in writing through the office of the Associate Vice Chancellor of Facilities Planning, Design and Construction, who will obtain approval from the Board of Trustees before releasing the information requested.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Architect in connection with this Agreement shall be held in a strictly confidential manner by Architect. Such materials shall not, without the written consent of District, be used by Architect for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Architect shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Architect, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Architect services under this Agreement. Architect shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Architect, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Architect), Architect, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Architect free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.

10. Architect shall procure and maintain comprehensive general liability insurance coverage that shall protect District from 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 Architect's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.
11. District may terminate this Agreement for convenience at any time upon written notice to Architect, in which case District will pay Architect in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Architect, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Architect shall not discriminate against any person in the provision of services or employment of persons on the basis of race, religion, sex or gender, disability, medical condition, marital status, age or sexual orientation. Architect understands that harassment of any student or employee of District with regard to religion, sex or gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
13. Architect is an independent contractor and no employer-employee relationship exists between Architect and District.
14. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Steinberg Architects

Riverside Community College District

David Hart
Senior Vice President
523 West 6th St., Suite 245
Los Angeles, CA 90014

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Scope of Services

Steinberg Architects will provide the following basic services for the Health Science Center at the Moreno Valley Campus. This Scope of Services anticipates that the Final Project Proposal (FPP) for the New Health Science Center will be developed based on the most current campus master plan, program needs as established by the most current educational plan and enrollment data for the campus.

1. Review existing space uses and needs for the New Health Science Center and related site development. Identify future space use needs for programs to be accommodated in the New Health Science Center and related site development. Confirm space needs with District staff and consultants for final determination of the project program.
2. Conduct meetings with District/College staff and consultants to review and confirm the space needs for the project.
3. Review and solicit feedback for proposed needs with the California Community College Chancellor's Office (CCCCO). Make recommendations to the District regarding the type and quantity of space to be constructed based on CCCCCO feedback. Make recommendations for supplemental District funding based on CCCCCO feedback.
4. Prepare and coordinate exhibits as required for inclusion in the FPP document including the following documents. As applicable, exhibits may be prepared by discipline sub-consultants under the direction of Steinberg Architects and with District assistance as indicated.
 - a. Form 1.1 – Title Page
 - b. Form 2.1 – Final Project Proposal Checklist
 - c. Form 3.1 – Approval Page (District)
 - d. Form 3.2 – Project Terms and Conditions
 - e. Form 4.1 – Analysis of Building Space Use – JCAF 31
 - f. Form 4.1A – Building Space Analysis Support
 - g. Form 5.1 – Cost Estimate Summary – JCAF 32
 - h. Form 5.2 – Quantities/Unit Costs for JCAF 32
 - i. Form 6.1 – California Energy Commission Audit
 - j. Form 7.1 – State Administrative Manual Requirements (District)
 - k. Form 8.1 – CEQA Compliance (District)
 - l. Form 9.1 – Outline of Specifications
 - m. Form 10.1 – Federal Funds Detail
 - n. Form 11.1 – Analysis of Future Costs (District)
 - o. Form 12.1 – Campus Plot Plans
 - p. Form 13.1 – Diagrams of Building Area
 - q. Form 13.2 – Site Plans
 - r. Form 13.3 – Floor Plans
 - s. Form 13.4 – Exterior Elevations
 - t. Form 13.5 – Electrical Plans (N/A)
 - u. Form 13.6 – Mechanical Plans (N/A)
 - v. Form 13.7 – Building Cross-Sections (N/A)
 - w. Form 14.1 – Guideline-Based Group 2 Equipment
 - x. Form 15.1 – Justification of Additional Costs Exceeding Guidelines

y. Form 16.1 – Detailed Equipment List (by District)

5. Compile all exhibits for the Final Project Proposal. Prepare final FPP document for the District's final review, execution, and submittal to the CCCCCO. Update the District's FUSION database based on the final FPP document.
6. The Architect shall provide and be responsible for all required Mechanical, Electrical, Plumbing, Telecommunications, Civil, Structural, Lab Planning, Cost Estimating, and Facilities Planning consultants. Any other project consultants deemed necessary by the Owner shall be provided by and are the responsibility of the Owner.

Exclusions

- As-built documents and measured drawings of existing site and facilities.
- Hazardous materials work.
- Renderings and Scale Models.

Schedule

Steinberg Architects anticipate completion of the above described services within approximately a 12-week period. This timeframe accounts for a progressive process where the required representatives from the District will have availability for meetings and make timely decisions. This schedule is contingent that the tasks identified above are produced as a single phase project. Separation of these tasks or extension in the schedule may require additional services.

Fees

Steinberg Architects and its consultants will perform the above described services for a not to exceed amount of Seventy Thousand, Seven Hundred Dollars (\$70,700), inclusive of reimbursable expenses.

Hourly Rates

For hourly or Additional Services as agreed to by both parties, the Architect's hourly rates as of September 1, 2009 are set forth below. The Architect's hourly rates are adjusted annually on the first of September, in accordance with normal salary review practices. The rates represent the range for professional and administrative personnel. Project-specific roles for personnel will be established with the appropriate rate.

Principal	\$190-230	Job Captain	\$132
Senior Project Architect	\$170-180	Intermediate	\$108-119
Senior Project Manager	\$170	Entry Level Designer	\$98
Senior Designer	\$170	Interior Designer	\$98
Project Manager	\$155	Administrative Staff	\$85
Project Architect	\$148	Intern	\$69
Designer	\$143		

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-3

Date: January 26, 2010

Subject: Moreno Valley Campus Safety and Site Improvement –
Change Order No. 2

Background: On June 16, 2009, the Board of Trustees approved the Safety and Site Improvement Project at the Moreno Valley Campus and an estimated project budget of \$1.1 million using \$900,000 of Measure “C” funds and \$200,000 of Moreno Valley Campus Scheduled Maintenance funds. The Safety and Site Improvement Project included replacement of carpet and tile flooring, wallpaper removal and repair, replacement of damaged ceiling tiles, damaged window coverings and counter tops, in restrooms replacement of missing tiles, toilet partitions and toilet accessories, parking lot repair, and other identified deferred maintenance work throughout the campus. On August 18, 2009, the Board of Trustees awarded a bid to Fata Construction for removal and replacement of various finishes and repair of the existing parking lot for the Safety and Site Improvement Project at the Moreno Valley Campus.

On November 17, 2009, the Board of Trustees approved Change Order No. 1 for an extension of the contract by seven (7) calendar days at no additional cost to the District.

Staff is now requesting approval of Change Order No. 2 for the credit for unused allowance funds. A description of change order work is noted in the attached Change Order Summary.

Recommended Action: It is recommended the Board of Trustees approve the deductive Change Order No. 2 for the Safety and Site Improvement Project at the Moreno Valley Campus with Fata Construction in the amount of \$14,562.07 and authorize the Associate Vice Chancellor of Facilities Planning, Design and Construction to sign the Change Order.

Gregory W. Gray
Chancellor

Prepared by: Monte Perez
President
Moreno Valley Campus

Reagan Romali
Vice President, Business Services
Moreno Valley Campus

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

Riverside Community College District
Facilities Planning, Design and Construction
Moreno Valley Campus Safety and Site Improvement Project

CHANGE ORDER SUMMARY

Change Order: 2
Contractor: Fata Construction

<i>Contract Amount:</i>	\$ 913,330.00
<i>Change Order No. 1 Amount:</i>	\$ 0.00
<i>Change Order No. 2 Amount:</i>	<u>\$ (14,562.07)</u>
<i>Revised Contract Sum:</i>	\$ 898,767.93
<i>Original Contract Contingency:</i>	\$ 91,333.00
<i>Remaining Contract Contingency:</i>	\$ 91,333.00

Change Order Description:

This change order represents full and complete compensation for all cost, direct and indirect, associated with the work. Credit for unused allowance funds. (\$14,562.07)
Requested by: District
Accountability: Credit returned to Measure "C" account

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-4

Date: January 26, 2010

Subject: Norco Student Support Center – Design Services Amendments

Background: On November 21, 2006, the Board of Trustees approved the planning, design and construction of the Norco Student Support Center project in the amount of \$19,994,500 using Measure “C” Funds. On February 20, 2007, the Board of Trustees ratified a contract agreement with Harley Ellis Devereaux (HED) for the Student Support Center project at the Norco Campus to prepare program plans, a Final Project Proposal, detailed plans, specifications, and working drawings for \$726,800. On August 19, 2008, the Board of Trustees approved a first amendment with HED to calculate HED’s design fee on the final project construction cost, therefore adding \$330,911 to their agreement. On May 19, 2009, the Board of Trustees approved a second amendment for additional services with HED to provide an interior signage design package, audio visual architectural infrastructure design, security infrastructure integration, project electronic fly through and additional construction/audio visual design meetings for an added amount of \$59,927. On November 17, 2009, the Board of Trustees approved a third amendment for additional services with HED to provide necessary and discretionary contract revisions throughout the project for an added amount of \$41,930.

Staff now requests approval of a fourth amendment for additional services with HED for the Norco Student Support Center to provide redesign of an audio visual cabinet and window wall area due to an audio visual change requested by the campus. Also, HED was required to review submittals several times beyond their contractual requirement. This additional fee of \$5,000 will be back-charged to the contractor or construction manager, where appropriate. The additional services are described in the attached amendment. The additional cost associated with the fourth amendment is not to exceed \$21,440. The HED agreement totals \$1,181,008 including all four amendments and reimbursable expenses.

Additionally, on November 20, 2007, the Board of Trustees approved an agreement with Information Technology Solutions, LLC (ITS) to provide information technology and audio visual design services inclusive of Group I and Group II related design, design support, bid process support and project quality assurance/project management type services in the amount of \$158,400.

Staff also requests approval of Amendment No. 1 for additional services with ITS for the Norco Student Support Center to provide changes within the audio visual equipment, cabling configurations and connectivity requested by the campus as delineated in paragraph two (above). The additional services are described in the attached amendment. The additional cost associated with Amendment No. 1 is not to exceed \$4,603.75. The ITS agreement, including Amendment No. 1 and reimbursable expenses totals \$163,003.75.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-4

Date: January 26, 2010

Subject: Norco Student Support Center – Design Services Amendments (continued)

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 Amendment No. 4 with Harley Ellis Devereaux in an amount not to exceed \$21,440 and approve Amendment No. 1 with Information Technology Solutions, LLC in an amount not to exceed \$4,603.75 for revisions to the Norco Student Support Center project, approve and authorize the Vice Chancellor, Administration and Finance to sign the amendments.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President, Norco Campus

Gaither Loewenstein
Vice President Educational Services, Norco Campus

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

FOURTH AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HARLEY ELLIS DEVEREAUX
(Norco Student Support Center Project)

This document amends the original agreement between the Riverside Community College District and Harley Ellis Devereaux, which was approved by the Board of Trustees on February 20, 2007.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$21,440, including reimbursable expenses. The term of this agreement shall be from the original agreement date of February 28, 2007, to the estimated completion date of December 31, 2010. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

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

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

HARLEY ELLIS DEVEREAUX

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

Brent T. Miller
Principal
1770 Iowa Avenue
Riverside, CA 92507

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: Student Support Center Project
Norco Campus

Scope of Work:

Additional services with Harley Ellis Devereaux (HED) include redesign of an Audio Visual (AV) cabinet and window wall area due to an audio visual change requested by the campus for the Norco Student Support Center Project.

Scope of Services:

- **Redesign of Audio Visual Cabinet Design**
Redesign the AV cabinet located under the stairs due to new AV requirements. AV requirements were provided to HED during construction by Riverside Community College District (RCCD). A coordination meeting occurred on site with Information Technology Solutions (ITS) to coordinate the requirements and dimensions for the cabinet. The task is to be completed in two phases due the schedule urgency in locating the underground conduit for the cabinet. The initial phase located the conduit and the second phase will provide the revised cabinet documents. HED will issue a bulletin for construction and review the Change Order. The redesign will coordinate the AV equipment requirements provided by ITS. The original AV requirements would require the cabinet to be approx. 7'6" tall by 4'x4'. It was determined that this was unacceptable. HED coordinated with ITS to relocate equipment to the storage room and only have required equipment located under the stair. ITS then required a cabinet approx. 5' tall by 2'x4'. This was still not aesthetically acceptable to the campus so HED coordinated with ITS to develop a side-by-side configuration for the AV cabinet in which an acceptable dimension of 33" tall x 46"wide x 37" deep on 7/30/09. HED has already developed this to determine the conduit locations as required for initial phase of this scope and need authorization to complete the design. Campus is to provide the cut sheets for the Plasma TV's for integration into the wall.

Harley Ellis Devereaux fee for the redesign of the AV cabinet design is not to exceed \$2,600.00.

- **Redesign of Window Wall to include plasma screens and new speakers**
Redesign the wall for the dining room plasma screen. AV requirements were provided to HED during construction by RCCD for the addition of speakers on each side of the plasma screen. ITS provided the required speaker dimensions which is unacceptable to the campus for surface mounting. The campus has directed HED to revise the speaker locations from the wall adjacent to the plasma screen wall to an integrated design with the speakers in the Plasma screen wall. The campus has also determined that the Plasma TVs' need to be recessed in the Plasma screen wall and not surface mounted. HED to provide venting at the top and bottom of the wall. Structural will require a new design for the secondary structural supports and provide calculations to DSA for approval. HED will issue a bulletin for construction and review the Change Order.

Harley Ellis Devereaux fee for the redesign of the window wall inclusive of the plasma screens and new speakers is not to exceed \$5,400.00.

- Electrical coordination scope for revised AV design
Redesign of electrical scope due to revisions of AV system design. The electrical engineer will review proposed AV revisions and provide a coordinated design with the new requirements. The revisions will be developed in sketches and issued as a bulletin. The scope was reviewed in the following bulletins with the owner for agreement of additional services:
 - Bulletin #7
 - Revised /added receptacles in seating area-102
 - Revise/added floor boxes and related conduits in seating area-102
 - Revise panel schedule
 - Included A/V revision drawings with HED bulletin
 - Prepare and issue bulletin
 - Bulletin #9
 - Revised/added floor receptacles in Faculty Room-211.
 - Revise/added floor outlets for IT and A/V in Faculty room-211.
 - Revise panel schedule.
 - Included IT and A/V revision drawings with HED bulletin.
 - Prepare and issue bulletin
 - Bulletin #16
 - Added outlet boxes and conduit for security/card access at various doors.
 - Added motion detectors and cameras in Meeting Rm.-212 and corridor-206.
 - Added installation details for addition doors.
 - Revised door hardware schedule and specification.
 - Included security revision drawings with HED bulletin.
 - Coordinate locations with room design
 - Prepare and issue bulletin
 - Bulletin #16r1 (revised with additional security revisions)
 - Additional camera in First floor corridor and Seating area-102.
 - Various Camera and motion detector location revision at Second floor.
 - Additional door in Meeting room-219 to storage room-218A.
 - Additional cameras at various locations.
 - Included Security system revision drawings and specification with HED bulletin.
 - Update door hardware schedule and specification.
 - Coordinate locations with room design
 - Prepare and issue bulletin

- ITS Bulletin #5
 - Revise electrical drawing for Atrium window wall per new revision by ITS.
 - Revise electrical drawing to include revision to AV rack in storage room.
 - Revise electrical drawing for Board room per A/V revision.
 - Revise electrical drawings for Meeting rooms at Second floor per A/V revision.
 - Include A/V bulletin with HED bulletin.
 - Coordinate locations with room design
 - Prepare and issue bulletin

Harley Ellis Devereaux fee for the redesign of the electrical coordination of the revised AV design is not to exceed \$11,040.00.

- Additional submittal review beyond the two (2) reviews as contracted on original agreement dated February 20, 2007 per 8.1.7 of agreement.

The following list reflects the submittal reviewed by Harley Ellis Devereaux as submitted by the prime contractors for the third time:

06402-1.4-A,B-001-R2

Architectural Woodwork Shop Drawing: PTC needed to resubmit per addendum #2.

08411-1.5-B-006-R2

Aluminum Storefronts-The Type B Window Shop Drawing: Resubmit due to changes per Bulletin 18. PTC's structural engineer did not review Bulletin 18. Previous manufacturer provided was Arcadia which was not a specified manufacturer.

08411-1.5-D-007-R2

Aluminum Storefronts-Type A Window Shop Drawing: Resubmit to include missing first floor elevation and missing details per reviewed comments for submittal #176-R1.

09511-1.4-A-001-R2

Acoustical Ceiling-Shop Drawing: PTC responsibility to resubmit to reflected changes per Addendum 2.

09681-1.3-D-005-R2

Carpet Flooring-Shop Drawing: PTC needed to reflect changes per Addendum 2 and show transition point.

10101-1.3-A,B-001-R2

Visual Display Surfaces: The previous submittals were rejected because it not a specified manufacture. The specified manufacturer - Polyvision went out of business but the PTC did not submit during the required substitution time or provide a substitution request form with the submittal.

12490-1.4-A,B-001-R2

Roller Shades: Resubmit shop drawing and because the mockup sample was rejected.

14240-1.4-A-001-R2

Elevator Shop Drawing: Resubmit due to incorrect PTC structural calc formula.

14240-1.4-A-001-R3

Elevator Shop Drawing: Resubmit per DSA review comments.

15181-1.4-B-004-R2

Hydronic Pipe Fitting Valves: Resubmit to include missing data requested by HED.

15181-1.4-B-004-R3

Hydronic Pipe Fitting Valves: Resubmit automatic flow control valves per previous review comments.

15726-1.5-A-001-R2

Air Handling Units: Submittal was previously approved but controls and dimensions have changed. Supplemental submittal is needed to provide missing information.

15820-1.3-B-001-R2

Duct Accessories: Resubmit Fire dampers and fire stopping not included in previous submittals.

16470-1.4-A-001-R2

Panelboards: Revise and resubmit panels: J1PA, J1PE, J1LA, and J2LA.

16721-1.6-A-001-R2

Fire Alarm: Resubmit to reflect changes per Bulletin 4

16950-1.4-A-002-R2

Lighting Control Panels: Resubmit missing detail wiring diagrams .

Harley Ellis Devereaux fee for additional submittal review is not to exceed \$5,000.00.

FIRST AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
INFORMATION TECHNOLOGY SOLUTIONS, LLC
(Norco Student Support Center Project)

This document amends the original agreement between the Riverside Community College District and Information Technology Solutions, LLC, which was approved by the Board of Trustees on November 20, 2007.

The agreement is hereby amended as follows:

III. Additional compensation of this amended agreement shall not exceed \$4,603.75, including reimbursable expenses. The term of this agreement shall be from the original agreement date of November 21, 2007, to the extended estimated completion date of June 1, 2011. Payments and final payment shall coincide with original agreement.

IV. Additional scope of work shall be provided in Exhibit I, Attached.

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

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

INFORMATION TECHNOLOGY
SOLUTIONS, LLC

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

Gary L. Hiller
President/CEO
7323 Sage Avenue
Yucca Valley, CA 92284

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: Student Support Center
Norco Campus

Scope of Work:

Additional services with Information Technology Solutions, LLC (ITS) include changes within the Information Technology (IT) and Audio Visual (AV) design of Group I and Group II for the Student Support Center Project located at the Norco Campus.

Scope of Services:

Group I

1. Areas involved:
 - a. Faculty Innovation Room 2nd floor, Rm. 211
 - b. Conference Room, 2nd Floor, Rm. 219
 - c. Atrium, Window Wall
 - d. AV Room for Large Meeting Room
2. Description of change:
 - a. Faculty Innovation Room 2nd floor; change floor box inserts in ITS plan set due to Harley Ellis Devereaux (HED) changing the floor box type.
 - b. Conference Room, 2nd floor; change the cabling configuration needed for dual integration capability with the PolyCom teleconferencing system and support the use of Link carts with IP cabling connectivity.
 - c. Atrium; Change speaker types as a result of HED design limitation criteria, change performance level of (1) cable type due to factory recommendation
 - d. AV Room supporting large meeting room; change rack layout configuration and detail to fit all the equipment resulting from the change in capability requested by the College during the group II design process. Changed design to control systems from the lectern to the AV Control Room. Some reductions in equipment.
3. Actions needed:
 - a. ITS to issue an IT and separate AV bulletin as required through ProWest Constructors for stated changes
 - b. HED (or ITS can do this also) issue bulletin through ProWest Constructors for floor box change
4. Cost Impact: Soft: IT Bid Package= \$450.00, AV Bid Package: \$750.00
Construction: \$none to \$2k
Breakdown:
 - Faculty Innovation: anywhere from a wash to +\$250.00 increase
 - Conference Room: up to \$1,500.00 increase
 - Atrium Window Wall: a) credit up to \$2k, offset by a slight increase in installation costs of \$500
 - AV Room supporting Large meeting room: Up to \$450.00

Group II

1. Areas involved:
 - a. Faculty Innovation Room 2nd floor, Rm. 211
 - b. Medium Conference Room, 2nd Floor, Rm. 219
 - c. Small Conference Room, 2nd Floor, Rm. 216
 - d. Atrium, Window Wall:
 - e. Integrated Event AV Support Equipment:

- f. AV Room for Large Meeting Room
2. Description of changes:
 - a. Faculty Innovation Room: Change type of speakers and amplifier
 - b. Medium Conference Room, 2nd Floor, Rm. 219: Addition of a Link Cart with custom overbridge, changing the AV switching equipment, and PolyCom High Definition Teleconference System
 - c. Small Conference Room, 2nd Floor, Rm. 216: Addition of a Link Cart with custom overbridge and AV switching equipment
 - d. Atrium, Window Wall: Add AV equipment to support requested capability, add Four Winds digital signage software and integration
 - e. Integrated Event AV Support Equipment: Adding into the design the needed audio and video integration equipment necessary to support live events such as concerts and other venues. (3 different design iterations)
 - f. AV Room/Large Meeting Room: Change lectern configuration
3. Actions needed:
 - a. ITS to change IT and AV plan sets and procurement lists and re-issue for procurement/bid by site
4. Cost Impact: Soft: \$3,403.75 (31.5 Engineering hours and 11.75 CAD)
Construction: \$none expected
Breakdown:
 - o Faculty Innovation: approximately \$500.00 increase
 - o Medium Conference Room: \$ no cost given deductions and changes
 - o Small Conference Room: up to \$17,000.00 increase (originally had no equipment where the medium did have some equipment)
 - o Atrium Window Wall: \$25k increase
 - o Integrated Event AV Support Equipment: \$31k (most if not all of this should be able to be covered by the original AV Budget)
 - o AV Room supporting Large meeting room: Although this is a redesign the end result should be within the existing budget
 - o Integrated Media Servers for storage of source and event video files

***Due to eliminating some items and changes in others there are savings in the AV Budget that we are reapplying above hence why there is minimal increase in cost expected. Items changed/reduced or eliminated include the smart board, assisted listening system, (3) LCD Projectors, (2) High Resolution Document cameras, streaming media converter, room control system etc.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-5

Date: January 26, 2010

Subject: Norco Student Support Center – Change Orders

Background: On August 19, 2008 the Board of Trustees approved an agreement with ProWest Constructors to provide multiple prime construction management services for the Student Support Center at the Norco Campus. On February 26, 2009, the Board of Trustees approved thirty-two (32) construction trade contractors for the multiple prime delivery method. The individual contractors would complete construction services throughout the Norco Student Support Center project.

Staff is now requesting Board approval of Change Orders for modifications to the Norco Student Support Center project for the following contractors:

- | | |
|-----------------------------|-------------|
| • Doja, Inc. | \$40,726.64 |
| • K.A.R. Construction | \$53,687.31 |
| • McCullough Plumbing, Inc. | \$16,796.53 |

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

Additionally, although the added change order amount will slightly exceed the allowable ten per cent (10%) limit of the contract with Doja, Inc., the shoring changes were urgent and received Chancellor approval prior to work. This additional work by Doja, Inc. was essential to avoid a potential collapse of the adjacent bridge structure and maintain the project schedule. Staff requests Board of Trustees approval of the excess change order allowance by \$3,419.34 which is included within the change order total of \$40,726.64. Excess costs will be paid for from project contingency funds.

To be funded from the Board approved project contingency, District Measure “C” funds - Resource 4160.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-5

Date: January 26, 2010

Subject: Norco Student Support Center – Change Orders (continued)

Recommended Action: It is recommended that the Board of Trustees approve the Change Orders for the Norco Student Support Center for Doja, Inc. - \$40,726.64, K.A.R. Construction - \$53,687.31, McCullough Plumbing, Inc. - \$16,796.53; approve the exceeded contingency amount with Doja, Inc.; and authorize the Associate Vice Chancellor of Facilities Planning, Design and Construction to sign the Change Orders.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President, Norco Campus

Gaither Loewenstein
Vice President, Educational Services, Norco Campus

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

Riverside Community College District
Facilities, Planning, Design and Construction
Norco Student Support Project

CHANGE ORDER SUMMARY

Change Order: 1
Contractor: Doja, Inc.

<i>Contract Amount:</i>	\$ 373,073.00
<i>Change Order No. 1 Amount:</i>	\$ 40,726.64
<i>Revised Contract Sum:</i>	\$ 413,799.64
<i>Original Contract Contingency:</i>	\$ 37,307.30
<i>Remaining Contract Contingency:</i>	\$ -3,419.34

Change Order Description:

Over excavation and tie back work as directed by HED_RFI_015R1, HED_RFI_018R1, HED_RFI_019R1, HED_RFI_021R1, HED_RFI_022R1, HED_RFI-025. Cost proposal #5 is a total of \$74,235.00. \$40,000.000 was paid under Allowance Billing #1, the balance of \$34,235.00 will be paid under Change Order #1. Shoring redesign.
Requested by: Shoring Engineer
Accountability: Unforeseen soil conditions

\$34,235.00

Additional cost for changes in tie-back sizes and schedule. Additional changes by shoring engineer after the initial order for materials was placed.
Requested by: Shoring Engineer
Accountability: Unforeseen soil conditions

\$5,411.44

Time and materials ticket #6280 to grade in front of Library Building. The grading work is not indicated on the demolition drawing but is required by the Landscape drawings.
Requested by: Construction Manager
Accountability: Errors & Omissions

\$1,080.20

Change Order: 1
 Contractor: K.A.R. Construction

<i>Contract Amount:</i>	\$ 663,000.00
<i>Change Order No. 1 Amount:</i>	\$ 53,687.31
<i>Revised Contract Sum:</i>	\$ 716,687.31
<i>Original Contract Contingency:</i>	\$ 66,300.00
<i>Remaining Contract Contingency:</i>	\$ 12,612.69

Change Order Description: \$53,687.31
 Cost to install 610 cubic yards of lean concrete associated with HED_RFI_133. Due to existing structures, the over excavation cannot comply with the Soil Reports. Concrete was added to strengthen soil.
Requested by: Soil Engineer and Structural Engineer
Accountability: Unforeseen soil conditions

Change Order: 1
 Contractor: McCullough Plumbing, Inc.

<i>Contract Amount:</i>	\$ 194,900.00
<i>Change Order No. 1 Amount:</i>	\$ 16,796.53
<i>Revised Contract Sum:</i>	\$ 211,696.53
<i>Original Contract Contingency:</i>	\$ 19,490.00
<i>Remaining Contract Contingency:</i>	\$ 2,693.47

Change Order Description: \$3,037.57
 Additional cost to shift Manhole #1 approximately five (5) feet. The adjustment was required because the underground sewer line was not in the location as laid out and staked by surveyor.
Requested by: Architect/Construction Manager
Accountability: Unforeseen conditions/improve as-builts

\$458.35
 Time and materials to dig and expose footing for possibility of having to re-route the 36" storm drain under the footing at the bridge. We had to explore the possibility of having to re-route the storm drain since it is located directly underneath the footings for the canopy at Grid Line A.
Requested by: Architect/Construction Manager
Accountability: Unforeseen conditions/improve as-builts

\$5,990.96
 Remove three (3) existing storm drain inlets since the elevation of the storm drain inlets at the new handicap parking is about 4 inches below the top of grade. To meet the required ADA slopes, removal of three (3) inlets was necessary since they will be abandoned anyway.
Requested by: District
Accountability: Unforeseen conditions/possible Errors & Omissions

Time and materials to re-route the existing 15" storm drain located directly underneath the footing at the Southwest corner of the building at the new Grid Line A. The footings for the canopy at the original Grid Line A was moved approximately 5.5 feet to avoid having to re-route the 36" storm drain; the new Grid Line A.1 obstructed the installation of the 15" storm drain.

\$7,309.65

Requested by: Architect/Construction Manager

Accountability: Unforeseen conditions/improve as-builts

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-6

Date: January 26, 2010

Subject: Norco Operations Center – Design and Engineering Services Amendment No. 1

Background: On May 19, 2009, the Board of Trustees approved the planning and design of the Norco Operations Center project and allocated funding in the amount of \$1,600,000 using Measure “C” funds. An agreement with Hill Partnership, Inc. in the amount of \$809,600 was also approved in order to provide design and engineering services for the project located at the Norco Campus.

Staff now requests approval for additional services with Hill Partnership, Inc. for the Norco Operations Center project in an amount not to exceed \$11,385. The additional services include a topographic field survey to locate all visible features, including curbs, flow lines, finished surface elevations, natural ground elevations, tops and toes of slope, grates and manholes. Also included are services to perform potholing and utility location services for non-visible utilities including cable, electrical and telephone via electro-magnetic surveying and/or ground penetrating radar. The Hill Partnership, Inc. agreement, including Amendment No. 1 and reimbursable expenses, totals \$820,985.

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 Amendment No. 1 with Hill Partnership, Inc. to provide additional design and engineering services for the Norco Operations Center project in an amount not to exceed \$11,385, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President
Norco Campus

Gaither Loewenstein
Vice President Educational Services, Norco Campus

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

FIRST AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HILL PARTNERSHIP, INC.
(Norco Operations Center Project)

This document amends the original agreement between the Riverside Community College District and Hill Partnership, Inc., which was approved by the Board of Trustees on May 19, 2009.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$11,385, including reimbursable expenses. The term of this agreement shall be from the original agreement date of May 20, 2009, to the estimated completion date of September 30, 2010. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

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

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

HILL PARTNERSHIP, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

Lawrence A. Frapwell
President
115 Twenty-Second St.
Newport Beach, CA 92663

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: Operations Center
 Norco Campus

Scope of Work:

Additional services with Hill Partnership, Inc. include a topographic field survey to locate all visible features within the Norco Operations Center project, and potholing and utility location services for non-visible utilities within the project at the Norco campus.

Scope of Services:

- Task 1:

Perform topographic field survey to locate all visible features; including curbs, flow lines, finished surface elevations, natural ground elevations, tops and toes of slope, grates and manholes, all surface evidence of utilities, invert elevations for all accessible storm drain manholes, sewer manholes, and catch basins within the survey limits. Compensation is at a fee not to exceed \$9,075 for Task 1 services.

Conditions: Contingent on the acquisition and recovery of previous survey control to ensure a consistent coordinate datum (with previous aerial survey). Should this information not be provided, or no evidence of previous survey control exists, this work (associated with recreating this work) will be billed as “extra work.”

- Task 2:

Perform potholing and utility location services for non-visible utilities including cable, electrical and telephone via electro-magnetic surveying and/or ground penetrating radar. Compensation is at a fee not to exceed \$2,310 for Task 2 services.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-7

Date: January 26, 2010

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

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 Project. On December 11, 2007, the Board of Trustees approved bids for thirty-two (32) construction prime trade contractors for the multiple prime delivery method. The individual contractors would complete construction services throughout the Phase III-Norco/Industrial Technology Project.

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

- Budget Electric Contractors, Inc. \$19,489.83

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

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

Recommended Action: It is recommended that the Board of Trustees approve the Change Order for the Phase III-Norco/Industrial Technology Project for Budget Electric Contractors, Inc. in the amount of \$19,489.83; and authorize the Associate Vice Chancellor of Facilities Planning, Design and Construction to sign the Change Orders.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President
Norco Campus

Gaither Loewenstein
Vice President Educational Services
Norco Campus

Orin L. Williams
Associate Vice Chancellor
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: 4

Contractor: Budget Electric Contractors, Inc.

<i>Contract Amount:</i>	\$ 3,890,000.00
<i>Change Order No.1 Amount:</i>	\$ 44,911.49
<i>Change Order No. 2 Amount:</i>	\$ 33,899.40
<i>Change Order No. 3 Amount:</i>	\$ 13,792.65
<i>Change Order No. 4 Amount:</i>	\$ 19,489.83
<i>Revised Contract Sum:</i>	<u>\$ 4,002,093.37</u>
<i>Original Contract Contingency:</i>	\$ 389,000.00
<i>Remaining Contract Contingency:</i>	\$ 276,906.63

Change Order Description:

Patch and repair existing AC paving that was installed under previous campus phases. Paving had deteriorated and required deferred maintenance. \$4,744.73

Requested by: District/Campus

Accountability: None

Remove and replace all floor box covers in Room IT 123. \$807.06
The floor finish per the contract documents was to be sealed concrete finish. The campus requested that VCT be installed in this room. The floor box covers had to be removed for the installation of the VCT. This was done on a time and material basis.

Requested by: District/Campus

Accountability: None

Furnish and install temporary fiber cable. During the Beginning of the project, new fiber cable had to be installed before the over-excavation could be completed. The subcontractor, RCCD's consultant specified as the only contract compliant vendor was listed by BEC but was unable to meet the District's requirements for IT work after bids were awarded. This caused a delay of obtaining a certified sub-contractor that could install the specified fiber cable. A temporary cable was installed to keep the campus online while the project moved forward. \$14,946.00

Requested by: District

Accountability: Possible Back Charge to I.T.S. (consultant) as Errors and Omissions

Back Charge from Inland Building Companies for having to Reset the elevator. The final testing of the fire alarm system was behind schedule and not complete prior to the substantial completion date. BEC began testing the fire alarm system during furniture move-in and installation. This required the use of the elevator to transport furniture. The elevator had to be placed on bypass to operate during the fire alarm testing. The charge is for a technician to reset the elevator after it would not return to normal operation. (\$1,278.96)
Requested by: District
Accountability: Deductive change to Inland Building Companies

Back Charge from Western Rim Constructors for installation of concrete. BEC was responsible to provide concrete to repair trenches that were dug at the beginning of the project. BEC failed to schedule this work to accommodate student access to the new building. The District exercised its right to have the work completed by others to meet the occupancy deadline. (\$2,500.00)
Requested by: District
Accountability: Deductive change to Western Rim Constructors

Repair damaged conduit to two light poles outside of project site. There were two light poles adjacent to the project site that were not working. Upon investigation, conduit had been damaged at some time in the past and the wire had been removed. \$2771.00
Requested by: District
Accountability: Repair of Facilities maintenance item.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-8

Date: January 26, 2009

Subject: Riverside City College Interim Parking – Lease Amendment No. 1

Background: On August 18, 2009, the Board of Trustees approved funding for the Riverside City College Interim Parking project in the amount of \$260,000 and a lease agreement with the City of Riverside for Parking Lot 33 in the amount of \$204,000, using Measure “C” Funds. The interim parking located in downtown Riverside at the corner of Third Street and Market Street would provide additional parking for Riverside City College (RCC) students during the Fall/Winter/Spring semesters of 2009 thru 2011. The additional parking was provided for students due to the use of approximately 606 parking spaces being displaced during the construction of the Riverside Aquatics Complex and Riverside Nursing/Science Building projects at the Riverside City College.

After administrative review, staff is now requesting to only supplement the parking spaces during the peak periods of the Riverside Community College semesters of 2009 thru 2011. Staff requests the Board of Trustees to approve an amendment to the parking lease agreement with the City of Riverside for the Riverside City College Interim Parking project; decreasing the term dates, re-defining the use of premises, and identifying the specific time periods and dollar amounts for use of premises. The changes within the original parking lease agreement are described in the attached amendment. The changes associated with Amendment No. 1 decrease the parking lease agreement with the City of Riverside to \$116,250, a reduction of \$87,750 from the original agreement. Reduction amount to be identified as project savings from the Board approved project budget, District Measure “C” Funds (Resource 4160).

Transportation for RCC students is provided during the peak periods identified in the amendment. Students will have use of the “Go Pass”, the free-ride transportation program provided by Riverside Transit Agency (RTA) to and from Parking Lot 33 during its regular routes. Additionally, the College will coordinate van shuttle service and College Police will provide parking lot security. A campus police emergency phone was installed on Parking Lot 33 and is operational.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-E-8

Date: January 26, 2009

Subject: Riverside City College Interim Parking – Lease Amendment No. 1 (continued)

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 1 of the lease agreement with the City of Riverside for the Riverside City College Interim Parking project for the decreased amount not to exceed \$116,250 of the original agreement, and authorize the Vice Chancellor Administration and Finance to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Jan Muto
President
Riverside City College

Norm Godin
Vice President, Business Services
Riverside City College

Jim Miyashiro
Chief
College Safety and Police

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

FIRST AMENDMENT TO PARKING LEASE AGREEMENT
(RIVERSIDE COMMUNITY COLLEGE DISTRICT)

THIS FIRST AMENDMENT TO PARKING LEASE AGREEMENT (“Amendment”), is made and entered into this _____ day of _____, 20_____, by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation, (“City”) and RIVERSIDE COMMUNITY COLLEGE DISTRICT (“Lessee”) with respect to the following facts:

RECITALS:

WHEREAS, on or about August 31, 2009, City and Lessee entered into the Parking Lease Agreement for the period from September 15, 2009 through May 15, 2011; and

WHEREAS, City and Lessee desire to amend the term of the Agreement, the amount of consideration for use of the Premises, patrol enforcement, cost of lighting, and cost of and duties related to signage.

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by this reference, City and Lessee agree as follows:

1. Section 2 - TERM of the Agreement is hereby amended in its entirety as follows:

“TERM. The term of this Lease shall become effective September 15, 2009, (“Effective Date”), and shall terminate April 1, 2011, and the use shall only be permitted specifically during the following time periods; unless this Lease is earlier terminated pursuant to the termination provisions contained herein.

September 15, 2009 to December 31, 2009
February 16, 2010 to April 2, 2010
August 30, 2010 to October 1, 2010
February 14, 2011 to April 1, 2011

The time periods above are collectively referred to as “Usage Dates”. City and Lessee may extend the individual useage dates by written mutual consent. Any extension may be approved by the City Manager or his/her appointed designee.”

2. Section 3 (a) is amended as follows:

“Access to and use of the Property for the general public will be on Saturdays and Sundays and all non-Usage Dates; and City may hire a private operator to manage the Property.”

3. Section 3 (c) is amended in its entirety as follows:

“City will provide enforcement at all times. Lessee’s students will be required to display a City Pass. If said City Pass is not displayed, a citation may result.”

4. Section 3 (e) is amended in its entirety as follows:

“(e) City, subject to reimbursement of Eight Thousand Seven Hundred Fifty Dollars (\$8,750.00) from Lessee, shall install lighting on the Property. City will send Lessee a bill for the same and Lessee shall pay said bill not later than February 1, 2010. City shall be responsible for installing signage which states that a City parking pass is required, that ADA spaces are available at the main campus, and an emergency phone to call the Lessee’s campus police. Lessee will reimburse City One Thousand Five Hundred Dollars (\$1,500.00) for said signage and will be responsible for removing signage at the end of this Lease. Lessee shall pay said bill not later than February 1, 2010.”

5. Section 4 (a) - Consideration is amended in its entirety as follows:

“4 (a) As consideration for the use of the Premises, Lessee shall pay to City a lease fee per parking space in the amount indicated as follows:

<u>Amount per month</u>	<u>Period</u>	<u>Total</u>
\$30.00	09/15/09 - 12/31/09	\$42,000
\$40.00	02/16/10 - 04/02/10	\$24,000
\$40.00	08/30/10 - 10/01/10	\$16,000
\$40.00	02/14//10 - 04/01/11	\$24,000

Said lease fees shall be payable on the first of the month.”

6. All terms and conditions of the Agreement not inconsistent with this Amendment shall remain in full force and effect and are incorporated herein by this reference as if set forth in full.

(Signatures on following page)

IN WITNESS WHEREOF, City and RIVERIDE COMMUNITY COLLEGE DISTRICT have caused this Amendment to the Parking Lease Agreement to be duly executed on the day and year first above written.

CITY OF RIVERSIDE

RIVERIDE COMMUNITY COLLEGE
DISTRICT

By: _____
City Manager

By: _____
James L. Buysse
Vice Chancellor
Administration & Finance

Attest: _____
City Clerk

APPROVED AS TO FORM:

By: _____
Supv. Deputy City Attorney

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CA: 09-1180.1
12/02/09

MINUTES OF THE BOARD OF TRUSTEES
TEACHING AND LEARNING COMMITTEE MEETING
OF DECEMBER 1, 2009

Chairperson Medina called the committee to order at 6:03 p.m., in Student Services Foyer, Norco Campus.

CALL TO ORDER

Committee Members Present

Mr. Jose Medina, Chairperson
Mrs. Janet Green, Vice Chairperson
Ms. Virginia Blumenthal, President, Board of Trustees
Mr. Mark Takano, Secretary, Board of Trustees
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Dr. Richard Davin, Academic Senate Representative, Riverside
Ms. Dina Humble, Academic Senate Representative, Norco Campus
Mr. Michael Cluff, CTA Representative, Norco Campus

Resource Persons Present

Dr. Gregory W. Gray, Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Jan Muto, President, Riverside City College
Dr. Monte Perez, President, Moreno Valley Campus
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Dr. Lisa Conyers, Vice President, Educational Services, Moreno Valley Campus
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and
Institutional Advancement
Mr. Cordell Briggs, Dean, Public Safety Education and Training
Ms. Jan Schall, Coordinator, International Education/Study Abroad Programs

Guest(s) Present

Dr. Jim Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

Dr. Briggs reviewed the agreement with County of Riverside to supply office space, classroom and laboratory facilities at the Ben Clark Public Safety Training Center. The contract will be presented to the Board for ratification at the December 15th regular Board meeting. Discussion followed.

OPERATIONAL AGREEMENT
WITH COUNTY OF RIVERSIDE

Ms. Schall reviewed the agreement to provide travel services to Morocco for the study abroad program, for June 18, 2010 through June 29, 2010, that will be presented to the Board for approval at the December 15th regular Board meeting. Discussion followed.

AGREEMENT WITH
ADVENTURELAND SAFARI LLC

The committee adjourned the meeting at 6:11 p.m.

ADJOURNED

MINUTES OF THE BOARD OF TRUSTEES
PLANNING COMMITTEE MEETING OF DECEMBER 1, 2009

Chairperson Green called the committee to order at 6:13 p.m., in Student Services Foyer, Student Services Foyer, Norco Campus.

CALL TO ORDER

Committee Members Present

Mrs. Janet Green, Committee Chairperson
Ms. Virginia Blumenthal, President, Board of Trustees
Mr. Mark Takano, Secretary, Board of Trustees
Mr. Jose Medina, Board Member
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Ms. Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness
Dr. Carol Farrar, Academic Senate Representative, Norco
Mr. Lee Nelson, Academic Senate Representative, Riverside
Dr. Sal Soto Academic Senate Representative, Moreno Valley
Mr. Joe Eckstein, CTA Representative, Norco

Committee Members Absent

Ms. Mary Figueroa, Vice-Chairperson

Resource Persons Present

Dr. Gregory W. Gray, Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Jan Muto, President, Riverside City College
Dr. Monte Perez, President, Moreno Valley Campus
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Dr. Lisa Conyers, Vice President, Educational Services, Moreno Valley Campus
Dr. Gaither Lowenstein, Vice President, Educational Services, Norco Campus
Dr. Reagan Romali, Vice President, Business Services, Moreno Valley Campus
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Mr. Orin Williams, Associate Vice Chancellor, Facilities, Planning, Design and Construction

Guest(s) Present

Dr. James Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Mr. Lawrence Frapwell, Hill Partnership, Inc.
Mr. Steve Flanagan, Architect, LPA, Inc.
Mr. Keith Hempel, Architect, LPA, Inc.

Dr. Lowenstein and Mr. Frapwell delivered a presentation to the committee on the scope design of the project and reviewed the following: usage of Measure "C" funds; project being delivered using Construction Management Multiple Prime contracting and Tilden Coil Constructors, Inc. that will be presented to the Board for approval at the December 15th regular Board meeting. Discussion followed.

OPERATIONS CENTER (NORCO CAMPUS) – TENTATIVE BUDGET APPROVAL AND CONSTRUCTION MANAGEMENT SERVICES AGREEMENT

Mr. Flanagan and Mr. Hempel delivered a presentation to the committee on the scope design of the parking structure and surge space project; and the use of Measure “C” funds that will be presented to the Board of Trustees for approval at the December 15th regular board meeting. Discussion followed.

MORENO VALLEY PARKING
STRUCTURE AND SURGE SPACE-
TENTATIVE BUDGET APPROVAL

The committee adjourned the meeting at 7:46 p.m.

ADJOURNMENT

MINUTES OF THE BOARD OF TRUSTEES
RESOURCES COMMITTEE MEETING OF DECEMBER 1, 2009

Chairperson Takano called the committee to order at 7:54 p.m., in Student Services Foyer, Norco Campus.

CALL TO ORDER

Committee Members Present

Mr. Mark Takano, Chairperson
Mr. Jose Medina, Vice Chairperson
Ms. Janet Green, Vice President, Board of Trustees
Ms. Virginia Blumenthal, President, Board of Trustees
Dr. Jim Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Travis Gibbs, Academic Senate Representative, Moreno Valley
Dr. Sal Soto, Academic Senate Representative, Moreno Valley
Dr. Ward Schinke, Academic Senate, Riverside
Ms. Patricia Worsham, Academic Senate, Norco
Ms. Meghan Sheeran, ASRCCD Representative
Ms. Tamara Caponetto, CSEA Representative, Norco

Resource Persons Present

Dr. Gregory W. Gray, Chancellor
Dr. Brenda Davis, President, Norco Campus
Dr. Jan Muto, President, Riverside City College
Dr. Monte Perez, President, Moreno Valley Campus
Ms. Chris Carlson, Chief of Staff/Executive Assistant to the Chancellor
Mr. Aaron Brown, Associate Vice Chancellor, Finance
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement
Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning, Design and Construction

Guest(s) Present

Dr. Ray Maghroori, Vice Chancellor, Academic Affairs
Ms. Heidi E. White, Partner, Vavrinek, Trine, Day & Co., LLP
Mr. Felipe Lopez, Lead Audit Supervisor, Vavrinek, Trine, Day & Co., LLP

Mr. Williams led the committee review of the project with Tilden Coil Constructors, Inc. in the amount of \$1,738,764 that will be presented to the Board for approval at the December 15th regular Board meeting. Discussion followed.

NORCO SECONDARY EFFECTS
PROJECT – CONSTRUCTION
MANAGEMENT SERVICES
AGREEMENT

Mr. Williams led the committee review of Amendment No. 6 with GKK Works for revisions LEED implementation services for this project that will be presented to the Board for approval at the December 15th regular Board meeting. Discussion followed.

RIVERSIDE NURSING/SCIENCE
BUILDING PROJECT – DESIGN
AMENDMENT NO. 6

Mr. Williams led the committee review of Design Amendment No. 1 with AVR P Studios, Inc. for additional architectural services for security purposes for the project in an amount not to exceed \$16,000 that will be presented to the Board for approval at the December 15th regular Board meeting. Discussion followed.

RIVERSIDE AQUATICS COMPLEX
PROJECT – DESIGN AMENDMENT
NO. 1

Mr. Williams presented for the committee's consideration, a recommendation that the Board of Trustees authorize additional grading and earthwork required for the project in an amount not to exceed \$100,000 to cover additional labor and equipment provided by Crew, Inc. He also presented Resolution No. 17-09/10 authorizing the additional work that will be presented to the Board for approval at the December 15th regular Board meeting. Discussion followed.

RIVERSIDE AQUATICS COMPLEX
PROJECT – EXCAVATION
RESOLUTION NO. 17-09/10

Ms. White and Mr. Lopez delivered a presentation to the committee on the Foundation's independent audit report for the year ended June 30, 2009 for the permanent file of the District that will be presented to the Board at the December 15th regular Board meeting. Discussion followed.

2008-2009 INDEPENDENT AUDIT
REPORT FOR THE RIVERSIDE
COMMUNITY COLLEGE DISTRICT
FOUNDATION

Ms. White and Mr. Lopez delivered a presentation to the committee on the District's independent audit report for the year ended June 30, 2009 for the permanent file of the District that will be presented to the Board at the December 15th regular Board meeting. Discussion followed.

2008-2009 INDEPENDENT AUDIT
REPORT FOR THE RIVERSIDE
COMMUNITY COLLEGE DISTRICT

The committee adjourned the meeting at 9:01 p.m.

ADJOURNMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS FROM BOARD MEMBERS

Report No.: X-B

DATE: January 26, 2010

Subject: Declaration in Favor of H. R. 3221: Student Aid and Fiscal Responsibility Act – Resolution No. 31-09/10

Background: President Obama proposed ending the Federal Family Education Loan Program (FFELP) in favor of expansion of the Federal Direct Lending Program (FDLP). H.R. 3221 includes such action as a means to provide a stable and cost-effective student loan system for our nation's students. The Community College League of California and the Association of Community College Trustees believes that elimination of FFELP and the passage of H.R. 3221 would expand eligibility for several hundred thousand more students, increase the maximum grant, and add an inflationary adjustment to the Pell Grant. 9,300 RCCD students received a Pell Grant and 40% of RCCD students received Cal Grants or waivers.

Recommended Action: It is recommended that the Board of Trustees adopt the declaration in support of H.R. 3221.

Gregory W. Gray
Chancellor

Prepared by: Chris Carlson
Chief of Staff

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 31-09/10

DECLARATION IN FAVOR OF H.R. 3221: STUDENT AID AND FISCAL RESPONSIBILITY ACT

WHEREAS, the President of the United States proposed ending the Federal Family Education Loan Program (FFELP) in favor of expansion of the Federal Direct Lending Program (FDLP); and

WHEREAS, H.R. 3221: Student Aid and Fiscal Responsibility Act includes such action as a means to provide a stable and cost-effective student loan system for our nation's students; and,

WHEREAS, the independent Congressional Budget Office estimates that the President's plan, embodied in H.R. 3221, would save the government roughly \$87 billion over a 10-year period, with \$21 billion of that savings occurring over the next four years; and,

WHEREAS, the intention is that those savings would be directed toward expanding the Pell Grant Program; and,

WHEREAS, the Community College League of California (CCLC) and the Association of Community College Trustees (ACCT) are in support of H.R. 3221; and,

WHEREAS, the Federal Direct Lending Program has been in place since 1993 and approximately 30% of higher education institutions nationwide use the FDLP and have found the program effective; and,

WHEREAS, the Community College League of California believes that elimination of FFELP and the passage of H.R. 3221 would expand eligibility for several hundred thousand more students, increase the maximum grant, and add an inflationary adjustment to the Pell Grant; and,

WHEREAS, 9,300 RCCD students received a Pell Grant and 40% of RCCD students received Cal Grants or waivers; and,

WHEREAS, the Board of Trustees of Riverside Community College District believes that community college students should have access to cost-effective student financial assistance;

THEREFORE BE IT RESOLVED, by the Board of Trustees of the Riverside Community College District to support the positions of CCLC and ACCT on H.R. 3221, and encourages our congressional representatives to vote in favor of the bill.

PASSED AND ADOPTED this 26th day of January, 2010 at the regular meeting of the Riverside Community College District Board of Trustees.
