RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
February 22, 2011 – 6:00 p.m. – Board Room AD 122, O. W. Noble Administrative Center
Riverside City College, 4800 Magnolia Avenue, Riverside, California

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

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

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office 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 Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507.

I.   Approval of Minutes – Regular/Committee Meetings of January 18, 2011
                                        Regular Meeting of January 25, 2011

II.   Chancellor's Reports

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

        B.   Resolution No. 35-10/11 – Honoring the RCC Water Polo Coaches and Players for Heroic Action
                - Recommend adopting the resolution recognizing the RCC Water Polo team members.
                Recommended Action: Request for Adoption

        C.   Swing Space Lease and Budget for Downtown Riverside Culinary Arts Academy (RCC)/District Office (RCCD) Project
                - Recommend approving the lease, authorize funding for the lease, and authorize a budget estimate to prepare the facility to serve as project swing space.
                Recommended Action: Request for Approval

D.   IT Audit
- Recommend receiving the final draft report with the audit overview of the key findings and roadmap to implement recommendations from the audit.
Information Only

III.   Student Report

IV.   Comments from the Public

Closed Session
- Conference with Legal Counsel – anticipated litigation: significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one (1) potential case.
Recommended Action: To be Determined

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

               (c)   Long-Term, Temporary Faculty

               (d)   Coordinator Assignments, Academic Year 2010-2011

               (e)   Department Chairs 2010-11 Academic Year

               (f)   Extra-Curricular Activities, Academic Year 2010-2011

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

            3.   Salary Placement Adjustment

            4.   Recommendation Not to Reemploy – Educational Administrators in Categorically Funded Positions

            5.   Recommendation Not to Reemploy – Temporary Employees

b. Classified Personnel

    1. Appointments

        (a) Management/Supervisory

        (b) Management/Supervisory – Categorically Funded

        (c) Classified/Confidential

        (d) Classified/Confidential – Categorically Funded

    2. Request for Permanent Increase in Workload

    3. Request to Adjust Effective Date of Employment and Salary Placement

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

    5. Elimination of Position Due to Lack of Funds

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. Request for Health Leave Without Pay

2. Purchase Order and Warrant Report—All District Resources
- Recommend approving/ratifying 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.   Resolution(s) to Amend Budget

1.   Resolution to Amend Budget – Resolution No. 33-10/11
     2010-2011 Moreno Valley College Student/Academic
     Services Facility Project – Working Drawings
     - 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. 34-10/11
     2010-2011 Youth Empowerment Strategies for Success –
     Independent Living Program – Riverside City College
     - 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. 36-10/11
     2010-2011 Bulletproof Vest Partnership
     - 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. 37-10/11
     2010-2011 Active Minds/Mental Health Education and
     Awareness Program – Riverside City College
     - Recommend adopting a resolution to add revenue and
     expenditures to the adopted budget and authorize signing
     of said Resolution.

c.   Contingency Budget Adjustments
     -Recommend approving by a two-thirds vote of the Board, a
     contingency budget transfer as presented.

4.   Bid Awards

a.   Bid Award – Bid Number 2010/11-01 – Norco College Secondary
     Effects Project – Interior/Exterior Improvements (Category 03)
     - Recommend awarding a bid award funded from an approved
     Measure C budget.

b.   Bid Award – Bid Number 2010/11-02 – Norco College Secondary
     Effects Project – HVAC – (Category 07)
     - Recommend awarding a bid and authorizing signing of the
     associated agreement.

c.   Bid Award – Bid Number 2010/11/03 – Norco College Secondary
     Effects Project – Electrical (Category 09)
     - Recommend awarding a bid and authorizing signing of the
     associated agreement.

d. Using Competitively Bid Piggyback Contract for the Purchase, Installation and Transfer of DSA Approved Classroom Buildings from Silver Creek Industries, Incorporated
- Recommend approving the use of Bid No. 16-04/05 contract from the San Gabriel Unified School District for the purchase, installation and transfer of DSA approved classroom buildings.

e. Bid Award Riverside Community College District – Bid Number 2010/11-04 – Quad Basement Remodel
- Recommend awarding a bid and authorizing signing of the associated agreement.

f. Bid Award Riverside Community College District – Bid Number 2010/11-06 – Engine Generator – Norco College Secondary Effects Project
- Recommend awarding a bid and authorizing signing of the associated agreement.

5. Out-of State Travel
- Recommend approving out-of-state travel requests.

6. Grants, Contracts and Agreements

a. Contracts and Agreements Report Less than $78,500 – All District Resources
- Recommend ratifying the listing of the District's contracts and agreements that are less than $78,500, pursuant to Public Contract Code Section 20650.

b. Agreement with Professional Personnel Leasing, Inc.
- Recommend ratifying the agreement to provide professional and administrative services to the President of Norco College and other College and District personnel in matters pertaining to the financial and administrative services of Norco College.

7. Other Items

a. 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.

b. Phase III Student Academic Services Facility at the Moreno Valley College – Amend Unused Balance of Architect Agreement
- Recommend approving an amended unused balance with said amount returned to the District Measure C project account.

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, 2010 through January 31, 2011.

    2.   CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended December 31, 2010
        - Informational report relative to the District's financial status for the period ended December 31. 2010.

Information Only

VI.   Board Committee Reports

A.   Governance Committee

    1.   Revised and New Board Policies – First Reading
        - Recommend accepting Board Policies 6150, 6250, 6320 and 6400 for first reading.
        Recommended Action: Accept for First Reading

B.   Teaching and Learning (None)

C.   Planning and Operations Committee

    1.   Moreno Valley College Dental Education Center – Mitigated Negative Declaration
        - Recommend approving that the project, with mitigation measures incorporated, will have no significant adverse effect on the environment and are presenting the declaration and recommended action.
        Recommended Action: Request for Approval

    2.   Final Project Proposal Design Services Agreements for Moreno Valley College and Riverside City College for State Capital Outlay Funding
        - Recommend approving two Final Project Proposals (FPP's) with HMC Architects for the Library Learning Center located at Moreno Valley College and the Student Services and Workforce Development Building project located at Riverside City College. Additionally, due to three of the four FPP's submitted September 1, 2010 were not State approved: Moreno Valley College Center for Human Performance, RCC Cosmetology Building and RCC Life Science/Physical Science Reconstruction, staff requests approval of design services agreements with Steinberg Architects and HMC Architects for these three projects.
        Recommended Action: Request for Approval

D. Facilities Committee

    1.   Riverside City College Facilities Master Plan Update – Professional Services Agreement with MDA Johnson Favaro
- Recommend approving an agreement with MDA Johnson Favaro for professional services for a Facilities Master Plan Update.
Recommended Action: Request for Approval

E. Resources Committee

    1.   Norco College Secondary Effects Project – Inspection and Testing Services Agreements with Inland Inspections and Consulting and River City Testing
- Recommend approving the project inspection and testing services agreements.
Recommended Action: Request for Approval

    2.   Emergency Repairs and Replacement Associated with December 2010 Flood Damage at Riverside Community College District Facilities – Resolution No. 32-10/11
- Recommend declaring an emergency exists and authorizing entering into contracts for the performance of labor, furnishing of materials and supplies without advertising for or inviting bids for repair, replacement and clean-up associated with December 2010 flood damage; further recommend approving funding for the emergency repairs and replacement from Resource 6100 – Self Insurance Liability and Health; and approving a resolution authorizing emergency repairs and replacement.
Recommended Action: Request for Approval

VII. <u>Administrative Reports</u>

A. Vice Chancellors

B. Presidents

VIII. <u>Academic Senate Reports</u>

A. Moreno Valley College

B. Norco College

C. Riverside City College/Riverside Community College District

IX. <u>Bargaining Unit Reports</u>

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

XI.	Closed Session
- Pursuant to Government Code Section 54957, public employee discipline/dismissal/release.
Recommended Action: To be Determined

XII.	Adjournment

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
FACILITIES AND RESOURCES COMMITTEES
OF JANUARY 18, 2011

President Green called the Board of Trustees meeting to order at 6:00 p.m., in the Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California.

CALL TO ORDER

Trustees Present
Ms. Virginia Blumenthal
Mr. Sam Davis
Ms. Mary Figueroa
Mrs. Janet Green
Mr. Mark Takano
Mr. Alexis Amor, Student Trustee

Staff Present
Dr. Gregory W. Gray, Chancellor
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Services
Dr. Ray Maghroori, Vice Chancellor, Educational Services
Dr. Monte Perez, President, Moreno Valley College
Mr. Aaron Brown, Associate Vice Chancellor, Finance
Dr. Diane Dieckmeyer, Dean of Instruction, Norco College
Ms. Chris Carlson, Chief of Staff

Student Alexis Amor led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Student David Doria commented on the District's grading practices.

COMMENTS FROM THE PUBLIC

The Teaching and Learning Committee was called to order by Dr. Davis at 6:20 p.m. Committee Members in attendance: Dr. Ray Maghroori, Vice Chancellor, Educational Services; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley), Ms. Peggy Campo (Norco College) and Dr. Richard Davin (Riverside City College); ASRCCD Representative: Mr. Alexis Amor (Moreno Valley College); CTA Representative: Mr. Chris Rocco (Moreno Valley College) and Ms. Patricia Avila (Riverside City College); CSEA Representative: Ms. Jonell Guzman (Moreno Valley College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Terry Welker.

TEACHING AND LEARNING COMMITTEE

Mr. John Tillquist, Dean, Economic Development and Mr. Richard Keeler, Director, Grants introduced Ms. Colleen Molko, Associate Director, Grants, who reviewed Resolution No. 21-10/11, adopting the model district-wide that will be presented to the Board for approval on January 25th. Discussion followed.

Best Practices in Grant Development – Resolution No. 21-10/11

Dr. Maghroori led the review of the proposed curricular changes that will be presented to the Board for approval on January 25th. Discussion followed.

Proposed Curricular Changes

Dr. Cordell Briggs, Dean, Public Safety Education and Training, reviewed an amendment to provide office space, classroom and laboratory facilities at Ben Clark Public Safety Education and Training Center. The agreement will be presented to the Board of Trustees for approval on January 25th. Discussion followed.

Operational Agreement with the State of California, California Highway Patrol

Dr. Shelagh Camak, Executive Dean, Workforce and Resource Development, led the committee review of a resolution establishing the Riverside Communities Learning in Partnership (CLIP) between Riverside Community College District, the City of Riverside, Alvord Unified School District, Riverside Unified School District (RUSD), Riverside County Office of Education (RCOE), University of California, Riverside (UCR), Greater Riverside Chamber of Commerce, Riverside County, and the Community Foundation. The Board of Trustees will consider the resolution at the January 25th regular Board meeting. Discussion followed.

Resolution Establishing the Riverside Communities Learning in Partnership (CLIP) – Resolution No. 23-10/11

Mr. David Torres, District Dean, Institutional Research, provided a presentation and led the committee review of a report on student grade distributions across the District for the ten year period of 2000-2010. Discussion followed.

Grade Distributions by District and College, 200-2010

Dr. Daniel Martinez, Associate Dean, Institutional Research, facilitated a presentation and led the review of the results of a student satisfaction survey conducted at all three colleges in the District in spring 2010. Discussion followed.

RCCD Student Satisfaction Survey, Spring 2010

Mr. Torres led the review of results for RCCD in the Accountability Reporting for Community Colleges report issued by the California Community College's Chancellor's Office in March 2010. Discussion followed.

Accountability Reporting for Community Colleges

Mr. Keeler led the committee review of the mid-year master grant submission schedule which lists grants for which the District intends to apply for in the 2010-11 academic year. Discussion followed.

The committee adjourned at 7:56 p.m.

The Planning and Operations Committee Chair Janet Green convened the meeting at 7:57 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College), Dr. Sharon Crasnow (Norco College) and Richard Davin (Riverside City College); ASRCCD Representative: Alexis Amor (Moreno Valley College); CTA Representatives: Dr. Fabian Biancardi (Moreno Valley College) and Ms. Karin Skiba (Norco College); CSEA Representative: Ms. Ginny Haguewood (Riverside City College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Henry Bravo.

PLANNING AND OPERATIONS COMMITTEE

Mr. Bart Doering, Capital Program Administrator, Facilities Planning, Design and Construction, reviewed the Environmental Initial Study/Mitigated Negative Declaration for the project. No significant adverse effects on the environment were found. The Board will consider approval of the declaration at the January 25th Board meeting. Discussion followed.

Learning Gateway Building – Lion's Replacement Parking Lot at Moreno Valley College – Mitigated Negative Declaration

The committee adjourned at 8:00 p.m.

Adjournment

The Facilities Committee Chair Virginia Blumenthal convened the meeting at 8:01 p.m. Committee members in attendance: Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning, Design and Construction; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College), Dr. Sharon Crasnow (Norco College) and Dr. Richard Davin (Riverside City College); ASRCCD Representative: Mr. Alexis Amor; CSEA Representative: Ms. Angela Thomas; and Ms. Debra Creswell.

FACILITIES COMMITTEE

Mr. Doering reviewed with the Committee an amendment to the agreement with LPA architects for additional design services to the project that will be considered by the Board on January 25th. Discussion followed.

Learning Gateway Building at Moreno Valley College – Design Amendment No. 4 with LPA

The committee adjourned at 8:02 pm

The Resources Committee Chair Mark Takano convened the meeting at 8:03 p.m. Committee members in attendance: Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College), Ms. Karin Skiba (Norco College), and Dr. Richard Davin (Riverside City College); CTA Representative: Ms. Shari Yates (Riverside City College); CSEA Representatives: Ms. Tamara Caponetto (Norco College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Cid Tenpas.

Mr. Michael Stephens, Capital Program Administrator, Facilities Planning, Design and Construction, reviewed an amendment for design services with Broeske Architects and Associates, Inc. and a project budget using the District's Allocated Program Contingency Measure C funds that will be presented to the Board on January 25th. Discussion followed.

Alumni Carriage House Restoration – Tentative Project Budget Approval and Design Amendment No. 1 with Broeske Architects and Associates, Inc.

Dr. Perez and Mr. Doering provided the Committee with a project update, reviewed a project name change of the March Dental Education Center to the Moreno Valley College Dental Education Center; and a project budget using the Moreno Valley College Allocated Measure C Funds that the Board will consider for approval on January 25th. Discussion followed.

Moreno Valley College Dental Education Center – Project Name Change and Tentative Project Approval

Mr. Doering reviewed agreements with Inland Inspections and Consulting and River City Testing for inspection and testing services for the project that will be presented to the Board on January 25th for approval. Discussion followed.

Learning Gateway Building and Lion's Replacement Parking Lot – Inspection and Testing Services Agreements

Mr. Aaron Brown, Associate Vice Chancellor, Finance, provided the Board with an update on the Governor's budget proposal for FY 2011-12 and its impact on California Community Colleges. Discussion followed.

Governor's FY 2011-12 Budget Proposal

The committee adjourned at 8:59 p.m.

Adjournment

The Board adjourned the meeting to closed session at 8:59 p.m., pursuant to Government Code Section 54957, public employee discipline/dismissal/release.

<u>CLOSED SESSION</u>

The Board reconvened to open session at 11:35 p.m. and announced that the Board unanimously upheld the Chancellor's recommendation to terminate the Director, Capital Planning.

<u>RECONVENED/OPEN SESSION</u>

The Board of Trustees adjourned the meeting at 11:40 p.m.

<u>ADJOURNMENT</u>

President Green called the regular meeting of the Board
of Trustees to order at 6:00 p.m., in the Center for
Student Success, Room 217, Norco College, 2001 Third
Street, Norco, California.

<u>CALL TO ORDER</u>

<u>Trustees Present</u>
Ms. Virginia Blumenthal
Dr. Sam Davis
Ms. Mary Figueroa
Mrs. Janet Green
Mr. Mark Takano
Mr. Alexis Amor, Student Trustee

<u>Staff Present</u>
Dr. Gregory W. Gray, Chancellor
Dr. James Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Brenda Davis, President, Norco College
Dr. Monte Perez, President, Moreno Valley College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications
       and Relations
Mr. Ron Vito, Vice President, Career and Technical Programs
Dr. Sharon Crasnow, President, Academic Senate, Norco College
Dr. Richard Davin, President, Academic Senate, Riverside City College
       and District
Dr. Travis Gibbs, President, Academic Senate, Moreno Valley College

Dr. Cordell Briggs, Dean, Public Safety Education and
Training, Moreno Valley College, led the Pledge of
Allegiance.

<u>PLEDGE OF ALLEGIANCE</u>

    Ms. Blumenthal, seconded by Ms. Figueroa, moved
that the Board of Trustees approve the minutes of the
Board of Trustees Regular/Committee meetings of
December 7, 2010. Motion carried. (5 ayes)

<u>MINUTES OF THE BOARD OF
TRUSTEES REGULAR/COMMITTEE
MEETING OF DECEMBER 7, 2010</u>

    Ms. Blumenthal, seconded by Ms. Figueroa, moved
that the Board of Trustees approve the minutes of the
regular meeting of December 14, 2010. Motion
carried. (5 ayes)

<u>MINUTES OF THE REGULAR
MEETING OF DECEMBER 14, 2010</u>

1

Ms. Figueroa, seconded by Dr. Davis, moved that the Board of Trustees approve the minutes of the Board of Trustees special meeting of December 16, 2010. Motion carried. (5 ayes)

CHANCELLOR'S REPORTS

Presentations

Associate Professor Judy Perry, Business, Engineering and Information Technology, gave an overview of the simulation and game development programs at Norco College. Students Daniel Marshall and Brad Tait commented on the positive learning experiences and provided samples of the class dynamics, animation projects and renderings.

Special Presentation - "'Portal to Your Future' Title V Grant Gaming Students Presentation" – Dr. Brenda Davis, President, Norco College

Ms. Figueroa, seconded by Mr. Takano, moved that the Board of Trustees approve the Reimbursement Agreement between March Joint Powers Authority and Riverside Community College District in an amount not to exceed $250,000 for costs necessary for relocation of the utility services to ensure that services and programs at March Dental Education Center remain operational until such time the new facility at Moreno Valley College is completed; and authorizing signing of the agreement. Motion carried. (5 ayes)

Reimbursement Agreement Between March Joint Powers Authority and Riverside Community College District

The Board received the report "The Shaping of the Future, Riverside Community College District Reorganization," which contained both a summary and overview of the elements of reorganization and provided a comprehensive view of a reorganized RCCD, as of October 31, 2010.

Presentation of Reorganization Plan Implementation

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

STUDENT REPORT

Mr. Rick Hernandez provided a letter to the Board of Trustees and made comments about a closed session item.

COMMENTS FROM THE PUBLIC

Mr. Frank Corral made comments regarding his wife's request for health leave without pay.

Student David Doria commented on California Code of Regulations 51023.7 and California Education Code 76120.

Ms. Green, seconded by Mr. Takano, moved that the Board of Trustees pull Consent Item V-A-c-4, Request for Health Leave Without Pay; and to consider the following Consent Items together: V-A-3-b-7, Resolution to Amend Budget – Resolution No. 29-10/11 2010-2011 TriTech SBDC 2011 Cooperative Agreement and V-A-6-b, TriTech Small Business Development Center Services. Motion carried. (5 ayes)	<u>MOTION TO AMEND THE AGENDA</u>

<u>CONSENT ITEMS</u>

Ms. Figueroa, seconded by Mr. Takano, moved that the Board of Trustees:

Approve the amended listed academic and classified appointments, and assignment and salary adjustments; (Appendix No. 37)	Academic and Classified Personnel
Approve/ratify the Purchase Orders and Purchase Order Additions totaling $2,385,535 and District Warrant Claims totaling $11,025,722; (Appendix No. 38)	Purchase Order and Warrant Report – All District Resources
Approve the budget transfers as listed; (Appendix No. 39)	Budget Adjustments
Approve adding the revenue and expenditures of $10,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;	Resolution to Amend Budget – Resolution No. 22-10/11 2010-2011 TriTech Small Business Development Center
Approve adding the revenue and expenditures of $10,500 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;	Resolution to Amend Budget – Resolution No. 24-10/11 2010-2011Performance Riverside Carpenter Foundation Grant – The Sound of Music
Approve adding the revenue and expenditures of $116,645 to the budgets for Riverside, Norco and Moreno Valley Colleges and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;	Resolution to Amend Budget – Resolution No. 25-10/11 2010-2011 California Work Opportunity and Responsibility to Kids (CalWORKs) Program

Approve adding the revenue and expenditures of $52,605 to the budgets for Norco and Moreno Valley Colleges and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;	Resolution to Amend Budget – Resolution No. 26-10/11 2010-2011Temporary Assistance for Needy Families (TANF) Program
Approve adding the revenue and expenditures of $110,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;	Resolution to Amend Budget - Resolution No. 27-10/11 2010-2011 Student Support Services Program – Moreno Valley College
Approve adding the revenue and expenditures of $6,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;	Resolution to Amend Budget – Resolution No. 28-10/11 2010-2011 TriTech Small Business Development Center
Approve adding the revenue and expenditures of $300,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;	Resolution to Amend Budget – Resolution No. 29-10/11 2010-2011 TriTech SBDC 2011 Cooperative Agreement
Approve adding the revenue and expenditures of $154,776 to the budget and authorize the Vice Chancellor, Administration and finance, to sign the resolution;	Resolution to Amend Budget – Resolution No. 30-10/11 2010-2011 Procurement Assistance Center (PAC)
Approve adding the revenue and expenditures of $8,710 to the budget and authorize the Vice Chancellor, Administration and finance, to sign the resolution;	Resolution to Amend Budget – Resolution No. 31-10/11 2010-2011 Lux Boreal Dance Event
Approve the contingency budget transfer, by a two thirds vote of the members, to provide for the development of the District's Design Standards; approved by the Board of Trustees on December 14, 2010, Board Report No. VI-C-1 (Fund 41, Resource 4170) from the GO Bond Capital Project Contingency to Facilities District in the amount of $150,000;	Contingency Budget Adjustments
Award a bid for the Riverside Community College District – Moreno Valley College Lion's Parking Lot Project (General Engineering) in the total amount of $1,177,674 to Shelton Construction, and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;	Bid Award – Riverside Community College District – Moreno Valley College Lion's Parking Lot – Bid Category 1 (General Engineering)

Award a bid for the Riverside Community College District – Moreno Valley College Lion's Parking Lot Project (Electrical) in the total amount of $157,000 to RIS Electrical Contractors, and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;	Bid Award – Riverside Community College District – Moreno Valley College Lion's Parking Lot – Bid Category 2 (Electrical)
Allow the District to utilize the Office Depot Competitively Bid Piggyback Bid No. 10-003 Contract from the Foundation for California Community Colleges in accordance with Public Contract Code Section 20652, for the Riverside Community College District to purchase office supplies, for the term of November 1, 2010 through December 31, 2013;	Using Competitively Bid Piggyback Contract to Purchase Office Supplies from Office Depot
Allow the District to utilize the CDW-G Competitively Bid Piggyback Contract from the National Intergovernmental Purchasing Alliance Company in accordance with Public Contract Code Section 20652, for the Riverside Community College District to purchase information technology equipment, software and services, for the term of August 18, 2008 through July 31, 2013;	Using Competitively Bid Piggyback Contract for the Purchase of Information Technology Equipment, Software, and Services from CDW-G
Grant out-of-state travel requests; (Appendix No. 40)	Out-of-State Travel
Ratify the contracts totaling $241,717; (Appendix No. 41)	Contracts and Agreements Report Less than $78,500 – All District Resources
Ratify the subcontract with California State University Fullerton Auxiliary Services Corporation (CSUF ASC) to provide business counseling and training services at Riverside Community College District's TriTech Small Business Development Center, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the subcontract;	TriTech Small Business Development Center Services

Approve the Agreement with the District and Ramona Munsell and Associates Consulting, Inc. to provide proposal development and award management services to Norco College for a Hispanic-Serving Institutions Science, Technology, Engineering, and Math (HIS-STEM) grant program at six percent of the grant award, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Ramona Munsell and Associates Consulting, Inc.

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; (Appendix No. 42)

Surplus Property

Adopt a nonresident tuition rate of $176 per unit and a capital outlay surcharge fee of $24 per unit for FY 2011-2012; and direct staff to promulgate these charges via the 2011-2012 catalog, schedule of classes and other appropriate materials.

2011-2012 Nonresident Tuition and Capital Outlay Surcharge Fees

Motion carried. (5 ayes)

Information

In accordance with Board Policy 7350, the Chancellor has accepted the resignation of the following: Mr. Paul Giordano, Custodian, effective March 29, 2011, for retirement; Mr. Edward Godwin, Director, Administrative Services, effective December 30, 2010, for retirement; Ms. Sandra Goulsby, Director, Enrollment Services, effective December 30, 2010, for retirement; Ms. Talia Hogan, Instructional Department Specialist, effective February 1, 2011, for personal reasons; and James Sutton, Senior Applied Technologist, effective June 30, 2011, for retirement.

Separations

The Board received the summary of financial information for the period July 1, 2010, through December 31, 2010.

Monthly Financial Report

Governance Committee

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees approve Board Policies 2725, 4000, 5405, 6700 and 6870. Motion carried. (5 ayes)	Revised and New Board Policies – Second Reading
Ms. Figueroa, seconded by Mr. Takano, moved that the Board of Trustees approve Board Policy 5550. Motion carried. (5 ayes)	Revised and New Board Policies – Second Reading

Teaching and Learning Committee

Dr. Davis, seconded by Ms. Figueroa, moved that the Board of Trustees adopt Resolution No. 21-10/11, adopting the Best Practices in Grant Development model-district-wide. Motion carried. (5 ayes)	Resolution No. 21-10/11 – Best Practices in Grant Development
Dr. Davis, seconded by Ms. Figueroa, moved that the Board of Trustees approve the curricular changes for inclusion in the catalog and in the schedule of class offerings. Motion carried (5 ayes)	Proposed Curricular Changes
Dr. Davis, seconded by Ms. Figueroa, moved that the Board ratify the amendment to the operational agreement with the State of California, Highway Patrol in an amount not to exceed $100,000, to provide office space, classroom and laboratory facilities at the Ben Clark Public Safety Education and Training Center for the period of January 1, 2010 through December 31, 2010. Motion carried. (5 ayes)	Operational Agreement with the State of California, California Highway Patrol
Dr. Davis, seconded by Mr. Takano, moved that the Board adopt Resolution No. 23-10/11, establishing the Riverside Communities Learning in Partnership (CLIP) between Riverside Community College District, the City of Riverside, Alvord Unified School District, Riverside Unified School District (RUSD), Riverside County Office of Education (RCOE), University of California, Riverside (UCR), Greater Riverside Chamber of Commerce, Riverside County, and the Community Foundation. Motion carried (5 ayes)	Resolution establishing the Riverside Communities Learning in Partnership

Ms. Green, seconded by Ms. Figueroa, moved that the Board of Trustees approve, adopt, and direct staff to post as listed. (Appendix No. 43) Motion carried. (5 ayes)

Learning Gateway Building – Lion's Replacement Parking Lot at Moreno Valley College – Mitigated Negative Declaration

Facilities Committee

Ms. Blumenthal, seconded by Ms. Figueroa, moved that the Board of Trustees approve Amendment No. 4 with LPA for additional design services to the Learning Gateway Building project at Moreno Valley College in an amount not to exceed $25,500, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment. Motion carried. (5 ayes)

Learning Gateway Building at Moreno Valley College – Design Amendment No. 4 with LPA

Resources Committee

Mr. Takano, seconded by Ms. Figueroa, moved that the Board of Trustees approve the project budget in the amount of $130,000 using the District's Allocated Program Contingency Measure C Funds; approve Amendment No. 1 with Broeske Architects & Associates, Inc. for design services in the amount of $8,030 using the approved project budget; and authorize the Vice Chancellor of Administration and Finance to sign the amendment. Motion carried. (5 ayes)

Alumni Carriage House Restoration – Tentative Project Budget Approval and Design Amendment No. 1 with Broeske Architects and Associates, Inc.

Mr. Takano, seconded by Dr. Davis, moved that the Board of Trustees approve the project name change of the "March Dental Education Center" to the "Moreno Valley College Dental Education Center"; and approve the project budget in the amount of $9,500,181 using Moreno Valley College Allocated Measure C Funds. Motion carried. (5 ayes)

Moreno Valley College Dental Education Center – Project Name Change and Tentative Project Budget Approval

8

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the project inspection and testing service agreements for the Learning Gateway Building and Lion's Replacement Parking project with Inland Inspections and Consulting in the amount of $257,054.50; and River City Testing in the amount of $517,928; and authorize the Vice Chancellor, Administration and Finance, to sign the agreements. Motion carried. (5 ayes)	Learning Gateway Building and Lion's Replacement Parking Lot – Inspection and Testing Services Agreement
	<u>ACADEMIC SENATE REPORTS</u>
Dr. Gibbs presented the report on behalf of Moreno Valley College.	Moreno Valley College
Dr. Crasnow presented the report on behalf of Norco College.	Norco College
Dr. Davin presented the report on behalf of Riverside City College/Riverside Community College District.	Riverside City College/Riverside Community College District
	<u>BARGAINING UNIT REPORTS</u>
Mr. Gus Segura, President, CSEA, presented the report on behalf of the CSEA.	CSEA – California Schools Employee Association
	<u>BUSINESS FROM BOARD MEMBERS</u>
Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the nomination of Board Member Mary Figueroa to the California Community College Trustees (CCCT) Board of Directors for a two-year term. Motion carried. (5 ayes)	CCCT Board of Directors Election – 2011
The Board adjourned the meeting to closed session at 8:15 p.m., pursuant to Government Code Section 54956.9(a), conference with legal counsel – Existing Litigation – Meadows vs. RCCD.	<u>CLOSED SESSION</u>
The Board reconvened to open session at 8:50 p.m., and announced that the Board unanimously approved a settlement in the amount of $104,000 for Meadows vs. RCCD.	<u>RECONVENED/OPEN SESSION</u>
The Board adjourned the regular meeting of the Board of Trustees at 8:55 p.m.	<u>ADJOURNMENT</u>

9

Report No.:   II-B   Date: February 22, 2011

Subject: Resolution No. 35-10/11 – Honoring the RCC Water Polo Coaches and Players
               for Heroic Action

Background: Tom Harris, Acting President of RCC requested a resolution honoring the RCC
Water Polo team members involved in the rescue of a man and his two children who were
washed off a jetty in Morro Bay on November 11, 2010.

RCC Water Polo Head Coach Nate Hass, Assistant Coach Jason Northcott, and team members
Mikey Robinson and James Owen were sightseeing at Morro Bay around noon, before their
playoff match in nearby San Louis Obispo on November 11, 2010. They spotted a man and two
children about 120 yards out on a jetty that separated the bay from the ocean. A large wave,
nearly twice the size of the 20-foot jetty, knocked the man and children down. A second wave
threw all three people onto the rocks on the bayside. When the waves knocked the family down,
all four RCC team members ran over to help.

The children were thrown halfway down the jetty. Jason Northcott managed to pull the 8-year-
old girl off the rocks first. A fifth rescuer and Mikey Robinson both helped to pull the 5-year-old
boy from the rocks. Both children suffered lacerations from the rocks.

The father was thrown to the bottom of the jetty. James Owen and Jason Northcott carried him
out. An ambulance and the Morro Bay Fire Department arrived as the man was being taken off
the rocks. The father appeared to suffer a broken leg.

The RCC Water Polo team won its match a couple hours later, defeating Palomar College, 15-6.

Recommended Action: It is recommended that the Board of Trustees adopt the resolution
recognizing the heroic action taken by the RCC Water Polo team members.

                                        Gregory W. Gray
                                        Chancellor

Prepared by: Tom Harris
               Acting President, Riverside City College

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 35-10/11

Honoring the RCC Water Polo Coaches and Players for Heroic Action

WHEREAS, RCC Water Polo Head Coach Nate Hass, Assistant Coach Jason Northcott, and team members Mikey Robinson and James Owen were sightseeing at Morro Bay around noon before their playoff match in nearby San Louis Obispo on November 11, 2010; and

WHEREAS, the RCC Water Polo teammembers spotted a man and two children standing about 120 yards out on a rock jetty that separated the bay; and

WHEREAS, the coaches and players witnessed large waves crash into the family, submerging the three individuals and trapping them against the rocks; and

WHEREAS, disregarding their own safety, the RCC coaches and players immediately raced over to assist the family; and

WHEREAS, the RCC Water Polo team members pulled the 8-year-old girl and the 5-year-old boy out of the pounding surf and off the rocks; and

WHEREAS the RCC Water Polo team members carried the father, who had suffered an apparent broken leg, away from the bottom of the jetty;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees on behalf of the RCC faculty, staff and managersand the entire District officially congratulates Nate Hass, Jason Northcott, Mikey Robinson and James Owens for their heroic action in saving the lives of the father and his sons.

PASSED AND ADOPTED this 14th day of December, 2010, at the regular meeting of the Riverside Community College District Board of Trustees.

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.:   II-C   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Swing Space Lease and Budget for Downtown Riverside Culinary Arts Academy
             (RCC)/District Office (RCCD) Project

<u>Background</u>: The Board of Trustees authorized staff to proceed with the development of the District's
Market Street Properties. There are three buildings that comprise the Market Street Properties, and it
includes two distinct projects; renovation of the Citrus Belt Saving & Loan Building to a gallery/archive
center, and a new Culinary Arts Academy (RCC)/District Office (RCCD) Project (CAA/DO) where the
Plaza Hotel (vacant) and Riverside Community College Systems Office (RCCSO) are presently.

In order to facilitate the development of the CAA/DO project, it is necessary to vacate the tenants of the
RCCSO building and find "swing space" for the occupants while the CAA/DO project is in development.
RCCD operations presently housed at that location include: Diversity and Human Resources, Facilities
Planning and Development, and the Administrative Support Center.

Staff, in pursuit of locating swing space options for the project duration, vetted several commercial and
non-commercial sites. In pursuit of adequate swing space for the occupants, the former headquarters for
Western Municipal Water District (WMWD) was reviewed. It was concluded that the WMWD
facility meets the needs of the occupants/departments and RCCD opened negotiations with
WMWD, which has resulted in the lease agreement. The lease with WMWD provides RCCD
space for 33-months (the anticipated time needed to serve as swing space to meet the project
schedule of the CAA/DO project) beginning April 1, 2011, at a lease rate of $10,000/month.
This rate is very favorable to the market rates, and WMWD finds RCCD to be a favorable tenant
to occupy their recently vacated headquarters. Staff recommends that the lease be approved, and
funding of the lease be approved, from the CAA/DO Project, Measure C funds.

Along with the lease, there are costs associated to relocate into swing space. The budget
estimates to relocate and prepare the building to house RCCD operations are as follows:

- $36,500   Interior conversion/use preparation
- $21,000   Moving Fees
- $ 4,500   Proprietary Equipment
- $ 7,500   Testing/Project Contingency
- $ 5,000   Storage
- <u>$80,000   I.T. Equipment/Installation</u>
   $154,500   TOTAL

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.:   II-C   Date: February 22, 2011

Subject: Swing Space Lease and Budget for Downtown Riverside Culinary Arts Academy
            (RCC)/District Office (RCCD) Project

Recommended Action: It is recommended that the Board of Trustees approve the lease and
authorize funding for the lease from CAA/DO Project, Measure C funds; authorize a budget
estimate in the amount not to exceed $154,500 from the CAA/DO Project, Measure C funds to
prepare the facility to serve as project swing space; and authorize the Vice Chancellor of
Administration and Finance to sign all associated agreements.

                          Gregory W. Gray
                          Chancellor

Prepared by: Chris Carlson
                Chief of Staff

RIVERSIDE COMMUNITY COLLEGE DISTRICT

LEASE

Western Municipal Water District with Riverside Community College District
450 E. Alessandro Boulevard, Riverside, California

WESTERN MUNICIPAL WATER DISTRICT, herein called Lessor, leases to RIVERSIDE COMMUNITY COLLEGE DISTRICT, herein called Lessee, the property described below upon the following terms and conditions:

1. Recitals.

   (a) Lessor owns property commonly known as 450 E. Alessandro Boulevard, Riverside California ("Premises").

   (b) The Premises were used by Lessor for its administrative headquarters.

   (c) Lessor has vacated the use of the Premises, as Lessor has acquired a new facility to house its administrative headquarters

   (d) The Premises includes a single building of approximately 16,826 square feet ("Building"). The Premises also includes a parking lot, water wise demonstration garden ("Garden") and a modular office facility.

   (e) Lessor intends to retain the office facility and grounds, but will relocate the modular office facility.

   (f) Lessee is constructing a new district facility at its downtown Riverside location; thereby necessitating the relocation of office uses during the construction time period ("swing space").

   (g) Offices of the Lessee currently housed at the downtown location includes: Diversity & Human Resources, Administrative Support Center, and Facilities Planning and Design; and the site is collectively referred to as the Riverside Community College District Systems Office.

2. Description. The Premises hereby consist of the site, inclusive of all parking areas, the Garden and the Building at 450 E. Alessandro Boulevard, Riverside, California.

3. Use.

   (a) The Premises are leased to Lessee solely for the purpose of providing office space with non-proprietary rights.

   (b) Lessee shall have the use of the Premises, including the walkways, rest rooms, driveways, vehicular parking spaces, and other similar facilities, excluding the

Garden, parking spaces directly adjacent to the Garden, and additional space within the Building not used by Lessee as referenced in Paragraph 19.

(c)   The Premises shall not be used for any purpose other than public agency office purposes without first obtaining the written consent of Lessor, which consent shall be in the absolute discretion of Lessor.

4.   Term.

(a)   The Term of this Lease shall be for a period of thirty-three (33) months commencing as of April 1, 2011 and terminating December 31, 2013.

(b)   Any holding over by Lessee after the expiration of said term shall be deemed a month-to-month tenancy.

5.   Rent. Lessee shall pay the sum of Ten Thousand Dollars ($10,000.00) per month to Lessor as rent for use of the Premises, payable, in advance, on the first day of the month. In the event of any holding over, rent will be adjusted to Twelve Thousand Dollars ($12,000.00) per month. Rent during any new Lease Term (which shall be for a period of not less than one (1) year) will be adjusted by an amount equal to five percent (5%) in excess of the monthly rent payable during the immediately preceding year of the Lease Term. In the event of early termination by Lessee, Lessee will pay an amount to Lessor equal to the lesser of (a) fifty percent (50%) of the total rent due and payable for the balance of the term of the Lease; or (b) all rent payable from the date of early termination until Lessor finds a replacement tenant.

6.   Custodial Services. Lessee shall be responsible for all custodial services within the Premises including but not limited to carpet and tile floors, and bathrooms.

7.   Building Systems Maintenance and Services. Lessor shall maintain all building services such as plumbing, electrical and HVAC; provided, however, that Lessee shall be responsible if any required maintenance or repair of such systems is a result of misuse by Lessee.

8.   Building Maintenance/Repairs. Except as otherwise set forth herein, Lessor shall maintain the exterior (including the roof and exterior surfaces) of the Building in good working order and repair and shall maintain interior surfaces (except as set forth in Section 6 above) unless such maintenance is required as a result of misuse by Lessee.

9.   Site Maintenance and Services. Lessor shall maintain all site landscaping, including the Garden, parking and property facilities.

10.   Utilities. Lessee shall provide and pay for telephone, communication and data services, as well as electrical services, natural gas and refuse collection. Lessor shall provide and pay for water and sewer service.

11. Security/Access. Lessee shall be responsible for any site security and access to the Building. Any facility re-keyed by Lessee shall provide Lessor a master key for the purpose of serving the Premises.

12. Water wise Garden. Access and use of the water wise landscape demonstration Garden shall be maintained and available for Lessor and public use, and shall not interfere with use of the Premises by Lessee. Lessor may, from time to time, sponsor or host public events at the Garden. Lessor shall provide to Lessee not less than ten (10) days prior written notice of such events and Lessor and Lessee agree to reasonably cooperate with each other regarding timing, parking and similar matters.

13. Furniture, Furnishings and Equipment. Lessee shall identify to Lessor any equipment, furniture and furnishings to be retained in the Premises. All other equipment, furniture and furnishings shall be removed, or otherwise relocated by Lessor, prior to Lessee taking possession of the facility.

14. Signs. Lessee shall not erect, maintain or display any signs or other forms of advertising upon the Premises without first obtaining the written approval of Lessor, which approval shall not be unreasonably withheld.

15. Improvements by Lessee. Any alterations, improvements or installation of fixtures to be undertaken by Lessee shall have the prior written consent of Lessor. Such consent shall not be unreasonably withheld by Lessor.

16. Rights of Lessor. Lessor, through its authorized representatives, shall have the right to enter the Premises for the purpose of inspecting, monitoring and evaluating the obligations of Lessee hereunder and for the purpose of doing any and all things which it is obligated and has a right to under this Lease. Ninety (90) days prior to the expiration of the term, Lessor shall have the right to enter the Building and show the Premises to prospective tenants or purchasers; provided, however, that such right of entry will occur during normal business hours and upon prior notice to and coordination with Lessee.

17. Insurance. Lessee shall during the term of this Lease:

    (a) Procure and maintain Workers' Compensation Insurance as prescribed by the laws of the State of California.

    (b) Procure and maintain comprehensive general liability, and coverage that shall protect Lessee from claims for damages for personal injury, including, but not limited to, accidental and wrongful death, as well as from claims for property damage, which may arise from Lessee's use of the Premises or the performance of its obligations hereunder, whether such use or performance be by Lessee, by any subcontractor, or by anyone employed directly or indirectly by either of them. Such insurance shall name Lessor as an Additional Insured with respect to this Lease and the obligations of Lessee hereunder. Such insurance shall provide for limits of not less than $1,000,000.00 per occurrence.

(c)   Cause its insurance carriers to furnish Lessor by direct mail with certificate(s) of Insurance showing that such insurance is in full force and effect, and that Lessor is named as an Additional Insured with respect to this Lease and the obligations of Lessee hereunder. Further, said Certificate(s) shall contain the covenant of the insurance carrier(s) that thirty (30) days' written notice shall be given to Lessor prior to modification, cancellation or reduction in coverage of such insurance. In the event of any such modifications, cancellation or reduction in coverage and on the effective date thereof, Lessor shall have the right to cancel this Lease with thirty (30) days' advanced notice in writing to Lessee, unless Lessor receives prior to such effective date another certificate from an insurance carrier of Lessee's choice that the insurance required herein is in full force and effect.

(d)   The insurance requirements of Paragraphs (a) and (b) above may be provided through self-insurance, in conjunction with a Joint Powers Authority, or a combination of both.

18.   Hold Harmless.

(a)   Indemnification by Lessee. Lessee shall indemnify and hold Lessor, its officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of Lessee, its Trustees, officers and agents, employees, volunteers, subcontractors, or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, occurring in the performance of this Agreement to the extend that such liability is imposed on Lessor by the provisions of California Government Code Section 895.2 or other applicable law; and Lessee shall defend at its expense, including attorney fees, Lessor its officers agents, employees, and independent contractor in any legal action of any kind based upon such alleged acts or omissions.

(b)   Indemnification by Lessor. Lessor shall indemnify and hold Lessee, its Trustees, officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of Lessor, its officers, agents, employees, volunteers, subcontractors, or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, occurring in the performance of this Agreement to the extend that such liability is imposed on Lessee by the provisions of California Government Code Section 895.2 or other applicable law; Lessor shall defend at its expense, including attorney fees, Lessee, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

(c)   The specified insurance limits required in Paragraph 17 above shall in no way limit or circumscribe Lessee's obligations to indemnify and hold Lessor free and harmless herein.

19. Assignment. Lessee cannot assign, sublet, mortgage, hypothecate or otherwise transfer in any manner any of its rights, duties or obligations hereunder to any person or entity without the written consent of Lessor being first obtained, which consent shall be in the absolute discretion of Lessor. In the event of any such transfer, Lessee expressly understands and agrees that it shall remain liable with respect to any and all of the obligations and duties contained in this Lease. Lessor and Lessee acknowledge that approximately 1,976 square feet within the Building will not be used by Lessee and may therefore be available for lease by Lessor to another tenant; provided, however, that Lessee shall have a right of first refusal with respect to such additional space; provided further that if Lessor leases such additional space to another tenant, such tenant must be a public entity whose use of the Building and the Premises will be reasonably compatible with Lessee's operations.

20. Toxic Materials. During the term of this Lease and any extensions thereof, Lessee shall not violate any federal, state or local law, ordinance or regulation, relating to industrial hygiene or to the environmental condition on, under or about the Premises, including, but not limited to, soil and groundwater conditions. Further, Lessee, its successors, assigns and Lessees, shall not use, generate, manufacture, produce, store or dispose of on, under or about the Premises or transport to or from the Premises any petroleum products, flammable explosives, asbestos, radioactive materials, hazardous wastes, toxic substances or related injurious materials, whether injurious by themselves or in combination with other materials, (collectively, "hazardous materials"). For the purpose of this Lease, hazardous materials shall include, but not be limited to, substances defined as "hazardous substances", hazardous materials", or "toxic substances" in the comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq.; The Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq.; and those substances defined as "hazardous wastes" in Sections 25115 and 25117 of the California Health and Safety Code or as "hazardous substances" in Sections 25316 and 25501 of the California Health and Safety Code; and in the regulations adopted in publications promulgated pursuant to said laws.

21. Free from Liens. Lessee shall pay, when due, all sums of money that may become due for any labor, services, material, supplies, or equipment, alleged to have been furnished or to be furnished to Lessee, in, upon, or about the Premises, and which may be secured by a mechanics', materialman's or other lien against the Premises or Lessor's interest therein, and will cause each such lien to be fully discharged and released at the time the performance of any obligation secured by such lien matures or becomes due; provided, however, that if Lessee desires to contest any such lien, it may do so, but notwithstanding any such contest, if such lien shall be reduced to final judgment, and such judgment or such process as may be issued for the enforcement thereof is not promptly stayed, or if so stayed, and said stay thereafter expires, then and in such event, Lessee shall forthwith pay and discharge said judgment.

22. Employees and Agents of Lessee. It is understood and agreed that all persons hired or engaged by Lessee shall be considered to be employees or agents of Lessee and not of Lessor.

23. Binding on Successors. Lessee, its permitted assigns and successors in interest, shall be bound by all the terms and conditions contained in this Lease, and all of the parties thereto shall be jointly and severally liable hereunder.

24. Waiver of Performance. No waiver by Lessor at any time of any of the terms and conditions of this Lease shall be deemed or construed as a waiver at any time thereafter of the same or of any other terms and conditions contained herein or of the strict and timely performance of such terms and conditions.

25. Severability. The invalidity of any provision in this Lease as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.

26. Venue. Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this Lease shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county.

27. Attorneys' Fees. In the event of any litigation or arbitration between Lessee and Lessor to enforce any of the provisions of this Lease or any right of either party hereto, the unsuccessful party to such litigation or arbitration agrees to pay to the successful party all costs and expenses, including reasonable attorneys' fees, incurred therein by the successful party, all of which shall be included in and as a part of the judgment or award rendered in such litigations or arbitration.

28. Notices. Any notices required or desired to be served by either party upon the other shall be addressed to the respective parties as set forth below:

Lessor/Rent:	Lessee:
Western Municipal Water District	Riverside Community College District
ATTN: Nora Verceles	ATTN: General Counsel
14205 Meridian Parkway	4800 Magnolia Avenue
Riverside, California 92581	Riverside, California 92506

or to such other addresses as from time to time shall be designated by the respective parties.

29. Permits, Licenses and Taxes. Lessee shall secure at its expense, all necessary permits and licenses as it may be required to obtain, and Lessee shall pay for all fees and taxes levied or required by any authorized public entity. In the event this Lease creates a possessory interest subject to property taxation, Lessee shall be solely responsible for payment of property taxes levied on such interest.

30.   Paragraph Headings. The paragraph headings herein are for the convenience of the parties only, and shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or intent of the provisions or language of this Lease.

31.   Lessor's Representative. Lessor hereby appoints the General Manager as its authorized representative to administer this Lease.

32.   [Intentionally Deleted].

33.   Entire Lease. This Lease is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous leases, agreements, and understandings, oral or written, in connection therewith. This Lease may be changed or modified only upon the written consent of the parties hereto.

34.   Interpretation. The parties hereto have negotiated this Lease at arms length and with advice of their respective attorneys, and no provision contained herein shall be construed against Lessor solely because it prepared this Lease in its executed form.

35.   Approval. This Lease shall not be binding or consummated until its approval by the Lessor's Board of Directors.

Dated: _____   RIVERSIDE COMMUNITY COLLEGE
                                 DISTRICT
                                 (Lessee)

                                 By: _____
                                     Dr. James Buysse, Vice Chancellor,
                                     Administration and Finance

Dated: _____   WESTERN MUNICIPAL WATER
                                 DISTRICT
                                 (Lessor)

                                 By: _____
                                     John Rossi, General Manager

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CHANCELLOR'S OFFICE APPROVED

RCCD Departments

- Administrative Support Center
- Facilities Planning & Development
- HR & Diversity
- Unassignable
- Common/Shared Areas
- IT/Data

Legend

- Fire Bell
- First Aid
- Fire Extinguisher
- AED Defibrillator

Garden Shed

Per Chancellor Gray; There will be no one East of the RED line.

EXIT POINT #4 — EMPLOYEES EXIT

EXIT POINT #1 — EMPLOYEES ENTRY

EXIT POINT #2

EXIT POINT #3 — EMPLOYEES ENTRY

MAIN ENTRANCE

PARKING LOT

OFFICE ASSEMBLY POINT NORTHERLY SIDEWALK NEAR EMPLOYEE PARKING

MISSION GROVE PARKWAY NORTH

SIDEWALK

Rooms / Labels

- O. Williams
- B. Doering
- D. Adams
- C. Belcher
- SMALL CONFERENCE ROOM
- CONFERENCE ROOM B
- CONFERENCE ROOM A
- Janna A.
- R. Ellis
- M. Stephens
- M. Kane
- FP by Files Storage
- Rosa E.
- C. Gerke
- R. Arispe
- Mens Room
- Ladies Room
- Kitchen
- LOBBY
- D. Miller
- plotter
- File Room
- Live Scan Id Equip.
- Dawn R.
- P. Castro
- IT/Data x 2
- Reception
- Library
- Copy
- S. Brucks
- Y. Chavez
- T. Medina
- Ann T.
- H. Patel
- S. Boling
- M. Arellano
- G. Salazar
- C. Beeman
- Maint./Cust.
- Storage
- Mail/Copy Room
- M. Carmona
- P. Federico
- C. Tomazin
- Y. Orozco
- Electrical/Phone Room
- B. Rodriguez
- N. DeAnda
- A. Valdez
- S. Kelly
- Closet
- Server Room
- A. Alcaraz
- Mens Room
- Ladies Room
- Kitchen
- Break Room

REVISED: 02/09/11
FINAL

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.:   II-D   Date: <u>February 22, 2011</u>

<u>Subject</u>:   IT Audit

<u>Background</u>: At the June 12, 2010 Board of Trustees meeting, PlanNet was hired to conduct an audit of the Information Technology infrastructure and systems, district-wide. The scope of PlanNet's services encompassed: investigating existing technology master plans, standards, infrastructures, enterprise services, security alarm systems and organizational structure; an evaluation of the viability of existing technology resources; recommendations for planning upgrade, replacement and migration strategies for technology resources to sustain and support the District future demands; evaluation of current web-based technologies and staffing levels; evaluation of course management software with regard to both on-line teaching and traditional classroom settings and assistance in methodology development to introduce new technologies that provide evaluation, testing, implementation, and utilization for future technological change.

Over the course of the past months PlanNet conducted several meetings, forums and assessments to complete their IT Audit. A final draft report has been completed, and PlanNet is scheduled to provide the Board with an overview of the key findings and roadmap to implement recommendations from the audit. Furthermore, Chancellor Gray has appointed an IT Audit Implementation Task Force, Chaired by Dr. Jim Buysse, to carry forward the findings and recommendations of the IT Audit.

<u>Information only.</u>

                                                        Gregory W. Gray
                                                        Chancellor

<u>Prepared by</u>:   Chris Carlson
                       Chief of Staff

Riverside Community College District
IT Audit

Final Draft on Findings, Recommendations and Roadmap

v 1.0

January 28, 2011

Prepared by:

PlanNet Consulting, LLC
2850 Saturn Street, Suite 100
Brea, California 92821
Voice: (714) 982.5800
http://www.plannet.net

Table of Contents

Riverside Community College District – IT Audit
January 28, 2011 – Version 1.0

1.0   Executive Summary

1.1   Introduction and Objectives

In June of 2010, Riverside Community College District retained the services of PlanNet Consulting to conduct an assessment or "audit" of all relevant District-wide information technology services, systems and solutions; to analyze and make recommendations as part of a planning initiative and establish the basis for the District's technology roadmap.

The recommendations and roadmap provided in this document are intended to encompass technology purchases as well as sustainable design to ensure that the technology can be well supported going forward from an operational perspective. Since the District has recently restructured and expanded to be a three-college system, the plan has also taken into account necessary governance structures to support effective delivery of IT services, as well as recommendations for which services are best suited for centralization through the District or localized to the campuses.

1.2   Methodology

PlanNet met with various faculty, staff, students and stakeholder groups identified by the chancellor, college presidents and other senior management throughout the District. The methodology used was questionnaires, interviews (more than 60), focus groups and forums (more than 10) to assess current conditions and capture requirements and vision for future technology within the District. PlanNet also issued a survey to faculty, students and staff to collect information on the satisfaction with technology platforms and IT services.

After defining the current installed base and what is desired, a roadmap was developed for realizing the vision based on the gaps between what is available and usable, and what is feasible based on the conditions at RCCD, funding, and all the other constraints that typically come into play. PlanNet has also made recommendations about the use of technology based on what peer institutions are doing and industry best practice.

1.3   Findings and Observations

From an online survey prepared by PlanNet in September 2010, the three major constituent groups of students, faculty and staff rated their overall customer satisfaction as indicated below. We would consider these ratings to be low and an indication of the need for significant improvement in the IT environment.
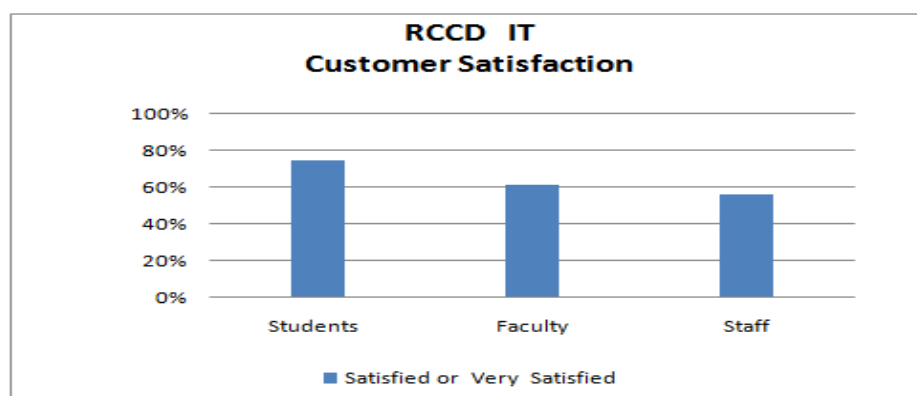
Following are the key findings and observations made within each of the technology disciplines analyzed for the IT audit.

1.3.1 IT Physical Infrastructure

a. Equipment rooms generally do not meet current industry standards for clearances, cooling, power, security and future expansion

b. RCC is in need of pathway upgrades and has a utility study underway to address this

c. Most of the legacy multi-mode fiber optics is no longer in use

d. District has draft standards for cabling & pathways that have not been adopted or provided to Facilities Planning

1.3.2 Server Rooms and Future NOCs

Server Rooms

a. District IT equipment is spread across three locations

b. All District server rooms are space-impacted

c. There are varying degrees of improper conditions and, in some cases, safety code violations

d. District has some functions in a nearby co-location facility due to organic growth and distinct support structures

e. RCC Library has some space capacity but needs cooling

Network Operations Center (NOC) Plans

f. Norco NOC is under redesign to resize overall footprint (IT Ops remains as is)

g. PlanNet reviewed MVC and Norco NOC construction drawings and found:

- Issues with sole-sourcing of manufacturers

- UPS power should be centralized system located outside the DC, as opposed to rack-based

- Specified K-13 transformers are unnecessary and roughly double the cost of a conventional transformer

- Owner-furnished UPS and cooling is currently unspecified

1.3.3 Data Network Infrastructure

a. Much of the equipment is end-of-support/end-of-life

b. Campuses have redundant cores but single points of failure exist

c. Wireless network is end-of-support

d. Wireless network access is via 48-hour request process and reported to be cumbersome

e. Single connection to CENIC is not heavily impacted

f. Primary circuits between colleges are not saturated; secondary circuits would be overwhelmed

g. Network bandwidth issues at MVC and Education Centers

h. Network perimeter security has been upgraded; LAN poses security risk due to old switches without features

1.3.4   Voice Infrastructure

a. PBX equipment is at end-of-sale, 20-year-old technology

b. Except for new construction, there are no phones in the classrooms

c. Desired IP phones require upgraded network

d. IP phones could save on cabling for new NOCs

e. Call routing problems reported with hunt group design

f. Emergency "blue light" phones at MVC reported out of service, presents safety risk

1.3.5   Systems Infrastructure

a. Standard technology architecture or platforms are not defined

b. Storage arrays at colleges are not enterprise class

c. Some departments are procuring and deploying their own servers

d. Some workstations have been pressed into service as servers due to cutbacks

e. Equipment hosted at RCC is supported by IS, equipment hosted at ACORN (OpenCampus) is supported by third-party system administrators

1.3.6   Enterprise Applications

a. Datatel/WebAdvisor

- End-users are generally satisfied with features and extensibility of Datatel and WebAdvisor platforms

- Interface to Galaxy is limited requiring duplicate data entry

- WebAdvisor performance suffers at peak registration periods; custom code and transaction volume takes system out of normal operating parameters

- Reporting is a weakness

b. OpenCampus/Blackboard

- District has adopted the Blackboard roadmap to move from WebCT to LMS v9.1

- Students asking for better training of instructors

- Faculty only 9% satisfied with current platform

c. Email systems

- Exchange is effective; reported issues with small mailbox quotas/restrictions

- Student email (MS Live) has problems, expiring access

d. SharePoint/Web

- Current web development platforms are not modern

- SharePoint is underutilized

e. Galaxy

- Finance people love the support they receive from the County

- Needs better integration to Datatel (middleware)

f. PeopleAdmin

- Has partnered with Datatel which should bring better integration

g. Hershey document imaging

- Early rollout to A&R has been well-received; HR and Finance eagerly awaiting their turn
- District moves means digitizing could save on storage

h. Resource25
- Pending upgrade expected to clean up data integrity and usability

1.3.7   Audiovisual and Instructional Media

a. Many projectors at RCC (two-thirds) and Norco (one half) are beyond expected lifespan

b. District maintains three separate repositories for streaming media content

c. No strategic plan for AV technology and equipment refresh; centralized ordering creates some standardization

d. Current video conferencing appears underutilized and not embraced as a means for reducing intra-District travel

e. Rich media and video production has increased 10 fold in the last 7 years; some is for District Marketing

f. College IMC groups have been asking for AV management software

g. RCC delivers streaming media with MediaSite

h. OpenCampus delivers streaming media with Apple Quicktime

1.3.8   IT Organizational Structure and Shared Governance

Organizational Structure

a. Four primary IT service delivery groups (IS, OpenCampus, Faculty Web, Marketing Web Dev)

b. RCC Digital Library has its own discrete support group for desktops, server admin, networking and lab support

c. MVC and NC techs report that they are not given enough authorization and access to support their colleges; collaboration with IT planning is rare

Shared Governance

d. Colleges have drawn up their own Technology Plans; District does not have a published Technology Plan

e. Colleges have technology advisory committees but decisions are made in unit plan review

f. College advisory committees insufficiently inform strategic and tactical planning processes

1.3.9   IT Operations

a. Services are not delivered uniformly throughout the District

b. IT services are ill-defined; no service catalog or service level agreements; service delivery has devolved to "best effort"

c. Colleges are asking to operate independently in order to affect their own service issues

d. No formal program for refreshing IT equipment on a regular interval

e. Much of the current installed base is end-of-life

f. Desktop PCs are effectively on 9-year refresh

g. About one-third of faculty are satisfied with technology support in the District; about one half of students are satisfied

h. Training of staff cited as top issue to be dealt with centrally

i. DR strategy is inadequate and not informed by the business

1.3.10   Physical Security

a. No standards for security equipment and design

b. Surveillance systems appear inadequate at all sites but Norco College

c. Departments have initiated their own intrusion systems that are either not monitored or not monitored centrally

d. Lack of centralization and oversight has resulted in ongoing payment for monitoring services on buildings that no longer exist

e. Many security equipment rooms are shared spaces (custodial, maintenance) and diminish security posture

f. Lack of proper cooling in equipment rooms has caused some equipment to prematurely fail

g. As-built documentation on current systems was either never produced or lost

h. No evidence of backup or failover capability of systems

1.4   Recommendations

Following are the recommendations made within each of the technology disciplines analyzed for the IT audit. Cost estimates for the recommendations are reflected in the roadmap and in more detail in the Appendix.

1.4.1   IT Physical Infrastructure

a. Upgrade conduit and building feeds to mesh/loop for major distribution, star topology for all others

b. Include single-mode and multi-mode fiber optic cabling upgrades per existing program; reduce copper feeds in light of increased fiber connectivity for voice nodes

c. Upgrade several telecom rooms (approx 20) posing risk to safety and equipment, many of these identified in 2007 survey

d. Adopt a formal standards document (draft available) to guide future installations and inform the facilities planning process

e. Pursue option for dark fiber connectivity between campuses

1.4.2   Server Rooms and Future NOCs

a. Consolidate data center operations into a primary District-operated facility at Riverside City College

b. Option A: Build new annex at MLK

c. Option B: Expand Digital Library server room

d. Address immediate expansion needs in Digital Library

    e. Existing NOC plans for Norco and Moreno Valley should be used to support edge computing environment (file and print servers, VDI and/or imaging servers)

    f. NOC designs should be updated for technical issues identified in peer review

    g. Moreno Valley NOC should serve as secondary site to support primary site failover for disaster recovery

1.4.3 Data Network Infrastructure

    a. Replace majority of local area network due to end of support, lack of security and features

    b. Eliminate single points of failure by dual-homing all switches to redundant core or distribution switches

    c. Implement a dual-core design at Norco and MVC

    d. Procure more sophisticated application performance management tools

    e. Upgrade wireless network to newer 802.11n standard

    f. Incorporate authentication and captive portal technology, allowing guests immediate but limited access

    g. Increase backbone to 10 gigabit; access layer to gigabit port speeds except where implementing VDI in lab environments

    h. Continue use of central CENIC connection

    i. Increase size of wide area network backup circuits; implement QoS and packet shaping to manage bandwidth

    j. Replace VPN concentrator with client-less SSL appliance for remote access

1.4.4 Voice Infrastructure

    a. The District should upgrade its aging phone system, which is no longer manufacturer supported in its current configuration

    b. A determination whether to replace the platform should be made following a detailed requirements discovery/specification

    c. Investigate the cost benefit of fixed mobile convergence and other mobility features

    d. Centralize the procurement of desk and mobile phones

    e. Add phones in classrooms

1.4.5 Systems Infrastructure

    a. Virtualize 50% of physical servers over next 24 months; target 10:1 virtualization ratio

    b. Upgrade to enterprise-class storage arrays that provide for tiering based on class of data (transactional vs peristent); single management platforms but avoid expensive online hierarchical systems

    c. Create college-specific domains within an Active Directory forest to allow for more granular security controls and distinct DNS namespaces

    d. Architect for warm-site failover at MVC NOC

    e. Establish HA clusters for Exchange and SQL with additional nodes at MVC NOC

    f. Establish backup Datatel system at MVC NOC

    g. Implement VDI for computer labs

1.4.6 Enterprise Applications

a. Continue using Datatel as primary Student Information System through the next set of expected platform consolidations; revisit in 18-24 months

b. Use third-party resource to evaluate level of Datatel customizations and impact to transaction processing; inspect middleware configuration and tune system accordingly

c. Continue best-value approach to enterprise apps such as SIS, Financials, and HR/Payroll; supplement with additional programming support for interfaces to Galaxy and Datatel

d. At next practical evaluation cycle, include open source Moodle for consideration as LMS platform using hosted and managed services similar to Blackboard

e. Implement single-sign-on (SSO) technology to streamline multiple account access; this is primary incentive for web portal, which should not be introduced until long-term Datatel platform decision

f. Clarify account activation policies with Microsoft for student email account on Windows Live; switch to Gmail if 9-month login requirement is firm

g. Replace Adobe Contribute as Web CMS platform; use SharePoint and extend services to external users; SharePoint intranet should be enhanced for collaboration and department data repositories

h. Aggressively pursue Hershey document imaging rollout to Finance and HR to eliminate required document storage; use third-party scanning services as timeline dictates

i. Resource25 is not effectively integrated to Datatel and needs to be implemented from scratch at next major release in 18 months; meanwhile research alternatives, in particular using scheduling/calendar services in SharePoint

1.4.7 Audiovisual and Instructional Media

a. Replace end-of-life equipment (projectors) and budget for standardized refresh of technology

b. Unify the District's approach to media content creation and distribution; select and promote one platform instead of several

c. Implement a network-based AV management platform for remote troubleshooting and preventative maintenance

d. Continue to prioritize and leverage existing video conferencing technology; some upgrades to enhance user experience may be warranted since adoption rates seem low

1.4.8 IT Organizational Structure and Shared Governance

Restructuring and Realignment

a. Restructure college IMC units under District Information Services

b. Continue centralized microcomputer support but establish dotted line from dedicated technical lead to college business services administrator

c. Centralize microcomputer and systems support for RCC Digital Library under District IS with dotted line from tech lead to dean

d. Add application support/analyst function at each college A&R office to support local requirements for reporting and data integration

e. Reinstitute academic dean of online education to drive innovation in content development, promote mentorship, oversee effective training, and expand the reach of RCC programs

Shared Governance

    f. Create four District-wide governing bodies focused on functional areas, not locality

- Executive Technology Strategy Council
- Academic Technology Committee
- Infrastructure Technology Committee
- Enterprise Technology Committee

    g. Information Services role is to staff the process of getting projects through committee

1.4.9 IT Operations

    a. Establish operating principles for IT that move from asset protection to customer satisfaction

    b. Create an IT service catalog and define service level agreements

    c. Implement mechanism for measuring and publishing outcomes against specific metrics

    d. Leverage full functionality of Footprints Help Desk platform to enhance asset lifecycle management and incident/problem response

    e. Unify help desk to encompass all IT services, including microcomputer, networking, IMC and application support

    f. Pursue a cost-recovery model that monetizes services in order to moderate demand and focus on core competencies (District IS on its competitive offerings and colleges on their capacity to scale)

    g. Create a perpetual funding mechanism for computer refresh (either centrally budgeted or encumbered at department level)

    h. Deliver a regular portfolio of technology training to be determined by the Enterprise Technology Committee and sourced by Information Services (though trainers and funding sources may be external to IS)

    i. Facilitate a business continuity initiative with executive sponsorship that will ultimately define an appropriate disaster recovery strategy and plan

1.4.10 Physical Security

    a. Create Security Master Plan that describes:

- Governance
- Risk Assessment
- Program Development
- Technology Standards
- Infrastructure
- Management

    b. Create a Security governance committee

    c. Implement "layered" security with video at perimeter to access control and intrusion detection at interior

    d. Repair "blue" phones at MVC; use IP voice and fiber optics for external emergency phone monuments

    e. Upgrade District Command Center; add links to campus satellite stations to locally monitor and interact with central operations

    f. Implement backup and failover systems for all video and access control databases

    g. Isolate security IDFs and restrict access

1.5   Roadmap

PlanNet has arranged the various recommendations into a priority sequence based on urgency and importance, and also with regard to certain project dependencies and the overall pacing of the quantity of projects. The recommendations are shown with a ROM cost estimate that reflects the midpoint of the ROM cost ranges presented in more detail in the Appendix.

It is expected that Priority 1 items would initiate within the next 9 months, beginning in February 2011, with Priority 2 items kicking off over the following 9 months, from November 2011 to Summer 2012. Priority 3 items are a year out, commencing at the beginning of 2012 and carrying through to the end of that year. Priority 4 items do not carry a distinct start date and have indefinite durations.

| Feb 2011 | Oct 2011 | Jan 2012 | Jun 2011 | Dec 2012 |

Priority 4 *(indefinite)*

PI: 1 item
Apps: 1 item
Ops: 2 items

Priority 1 *(1 to 9 months)*

PI: 3 items
Net: 6 items
Apps: 4 items
Org: 5 items
Sec: 2 items

Priority 2 *(9 to 18 months)*

PI: 3 items
Net: 3 items
Sys: 3 items
AV: 2 items
Apps: 3 items
Ops: 6 items
Sec: 3 items

PI = Physical Infrastructure
Net = Data/Voice Network
Sys = Systems Infrastructure
AV = Audiovisual
Apps = Enterprise Applications
Org = IT Org Structure and Governance
Ops = IT Operations
Sec = Physical Security

Priority 3 *(12 to 24 months)*

PI: 2 items
Net: 1 items
Sys: 4 items
AV: 2 items
Apps: 1 item
Ops: 1 item
Sec: 2 items

Many of the following recommendations PlanNet considers mandatory in order to accomplish the fundamental concepts described in this report and to address end-of-life systems. Those mandatory items are indicated with a ► in place of the list bullet.

Priority 1

ACTION	*ROM COST*
► Engage third-party resource to evaluate Datatel tuning	$20,000
• Clarify student email account policies with Microsoft	$0
► Repair emergency phones at MVC	funded
• Update NOC plans based on technical issues in peer review	$75,000
► Implement backup and failover for physical security systems	$80,000
• Rollout Hershey document imaging to Finance and HR (third party scanning)	$35,000
► Local Area Network (LAN) upgrades	$4,000,000
► Wide Area Network(WAN) circuit upgrades	$65,000 ($120,000 recurring)
• Wireless 802.11n network upgrades	$520,000

- Application performance management tools $200,000
- ► Voice system (unified comms) requirements study/specification $50,000
- Upgrade NEC PBXs (Option A from requirements study)...................................$380,000 (option)
- ► Adopt formal IT infrastructure standards document $20,000
- Expand into RCC Digital Library server room as needed $0
- Establish backup Datatel system at MVC $7,500
- ► Restructure college IMC units under District IS..$0
- ► Centralize microcomputer and systems support for Digital Library under District IS..................$0
- ► Add application support/analysts at each college A&R office ....(2 FTE w/ben $150,000 recurring)
- ► Add academic dean of online education..(1 FTE w/ben $85,000 recurring)
- ► Charter four new shared governance committees $0

Priority 2

ACTION	*ROM COST*
► Upgrade approx 20 telecom rooms...$420,000
• Pursue option for dark fiber connectivity between campuses……………………$7,200(recurring monthly)
► Complete existing NOC plans at Norco and Moreno Valley colleges .... funded
► Establish MVC NOC as DR site for District operations, architect for warm-site failover.....................$60,000
• Create college-specific domains in Active Directory structure $0
• Establish HA clusters for Exchange and SQL with additional nodes at MVC NOC $40,000
► Replace end-of-life AV equipment (projectors) $500,000
• Implement network-based AV management platform $180,000
► Replace VPN concentrator $110,000
• Replace NEC PBXs (Option B from requirements study) ....$3,300,000 (option)
• Add phones in classrooms.. incl.
• Evaluate Moodle as new hosted and managed LMS platform..$0
• Replace Adobe Contribute with SharePoint as web CMS $0
• Reimplement R25 at major release; conduct feature study prior.......................................$17,000
► Create an IT service catalog and define service level agreements...$0
• Implement mechanism for measuring and reporting IT Operations outcomes...$0
• Leverage Footprints Help Desk to enhance inventory reporting and incident analytics $0
► Create and fund computer refresh model ....$1,000,000 recurring
• Establish centralized training program governed by new Enterprise Tech Committee................................$0
• Facilitate a business continuity initiative and develop a DR strategy/plan.......................................150,000
► Create physical security Master Plan $80,000
► Create Security Governance Committee..$0
• Implement "layered" security measures throughout District

- Implement "layered" security measures throughout District
  - RCC $800,000
  - MVC...$750,000

- Norco $750,000
- District Offices $250,000

Priority 3

| *ACTION* | *ROM COST* |

- Upgrade conduit and building feeds to mesh/loop topology .... funded
- ► Consolidate data center operations at RCC
    - Option A: Build new annex at MLK $1,720,000
    - Option B: Expand Digital Library Server Room...$1,460,000
    - Option C: Build into planned IS space in renovated Physical Science Bldg .... funded
- Virtualize 50% of physical server environment with 10:1 ratio $210,000
- ► Upgrade enterprise-class storage arrays, single management platform…………………….....................$180,000
- Implement VDI for computer labs...$1,500,000
- ► Implement single sign-on technology $0
- Consolidate to single platform for AV media content creation and distribution $200,000
- ► Upgrade District security command center and satellite locations $200,000
- ► Isolate security equipment rooms and restrict access………………………………………… .... incl.
- Perform minor upgrades and promote video conferencing for intra-District meetings.....................$50,000
- Unify help desk and extend service hours during registration periods.............................. ……………….$0
- Centralize procurement of desk and mobile phones $0
- Revisit Datatel SIS platform decision...TBD

Priority 4

| *ACTION* | *ROM COST* |

- Pursue cost-recovery model to charge back services $0
- Reduce copper feed pairs during infrastructure upgrades and renovations $0
- Continue best-value approach to enterprise apps...$0
- ► Establish operating principles for IT focused on customer satisfaction $0

-- End of Executive Summary --

2.0 Introduction and Objectives

In June of 2010, Riverside Community College District retained the services of PlanNet Consulting to conduct an assessment or "audit" of all relevant District-wide information technology services, systems and solutions; to analyze and make recommendations as part of a planning initiative and establish the basis for the District's technology roadmap.

2.1 Objectives

The project objectives were established as follows:

- Investigation of existing technology master plans, standards, infrastructures, enterprise services, security alarm systems

- Evaluation of viability of existing technology organizational structures and staffing levels to support RCCD's mission, vision, business objectives, and growth objectives

- Recommendations for methodologies to attain secure student access, including registration, coursework and social interaction

- Recommendations for methodologies to promote collaboration between faculty and staff using administrative systems both on campus and remotely

- Evaluation of web-based services and course management software, regarding platform and support capabilities and scalability

- Recommendation of methodologies to provide measurable outcomes to aid in the reporting of program improvement and success metrics

- Assistance in methodology development of an effective change management process for introducing new technologies

The recommendations and roadmap provided in this document are intended to encompass technology purchases as well as sustainable design to ensure that the technology can be well supported going forward from an operational perspective. Since the District has recently restructured and expanded to be a three-college system, the plan has also taken into account necessary governance structures to support effective delivery of IT services, as well as recommendations for which services are best suited for centralization through the District or localized to the campuses.

2.2 Assessment Team

PlanNet Consulting is an independent, Southern California-based consulting firm that specializes in data center and critical IT infrastructure and lifecycle management for colleges, universities, major corporations and institutions. PlanNet has served Global, Fortune and mid-market clients across a wide range of industries. PlanNet has extensive experience working with education, particularly with California community college districts and state chancellor's office, as well as the Cal State University and University of California systems.

PlanNet's team for this project included the following:

- Gary Davis, Project Principal (Systems Architecture, IT Operations specialization)
- Mark Berg, Project Manager (IT Organization, Governance and Operations specialization)
- Karl von der Linden, RCDD (IT Physical Infrastructure subject matter expert)
- David Stein (Voice and Network subject matter expert)
- Michael Fluegeman, PE (Data Center Electrical Systems)
- Denis Larkan, PE (Data Center Mechanical Systems)
- Tim Waters, CTS-D (Audiovisual subject matter expert)
- Tony Gregg (Physical Security subject matter expert)

3.0   Methodology

PlanNet met with various faculty, staff, students and stakeholder groups identified by the chancellor, college presidents and other senior management throughout the District. The methodology used was questionnaires, interviews, focus groups and forums to assess current conditions and capture requirements and vision for future technology within the District. PlanNet also issued a survey to faculty, students and staff to collect information on the satisfaction with technology platforms and IT services.

The following table represents a list of the stakeholders and groups interviewed for the data gathering portion of the assessment.

Person	Role	Interview Date
RIVERSIDE CITY COLLEGE		
Dr. Tom Harris	President (Acting)	7/8/2010
Norm Godin	VP Business Services	8/23/2010
Dr. Patrick Schwerdtfeger	VP Academic Affairs	9/2/2010
Dr. Ed Bush	VP Student Services	9/24/2010
Ron Vito	VP Career and Technical Programs	9/27/2010
Dr. Shelagh Camak	Exec. Dean of Workforce Development	9/24/2010
Dr. Marilyn Martinez-Flores	Dean of Academic Support, Mgmt Representative	8/18/2010
Virginia McKee Leone	Dean of Instruction	via Mgmt forum
Bernard Fradkin	Dean of Tech & Learning Resourcs (IMC)	8/5/2010
Lorraine Anderson	Dean of Enrollment Services	9/1/2010
Anita Kinser	School of Nursing	12/9/2010
Ralph Perez	Dir, Plant Ops and Maintenance	10/20/2010
Sgt. Jack Kohlmeier	Safety and Police	10/20/2010
Janet Lehr, chair	Technology Advisory Committee	10/8/2010
MORENO VALLEY COLLEGE		
Dr. Monte Perez	President	7/8/2010
Cid Tenpas	Dean of Library	8/23/2010
Eugenia Vincent	Dean of Student Financial Services	9/1/2010
Maureen Chavez	Assoc Dean of Grants & Support Prgms/Title V	9/1/2010
Julio Cuz	Webmaster	8/11/2010
Gustavo Segura	Microcomputer Support	8/12/2010
Maureen Chavez, chair	Technology Advisory Committee	9/1/2010
NORCO COLLEGE		
Dr. Brenda Davis	President	7/8/2010
Curt Mitchell	VP Business Services	8/12/2010
Dr. Linda Howdyshell	VP Academic Affairs	via Faculty forum
Dr. Debbie DiThomas	VP Student Services	9/1/2010
Dr. Diane Dieckmeyer	Dean of Instruction	9/22/2010
Damon Nance	Dean of Technology & Learning Resources	8/9/2010
Annebelle Nery	Dean of Student Success/Title V	9/1/2010
Sharon Crasnow, Pres.	Academic Senate	via Faculty forum
Jefferson Tiangco, co-chair	Technology Advisory Committee	8/11/2010

DISTRICT OFFICES		
Dr. Gregory Gray	Chancellor	7/8/2010
Dr. Jim Buysse	Vice Chancellor of Administration	10/21/2010
Dr. Ray Maghroori (and key staff)	Vice Chancellor of Academic Affairs	9/28/2010
Melissa Kane	Vice Chancellor of Diversity & HR	9/28/2010
Chris Carlson	Chief of Staff	7/8/2010
Orin Williams	Assoc VC, Facilities Planning	9/13/2010
Aaron Brown	Assoc VC, Finance	8/18/2010
Steve Gilson	Assoc VC, Info Services	7/22/2010
Jim Parsons	Assoc VC, Pub Affairs & Institutional Advancement	8/19/2010
Sylvia Thomas	Assoc VC, Instruction (Open Campus)	10/21/2010
Kristina Kauffman	Assoc VC, Institutional Effectiveness	8/18/2010
Mark Knight	IMC Information Architect	8/18/2010
Kathy Paschke	IT Services - Voice and Cable Plant	8/2/2010
Mark Oliver	IT Services - Network	7/29/2010
Rick Herman	IT Services - Software Development	8/23/2010
Shirley McGraw	IT Services - Microcomputer Support	8/12/2010
Glen Brady	Dir, Distance Ed/Open Campus	9/28/2010
Paula McCroskey	District Dean, Disabled Student Svcs	9/27/2010
Chani Beeman	Dir, Diversity, Equity & Compliance	9/27/2010
Chief Jim Miyashiro	Police Chief	8/27/2010
David Bobbit	Internal Auditor	10/21/2010
Raj Bajaj	District Dean, Institutional Reporting	9/28/2010
David Torres	District Dean, Institutional Research	9/28/2010
Gustavo Segura, Pres.	Classified Union (CSEA)	8/16/2010
Amy Cardullo	RCC Foundation	9/13/2010
Sherry Stone	Emergency Planning and Preparedness	9/24/2010
Richard Keeler	Grants and Contracts	10/25/2010
John Tillquist	District Dean, Economic Development	10/25/2010
Cyndi Pardee	Senior Citizen Education	10/25/2010
Darren Dong	Web Development	9/1/2010
OTHER GROUPS/FORUMS		
CSEA Open Forum		8/19/2010
Student Services Focus Group		9/9/2010
Norco Faculty Forum		9/28/2010
Norco Student Forum		9/22/2010
Riverside Faculty Forum		9/28/2010
Riverside Student Forum		9/30/2010
Moreno Valley Faculty Forum		9/30/2010
Moreno Valley Student Forum		9/30/2010
Management Open Forum		9/30/2010
RCC Library/IMC Staff		9/27/2010
RCC CIS Faculty		10/8/2010

After defining the current installed base and what is desired, a roadmap was developed for realizing the vision based on the gaps between what is available and usable, and what is feasible based on the conditions at RCCD, funding, and all the other constraints that typically come into play. PlanNet has also made recommendations about the use of technology based on what peer institutions are doing and industry best practice.

Riverside Community College District – IT Audit
January 28, 2011 – Version 1.0

4.0   Findings and Observations

Overall Customer Satisfaction Summaries

From an online survey prepared by PlanNet in September 2010, the three major constituent groups of students, faculty and staff rated their overall customer satisfaction as indicated below. We would consider these ratings to be low and an indication of the need for significant improvement in the IT environment.
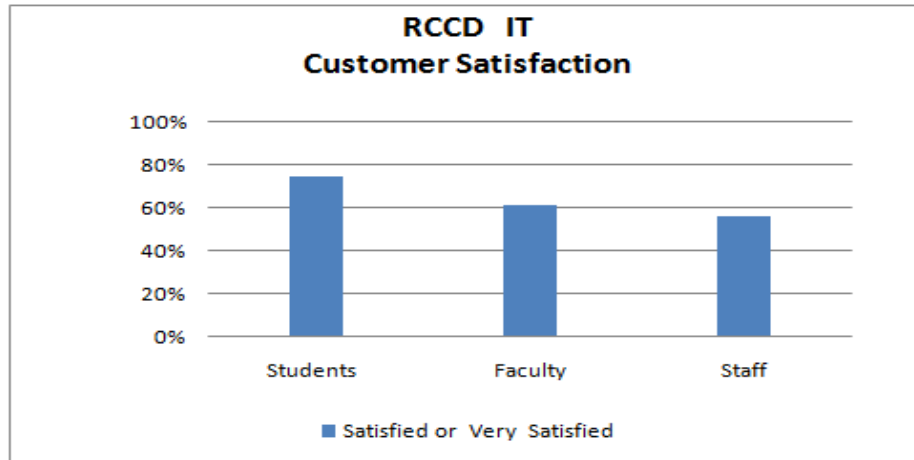
The table below provides more specific ranking of overall satisfaction with Information Technology services offered in the Riverside Community College District on a 5-point scale with 5 representing "very satisfied."

DISTRICT-WIDE	Student Satisfaction		Faculty Satisfaction		Staff Satisfaction	
Answer Options	Response Percent	Response Count	Response Percent	Response Count	Response Percent	Response Count
5	37.4%	380	20.2%	26	16.7%	31
4	36.9%	375	41.1%	53	39.2%	73
3	15.7%	159	23.3%	30	27.4%	51
2	3.4%	35	6.2%	8	12.4%	23
1	1.5%	15	7.0%	9	4.3%	8
no opinion	5.0%	51	2.3%	3	0.0%	0
		1015		129		186

The following tables provide the ranking of overall satisfaction as given by the respondents at each District location. They show that Norco College students and faculty skew a little higher in their overall satisfaction from the average and that Moreno Valley students and faculty skew a little lower than the average. Staff associated with the District offices had higher levels of overall satisfaction with IT services than the staff associated to the colleges. Riverside staff also rated IT services slightly higher than the overall average.

RIVERSIDE	Student Satisfaction		Faculty Satisfaction		Staff Satisfaction	
Answer Options	Response Percent	Response Count	Response Percent	Response Count	Response Percent	Response Count
5	37.1%	171	20.3%	14	13.9%	11
4	36.7%	169	42.0%	29	46.8%	37
3	15.8%	73	21.7%	15	24.1%	19
2	4.1%	19	5.8%	4	11.4%	9
1	1.5%	7	8.7%	6	3.8%	3
no opinion	4.8%	22	1.4%	1	0.0%	0
		461		69		79

MORENO VALLEY	Student Satisfaction		Faculty Satisfaction		Staff Satisfaction	
Answer Options	Response Percent	Response Count	Response Percent	Response Count	Response Percent	Response Count
5	37.7%	69	17.6%	6	20.7%	6
4	32.2%	59	35.3%	12	20.7%	6
3	17.5%	32	26.5%	9	34.5%	10
2	2.7%	5	8.8%	3	13.8%	4
1	2.2%	4	8.8%	3	10.3%	3
no opinion	7.7%	14	2.9%	1	0.0%	0
		183		34		29

NORCO	Student Satisfaction		Faculty Satisfaction		Staff Satisfaction	
Answer Options	Response Percent	Response Count	Response Percent	Response Count	Response Percent	Response Count
5	37.7%	139	25.0%	6	14.3%	4
4	39.8%	147	50.0%	12	32.1%	9
3	14.4%	53	20.8%	5	35.7%	10
2	3.0%	11	4.2%	1	17.9%	5
1	1.1%	4	0.0%	0	0.0%	0
no opinion	4.1%	15	0.0%	0	0.0%	0
		369		24		28

DISTRICT OFFICES	Student Satisfaction		Faculty Satisfaction		Staff Satisfaction	
Answer Options	Response Percent	Response Count	Response Percent	Response Count	Response Percent	Response Count
5					20.4%	10
4					42.9%	21
3					22.4%	11
2					10.2%	5
1					4.1%	2
no opinion					0.0%	0
						49

A full summary of survey results along with compilation and categorization of open-ended comments from survey respondents is provided in the Appendix.

4.1   IT Physical Infrastructure

The IT Physical infrastructure consists of dedicated equipment rooms, cabling conveyance and cabling used to house equipment and support the distribution of voice and data services throughout the Riverside Community College District (RCCD) sites. The District's Information Services group is responsible for the physical infrastructure installations on all three campuses, satellite sites, and District offices.

Site walk observations, reviews of recent telecom and utility infrastructure studies and interviews with key stakeholders were completed to gain an understanding of the existing installations and ongoing or planned infrastructure upgrade initiatives.

4.1.1   Overview of Existing IT Physical Infrastructure

- Main Telecom / IT Equipment rooms have been developed at each campus to respond to the expanding IT needs at RCCD. While the rooms are currently operating without significant outages or downtime, the rooms do not meet current industry standards for equipment clearances, cooling, power, security and future expansion.

- The distribution of communications cabling at each campus is installed in a series of dedicated conduit and manhole/pullbox infrastructure dedicated to telecommunications and other low voltage cabling installations. The conduit infrastructure links each building to the campus main distribution facility (MDF) for connection to voice and data services. The existing conduit systems at the two newer campuses, Norco and Moreno Valley, is generally in good condition with adequate capacity to support current and future cabling installations. Because the Riverside campus has been in existence for a longer duration it has legacy infrastructure conduit systems that are in need of an upgrade to provide for additional capacity, routing redundancy and conduit to support future master plan building connectivity. RCCD has commissioned a campus-wide utility infrastructure program which is currently being completed by Psomas. This document identifies all current campus infrastructure conduit installations and includes upgrade requirements to conduit and cabling to support master plan installations at each campus. Final changes to the Psomas document will include Information Services design for mesh/ ring topology.

- The backbone communications cabling installed at each campus currently consists of the following:
    - Multi-pair copper for distribution of voice and analog services.
    - Single mode and 62.5 micron Multimode optical fiber.

- The cabling is generally in good condition. The single mode cabling is most often used to provide data connections between the campus main equipment rooms and other campus buildings. However, single mode is not currently available at all buildings. The multimode cabling is not typically used as it doesn't allow for the required bandwidth connectivity due to distance limitations associated with supporting gigabit Ethernet or greater transmission rates over 62.5 micron multimode cabling. The 2010 Psomas utility program identifies backbone cabling installations at each campus and includes proposed future cabling installations.

- Building dedicated telecommunications rooms, also referred to as building distribution facility (BDF) or intermediate distribution facility (IDF) rooms, are used at each building to house voice and network equipment, termination of backbone cabling and termination of horizontal cabling to building voice/data outlets. The BDF/IDF rooms at each campus range from being built per industry standards with proper space, support systems and security requirements to locations that are severely lacking and in critical condition. In some cases IT equipment is located near electrical panels or transformers, in janitor rooms or in nearly inaccessible locations in office closets. The most critical areas are in need of being

upgraded to reduced equipment damage, improve security and to improve safety of personnel working in these spaces.

4.1.2 IT Physical Infrastructure Standards

- The District has drafted IT Infrastructure and Cabling standards which document design requirements for telecommunications rooms and cabling installations. The standards have not been formally adopted by the District at this time and the draft standards have not been provided to Facilities Planning for use on remodel or new construction projects.

- The advantage to using standard documents is the ability to have like IT infrastructure spaces and cabling developed during building upgrades and new construction. However, with any standards document the use of the document and enforcement of standards needs to be championed on each building project. The standards document also requires periodic review and revisions to ensure the document include current industry best practices design. The District would benefit from the use and enforcement of a formal infrastructure design standards document.

4.1.3 IT Physical Infrastructure Operational Considerations

The IT physical infrastructure is overseen by the IT Services Group but also has close ties to Facilities and Planning and other groups that manage and overseen campus construction and improvement projects. The various District groups need to work together to ensure the physical infrastructure installations include the following:

- Provision of proper space, power, cooling and security systems for telecom rooms.
- Ongoing maintenance and service of support services for telecom rooms.
- Elimination of disruptions due to physical infrastructure damage during campus upgrades.
- Inclusion of design guidelines and industry best practice designs for physical infrastructure portions of construction projects.

4.1.4 IT Physical Infrastructure Studies and Projects

RCCD has completed the following studies and completing the following projects:

- 2007 Telecommunications Infrastructure Survey – completed by P2S Engineering. The survey documented existing installations at each campus and made recommendations for upgrades.
- 2010 Utility Program – being completed by Psomas in 2010. This effort documents campus utility installations including telecommunications dedicated conduit and cabling. The document identifies conduit and cabling upgrades at each campus to provide for connectivity/distribution to existing and future master plan buildings. (Note: this document has not been reviewed and given final approval by Information Services.)
- 2010 Network Operations Center (NOC) Building designs. Designs have been developed by Higginson+Cartozian Architects for the construction of dedicated NOC buildings at the Norco and Moreno Valley campuses.

4.1.5 Riverside City College (RCC)

The RCC campus is the largest and oldest of three main campuses. The campus houses the main technology equipment rooms that support RCCD's core voice and network systems and applications. A summary of the IT Physical Infrastructure installations at the campus are as follows:

- Main Equipment Rooms

  The main equipment rooms at the Riverside campus include the main distribution facility (MDF) located in a standalone block building adjacent to the MLK Building. The main equipment room (referred to as a Network Operations Center) is located in the MLK Annex Building. The PBX room is located adjacent to the main equipment room. The MDF houses service provider cabling terminations, campus dedicated backbone cabling terminations and the campus voice equipment. The room was recently expanded to allow for additional equipment space. However the space is already near capacity and does not meet industry standards in terms of cooling, clearances or fire suppression.

  The main equipment room houses most of the District's core applications and storage. The room has been upgraded with diverse UPS equipment but does not meet industry standards for an equipment room supporting the majority of a District's network and application functionality. The risks to service disruption and unplanned outages are of concern with the current installations.

- Telecom Equipment Rooms

  The telecom rooms (also referred to as IDFs and BDFs) across the Riverside campus range from those that meet current industry standards with proper clearances, dedicated cooling and access to those that are housed in a closet space and lack proper installations. The telecom rooms that don't currently meet industry standards should be upgraded to meet an approved District standard.

- Campus Communications Physical Infrastructure

  The physical infrastructure consists of conduit, pull boxes and manholes which support the distribution of communications cabling across the campus for voice, data and other low voltage services. The Riverside campus is the oldest of the three main RCCD campuses and has aging infrastructure. The current conduit is typically undersized with no spare capacity. Detailed plan requirements for the upgrade of campus physical infrastructure are identified in Psomas 2010 Utility Program.

- Cabling Installations

  The backbone cabling installations consist of multi-pair copper and single mode and 50 micron and 62.5 micron multimode optical fiber (Newer intrabuilding horizontal fiber installations consist of 50 micron fiber). The cabling is generally in good condition. Horizontal communications cabling to workstations within buildings consists of Cat 5e and Cat 6 cabling.

4.1.6   Moreno Valley College

The Moreno Valley campus was initially established in 1991. A summary of the IT Physical Infrastructure installations at the campus are as follows:

- Main Equipment Rooms

  The main equipment rooms at the Moreno Valley campus include the main distribution facility (MDF) located at the first floor of the Library Building and a main equipment room (referred to as a Network Operations Center) located at the roof level of the Science and Technology Building. The MDF houses service provider cabling terminations, campus dedicated backbone cabling terminations and the campus voice equipment. The MDF room does not meet current industry standards and will not allow for future growth/expansion.

The room currently co-locates communications equipment with electrical panels and transformers and industry and NEC clearance requirements are not being met due to the cramped install conditions.

The main equipment room which houses the campus LAN and server/storage equipment appears to have been created out of a roof top storage room area. The room does not currently meet industry requirements for access and won't allow for significant expansion. RCCD has developed designs for a standalone Network Operations Center (NOC) building which would support the functions of the existing MDF and main equipment room. This building is needed to resolve the current main equipment room concerns and to provide future campus growth as identified in the Master Plan.

- Telecom Equipment Rooms

  The telecom rooms (also referred to as IDFs and BDFs) across the Moreno Valley campus range from those that meet current industry standards with proper clearances, dedicated cooling and access to those that are housed in a closet space and lack proper installations. The telecom rooms that don't currently meet industry standards should be upgraded to meet an approved District standard.

- Campus Communications Physical Infrastructure

  The communications physical infrastructure, consisting of conduit, pull boxes and manholes, at the Moreno Valley campus is generally in good condition and will provide for the installation of future cabling and campus upgrades. The conduit duct banks typically consist of multiple 4" conduits that allow for the installation of backbone fiber and copper supporting voice, data and other low voltage signal transmissions. The Psomas 2010 Utility Program documents the current infrastructure installations and the requirements to upgrade the infrastructure and cabling associated with campus master plan installations.

- Cabling Installations

  The backbone cabling installations consist of multi-pair copper and single mode and 50 micron and 62.5 micron multimode optical fiber (Newer intrabuilding horizontal fiber installations consist of 50 micron fiber). The cabling is generally in good condition. Horizontal communications cabling to workstations within buildings consists of Cat 5e and Cat 6 cabling.

4.1.7 Norco College

The Norco campus was initially established in 1991. A summary of the IT Physical Infrastructure installations at the campus are as follows:

- Main Equipment Rooms

  The main equipment rooms at the Norco campus include the main distribution facility (MDF) and a main equipment room (referred to as a Network Operations Center by RCCD) in the Humanities building. The MDF is located on the first floor and houses service provider cabling terminations, campus dedicated backbone cabling terminations and the campus voice equipment. The MDF room does not meet current industry standards and will not allow for future growth/expansion. The room currently co-locates communications equipment with electrical panels and transformers and industry and NEC clearance requirements are not being met due to the cramped install conditions.

The main equipment room which houses the campus LAN and server/storage equipment is located above the MDF on the second floor, room 207. The room does not currently meet industry requirements for support equipment (power and cooling) or allow for significant expansion. RCCD has developed designs for a standalone Network Operations Center (NOC) building which would support the functions of the existing MDF and main equipment room. This building is needed to resolve the current main equipment room concerns and to provide future campus growth as identified in the Master Plan.

- Telecom Equipment Rooms

  The telecom rooms (also referred to as IDFs and BDFs) across the Moreno Valley campus range from those that meet current industry standards with proper clearances, dedicated cooling and access to those that are housed in a closet space and lack proper installations. The telecom rooms that don't currently meet industry standards should be upgraded to meet an approved District standard.

- Campus Communications Physical Infrastructure

  The communications physical infrastructure, consisting of conduit, pull boxes and manholes, at the Norco campus is generally in good condition and will provide for the installation of future cabling and campus upgrades. The conduit duct banks typically consist of multiple 4" conduits that allow for the installation of backbone fiber and copper supporting voice, data and other low voltage signal transmissions.   The Psomas 2010 Utility Program documents the current infrastructure installations and the requirements to upgrade the infrastructure and cabling associated with campus master plan installations.

- Cabling Installations

  The backbone cabling installations consist of multi-pair copper and single mode and 62.5 and 50 micron multimode optical fiber. (Newer intrabuilding horizontal fiber installations consist of 50 micron fiber)The cabling is generally in good condition. Horizontal communications cabling within buildings consists of Cat 5e, Cat 6 and Cat 6a cabling.

4.1.8   District Office

The two floors of the District Office are served by a telecom room that is typical of IDFs throughout the District. Connectivity to the District network is via a wireless bridge to RCC with three T1's (3Mbps) as redundant connections. Since plans for the Spruce Street facility involve vacating District operations to the renovated Market Street facility within a couple of years and possibly leasing the building, no specific plans to upgrade have been scheduled.

4.2 Data Center / Server Rooms

Assessments of representative existing District server rooms and associated support systems (power, cooling, fire protection and life-safety) were performed. These included the following (5) rooms on the City College campus:

- MLK Server Room
- MLK PBX annex
- Student Service Bldg Server Room
- Digital Library Server Room
- Digital Library Media Distribution Room

Generally, the server room support systems appear to be inadequate. Many of the rooms are old and obsolete with safety code violations.

Future NOC Plans: The construction document set (plans and specs) dated December 14, 2009 for the new Network Operations Center (NOC) on the Moreno Valley Campus was reviewed. The construction drawings (no specs) dated July 8, 2010 for the Norco Operations Center were also reviewed.

- Both the Moreno Valley and Norco server room (NOC) designs lack detail on owner-furnished cooling and UPS equipment. No information regarding UPS, power distribution, in-room cooling or outdoor heat rejection equipment are included in these documents. Electrical and mechanical connection points to the new building design are not included. PlanNet has requested information on the server room power and cooling but it has not been provided. We understand that the plan is to use modular APC power and cooling components, which are costly and less energy efficient that other methods.

- The server room power and cooling designs do not appear to be in accordance with best practices. PlanNet recommends a different approach to power and cooling design for the new District server rooms. PlanNet recommends building one of these locations as a backup data center to a new main data center on the City College campus, and scaling down the other location to what is needed only to server local IT requirements. Please refer to the "Recommendations" section of this report.

RCC DC Plans: Assessments of three areas of the City College campus were performed for suitability for a new primary data center. These areas include the Digital Library building existing server room, the Physical Science building lower level and a potential expansion of the MLK building in the loading dock area.

- The Digital Library server room has potential for cost-effective expansion, with limitations. The Physical Science building has significant limitations and is not suitable for the data center, although it is suitable for IT staff. The potential expansion of the MLK building offers the best opportunity for the new data center but at the highest cost.

4.2.1 City College MLK Building Server / NOC Room Findings

PlanNet performed a brief walk-through and survey on August 5, 2010. The findings are as follows:

- Server room is adjacent to the PBX room
- Room is on slab on grade
- No access floor
- Suspended ceiling
- Wet pipe sprinkler system
- Room is roughly 500 sq. ft.

- (2.5) patch panels on 2-post racks
- (2) server racks
- (1) StorageTek rack
- APC Symmetra LX Series UPS with (5) extended run battery packs
  - o UPS and batteries consume one rack space in the server room
  - o Capacity 16kVA / 12.8kW, single phase
  - o Loaded to 79% or 10.1kW in July 2010 per UPS load report
- APC SmartUPS 6000RT with (5) extended run battery packs
  - o UPS and batteries consume ½ rack space in the server room
  - o Capacity 6kVA / 4.2kW
  - o Unloaded (normally); used only for testing purposes
- Primary cooling provided by APC in-row units with exhaust ducted with flex duct to ceiling
  - o Backup cooling apparently provided by building HVAC
  - o Cooling is not energy efficient
- No standby generator support (long-term utility power failure protection) is apparently provided for power or cooling, as evidenced by extended run battery packs on UPS systems.
- Wet-pipe sprinkler system
- Emergency Power Off (EPO) button located outside of server room in office roughly 6' from the exit door
  - o Safety code violation (EPO must be located inside the server room near exist doors.)

4.2.2   City College MLK Building PBX Room Findings

PlanNet performed a brief walk-through and survey on August 5, 2010. The findings are as follows:
- PBX room is adjacent to the server room
- Room is on slab on grade
- No access floor
- Room includes desks, work stations
- Room is roughly 400 sq. ft.
- Racks include web services
- APC Symmetra LX Series UPS in rack in PBX room
  - o UPS and batteries consume one rack space in the PBX room
  - o Capacity 16kVA / 12.8kW, single phase
  - o Loaded to 87% or 11.1kW in July 2010 per UPS load report
- DC plant with batteries for telecom power located in back of PBX room
- Primary cooling apparently provided by building HVAC
- No permanent standby generator support is provided for power or cooling
- A 400A 120/208V 4 pole Nema 3R enclosure Zenith Manual Transfer Switch (MTS) was observed during a follow-up site visit on October 26, 2010, located outside the building for a temporary trailer-mounted generator connection reportedly for UPS support but not cooling (generator only connected during emergencies; not normally onsite or connected).
- The MLK building includes an electrical room with a 4.16kV to 480/277V 1,000kVA substation.

- Space to extend the MLK building to the west in the loading dock area exists, which is very suitable for a data center of 1,200 sq. ft. or more. Additional space is available for a standby diesel generator. Significant utility power is available inside the building. A data center single-story extension to the building could be constructed as with ceiling height as required, with floor loading and ceiling hanging load capacities as required, without risk of flooding from upper floor or overhead plumbing and with high energy efficiency rooftop cooling equipment.

4.2.3   City College Student Service Building Server Room Findings

PlanNet performed a brief walk-through and survey on August 5, 2010. The findings are as follows:

- Room is on slab on grade
- Raised access floor 12"
- Suspended ceiling
- Room includes one row of (7) racks surrounded by work stations
- Data center portion of room is roughly 250 sq. ft.
- APC Silcon 3000 Series UPS outside server room in adjacent room
- Primary cooling apparently provided by building HVAC
- A standby generator reportedly supports power but not cooling
- Halon gaseous fire suppression installed and serviced by FPS
- One of two exit doors include a 2-button EPO system, one for air and one for power
  - o   The power EPO includes a hinged protective cover
  - o   Both exit doors require EPO capability per safety codes (NEC Article 645).

4.2.4   Digital Library Server Room 148

PlanNet performed a brief walk-through and survey on September 2, 2010 and a follow-up walk-through on October 26, 2010. The findings are as follows:

- The building is relatively new, built circa 2002 and the server room was built out after initial construction.
- The server room is in the first floor, slab on grade, in a four story building. Upper floors include restrooms and other plumbing leak/flood sources above the server room.
- No access floor
- Suspended ceiling 9' high with roughly 4' ceiling to deck, or 13' clear height
- Dimensions roughly 20' square, 400 sq. ft.
- Room includes two aisles, (10) equipment cabinets, with about 35% of cabinet space used
- Room includes floor space for roughly eight more equipment cabinets
- Aisles are not configured as hot aisle / cold aisle. Now, warm exhaust air from one aisle blows directly into what should be cold aisle intakes.
- This room (and we also assume room 149) is supported by a 30kVA/30kW 3-phase UPS loaded to 62%, APC Silcon series, with a maintenance bypass panel. Close to 17kW UPS capacity remains, capping UPS load to 90% of rating.
- UPS power distribution is provided by two duplex outlets on top of each cabinet.
- Cooling is provided by the building cooling system, with back-up cooling for off-hours and weekends provided by a ceiling-mounted separate Data Aire split system dedicated to this room with an air-cooled condenser located outside on grade at the rear of the building.

Cooling is redundant during weekdays but not during off-hours or during operation 0n generator.

- o Cooling is nor redundant and has not been reliable
- o Cooling is not energy efficient. Upgrading to energy efficient cooling is difficult in this location to to lack of proximity to outside air.

- This room is adjacent to the Media Distribution room 149 with an open doorway (no door) between the rooms.

- Power and dedicated, off-hours cooling for this room is supported by the Digital Library's 250kW standby generator system located outdoors on grade.

- o In addition to the data center which has a dedicated 260A 480V ATS, the generator additionally supports a fire pump with a 200A 480V dedicated ATS and building emergency loads with a dedicated 400A 480V ATS.

- o Details of building loads supported by the generator have not been determined but likely include emergency lighting and fire detection and alarm equipment. Elevators are not supported by the generator.

- o The generator may not have additional capacity for increased data center load. Increasing the generator capacity is not feasible; it would need to be replaced and would require a larger pad and power feeder conduit into the building.

- o The generator remote status/alarm panel is located in a less than ideal location, in an electrical room near the data center, where it is not within view or earshot of facility or security personnel.

- Utility power to the Digital Library is provided by a pad-mounted outdoor transformer feeding a 3,000A service switchboard.

- Wet-pipe sprinklers are the only fire suppression installed.

- No EPO buttons are installed as required by safety code (NEC Article 645).

4.2.5   Digital Library Media Distribution Room 149

PlanNet performed a brief walk-through and survey on September 2, 2010 and a follow-up walk-through on October 26, 2010. The findings are as follows:

- Room is slab on grade

- No access floor

- Suspended ceiling 9' high with roughly 4' ceiling to deck, or 13' clear height

- Dimensions roughly 25' x 20' square, 500 sq. ft.

- Room includes two aisles, with most of cabinet space used

- Room includes floor space for roughly eight more equipment cabinets

- We believe this room is also supported by the 30kW UPS located in room #148

- UPS power distribution is provided by outlets on top of each cabinet.

- Cooling is provided by the building cooling system, with back-up cooling for off-hours and weekends provided by a ceiling-mounted separate Data Aire split system dedicated to this room with an air-cooled condenser located outside on grade at the rear of the building. Cooling is redundant during weekdays but not during off-hours or operation on generator.

- This room is adjacent to the Server Room 148 with an open doorway (no door) between the rooms

- Power and dedicated, off-hours cooling for this room is supported by the Digital Library's 250kW standby generator system.

- Wet-pipe sprinklers are the only fire suppression installed.

4.2.6   Physical Science building lower level

PlanNet performed a brief walk-through on October 26, 2010 for suitability for a new data center. The findings are as follows:

- The building was built circa 1968

- The proposed data center location is in south end of the lower level that now includes offices, classrooms, a physics lab and a geology lab. The upper level also includes offices and classrooms.

- The deck-to-deck height of 10'7" is very low for modern data centers and does not allow for efficient cooling and effective overhead cable distribution. However this location is suitable as an IT staff office location, which might fit state funding requirements for the building renovation project to avoid significant repurposing of the space.

  o Installing energy efficient cooling in this location would be very difficult due to the lack of proximity to outside air.

- Significant utility power is available from the MLK building nearby.

- A standby generator, UPS and cooling would need to be installed for data center support.

4.2.7   Moreno Valley new Network Operations Center design document review

PlanNet reviewed what appears to be a 100% construction document set (plans and specs) dated December 14, 2009. PlanNet recommends a different approach to power and cooling design for this new District server room. Please refer to the "Recommendations" section of this report.

- General
  o The server room layout design includes (10) IT equipment racks and (1) PBX
- Power
  o A 150kW standby generator system is designed to support the server room and new office space.
    - Sole-source specified for Caterpillar. The restrictive advance substitution policy further reduces the ability for contractors to get competitive pricing. The design should allow for competitive pricing between at least three prior-approved vendors.
    - A fully-rated load bank circuit breaker (which can also serve as a spare breaker) should be included to improve test and service capability.
    - A 72-hour fuel tank capacity is specified and is excessive. 36-48 hours is sufficient.
    - The fuel system should include a redundant fuel pump and filter.
    - The engine starting system should include a redundant starting motor and a redundant set of engine cranking batteries.
    - Remote monitoring should include all adapters and software needed for SNMP communication to the District's network.
    - Load bank testing of the generator at startup should include the ATS and should include infra-red thermal scan for full commissioning of the power system. Load banks should be connected downstream of the ATS.
  o A 260A Automatic Transfer Switch (ATS) is designed for the generator system
    - Sole-source specified for Asco. The restrictive advance substitution policy further reduces the ability for contractors to get competitive pricing. The design should allow for competitive pricing between at least three prior-approved vendors.

- - The ATS is specified to be supplied by the generator vendor. This adds cost with minimal benefit. The contractor should be allowed to purchase the ATS directly.
    - A 4-pole ATS is designed. We recommend designing a 3-pole ATS for lower cost and complexity and using transformers where needed for single-phase 277V loads. In the current design the only 277V loads are small electric water heaters. It may be feasible to change these waters to gas for better efficiency.
    - The ATS should be designed to be remotely monitored by the generator remote monitor panel.
    - Remote monitoring should include all adapters and software needed for SNMP communication to the District's network.
    - ATS vendor field startup should be specified.
    - Performance testing of the ATS under load with the generator should be specified as part of commissioning.
  - Transformer "N2T" is specified to be K-13 rated. K-factor transformers are much more expensive, typically double the cost of standard transformers, and are not needed. A standard transformer should be specified.
  - Transient Voltage Surge Suppression (TVSS) should be added to panel DPN.
  - Battery backup is apparently provided by (8) owner-furnished single phase rack-mounted APC UPS systems. Information on planned owner-furnished UPS equipment should be provided for review. For this size server room a centralized 3-phase UPS system is recommended as more reliable, serviceable and cost-effective over rack-mounted UPS units. There is a higher reliability for the data center if the UPS and battery equipment is located external to the data center as these are high-failure items which often trigger fire suppression.
  - All rack power is designed to be provided from one panel, "N2P". We recommend A/B power to racks from redundant panels.
  - Rack power distribution is via 20A single phase outlets. We recommend 30A or 3-pase power distribution to racks.
- Cooling
  - Primary cooling is apparently provided by (8) APC in-row units, owner-furnished
    - Detail on owner-furnished cooling equipment should be provided for review
  - Backup cooling for the server room is apparently provided by a 2.7 ton house unit "AC-2".
    - Integral heating capacity is included in the AC-2 design, which is not required for server rooms with continuous high heat loads.
    - AC-2 should include humidity control unless this is provided by the in-row units
    - A redundant unit to AC-2 is recommended.
  - The specified condenser unit which provides the heat rejection from AC-2 as well as the in-row coolers appears to be undersized for local climatic conditions. The maximum entering air temperature of the specified condensing unit is 101 deg F. The ASHRAE climatic data tables indicate that Moreno Valley has a 0.1% summer design temperature of 103 deg F and a record temperature of 110 deg F. These elevated design temperatures should be considered for the selection of data center cooling equipment.
- Plumbing
  - The server room design includes floor drains, which are not recommended for data centers due to backflow flood risk.
    - If floor drains are used, trap primers should be included for floor drains (in the server room and office). Without primers the P-traps may dry out, allowing sewer fumes into the server room and offices.

- With this design the in-row cooling unit condensate lines will need to be run across the floor to the drains, which is not recommended.
    - o Instead of condensate lines from in-row cooling units running to floor drains, a condensate pump and plumbing lines should be designed.
- Fire Suppression
    - o Specification 15300 calls for Inergen gaseous fire suppression from Ansul with no alternatives. Sole-sourcing and the lack of competitive alternates will result in high bid prices for this system. The spec should be rewritten to include other types of gaseous fire suppression systems so that competitive pricing is obtained.
- EPO system not designed
    - o An EPO system is required by code for the server room and should be included in the drawings and specs. EPO design should not be left to installing contractors.

4.2.8   Norco new Network Operations Center design document review

PlanNet reviewed what appears to be a 50% construction drawings dated July 8, 2010. PlanNet recommends a different approach to power and cooling design for this new District server room. Please refer to the "Recommendations" section of this report.

- General
    - o No server room layout provided
- Power
    - o A 250kW standby generator system is designed to support life-safety equipment, the server room and office space, as well as a future SCI building.
        - The design apparently sole-sources Kohler by model number. The design should allow for competitive pricing between at least three prior-approved vendors.
        - A fully-rated load bank circuit breaker (which can also serve as a spare breaker) should be included to improve test and service capability.
    - o A 30A Automatic Transfer Switch (ATS) is designed for the generator system for life-safety and a 230A ATS is designed for the server room. The SCI building provision allows for a 100A ATS.
        - A 4-pole ATSs are designed. We recommend designing a 3-pole ATSs for lower cost and complexity and using transformers where needed for single-phase 277V loads.
    - o Transient Voltage Surge Suppression (TVSS) should be added to panel EHOS.
    - o No Information on owner-furnished UPS equipment, or how it is powered is included.
    - o IT equipment rack power is not detailed.
- Cooling
    - o Primary cooling information is not provided.
    - o Backup cooling is apparently provided by two roof-mounted house units "RTU-1" and "RTU-2".
        - RTUs should include humidity control unless this is provided by the in-row units

4.3 Data Network Infrastructure

The data network infrastructure that we evaluated consists of local area networks (LAN's) at each college, a wide area network (WAN) connecting MV and Norco to the Riverside campus as well as remote/satellite sites to their respective campuses, network security devices, and Internet connectivity provided to the District through CENIC connections at the RCC. Wireless access on the campuses and remote virtual private networks (VPN) are also supported. The network is centrally supported at the District level with staff located at the RCC campus.

- Most of the networking equipment is manufactured by Cisco, a leading vendor in this segment
- Much of the networking equipment is at manufacturer 'End of Sale' and/or 'End of Life' status
- Basic network management tools are used for Fault and Performance monitoring
- Few formal standards or policies are in place for upgrades, maintenance and support
- Library at RCC has unique 'shared responsibility' networking support arrangement with network services group

4.3.1 LAN Design

As an industry best practice PlanNet recommends that its clients adopt a hierarchical network model for each campus location. This design distributes LAN functionality into three distinct layers:

- Core: The center point for a high speed switched backbone network

- Distribution: This layer is typically responsible for routing between smaller or logical networks and consolidating uplinks to aggregate traffic before connecting to the backbone. Note: Small to medium sized networks often "collapse" the functions of this layer into the core, or may limit it to the server farms for enhanced fault tolerance.

- Access Layer: Provides connectivity into the network for user devices such as PC's or printers

The RCC network generally conforms to this model. RCC has not implemented a distinct Layer 3 Distribution Layer and, based upon the size of the network at this time, may not require one. It should be noted that many buildings collapse their switches into a building distribution (BDF) switch which could be considered a Layer 2 distribution layer. The long term stated goal of the network group is to implement a layer 3 distribution architecture.

Additionally, RCC campus has implemented a redundant pair of co-located core switches as previously defined. The Norco and MV cores are single switches. Currently, each of the three campus' core switches is providing Layer 3 functionality associated with the Distribution Layer.

High Availability (See cabling section for more information)

Although the desire in any higher education environment is to provide a network that is always available to students, staff and faculty, there are gaps in the physical and logical components of the network that could negatively impact the availability of network resources.

For the most part, the networks on all three campuses have not been designed for redundancy at either the cabling or Ethernet networking (Layer 2) levels. Please see cabling section for detail on layer 1 connectivity. Each building is typically connected to the core switches via one fiber connection along one physical pathway (i.e. single conduit) supporting Gigabit Ethernet. Several single points of failure exist:

- Failure in the fiber link (i.e. back hoe fiber cut)
- Network Transceiver failure (i.e. Ethernet fiber module)
- Ethernet backbone port failure
- BDF switch failure
- Core switch failure
- Power failures (MDF, BDF, IDF)
- Data Center catastrophic occurrence (i.e. fire, flood, seismic damage, etc.)

In the case of the RCC campus, two core switches located in the same data center are networked to each other, each one implemented with redundant supervisor modules. This allows for core services to remain up if one of the switches fails (EIGRP is the protocol used for re-converging the network in the event of a core switch failure). It should be noted that entire buildings will still lose service in the event the core switch (or backbone interface) they are connected to fails. A design that connects each building to each of the two core switches (i.e. dual-homing) would prevent that type of outage from occurring.

The Norco and MV campuses have less redundancy in their network electronics for their respective campuses than does RCC. Although the single Catalyst 6500's, which serve as the network Core for each of Norco and MV, has been implemented with redundant supervisor and power supply modules, each core switch could still fail. PlanNet has experienced situations in which a corrupt software image or human error has removed a switch from service. There is also a possibility that the Core switch could suffer a catastrophic hardware or software failure. In that scenario the entire campus network, including data and video would be out of service. The phones supported by IP voice services would also be unavailable.

4.3.2   Equipment

RCCD has largely standardized on equipment from Cisco Systems, a market leader in networking equipment (i.e. switches and routers). The main exception to this is the Tipping Point (now Hewlett Packard) IDS security appliances.   The Tipping Point appliances will also be utilized for Network Access Control (NAC) in the future. The current network typically provides end user connectivity at speeds of 100Mbps and 1Gbps connections are used as uplinks to the core switch.

The following table shows the approximate number of access layer Ethernet ports (100 Mbit/sec) deployed on each campus:

Campus	Number of Ethernet Ports
Moreno Valley Campus	1800
Moreno Valley Satellite Campus	400
Norco Campus	3500
Riverside Campus	7000
Riverside Campus Satellite Campus	900
TOTAL	**13,600**

Statistics are not available as to how many of these ports are actually used, so it is not known if the District is 'right-sized'. It is our experience in higher education environments that a significant number of Ethernet ports, especially in non-lab applications, may go unused. This trend is widening as wireless access increases on campuses.

RCCD is at risk due to the fact that much of the networking equipment is beyond its useful life. Cisco has categorized a large number of the currently installed network devices within the network infrastructure as' end-of-life / end-of-support' status. This includes core switch components, access layer switches and wireless access points. The implication to RCCD is that these devices can no longer be purchased from the manufacturer, and after a specified date, Cisco will no longer support them from a hardware or software perspective. Most of these devices no longer receive software updates with new features. The lack of software updates may also leave these switches vulnerable from a security standpoint. Below is a partial list of the impacted devices:

Network Component	Function	Qty	End-of Sale	End-of-Support
Catalyst 2924XL	edge switch	10+		2006
Catalyst 2950G	edge switch	70+	2007	2011
Catalyst 4006	edge switch	2	2004	2010
Catalyst 3524xl	edge switch	30+	2002	2008
Catalyst 3550	edge switch	110+	2005	2011
Catalyst 6500 Sup 2	core switch		2007	2012
WLSE	(wireless LAN controller)			2009
Wireless Access Points (model 1220)			2005	2010

The RCC networking staff is well aware of the End of Support dates and the potential impact on network reliability, security and lack of manufacturer support. The staff has previously requested budget for replacement equipment. To date, those requests have not been supported.

4.3.3   Logical Redundancy

Logical redundancy is facilitated by routing protocols, such as OSPF or EIGRP. It is the function of these protocols to detect failures within the network and re-route traffic around failures, both physical and logical.   The Cisco proprietary protocol EIGRP is used for this purpose.

4.3.4   Wireless LAN

All campuses and most of the off-site facilities in the District have deployed 802.11 wireless networking.   It appears that the 802.11g standard is most often used with some limited deployment of 802.11a for specific classroom uses. The future direction of network support is to deploy 802.11n (i.e. the most current IEEE wireless standard) capable wireless equipment in all new buildings and remodels. 802.11n has been purchased for the Lion's Den project in Moreno Valley College and Student Success project in Norco but have not been installed yet. At the time this report is being written, buildings have not yet been turned over to network services to do the installs.

The wireless network design supports data communications (i.e. PC connectivity) for academic and administrative uses in indoor locations. The design does not support applications such as wireless voice or location services. We are not aware of any formal standard for deploying wireless to classrooms, lecture halls or other spaces.

Specifically, wireless is deployed at these locations:

- Riverside City College
- Norco College
- Moreno Valley College
- District Offices at Spruce Street
- Systems Office on Market Street
- Ben Clark Training Center
- March Education Center
- March Dental Clinic
- RCC Rubidoux Annex

Similar to the End of Life issues identified in the LAN Design section of this report, the wireless network also has a number of components that are at the manufacturer's end of support. Those wireless devices that are at End of Life status are based on a 'thick AP' technology. This technology is no longer considered viable for large networks and has been replaced by 'thin AP' technology tied to controllers which facilitate central policies, security and control. All of the recent purchases made by the District utilize this newer technology.

Two main 'logical networks' (i.e. SSID's) are supported for the WLAN. These are:

- Internet_Only – Open with MAC authentication
- Internet_LAN – WPA(TKIP) with 802.1x authentication

Specialized SSID's are used for specific classroom applications such as wireless carts.

Access to the wireless networks is controlled. One cannot simply sit down with their laptop and begin accessing the internet (in contrast to McDonalds, Starbucks, etc). Potential users must fill out an application to gain access to the network. Once a user is validated and their access classification is verified, the appropriate authorization is made and the user will be able to access the WLAN. The process is manual in nature and can easily take 48 hours or more to complete. Since some of the authentication is based on Ethernet MAC address technology, a users must resubmit an application if they buy a new PC. The processes in place for gaining access to the wireless network are in part tied to the technology limitations of the older wireless technology in use.

Current best practices for WLAN's typically use a technology called 'captive portal'. This technology attempts to authenticate a user (i.e., student, staff, etc) in a similar fashion to the Internet_LAN approach above using existing databases as the authentication source. If a user cannot be authenticated or the device lacks the ability to authenticate (such as an iPod), the user can be prompted to provide some basic information and/or be defaulted to restricted use (i.e. internet access only). It is our understanding that the Tipping Point appliances will be used for this type of Network Access Control (NAC) in the future.

4.3.5   WAN Design

The District has a number of Wide Area Network Connections including:

- DS3 (45 Mbps) from RCC to Norco
- T1 x 2 (3 Mbps) backup circuit from Moreno Valley to Norco
- DS3 (45 Mbps) from RCC to MV
- T1 x 2 (3 Mbps) backup circuit from Norco to MV
- Enhanced Gigaman (1 Gbps or 1000 Mbps) primary Internet circuit from RCC to CENIC
- DS3 (45 Mbps) backup Internet circuit from RCC to CENIC
- Miscellaneous T1 (1.5 Mbps) circuits to offsite locations
- Wireless bridge from RCC to District Offices
  - T1 x 3 (4.5 Mbps)backup circuit from RCC to District Offices

In general, the staff has reported that network links are reliable and properly sized.   We were provided usage statistics showing average and peak utilization for the links connecting the Norco and MV campuses to RCC as well as the RCC CENIC link.

For the 45 Mbps link between MV and RCC, typical utilization is less than 50% with brief spikes occurring for short intervals in the evening. The spikes are likely due to system backup activity. The link between Norco and RCC shows similar characteristics to the MV/RCC link. In the event of a link failure, the back-up 3 Mbps links would expect to be saturated, resulting in poor performance for all users. No Quality of Service (QoS) is currently configured to provide priority to key applications over these links.

The network and IT infrastructure team has started investigation of using Sunesys sponsored dark fiber to replace the inter-campus connections with higher speed circuits. Costs for this option are not known to us at this time.

For the Gigabit internet link to CENIC, average utilization is less than 15% of capacity. We were not provided information on peak capacity. This is consistent with PlanNet's experiences at other colleges and should result in satisfactory performance.

Packet Shaping technology is not currently used on the WAN. In cases of limited bandwidth or high circuit utilization, this technology is often used to limit bandwidth available for 'peer to peer' applications such as music/video downloads or gaming.

4.3.6   Network Diagrams

PlanNet was provided logical network diagrams. It is our understanding that this documentation is manually compiled by the network support staff which is challenged to keep it up to date.

There is no formal process or requirement to keep network documentation current.

4.3.7   Network Security Design

RCCD recently upgraded its security posture. The network includes firewalls (i.e. Cisco ASA devices) at each campus as well as Intrusion Protection Devices (i.e. Tipping Point).

It should be noted that many of the older network switches represent significant security risks. This includes lack of Secure Shell (SSH) support for network administrators to login to the switch; instead unsecure Telnet must be used which transmits password information in clear text. The older devices also have security flaws in their IOS code that is no longer being updated by Cisco. This leaves them vulnerable to attack.

4.3.8   Virtual Private Network (VPN)

RCCD supports secure remote access using virtual private network (VPN) technology.   The VPN 3030 concentrator used to support this functionality is at end of life status. The system is used primarily be administrative staff to securely access District IT resources. Approximately 180 accounts are established with simultaneous use limited to between ten and twenty users. Third party client software is required to support newer 64 bit operating systems.

4.3.9   Maintenance

RCC has contracted with Cisco for SmartNet maintenance for specific networking components, such as their core Catalyst 6500 switches and other key network devices. This maintenance contract provides 4 hour on-site response for all devices covered by this contract, access to Cisco 800 number Technical Assistance Center (TAC) and the ability to download software patches and releases for supported devices. This contract includes very limited support for the access layer switches. We find this approach to be consistent with other higher education clients.

It should be noted that this support is NOT available for switches which are on Cisco's end-of-support/end-of-life list. In the event of a failure for a switch that is not covered by maintenance, the District can elect to find a third party gray market repair source or purchase a new switch.

4.3.10   Network Management

4.3.10.1.   Monitoring

The network staff utilizes 'What's Up Gold', Intermapper and MRTG to monitor its network components for performance and conditions. Other elements of FCAPS (i.e. configuration, accounting and security) are not monitored with these tools. The tools are used centrally to monitor networking components on all three campuses with the following exceptions:

- Library
- Acorn co-location data center

4.3.10.2.   Network Utilization

In general, the 1 gigabit/sec. backbone and 100 megabit/sec. access layer connectivity have appeared to be adequate.

Network services is managing edge capacity and traffic aggregation by limiting switch ports to 100 megabit, whether the switch is capable of delivering higher bandwidth. One consequence of managing utilization in this way is the production time for ghosting/imaging lab environments each term. We were told that tightly managing the bandwidth at the edge port level has the benefit of

throttling large unintended bandwidth grabs and also aids in troubleshooting autonegotiation issues.

We were not made aware of performance issues that have been directly attributable to the network speeds discussed in this or the WAN sections.

4.4   Voice Infrastructure

4.4.1   Voice Systems Design

The voice systems infrastructure that we evaluated consists of Private Branch Exchange (PBX) systems at each college and the District Office. A wide area network (WAN) connects the MV and Norco PBXs to the RCC campus via T1/PRI circuits. Voice is centrally supported at the District level.

- Most of the PBX equipment is manufactured by NEC
- Most of the PBX equipment is at manufacturer 'End of Sale' status
- Not all classrooms have phones
- There is a lack of standards and budget support for design and implementing new projects

The District's voice systems are based on NEC PBX's and voicemail. All voice technology is centrally supported.   The following is a list of systems for each location:

- City College   NEC 2400IPx
- Moreno Valley   NEC 2400IPx
- Norco   NEC 2400IPx
- RCCSO   NEC 2400IPx

The voicemail is a NEC UM8500. Faxing applications are supported through RightFax. It was noted that this is lightly used as users still prefer individual fax machines.

Analog, Digital and IP phones are deployed on the campuses with the predominant technology being Digital. IP phones are the recommended standard for new buildings and other deployments. It should be noted that these phones require up-to-date cabling (i.e. minimum of Category 5e) and network components capable of supporting Quality of Service (QoS) and Power over Ethernet (PoE). Many District locations are not equipped with these components hence the migration to IP has been slow.

It should also be noted that many classrooms do not have phones installed. Best practices for public safety include having phones in classrooms. Faculty and students at Moreno Valley College report that emergency "blue light" phones do not work correctly and pose a safety concern and liability.

It is our understanding that 911 emergency calls are routed to RCC. Caller Party ID is passed with location.

Auto attendant is used as the initial interface for outside callers. The caller has the option to 'zero out' to get to a live operator. Call volumes are low and average 500 calls per campus per week.

There is no Automatic Call Distribution (ACD) functionality in place. This is PBX software that is often used for high volume call areas such as help desk, registration, etc. We understand that hunt groups are used instead. Users in the RCCD-SO report problems with call routing using this configuration.

Phone deployment by campus is:

Campus	Inaset 240G	Dterm IP Series	Dterm Series 3	Dterm Series E	Analog	Campus Total
RCC	335	15	651	752	174	**1927**
MV	103	0	227	223	114	**667**
Norco	70	25	196	152	89	**532**
Total	**508**	**40**	**1074**	**1127**	**377**	**3126**

RCCD first implemented the NEC switches in 1995. The NEC 2400IPx platform is the 4th generation of a twenty year old technology base that was placed into End of Sale status in 2009 by the manufacturer. The replacement model, the SV8500 follows NEC's long history of allowing users to maintain a significant part of their investment in phones and line cards. The approximate cost to upgrade was estimated at $200,000. This number should be validated to insure that all costs are included. Specifically, SV8500 support for the RCCD installed digital line cards and phones should be confirmed.

Requests to upgrade to the SV8500 have not received budget support for the past three years and we are not aware of any planned upgrade at this time. It should also be noted that the construction of new MDF's on the Norco and Moreno Valley campuses may justify the upgrade to a new system and IP phones. The cost of large pair-count backbone copper cabling could be avoided in certain PBX upgrade scenarios. (See cabling section).

Telephone users of the District have demonstrated requirements for only basic features from the systems, primarily for phone calls and voicemail. Users that often travel between campuses take advantage of a feature that allows them to 'login' to a phone wherever they are working and receive calls just as if they were in their office.

It is our understanding that the District has obtained a bulk amount of licenses for Unified Messaging. Unified Messaging allows one inbox (i.e. Microsoft Outlook) to contain email, voicemail and fax. NEC apparently granted the District free upgrades to unified messaging as compensation for difficulties encountered with implementing the UM8500 voicemail system.

There have not been any demonstrated requirements for Unified Communications features such as Presence, Instant Messaging, Fixed Mobile Convergence and social networking.

4.4.2   Operations

- Departments are funded centrally for line services, toll charges and support
- Users can get any PBX phone that their department approves and funds
- Users can get any cell phone that their department approves and funds
- Staff has not been trained in years

4.5 Systems Infrastructure

Systems infrastructure is spread across three campuses and one co-location facility. Primary data center facilities are located in three server rooms at RCC. Servers in support of some academic applications, file sharing and lab imaging exist at each of the college campuses.

4.5.1 Systems Infrastructure Key Attributes

- Mixed server environment in terms of hardware platforms and architecture
- Server architecture has evolved over time
- Systems deployed based on project imperatives and not based on standard platform
- Different storage platform at every campus
- Departments able to purchase own servers
- Combination of central data storage and direct attached
- SAN management is manual process / no tools

4.5.2 Inventory Summary

Location	Physical Servers	Storage
District Data Centers (MLK, IS)	103 incl 6 virtual server hosts	8 terabytes at 40% utilization
Riverside City College	incl in District DC	
Moreno Valley College	10	
Norco College	16	90% utilization
District Office (Spruce)	1	direct attached
District Systems Office (Market)	4	direct attached
March Dental/Ed Ctr/Ben Clark	3	direct attached
Stokoe Primary Educ	4	
RCC Digital Library	11	2 Smart Array clusters
OpenCampus (Acorn co-lo)	10	SAN: 3TB at 3% utilization NAS: 3TB at 90% utilization

4.6 Enterprise Applications

The following applications were identified as the key enterprise applications serving the District and those which were explored from the perspective of serving the intended audience and various points of integration:

- Datatel
- WebAdvisor
- OpenCampus/Blackboard
- Exchange (MSN Live for students)
- SharePoint
- Galaxy
- PeopleAdmin
- Hershey imaging
- Resource25

For the most part, with certain exceptions indicated in the subsections below, the platform decisions are reasonable, common among peer institutions and have well supported roadmaps from the vendor. The manner in which the applications are supported, customized and integrated has many departments frustrated in the apparent lack of functionality.

4.6.1 Datatel

From a software perspective, Datatel is a suitable platform for serving the District's student information system requirements and is used by many other similar peer institutions to great effectiveness. Some of the reported and observed issues affecting the use of Datatel at RCCD include:

- The choice to highly customize from baseline requires substantial increased code review and testing during each system update and patch
- Use of the AR/Financials module only to maintain information on student workstudy programs and balances; all other AR functions occur in Galaxy
- Use of the HR/Payroll module only to maintain information on faculty assignments for Dept of Ed reporting; most other HR/Payroll functions occur in Galaxy
- Although the District leverage of the county's Galaxy system is cost effective, it has the byproduct of a more complicated Datatel integration and some duplicate data entry.
- Enrollment and class roster information is provided to other systems, such as OpenCampus and CI Track, through batch processes rather than direct database calls

Performance of the Datatel platform is the subject of much attention and criticism from across the RCCD end user community. Dealing with peak registration volumes is also not an uncommon problem from across the Datatel install base. Datatel does not have an affordable licensing mechanism; consequently institutions tend to under-invest in sufficient licensing to seamlessly accommodate their peak registration periods.

From a hardware perspective, the amount of deployed processing power and server configuration appears to be sufficient for the amount of traffic occurring from web sessions by students and faculty as well as thin client access by administrative users. The hardware is as follows:

- HP RX7640 – Datatel server (Live, Dev, Test)
- HP RX3600 – Backup system (Data Protector)
- HP RX2620 – WebAdvisor (Live)
- Sun V240 – WebAdvisor (Dev, Test)
- HP EVA4100 – Disk Arrays

   - 180 GB available for Live, using 78 GB (43%)
   - 185 GB available for Dev and Test, using 57 GB each (31%)

The platform scale and specifications were derived with input from the District's Datatel systems integrator, VComp. The District has brought in VComp during peak registration periods to monitor the system, which has reported to IS acceptable resource utilization during these periods. PlanNet will validate this finding as it is a critical factor to the roadmap for this platform.

The stability issue is multi-faceted:

- DMI stability is a known factor
- District's amount of custom code and/or transactional volume appears to be pushing the limits of Datatel design, requiring special attention (Datatel has assigned special developer resources to evaluate RCCD's system)
- Additional licenses could extend time between crashes but is not guaranteed to solve the underlying issues

The Datatel system is currently configured with 800 licenses including WebAdvisor (2 licenses required for each login). A typical registration consumes 500 – 700 licenses (250-350 simultaneous logins). The District IS team must frequently monitor the consumption of interactive licenses by admin users and limit simultaneous sessions, which impacts productivity, limiting the ability of users to effectively multi-task.

Reporting is a weakness of the RCCD Datatel deployment. Research and faculty groups have reported frustration with gaining access to consistent and intelligible data.

- The Institutional Research personnel have indicated that many of the reports distributed from the District are moved into Excel spreadsheets with macros to deliver more uniform reporting data to the individual colleges. Other data used by the District institutional research and reporting staff are saved to flat files and placed on a limited access shared drive for use by other college and District researchers.
- Although the data dictionary used by the state chancellor's office is published and adhered to by the District researcher, an RCCD-specific data dictionary should be considered. Consistent use of data elements is discussed as needed in various meetings of the individuals using the report data.
- IS has indicated that they are exploring acquisition of the Datatel Data Mart module to enhance the non-real time reporting capabilities of the ERP platform.

With the exception of reporting, general feedback from interviews with the end user community is that the functionality of Datatel is sufficient to the requirements of the departments.

Datatel will be phasing out its support for the thin client graphical user interface beginning in 2011 and will require all customer sites to be fully implemented on the web-based user-interface by July

2011. This transition will require IS to implement additional front-end servers to support the additional web-based transactions for administrative users of the system, expected to be in the 1 server to 100 users ratio.

4.6.2   WebAdvisor

Perhaps the number one issue identified among interviews, forums and survey comments as unsatisfactory was the performance of WebAdvisor during peak registration periods. Features and interface design for WebAdvisor ranked very high. When working correctly, it is widely regarded as an effective tool for access to student and faculty information. System performance, however, was a repetitive and recurring theme. Student service groups were very vocal in their frustration with the long lines of students who must continue to be serviced in their registration efforts due to the unreliable nature of WebAdvisor.

- 85-92% of students ranked various core student service functions as "essential" to make accessible online. These are functions currently available through WebAdvisor, such as registering for classes, accessing grades and requesting transcripts. 77-88% of students placed the level of satisfaction with these online services as satisified or very satisfied.
- When asked specifically about their experience in using WebAdvisor in terms of its <u>effectiveness</u>, which would tend to address functionality, 73% of students ranked it as effective or very effective.
- When asked specifically about the <u>performance</u> of WebAdvisor, 51% of students ranked it as high or very high (speedy) on a 5-point scale.

Although these numbers would appear to reflect a higher rate of satisfaction than some of the vocal criticisms, the interpretation of these statistics could represent that the District is seeing more of an issue of access to WebAdvisor than of system performance once accessed. Students who are not able to access the system are not able to rank its performance attributes.

A key success factor for RCCD in serving students is to solve the problem of WebAdvisor performance. While WebAdvisor is underperforming, the District is not achieving its objective to serve students better, prevent long lines, and lowering the District's total costs for resources for registration and related activities.

4.6.3   OpenCampus/Blackboard

RCCD brands its online instruction environment OpenCampus. The underlying platform is WebCT, now a Blackboard acquisition. WebCT/Blackboard offers a virtual classroom where instructors can post lectures, class notes, assignments, grades, and online quizzes. It also facilitates communication between faculty and students via integrated e-mail, chat and bulletin boards. Attributes of RCCD's implementation:

- Hosting the application using Blackboard's managed hosting service
- Subscribed to Presidium, an outsourced agency providing 24x7 end-user support
- Faculty are required to take a familiarization course before teaching online
- Training for Blackboard is provided by Connie Hagar, who is a travelling resource among the three colleges

- Blackboard is licensed for all online and hybrid courses; instructors of traditional courses who want to have course materials online must gain special approval to use the Blackboard system or they are directed to use the faculty web pages platform supported by Mark Knight

- The OpenCampus department operates some content servers for streaming media; these servers are housed in a co-location facility (Acorn) near the District office

Blackboard is sunsetting the WebCT platform by 2013 and has a roadmap to port all WebCT installations to their Blackboard Learn platform. The District has adopted the Blackboard upgrade path and will be migrating to LMS v 9.1.

4.6.3.1.   Student opinion

- 71% of students ranked as important or essential the ability to take courses online. 63% of students placed the level of satisfaction with online courses as satisfied or very satisfied.

- When asked specifically about their experience in using OpenCampus in terms of its effectiveness, which would tend to address functionality, 62% of students ranked it as effective or very effective.

- When asked specifically about the performance of OpenCampus, 59% of students ranked it as high or very high (speedy) on a 5-point scale.

4.6.3.2.   Faculty opinion

- 35% of faculty who have used OpenCampus/Blackboard ranked it as satisfactory. Only 9% of faculty were very satisfied with OpenCampus/Blackboard as an instructional platform.

- Lowest marks on OpenCampus attributes related to system performance. 37% ranked performance as neutral to unsatisfactory.

4.6.4   Email (Exchange / MSN)

Other than the lack of large mailbox accommodation, there were little to no issues identified with the enterprise messaging platform of Microsoft Exchange. The District is intending an upgrade to Microsoft Exchange 2010 from the current Exchange 2003/2007 deployment. The District maintains messaging archives for 30 days.

Attributes of the Exchange environment:
- 2 CAS/Transport servers
- 2 CCR clustered mailbox servers for Exchange 2007
- 2-node cluster supports Exchange 2003 for public folders
- 1 Exchange 2003 server for ActiveVoice Unified messaging
- 1 BES (Blackberry) Server
- 1 server for PureMessage and a reporting tool Promodag
- 1 Listserv Server
- 1 IronPort Messaging Gateway

Student email is served by contract to MSN Live. Accounts are setup at the time of application through a batch process from the Datatel load of applications from XAP. Student services staff report that email accounts are often not used for those who come to the office to handle their registration in person (often due to mistrust of WebAdvisor), and that student email accounts will expire if not logged in every 270 days. Accounts that expire no longer forward, resulting in some student service groups recommending that students not rely on forwarding their email.

With very few exceptions, all official college communication is being delivered electronically to the student MSN email account. Student service staff indicated that a secure web page may be a better repository of official documents in order to track if a student has acknowledged receipt or followed the link to various documents, and because of the forwarding issues with MSN Live mail.

4.6.5   SharePoint

SharePoint is currently only used for intranet purposes. The District is looking to expand its use of SharePoint to also serve the external web presence, although current licensing levels and Active Directory security issues were identified as impediments to the rollout. Currently, external web development is done using Adobe Contribute, but the workflow and approvals built into the application are rarely used as intended due to lack of effective training on the part of supervisors who approve content, as well as the lack of application support by Adobe for the Contribute platform in recent years. The workflow and development tools of SharePoint are regarded by the web development team as effective for their intended design efforts in the near future.

SharePoint is not being effectively leveraged as an enterprise collaboration tool. Architecture for collaboration, including promotion/publication of schedule and event information, department tasks and shared document repositories needs to be addressed.

4.6.6   Galaxy

The District uses Riverside County's Galaxy Financial system for all payroll, GL and budget functions. Some of the financial data that resides in the Galaxy system is imported or manually keyed into Datatel due to certain aspects of the Galaxy system that are not able to report on faculty loads for state reporting.

- The finance group is very satisfied with capabilities and roadmap of the Galaxy system
- Users are able to access the Galaxy system from off-campus (Datatel requires a VPN connection)
- There are some one-way transactional feeds that have been created to move data between Galaxy and Datatel but there is not a middleware engine to seamlessly link the systems
- Finance and IS have created a special mapping since the general ledger chart of accounts are not consistent between Galaxy and Datatel
- Requirements and specifications for enhancements to the Galaxy system are represented more by the finance group than by IS
- Galaxy is preparing a major enhancement to its reporting module, which has been a criticism of end-users of the system
- Finance is participating with the development team on a Time and Attendance module from Galaxy and plans to implement it when completed

4.6.7   PeopleAdmin

Used for online job postings and applications, PeopleAdmin serves the front end of the applicant tracking and hiring process. Once applicants are approved for hire, separate Datatel processes are invoked to enter those individuals into the Datatel HR and Galaxy systems. There is presently no point of integration among these three systems although PeopleAdmin recently announced a partnership with Datatel that would pave the way for automatic data loads from PeopleAdmin to Datatel Colleague HR.

4.6.8   Hershey imaging

Hershey is the document imaging system currently being rolled out to various student service departments. Finance and HR have requested to be added to the Hershey rollout due to large quantities of physical documents that will have to be moved when those departments relocate to temporary facilities, so there is some impetus to solving a reduction in file cabinet and document storage space for those groups. IT has indicated that a successful completion off of the Bluebird system is required before a more complete Hershey rollout is planned in case there are some issues with the image migration that would require reconsidering the use of the enterprise document imaging platform.

The District has purchased the workflow module but it has not been fully implemented. It is unknown at this time whether it is possible to integrate with SharePoint to extend digital document sharing and workflow across the platforms.

IS would like to implement an optical character recognition (OCR) capability within Hershey to automate certain aspects of transcript processing.

4.6.9   Resource25

Resource25 is the main event and facility scheduling software. It is used to book courses into classroom space at the start of each registration period and by department assistants to schedule meetings. It is not used to publish events to the web. Athletics uses yet another platform for event publishing as well.

Resource25 has a Datatel integration module that allows for course sections to automatically populate the scheduling system once the deans of instruction have locked in their schedules, which is still a manual process of reviewing course requirements and tables of facility attributes, such as room size and installed equipment. Users of the system have expressed frustration that the integration with Datatel is not clean and requires many manually-intensive iterations in the course scheduling process.

The three components of the system (application, web and database servers) are currently running on one physical machine, which does not conform to best practice for configuration by the software manufacturer CollegeNet. IS intends to address configuration issues and the underlying database revision level at the next major system upgrade and as funding permits.

IS has been told that an upgrade to Resource25, to be called 25 Live, should be available in 18-24 months and, in addition to an enhanced feature set, will have a web-based user interface which IS expects will increase the useability of the scheduling system. Their plan is to re-implement the scheduling system at that time rather than merely upgrading in order to benefit from some data cleanup.

4.7 Audiovisual and Instructional Media

There is a wide array of existing audiovisual (AV) technology implemented throughout the District on all three campuses, satellite sites, and District offices. Technologies range from basic smart classrooms with projection capabilities to high end, video communications-enabled spaces with network-based platforms for rich media acquisition, storage, and streaming.

In reviewing inventories, observing facilities, and interviewing key stakeholders involved with the deployment, use, and support of AV technology, a number of trends are apparent for the entire District.

4.7.1 General AV Facilities and Equipment

- Classroom instructional AV technology use is frequent, widely deployed, and supported.

- Basic "smart classroom" AV instructional requirements are widely identified and accepted to include the list below, but there are no comprehensive written infrastructure standards, and arrangements and specifications vary widely. A wiring standard of May 1989 needs to be updated to accommodate technologies available today.

- Common instructional space AV requirements include:
    - Fixed ceiling-mounted projectors – most by Hitachi or Sony
    - Multi-partitioned floor boxes (e.g. FSR power, data, and AV) and Instructor stations with computer and video source inputs
    - AV equipment cabinets for housing DVD, VHS, and video switching and control equipment
    - Wall or desk-mounted controls – most by Extron, a leading vendor in this segment

- RCCD is at risk of considerable AV equipment failures within instructional facilities due to the fact that much of the AV equipment is beyond its useful life. In general, the expected life span of projectors deployed in classrooms under normal usage conditions is 7 years. The implication to RCCD is that these models in use for 7 years or more will likely fail. Below is a partial table identifying End of Life projector quantities versus total installed.
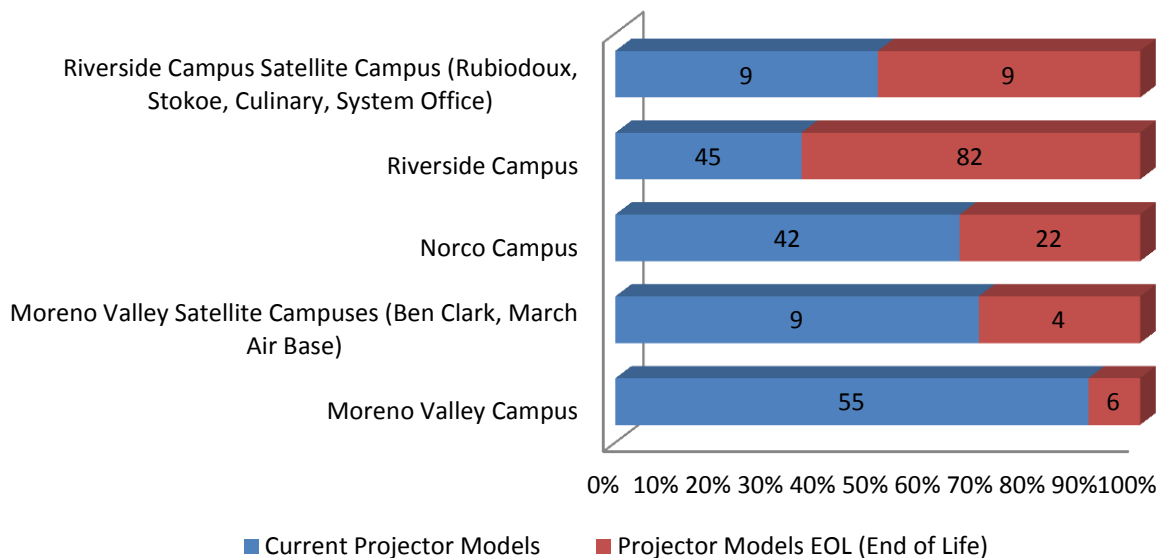
- The IMC staffs at each campus are well aware of the age and out of date life span of the equipment and the potential impact on AV instructional use due to poor reliability and lack of manufacturer support. The IMC staff on each campus pro-actively inspects, cleans and/or replaces projector filters 3 to 4 times per year to prolong life of the projectors. Staff have requested budget for replacement projection and other equipment. To date, those requests have not been supported.

- Meanwhile, RCCD should note that 82% of the 1,050 student survey responses received indicated that multimedia technology in traditional classrooms / labs are either essential (5) or fairly important (4) and only 3% don't use or don't care about the technology. In addition, only 66% of those surveyed are very satisfied (5) or satisfied (4) with their experience.

- In general, regarding services, AV technology is categorized as being serviced by IMC staff and IMC staff report through local IMC Managers on each campus who report to local Deans of Technology and Learning. The current Deans of Technology and Learning have little direct experience with or credentials in Information Technology (IT) best practices, standards, or industry affiliations. While some District representatives with whom we interviewed state that the current reporting structure is common within many higher education institutions, PlanNet has no experience with such institutions. Our current work which spans through many California community college districts, as well as the University of California and the California State University system, indicates most audiovisual technologists report either directly to Information Technology departments or Facilities departments. While some libraries function as independent authorities and sometimes include AV technologists, these individuals are responsible for library technology equipment and functions and not to other campus or District AV facilities. Others surveyed state that support from various IT departments differs significantly from support from IMC.

4.7.2   Video and Rich Media Content Creation and Delivery

- There are various groups who have procured and are operating and supporting video recording, rich media content creation, video / graphics production, television distribution, and streaming media distribution.

- Television programming is provided and distributed by Riverside CC and Moreno Valley CC to their respective city cable TV cable subscribers as a public education service. In general, TV programming is "automated" at this point and is arranged via advance electronic scheduling at each of the 2 head ends.

- Video content is captured and distributed via streaming media by the following parties with the following platforms:
  - Riverside CC IMC: Sonic Foundry MediaSite, Windows Media Server, V-Brick
  - Stokoe: V-Brick
  - District Office Open Campus: Apple Xserve and PowerMac
  - District Office Communications / Web Development: Adobe Connect/Flash Server on an HP DL380-G2 server

- There is no central, District-wide repository, service or application enabling all media to be cataloged, tracked, and valuated. Links to media are only sometimes distributed through the District's OpenCampus platform, And each of the entities above manage their own media, storage equipment, and associated processes.

- We have received records of considerable growth in video and rich media content creation and production despite a slight decrease in distribution in the past year based on student enrollment reductions. This would seem to imply that a greater percentage of student and faculty population are users of video services. Interestingly enough, although 80% of faculty surveyed indicated that multimedia technology is a priority 5 on a scale of 1 to 5 out of a list of 17 technology services, only about half of those faculty surveyed have facilitated online or hybrid courses via Open Campus / Blackboard (63 out of 130). Further still, about 25% of

those faculty surveyed that have used Open Campus / Blackboard (79 out of 134) are under satisfied, meaning they rated the service as a 1 or 2 out of 5.

- Several faculty noted in surveys that the video / multimedia aspects of the Open Campus system must be upgraded to allow for more convenient uploads, larger video file sizes, and better organization / accessibility.

- While we suspect that there is considerable overlap among audiences and users of each streaming media platform, each group responsible for streaming service decides if and how to brand its media assets for their own audience and purposes.

- Media content assets are sometimes tracked in terms of who watches which presentation, how long they watch and who submitted questions; for instance with MediaSite at RCC.

- Content distribution services are not reported on with respect to productivity, training, or learning-outcome improvements.

- Groups have met to discuss possible consolidation and centralization of media asset capture, production, storage, and distribution but to date, the means and methods are different depending on the groups.

- We received conflicting information regarding performance of video distribution. Bandwidth issues on and off campus were discussed, and some stakeholders stated they've had no issues at all. We inquired with those parties responsible for delivering video over network technology and those stakeholders were unable to provide any specific measurement testing results. A specific scenario was described involving multicasting and unicasting video distribution and it is unclear if the tests were set up properly in a multicast mode for multicast tests or if all network equipment components are multicast capable. Representatives witnessing the test have stated that network standards set up by CENIC as well as the campus were followed (per the below link), but no measurable data is available for analysis. http://noc.cenic.org/requests/multicast.html

4.7.3   AV-Related Technology Management

- While the colleges have a strategic plan and technology plan, there is no inclusion for operational budget planning and expenditures such as yearly roll-outs, maintenance, or equipment refreshes. Most groups lack formal change management and equipment refresh planning procedures and funding mechanisms.

- Current business processes and funding models do not include planning budgets for total cost of ownership (TCO), tracking return on investment (ROI) metrics, or cost recovery of services rendered regarding AV technology assets.

- IMC managers and technicians see value in implementing a network-based, AV management platform to enable remote help desk troubleshooting, receive automated alerts regarding potential or actual system failures, and to monitor and report on usage remotely without disturbing classes. A small portion of projectors throughout the District are being monitored remotely via Ethernet network where data cabling infrastructure and projector web server capabilities exist.

- Videoconferencing is utilized but infrequently mentioned in interviews and surveys, and is not stated as a high priority technology by faculty, staff or students. RCC IMC indicates an average of 12 videoconferences take place per month. Where videoconferencing is being conducted, groups report difficulty in scheduling resources by the processes required by Riverside City College IMC and Cenic collectively. Stakeholders on other campuses voiced a request to be able to schedule videoconferences directly with Cenic. In addition, survey and interview comments indicate videoconferencing and desktop / web conferencing is rarely utilized as a method to reduce inter-District travel for brief meetings. When we brought telepresence capabilities up in conversations, stakeholders were interested and

were aware of the technology through television shows or advertisements. Stakeholders voiced interest in hearing about improved video communication experiences in comparison with current videoconferencing experiences.

- Several groups see value in expanding video and rich media content programs, improving capabilities and streamlining workflow through automation to grow the value of electronic media assets for their segments, but per staff resource cut backs and student enrollment reductions, efforts along these lines are moving slowly – far below the increase in content growth.

4.7.4   Campus Specific Audiovisual Technology Summaries

In our observations and analysis, we have identified a number of audiovisual technology-related findings unique to each campus and associated satellite sites.

4.7.4.1.   Riverside City College

While RCC has the largest quantity of AV assets and technical resources, it also has the largest percentage of AV technology that is nearing its end of useful life.

Note that data listed in this section also include satellite sites of Rubiodoux, Stokoe, Culinary, and the District office which include classroom AV systems. RCC IMC also requested that we include March Air Force in this list; however, inventory for this site were submitted by Moreno Valley IMC and are accounted for in that section.

- RCC IMC has published a standard Smart Classroom definition for any classroom beyond 50 seats and/or a ceiling height higher than 10' within the Riverside Community College District. The definition includes up to 3 projectors and screens, videoconferencing, MediaSite streaming, "smart board" capabilities, and full room control from the instructor workstation or lectern.

- Most classrooms at RCC include a single projector and desk-mounted controls and are in good working order.

- Two (2) fixed MediaSite systems are dedicated to the Nursing program and enable approved students to watch lectures remotely instead of attending lectures in person. Lectures are also re-encoded into downloadable podcasts for review.

- One (1) fixed MediaSite system is utilized by and available to all academic disciplines as part of the enhanced Smart Classroom capabilities in the Digital Library.

- One (1) portable MediaSite system is used to enhance face to face lectures in other instructional programs such as Administration of Justice, Anthropology, Library, and American Sign Language by enabling students to review material at their leisure following class.

- Riverside City College has a small production video studio, several video editing workstations, and supports the educational television channel of KRCC Riverside which is delivered to City of Riverside, Charter Communications cable television subscribers. (Future ATT Uverse distribution is under consideration.)

- RCC has substantial video production capabilities and talented video and rich media content production staff. Staff perform professional project oriented functions for a variety of District "clients" including academics in support of faculty requesting video services and marketing / web graphics and in support of District communications outreach initiatives.

- o Video production at RCC IMC has grown from approximately 16 productions per year in 2003 to well over 170 productions per year today. Productions range from faculty lectures in classrooms with and without embedded PowerPoint presentations, workshops and documentaries, multi-camera produced music concerts, and 'highly edited' and graphically enhanced, web-ready productions.
- o Up to 1/3 of the video productions provided are distributed via the District's Open Campus program.
- o Approximately 25 productions for District Office Marketing activities have been conducted.
- o Although MediaSite has been in use at RCC since 2007, relatively little information sharing occurs between staff conducting MediaSite-based recording and streaming of faculty lectures and those conducting project-oriented, video productions distributed via Open Campus and/or the District's Communications / Web services division. According to the communications we have received during the course of this project, MediaSite is available to all video production staff for distribution of their projects; however, we found inconsistent and infrequent awareness of this during our interviews with otherwise knowledgeable and thoroughly trained and resourceful video production staff.
- RCC IMC staff schedules all multipoint videoconferences with Cenic for District videoconferencing resources.

4.7.4.2. Moreno Valley College

When including satellite campuses, Moreno has the second largest quantity of AV assets.

Note that data listed in this section also include satellite sites of Ben Clark Training Center and March Air Reserve Base which include classroom AV systems.

- Moreno IMC expressed the desire to establish a District-wide set of detailed audiovisual infrastructure and equipment standards.
- Moreno IMC has requested that the District budget the acquisition of spare projector lamps in a quantity of 10% of the projectors in use. Requests for this budget have not been supported.
- Moreno IMC utilizes RCC IMC repair services to fix equipment failures outside of manufacturer or vendor warranties.
- Moreno has an AMX touch panel control systems and several faculty and staff have voiced difficulty with understanding the controls.
- Moreno is in the process of evaluating digital signage systems. Cisco, Black Box and Samsung are under consideration with Black Box being favored thus far. Key business objectives identified for the system are:
  - o Current events calendar and information postings
    - Overall college announcements
    - Special interest announcements in a dedicated quadrant of the display area which would be zone specific; for example: Admissions to display new courses offered, Nursing to display medical-related content, Library to advertise new books and hours
  - o MTV University content
  - o Emergency visual notification purposes

- Moreno Valley College has a small video studio and supports the educational television channel of KRCC Moreno Valley which is delivered to City of Moreno Valley cable television subscribers.
- The library staff has very little interaction with IMC staff.

4.7.4.3. Norco College

Norco College seems to have the largest percentage of discontinued video projectors in use. The projector manufacturers are also fairly diverse to include: Hitachi, Sanyo, Sony, and Panasonic.

- Norco IMC has utilized a detailed functional block diagram depicting all connections of AV equipment as their standard for smart classroom AV systems.
- Norco IMC has standardized on Extron controllers for typical instructor desks.
- Norco has utilized Crestron touch panel control systems in more complex spaces such as the Boardroom and the Theater.
- Norco was in the process of utilizing a grant to build / create a new radio station. This effort is on hold due to budget cuts.
- Norco IMC is rolling out a digital signage system to include a video wall in the Student Success Center. The digital sign will display current events.
- Norco IMC predicted considerable reduction in addressing AV help desk questions and AV system down-time on campus if an AV resource management system was installed and utilized.
- IMC staff mentioned that connections to Open Campus are slow and don't provide good video.

4.7.4.4. District Office

The District office audiovisual systems are comprised of two distinct systems and processes. Open Campus and Marketing / Communications / Web services.

Open Campus operates and services Apple streaming servers for Open Campus distance learning curriculum delivery.

- Open Campus representatives explained that Apple Quicktime format was chosen because of cost and ease of delivery in 2006, which was the beginning of service.
- The Open Campus program began with 1 server - a PowerMAC, and its architecture is completely different from the other 3 video servers which are Xserve models.
- Open Campus is in the process of automating the entire video workflow process. Automation will allow single step upload, processing with closed captioning, and publishing, which is expected to save considerable staff time.
- Open Campus is also considering distribution of additional video formats to include Flash and MP4.
- Open Campus is considering acquiring additional storage capacity to meet expected growth in program utilization once the other video formats are made available.

The Marketing / Communications and web services department operates an Adobe Connect/Flash streaming server for delivery of outreach communications to prospective students and families.

4.8 IT Organizational Structure and Shared Governance

RCCD's IT services are delivered across four primary organizational structures with varying levels of interaction and collaboration and no formal committee structure to align their goals and arbitrate their areas of overlap. Since moving to a three-college District last year, the District has kept most services centralized with Instructional Media support as one example of decentralization.

- Microcomputer support is centralized but has resources primarily assigned to a specific college for continuity
- IMC units are decentralized and report to the respective college deans of technology and learning resources (formerly known as deans of library)
- IT staff are organized in the CSEA union. The District recently performed an analysis of job functions and made classification changes and step increases to some IT and IMC positions.

The four primary IT support organizations are as follows:

- District IS (Infrastructure, network, systems, PC support) under Assoc. VC Steve Gilson
- Academic web presence under Vice Chancellor Ray Maghroori
  - o OpenCampus under Assoc. VC Sylvia Thomas
  - o Faculty web pages under AVC Kristina Kauffman
- Administrative web presence (Marketing, college home pages) under Assoc. VC Jim Parsons
- RCC Digital Library and IMC (incl. media distribution) under Dean Bernard Fradkin

4.8.1 District IT

Centralized services fall under the District Information Services (IS) organization led by AVC Steve Gilson. Key areas of support are:

- Physical Infrastructure/cabling
- Networking
- Voice systems
- Microcomputer support
- Enterprise applications
- System architecture and identity management
- Server and storage administration

An org chart representing the District IS group is as follows:

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                          ┌─────────────────────────┐
                          │ Associate Vice Chancellor│
                          │   Information Services   │
                          └─────────────────────────┘
                                      │
                          ┌─────────────────────────┐
                          │      Administrative      │
                          │        Assistant         │
                          └─────────────────────────┘
```

Director Software Development	Manager, Cable Plant (CONV)	Supervisor, Microcomputer Support	Manager, Network
Analyst, Programmer	Specialist, Telephone Systems Account	Specialist, Microcomputer Support (MVC)	Specialist, Network Security
Analyst, Programmer	Technician, Help Desk Support	Specialist, Microcomputer Support (MVC)	Specialist, Network (DATA)
Analyst, Programmer	Technician, Help Desk Support	Specialist, Microcomputer (NC)	Specialist, Network (DATA)
Analyst, Programmer		Specialist, Microcomputer (NC)	Specialist, Network
Technician, Application Support	Specialist, Microcomputer (RCC)	Specialist, Microcomputer (RCC)	
Technician, Application Support	Specialist, Microcomputer (RCC)	Specialist, Microcomputer (RCC)	
Systems Administrator	Specialist, Microcomputer (RCC)	Specialist, Microcomputer Frozen (RCC)	

Coordinator, User Support
Coordinator, User Support
Coordinator, User Support
Coordinator, User Support

4.8.2   Academic Web/OpenCampus

These services are provided centrally under Vice Chancellor Dr. Ray Maghroori and AVCs Sylvia Thomas and Kristina Kauffman. There are 3 functional positions in this group. Key areas of support are:

- OpenCampus online instruction
    - Used for distance learning and hybrid (session-reduced) courses
    - Course shells for traditional courses are by special approval only due to licensing costs
    - Blackboard (formerly WebCT) is the platform behind OpenCampus and is hosted by Blackboard
    - Streaming media for OpenCampus is delivered by servers managed by the RCCD OpenCampus team and hosted at the local Acorn co-location facility
    - OpenCampus is managed by Glenn Brady

- o Training for online instruction is offered by Connie Hagar who is a travelling resource throughout the District
- Faculty Web Pages
  - o Servers are hosted at Acorn co-location facility and administered by the academic support team or through services provided by Acorn
  - o Content is managed through traditional (HTML markup) or open source (Wordpress) platforms
  - o Content development and platform assistance managed by Mark Knight

4.8.3   Administrative Web Development

Supported out of the Marketing department under AVC Jim Parsons, the District web presence and main landing pages for each of the colleges, except Moreno Valley, is supported from the Web Development group. There are 3 functional positions in this group. While limited hardware support is offered by the District, platform support and many system administration functions are performed by the Web Dev group. Key areas of support are:

- SharePoint (internal only, no licensing for external)
- Adobe Contribute CMS
- Platform system administration, though technical expertise in this area is limited
- Managed by Darren Dong with two full-time resources, one of which is technical (coding and development) and the other content and graphics

Parsons has said that the goal is to take more of an "agency" approach to delivering web services throughout the District in order to provide a more comprehensive portfolio of production capabilities on a project basis for the colleges and District as needed.

4.8.4   RCC Digital Library and IMC

The RCC DLLRC (Digital Library and Learning Resource Center) was originally designed to support the needs of the entire District while serving as a model for how the other colleges would be able to eventually support their own local library and IMC services, according to Dr. Fradkin. As such, the large facility was given its own support staff that would function separately from the District IT support group even though functions such as desktop and network support are essentially similar.

The functions served locally in the DLLRC are:

- Desktop/PC support
  - o There are three full-time positions for microcomputer support covering functions such as configurations, application support, helpdesk and training; full-time positions are augmented with a flexible number (2-3) of part-time student positions
  - o There are three computer labs on the RCC campus that are maintained (imaging, maintenance and repair) by the Library/IMC support group: MLK 219 and 231, and Quad 129.
  - o Library/IMC tracks service requests informally through email and other manual techniques; they do not tie into the IT FootPrints ticketing system

- Network support
  - There are two full-time positions supporting the library network, web presence, catalog system, and other electronic resources. One of the two positions is also focused on integrating technology and audiovisual media into teaching and learning
- Audiovisual / Media distribution
  - There are six full-time media technician, operations and production positions
- KRCC-TV
- Video conferencing setups District-wide
- Media setups for District meetings
- Circulation Desk staff also support the issuance of student ID cards
  - This function is also performed in the Admissions and Outreach Office but the campus benefits from multiple locations due to long lines

The DLLRC depends on District IT for voice services, cable infrastructure, wireless and high-level architecture.

While the three colleges in the District have now spun off their own IMC groups, the RCC IMC group represents that they are positioned to support the other colleges for some services due to their size and origins as the primary support organization for IMC. The specific set of services is not formalized in a service catalog.

Below is an organizational chart for the RCC Digital Library and IMC groups. Staff positions (non-faculty) serving technology related functions have been shaded:
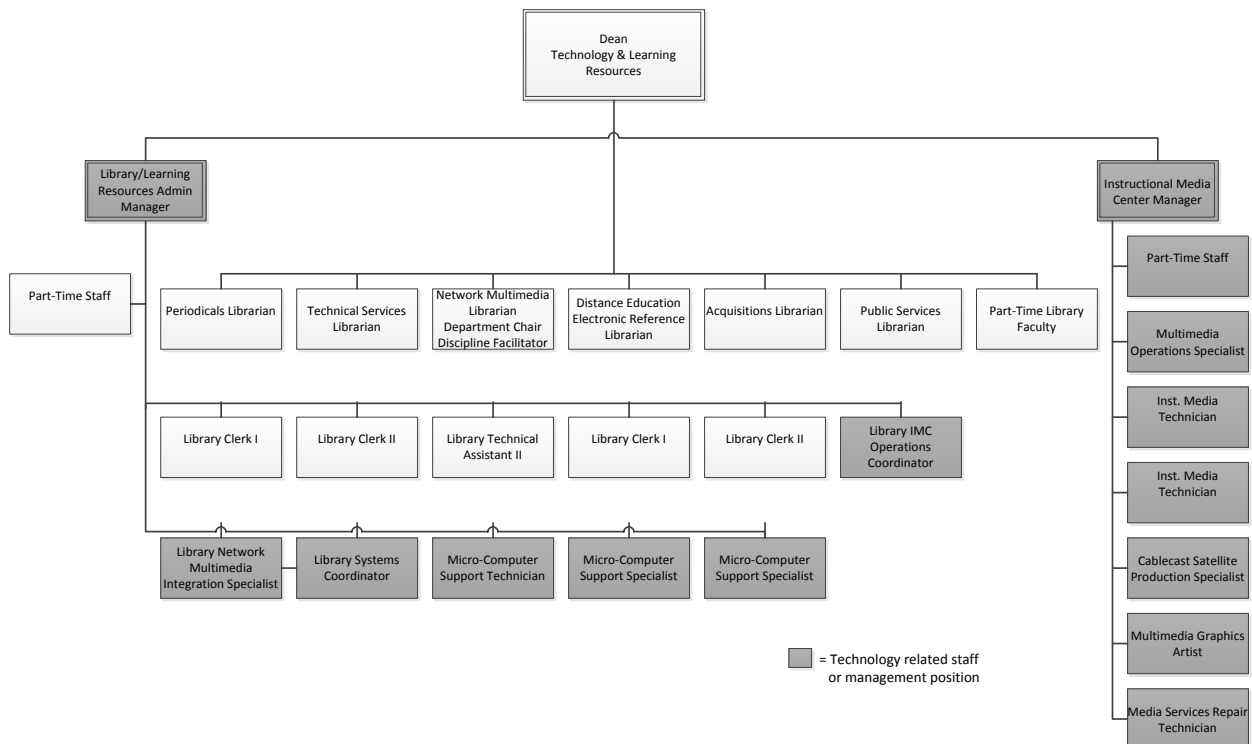
Moreno Valley and Norco Colleges each have two IMC specialists reporting to their respective deans of technology and learning resources.

4.8.5   Shared Governance

- Colleges have their own technology advisory committees, formerly subgroups of the Resource Committees that feed technology-related initiatives to the Strategic Planning Council

- Each college has created their own technology plans. District IT does not have distinct technology plan but has been represented in varying degrees in the efforts at the colleges to draw up their individual plans

- The technology planning groups are advisory in nature, can recommend prioritization of tactical plans, and do not act with budget authority

Academic and administrative departments perform an annual program review to develop a unit plan that includes projects and capital enhancement requests. The college unit plan review committee provides some level of prioritization for budgeting. Ultimately the college president, in conjunction with the vice presidents, makes final recommendations to the chancellor. Requests from the college presidents are also passed through the strategic planning council for adherence to strategic objectives informed by the strategic planning process illustrated below:
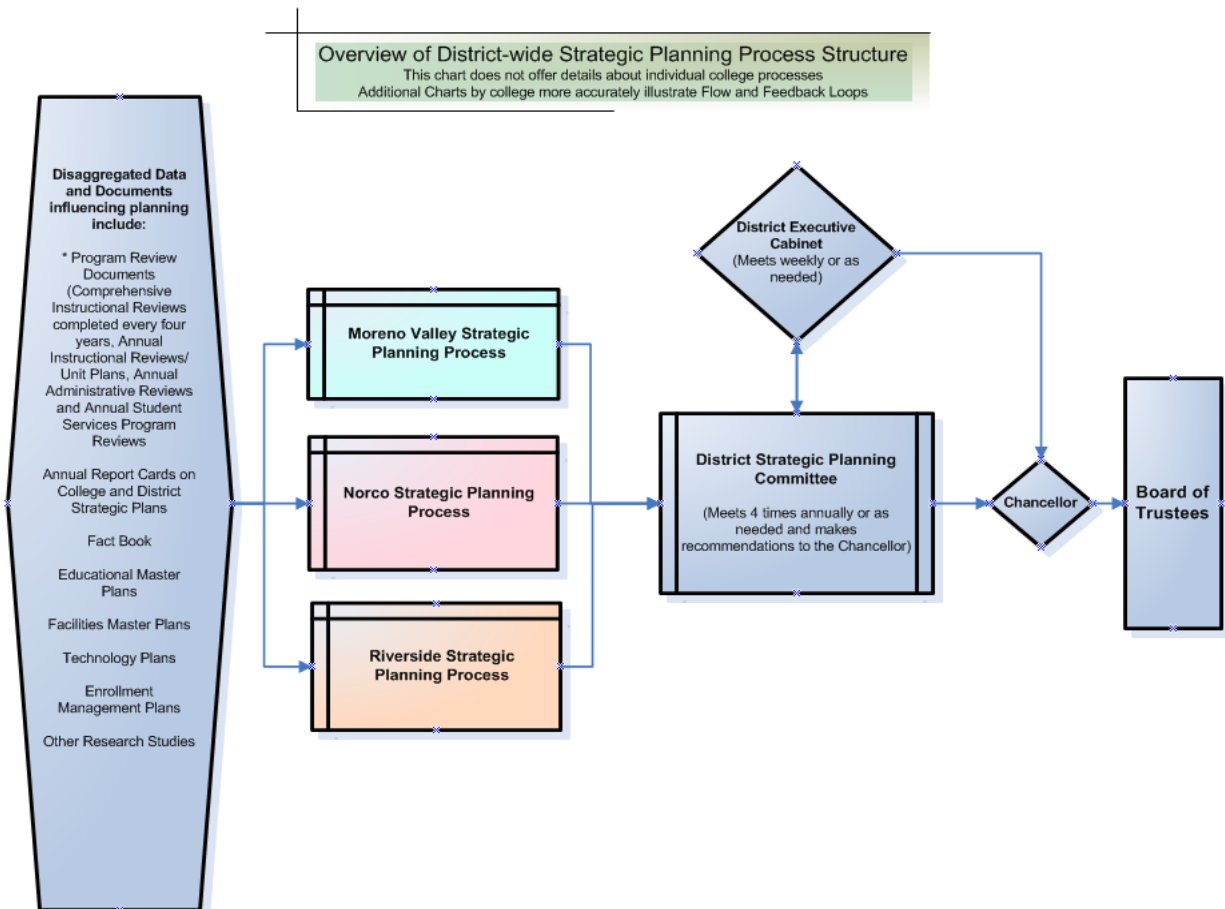
4.9 IT Operations

4.9.1 Current IT Services

District IT services have evolved over time to address certain economies/efficiencies of scale or allowing for autonomy and localization of certain categories of support. Having no fewer than four distinct IT support organizations is evidence of non-planned and organic growth, the consequence of which is a gap between defined services, how one requests those services, and the actual delivery of those services.

- Services are not uniformly delivered throughout the District; campuses have different experiences and have chosen different structures to compensate
- Colleges and the District lack a well-articulated catalog of services at any level, distributed or centralized, leaving many constituencies confused about where to go or who to call for certain support or service issues
- The Information Services organization (IS) is regarded by the District as a sort-of "catch all" for anything IT-related

4.9.1.1. Localized Services
Localized IT support is generally drawn at the boundary between computing and audiovisual (IMC) support.

- Includes deployment and support of computer labs and admin and academic desktops
- Involves other instructional technology support, such as classroom audiovisual and limited presentation content support
- PC techs are assigned to specific colleges but report centrally to District management
- Moreno Valley College technicians also support Ben Clark and March Dental and Ed Ctr facilities

4.9.1.2. District Information Services
District Information Services generally relate to administrative and enterprise systems, IT strategy and infrastructure.

- Support of District-wide administrative and academic desktop systems
- Support of enterprise-level administrative systems, such as Datatel, Exchange, Hershey, and Resource25
- Architecture and engineering support of the District-wide network and telecommunications and WAN circuits
- Support of identity management and domain authentication systems
- IT budgeting and procurement
- Operation of a centralized service desk

4.9.1.3. Services by Others
Other District-wide IT services are provided out of other divisions, including:

- Online instruction / Distance learning – OpenCampus
- Faculty web presence design and content management – Academic Affairs
- Administrative web presence design and content management – Marketing Dept
- Library system (Innovative ILS) and electronic resource remote access – RCC Library

Representative Issues:

- Purchase of equipment not backed by a comprehensive rollout strategy that takes into account all points of integration
- Some systems many releases behind current, causing functional incapacities
- Colleges not included in central design discussions allowing independent and duplicate efforts, although some colleges have expressed an interest in operating more independently

4.9.2   Policies, Standards and Service Levels

The District uses a combination of formal and informal policies for use, design, upgrade and management of the network.

There is a formal board policy (AP-3720) governing Computer and Network Use

Currently, there are no agreed upon and documented policies and procedures for:

- Service Levels
    - Availability (Assumed 7 x 24)
    - Network and system downtime for preventative maintenance or upgrades
    - Testing and accepting new OS versions, and system patches prior to implementation (i.e. Change Control)
    - 'Shared' responsibility with Libraries, IMCs and other system administration groups
    - Reporting
- Equipment refresh or upgrades (network, servers, desktops)
    - Replace end of use equipment
    - Need to increase reliability
    - Need to increase performance/bandwidth
    - Need to increase port capacity
- New Building fit out
    - Funding (primarily Group 2) varies widely depending on specific Facilities project manager
- Software features implemented on network components
- Equipment standards
- Security (network, information, etc.)
- Staff training

There are some cases of application upgrades that have been put through an ad hoc change control process. There are also examples of applications that have been rolled out to remote college campuses that were only tested at RCC and found to have performance issues when put in production.

Not having well-articulated standards, policies and procedures allows for inconsistent distribution of technology, inconsistent delivery of services from department to department and from campus to campus. There is an expectation that services delivered centrally will be deployed equitably.

4.9.3   Accessibility

The office of Diversity, Equity and Compliance directed by Chani Beeman periodically reviews and reports on Section 508 compliance for District web sites, instructional technologies and system interfaces.

- Web site compliance is measured by a combination of the AccMonitor tool as well as manual inspection with accessibility plugins to scan pages and look for attributes such as alternate text, keyboard navigation, high contrast colors, appropriately tagged section headers and links.
- Beeman reports that cooperation with the District web development teams on outstanding compliance issues has occurred to a point. Some of the easier template and stylesheet remedies have been addressed but items requiring significant redesign remain.

4.9.4   Service Catalog

There is no formally defined service catalog for any of the IT disciplines. The fact that there are four divisions that provide various IT functions has been reported to cause some confusion as to which department is to be approached for services; it is largely institutional knowledge and historical patterns that derive the service requests.

Lack of published IT services and associated service levels has significantly impaired service delivery and diminished effectiveness and predictability to the outcome of service requests.

End users have developed low expectations as to the technologies and services that can be delivered by the District. Budget cutbacks were frequently cited by end users as well as IT staffers as an explanation for many of the problems, not only with aging equipment but with resource loads for meeting service demands. Without a clear understanding of who performs which services and what expectations they will be held to, service delivery has devolved to "best effort;" more of a lottery than a predictable service.

4.9.5   Lifecycle Management

There is no formal program for refreshing technology fixed assets on a regular interval. In years past, capital was made available for funding equipment upgrades through the use of state-provided growth funds based on extra program enrollments. Currently, departments must fund their own equipment upgrades through operational expense, which is not typically budgeted to accommodate such purchases, or through grant funding.

- Survey feedback, statements made in open forums and individual department and stakeholder interviews generated a recurring theme and high priority concern around the age and performance of desktop PCs in academic and administrative environments. There exists a measured disparity between the highest rank of importance for PC performance ("essential") and the level of satisfaction with the performance provided ("satisfied or very satisfied")
  - 85% of staff said performance of PC was essential; 54% said satisfied or very satisfied with performance of college-issued PCs; somewhat higher number, 59%, said the PC used for their specific job function was satisfactory or better.
  - 70% of faculty said performance of PC was essential; 37% said satisfied or very satisfied with performance of college-issued PCs.
- While access to campus PCs was indicated by some students in forums and focus groups to be lacking, survey results generally show parity with the importance and satisfaction that students place on access to those campus resources.
  - 75% of students said access to college PCs was essential; 43% said satisfied or very satisfied with performance of college-issued PCs.
- IT does not maintain an asset management or inventory system; however Finance maintains a fixed asset database that contains information on PCs and other asset tagged network and server equipment. IT is able to report on certain attributes of network-attached PCs, but the scans must be performed when the PCs are powered on.
- Network, server and storage equipment is kept in service as long as possible, usually beyond the typical lifecycle of such equipment, contributing to system performance issues and additional servicing.
- Most requests for future technology enhancements raised in interviews, forums and surveys centered around addressing the fundamental issue of aging computers throughout the District; this is clearly a sore point among most end users.
- Each of the college technology plans introduces the concept of centrally funded desktop refresh programs that would allow for PCs and laptops to be rotated out of operation on a regular interval, such as three to five years. The District is not currently operating under this refresh principle.
- Microcomputer support assists in specifying computers for purchase, arranges for deployment and configuration, and will frequently retask the replaced PC to another department with equipment with even lower specs. As such, there is a frequent "domino" effect of moving computers from place to place. The result is that more than 530 computers in the District are more than 10 years old. The average age of PCs throughout the District indicates that the effective refresh rate is 9 years. A reasonable PC refresh rate educational environments is 3-4 years for student-facing academic use, and 4-5 years for administrative use.

Following is a breakdown of the PC installed base at each location with the average age of the deployed equipment:

Location	Total Count	Average Age
Riverside City College*	3867	5.6
Moreno Valley College**	1683	4.2
Norco College	1389	3.8
District and Systems Offices	128	5.0
TOTAL	**7067**	**4.9**

* Rubidoux, Stokoe, and Culinary Academy are included with RCC

** Ben Clark and March Ed Ctrs are included with MVC

4.9.6   Helpdesk and Work Request Systems

District IS maintains a centralized helpdesk during normal business hours (M-F, 8-5) for certain categories of IT service requests. Requests are generally submitted via the helpdesk@rcc.edu address or by phone at x8388. Service requests are entered and tracked in the FootPrints service management system.

- OpenCampus outsources to Presidium for 24x7 end user support for the BlackBoard system.
- Students encountering problems with WebAdvisor or accessing their student email account generally make their requests to Student Services. Students having connectivity or software support questions would make requests of personnel within the facility or program where they are experiencing the problem.
- The RCC Digital Library maintains a walk-up helpdesk to support library-specific support issues as well as general inquiries for District-wide applications for students.
- The IMC groups at each college maintain a separate phone number for their support requests and do not tie into the FootPrints system.
- Faculty report that the IMC group supporting audiovisual needs in the classrooms fields some computer support questions because the centralized helpdesk does not maintain after hours support.

4.9.7   Training

One of the most often recurring themes in interviews and forums was the need for staff development and training. Most departments have concluded that training must be funded from within their units if it is to occur at all, but most interviewed also indicated an expectation that training should be provided for and funded centrally. And while many observed that training was one of the first items to be go during budget cutbacks, the impact of not keeping staff and faculty current on the technology they need for their job functions has been significant.

- 80% of staff ranked access to training as either essential or important; only 26% said they were either satisfied or very satisfied with access to training.
- 84% of faculty ranked access to training as either essential or important; 47% said they were either satisfied or very satisfied with access to training overall.
    - Specific to OpenCampus/Blackboard training, 31% of faculty were either satisfied or very satisified with access to such training.
    - Specific to WebAdvisor training, 46% of faculty were either satisfied or very satisified with access to such training.
- OpenCampus provides training and some content support via Connie Hagar who is scheduled at each college on a regular rotational basis. Training has trended to informal one-on-one sessions due to low attendance at scheduled workshops for broader audiences. Each student forum brought forth anecdotes of online instructors who were not proficient in basic functions of using the Blackboard platform, from inability to post proper file formats to broken links in course content.
- Datatel training is provided using a train-the-trainer method so that departments become responsible for keeping their own staffs updated. There is no defined process for training on the system following major releases or upgrades.
- With some exceptions, analysts and programmers are no longer participating in regular training or conferences due to budget cutbacks.

- Student service management has in the past called for District-provided Datatel training that will consistently present information across many departments and college locations. Those requests have not advanced.

4.9.8   Business Continuity and Disaster Recovery

There is no formal business continuity plan or process other than the District plan for an Emergency Operations Center. The EOC procedures are extensive (approx. 800 pages) and based on a plan assembled for the City of Riverside, according to Sherry Stone, the emergency preparedness coordinator for the District. Discussions with Stone and VPs of business services indicate that continuity of instruction is not addressed in the plan and that procedures are more addressed to emergency response and mobilizing people and resources in the event of various disasters.

Steve Gilson indicated that more robust DR capabilities are planned in conjunction with the build-out of NOC facilities at Moreno Valley and Norco Colleges in order to provide some geographic diversity of systems throughout the District.

Key attributes of the BC process and DR posture within the District:

- No formal business continuity process, only emergency operations plan tied to City of Riverside
- Disaster recovery is defined and driven from the IT side of the house
- Mission-critical systems have a backup and restore capability
- There is no geographic diversity of systems such that a major facility failure would disable critical systems; voice and network systems have redundant components but no capability to failover to a secondary site and sustain normal operations
- Service levels for recovery of key systems is "best effort."
- Recovery of the Datatel system would involve turning up the recently retired application server and rebuilding the system from tape backup. The equipment is currently powered off and co-located in the main IS server room with the production Datatel servers.
- The Galaxy financials system is hosted offsite and managed by Riverside County and subject to their DR capabilities
- OpenCampus is hosted offsite at Blackboard facilities on the East Coast
- Faculty web pages and streaming media for OpenCampus content are hosted offsite at the Acorn co-location facility near the District office.
- The main web presence for the colleges is hosted on servers in the main IT data center although Marketing has indicated a preference to move those servers to the Acorn co-lo facility.
- IMC makes regular backups of storage systems in order to maintain its archive of media content.
- Internet service is via CENIC with one point of presence at RCC; other colleges in the District share their connection to the internet via RCC. There are smaller secondary WAN circuits between colleges and RCC in the event that primary circuits fail.

4.10   Physical Security

The Physical Security infrastructure is primarily within the jurisdiction of the RCCD Police Department under the current Chief of Police, Jim Miyashiro. A 28 year law enforcement veteran, Chf. Miyashiro manages a staff of twenty-five (25) sworn officers, thirty-seven (37) non-sworn officers and twelve (12) clerical (civilian) personnel. Chief Miyashiro has been in his current position for approximately 2.5 years. Currently RCCD-PD manages, maintains and monitors security sub-systems in the following categories:

- Intrusion
- Access Control
- CCTV
- Emergency Telephone
- Duress Buttons
- Fire
- Refrigeration and Temperature Alarms

These systems are dispersed across three campuses and District offices at the following locations:

Riverside
- Riverside City College
- District Office Spruce (NC)
- Culinary Academy
- Rubidoux Annex
- RCCSO (NC)
- University/Market Prop. (NC)

Moreno Valley
- Moreno Valley College
- March Education Center
- Ben Clark Training Center

Norco
- Norco College

NOTE: NC denotes a District property not used for the purposes of instruction. (Non-academic)

4.10.1   Security Program

As an industry best practice PlanNet recommends that its clients establish District wide standards that can create a clearly defined model for each campus location. This strategy reinforces consistency in procedures, protection, loss prevention, management and maintenance, while ensuring maximum life cycles and return on investment.

The following lists some current known conditions associated with the District security landscape:

- Currently the District has no standards for physical security, although the Norco campus is a good model for basing future security deployment strategies.

- The three campuses possess a variety of legacy systems, some operational and supported by RCCD-PD, some operational and supported by third party monitoring and others non-operational and no longer supported.

- Chief Miyashiro indicates that the RCCD Police Department is not adequately staffed to support, maintain and respond to all existing security maintenance issues, as they relate to current conditions across the campuses. Although this statement also applies to physical policing associated with high demand and special events, this primarily applies to physically maintaining security electronics, equipment and infrastructure, not the typically the sole responsibility of the Police Department.

- The existing Central Dispatch Center is not sufficiently equipped to support all of the campuses and buildings in the District.

- With the exception of the Norco Campus, video coverage is nominal and insufficient to cover the critical areas.

- Several departments have elected to contract and install stand alone intrusion systems which are neither monitored by nor responded to by campus/District police.

- The District has continued to be billed for systems that were in buildings that no longer exist. These have been continually paid for extended periods before being discovered.

- Existing wiring infrastructure is substandard and fragile.

- Several equipment locations are spaces shared with custodial and maintenance services and are unsuitable for the security equipment housed within.

- Several equipment locations are in non-climate controlled spaces. Equipment has failed and is no longer operational.

- In order to mitigate losses associated with server equipment being disconnected, IT management has elected to install cameras to monitor the areas previously affected. Although proactive and arising out of a desire to protect critical assets, these cameras are not being monitored centrally by RCCD-PD.

- No 'as-built' documentation exists for currently installed systems and primary vendor (Apple Valley Alarm) retains no backups of system information and has since lost this information.

4.10.2   Security Systems

4.10.2.1.   Access Control

- The majority of access control across the District is accomplished with two primary lock and key systems; Corbin Russwin and Schlage. These are keyed to Campus and District master keys and are maintained by the District locksmith.

- Norco campus IT building, Student Success Center and the March Education Center have electronic access control systems. These systems are currently managed from the College Police Dispatch Center.

- Future expansion and buildings currently under construction are slated for the inclusion of electronic access control.

- The current access control system is by Software House.

4.10.2.2.   Intrusion Detection

- Most of the buildings in the District have some form of electronic intrusion system.

- There is a large diversity of legacy intrusion alarm systems maintained and monitored by various security companies. (Emergency Crime Alert, ADT, Siemens and Apple Valley Alarm.)

- Singular Arm/Disarm codes for many buildings are shared by all personnel and therefore individual access to these buildings cannot be tracked. These codes have been in use for many years, in some cases, and it is unknown how many individuals may possess these.

- Some departments have opted to contract out the provision and monitoring of a standalone intrusion system, adding more unsupported equipment to the District matrix.

- Another department has elected to discontinue their alarm monitoring service, desiring to reallocate these funds for other technology operating expenses.

- Not all of these diverse systems are monitored by the RCCD Police Department.

4.10.2.3.   CCTV / Video Surveillance

- CCTV is currently deployed sparingly throughout the District and monitored at the Police Dispatch Center.

- Riverside Campus – CCTV is utilized in the parking structure and the digital library.

- Norco College - CCTV is utilized.

- March Education Center – CCTV is utilized

- The existing cameras are recorded on Pelco DVRs and are monitored at the College Police Dispatch Center.

4.10.2.4.   Emergency Telephones

- Currently there are 150 emergency telephones District-wide

- Each College has emergency telephones placed strategically across the campus and in parking lots.

- The units, when activated, ring to the College Police Dispatch.

- Many of these units are not functioning and have signage instructing a potential user to call 911.

- The system is currently being reviewed for replacement.

- Pending receipt of a grant to Moreno Valley College on behalf of the District, there are plans to upgrade the emergency telephone system and retrofit the units for mass notification loudspeakers.

4.10.2.5.   Mass Notification

- Currently, the Colleges use Alert-U; a state funded opt-in system for mass notification through cell phone text messaging.

- Pending receipt of grant funding, a "big voice" wide area mass notification system will be deployed.

4.10.2.6.   Emergency Communications

Police Radios

- The existing police dispatch radio system is legacy and near end of life.

- There are gaps in coverage from police dispatch and currently there is no link to municipal law enforcement agencies. An optimum scenario would be to lease bandwidth on the

same carrier networks used by municipal departments for interagency emergency communication.

District Communications

- The District also uses Nextel and Verizon PTT Radios for the EOC and the College Operation Center Staff.

- The carrier radio services inherently exhibit lag in receipt of transmissions.

- This type of system should not be a replacement for the proprietary RCCD Police Department Communications network used for dispatch and police operations.

4.10.2.7.   Monitoring and Dispatch Center (Top of Hill)

- The Police Dispatch Center is located at the top of the Riverside Campus Parking Structure.

- The Police Dispatch Center houses a Sur-Gard Alarm Receiver, which is not compatible with all of the systems deployed throughout the District. It is currently set-up to monitor fire alarms at the Riverside Campus, Moreno Valley, Norco and the March Education Center as well as security alarms at the Lovekin Complex.

- The command center currently has access to cameras at the Norco Campus and select cameras at the Riverside College Parking Structure.

- Due to lack of space in the command center, the room with the critical network and equipment racks is also being used as a storage room and a locker room for police personnel.

- Workstation CPUs and monitors are placed on floors and shelves without any seismic anchoring or restraints.

4.10.3   Security Infrastructure

4.10.3.1.   IDF Assessment Riverside Campus Police Dispatch Center (Top of Hill)

- IDF racks house a number of components such as fiber housing, patch panels, UPS, UPS monitoring equipment and monitoring equipment.

- The current IDF rack installation conforms to current equipment room standards with the following exceptions:
    o The current space does not provide adequate square footage; the lack of space has made it necessary to install equipment on the back side of both racks.
    o It appears that some cabling is no longer in use and has been coiled or left dangling with some conductors left bare.
    o Electrical panels are located in front of existing racks with minimal clearance. Recommended clearance is 36".
    o Miscellaneous items such as suitcases, boxes, books and uniforms are being stored within IDF.
    o Nuts, bolts, cable ties, debris was noticed on top of ventilated equipment.
    o Upon entering the "Top of Hill" IDF it was discovered that officers' uniforms were being hung in front of electronic equipment restricting the air flow to equipment making it susceptible to failure/downtime.

- o Although the room temperature within the IDF was adequate at the time of entry it was noticed that the door was being propped open with a metal bearing to prevent using a key to enter/exit IDF. Propping the door open allows cooling to exit the room forcing the AC unit to work harder to maintain cooling requirements.

4.10.3.2. Security Panel Assessment Moreno Valley Campus

- A security IDF does not exist within the Moreno Valley campus, as all monitoring is being handled via Riverside campus.
- Current Altronix power supply equipment placement is located behind cabinets with insufficient room to maintain or repair.
- It appears that Altronix power supply low voltage cabling shares one conduit with high voltage wiring which is in violation of NEC.
- The current placement of Altronix equipment appears to have proper electrical available but is not being utilized correctly. A power strip is plugged into the closest receptacle and is tie wrapped to a ½" flex. The placement is a high risk of accidental disconnection of equipment.

4.10.3.3. Security Panel Assessment Norco Campus

- The Access Control equipment at the Norco Campus represents a more current and improved system design which is a good example on which to base future installations. Additionally, there remain some further remediations necessary to complete a more secure deployment of these systems:

  - o Room clearance
  - o Identification, labeling scheme.
  - o Hardware upgrades
  - o UPS/Emergency Back-Up upgrades.
  - o Dedicated electrical outlets

4.10.3.4. Back-up, Fail-over (redundancy) and Disaster Recovery

- Other than nominal battery back up on some systems, there is no evidence of database back-up, server fail-over or disaster recovery protocol for existing systems.

4.10.4 Policies and Procedures

Currently, the District has no documented Security Standards. Although, IT, Facilities and RCCD Police each have involvement in the various aspects the application of physical security technologies, there is no governing committee or policies for administration.

The District does engage the RCCD-PD in the security design of new buildings, yet there is not currently a program to evaluate the District wide security infrastructure or make recommendations for improvements.

5.0   Recommendations

5.1   Physical Infrastructure

The IT Physical infrastructure, consisting of dedicated equipment rooms, cabling conveyance and cabling, will support current and future technology system installations and support the distribution of voice and data services throughout the Riverside Community College District (RCCD) sites. The following recommendations are made to upgrade and standardize the Districts installations across each campus.

5.1.1   IT Physical Infrastructure

5.1.1.1.   Main Telecom / IT Equipment Rooms

Recommendation: Upgrade telecom equipment rooms posing risk to safety and equipment, many of these identified in 2007 survey

It is recommended that the Main Telecom/IT Equipment Rooms (referred to as Network Operations Center or NOC) be upgraded throughout the District to provide for rooms that meet current industry standards for equipment clearances, cooling, power, security and future expansion.

5.1.1.2.   Campus Backbone Conduit Infrastructure

Recommendation: Upgrade conduit and building feeds to mesh/loop for major distribution, star topology for all others

Campus-wide Utility Program infrastructure studies have recently been complete for each major campus in the District. It is recommended that the infrastructure upgrades be implemented to support installation of upgraded cabling installations and future campus expansions. The infrastructure conduit installation should be protected with slurry installations and proper underground conduit marking to help avoid accidental damage to backbone conduits during excavation for other campus improvements. Additionally the conduit systems should provide for redundant connections (mesh or loop) to buildings that have significant connectivity and uptime needs. The majority of buildings should be connected in a star or hierarchical star configuration. The cost of connecting each building in a mesh or loop fashion would increase the cost of an infrastructure installation significantly.

5.1.1.3.   Campus Backbone Cabling

Recommendation: Include single-mode and multi-mode fiber optic upgrades per existing program; reduce copper feeds in light of increased fiber connectivity for voice nodes.

The recent Campus-wide Utility Program infrastructure studies also identify the proposed campus backbone cabling upgrades. It is recommended that these documents be followed to create detailed construction documents for cabling installations. The final designs should be based on a developed and approved campus standard. The backbone installations should include the install of single mode fiber, multimode fiber and multi-pair copper cabling. It is anticipated that the voice system will be predominately use fiber for signal transmission. Because of this, it is recommended that the amount of copper cabling be reduced where ever possible.

5.1.1.4.   Building Dedicated Telecommunications Rooms

Recommendation: Recommendation: Upgrade telecom equipment rooms posing risk to safety and equipment, many of these identified in 2007 survey

It is recommended that the Telecommunications rooms at buildings across each District campus be upgraded to meet industry standards for the installation of communications cabling and technology equipment. Currently there are approximately 10% to 15% of telecommunications rooms at each campus that are significantly below industry standards and are at risk of equipment failure and potentially a safety risk to untrained personnel working in these spaces. A Telecommunication Infrastructure Survey was completed in 2007 that highlighted installation concerns. Site walks completed during this IT Audit effort also validate these concerns remain at equipment rooms. It is these rooms that have the most significant concerns that should be upgraded first. All telecommunications rooms in existing buildings that are below industry standards but that do not present a significant risk to equipment or personnel should be upgraded as buildings are remodeled or improved. All future buildings should have telecommunications rooms that are designed per an established District standard.

5.1.2   IT Physical Infrastructure Standards

Recommendation: Adopt a formal standards document (draft available) to guide future installations and inform the facilities planning process

It is recommended that the District institute a formal IT Infrastructure and Cabling standard document that would be followed for installations at all campuses. Currently informal or legacy standard are being used. Formal standards should be issued to design teams tasked with the design and remodel efforts being completed at buildings throughout the District. The advantage to using standard documents is the ability to have like IT infrastructure spaces, cabling and technology support equipment. However, with any standards document the use of the document and enforcement of standards needs to be championed on each building project. The formal standards document will require periodic review and revisions to ensure the document include current industry best practices design. The District would benefit from the use and enforcement of a formal infrastructure design standards document.

Because the IT physical infrastructure is overseen by the IT Services Group and has close ties to Facilities and Planning as well as other groups that manage and overseen campus construction and improvement projects, these various District groups need to work together to ensure the physical infrastructure Standards are updated and followed for campus installation.

5.1.3   IT Physical Infrastructure - Per Campus Location Summary

<u>Main Equipment Rooms</u>

It is recommended that a detailed plan for the upgrade or relocation of the campuses main equipment rooms at the Riverside campus be completed. See the Server Room MEP section for additional detail.

<u>Telecom Equipment Rooms</u>

The telecom rooms (also referred to as IDFs and BDFs) across the District should be upgraded to meet current industry standards and an established District standard. It is recommended that IDFs currently sharing space in electrical rooms or identified as significantly below industry standards are relocated to dedicated telecommunication room location. It is anticipated that the quantity of rooms meeting this requirement at each locations are as follows:

- Riverside City College: 10

- Moreno Valley College: 6
- Norco College: 4

Cabling Installations

It is recommended that the backbone cabling installations be upgraded as identified in the current Utility Program document. Building cabling installations should be installed that meet an established District standard with horizontal communications cabling within buildings consisting of Cat 6 cabling. The current installed base of Cat 5e, Cat 6 and Cat 6a cabling is sufficient to meet the District's identified needs. PlanNet recommends upgrading cabling to Cat 6 through regular renovation lifecycles rather than creating specific remediation projects for horizontal cabling.

NOTE: See Appendix 7.1.1 for ROM cost detail on the above recommendations.

5.2   Server Room

Recommendation: Consolidate data center operations into a primary District-operated facility at Riverside City College.

PlanNet recommends consolidating existing and future IT equipment needs into two facilities, primary and secondary (back-up). The primary data center should be located on the City College campus and the secondary should be located at either Moreno Valley or Norco.   We believe Moreno Valley is the preferred secondary data center location due to slightly further distance from the City College and therefore greater geographic diversity

PlanNet recommends new data center designs with the following general characteristics:

- Energy efficient

- Reliable

- Maintainable without scheduled shutdowns and with low risk of unscheduled shutdown.

- Power and cooling capacities sized or expandable/scalable for projected load growth without over-sizing for initial load.

- Vendor-neutral design and specifications for competitive pricing, especially for more expensive equipment. Avoid customized equipment.

5.2.1   City College Consolidated Primary Data Center Requirements

- Initial requirement for (15) equipment racks and expandable to (30) racks.

- Room size roughly 1,200 sq. ft.
    - Assumes majority of power and cooling support equipment located outside the data center.

- The data center should be located on slab on grade in a single story structure with adequate floor loading (250PSF) and ceiling hanging structural capacity (50PSF).

- Ceiling clear height should be 12' minimum, 15' preferred to allow maximum flexibility for tall equipment racks, layers of cable tray and overhead cooling ductwork and allowing for adequate fire suppression (sprinkler head) clearances.

- Rooftop air handlers located directly above the data center provide the highest energy efficiency by maximizing the use of outside air, resulting in the lowest power costs.
    - Air handlers or CRAC units with air-side economizers located at outside walls is the next best option.
    - Avoid precision cooling – no longer needed for data centers. Operate data center for 750F at server intakes and 20-80%RH.
    - Avoid spot coolers such as in-row, or overhead units, or refrigerated cabinets. These products are good for solving existing problems but should be avoided for new designs because of higher cost, lower energy efficiency and lack of future flexibility with IT equipment and airflow management.

- Racks/cabinets should be arranged in a hot aisle / cold aisle configuration.
    - Blanking panels should be used in racks to prevent hot air from returning from the back through racks to the front.
    - Consider aisle isolation to prevent hot air from returning from the back over the top or around the ends of aisles. Aisle isolation can be accomplished with hanging curtains, rigid containment or with ducted (chimney) cabinets to a suspended ceiling.

- Cooling capacity rated at 25 tons, N+1 redundant (one extra cooling unit)

- UPS capacity rated at 100kW
    - 2N redundant (A and B UPS).
    - UPS units should each be centralized 3 phase systems
    - Avoid multiple rack-mounted UPS units. Centralized 3-phase UPS systems offer lower overall cost, better reliability and serviceability.
    - 10 minutes of battery run time each
    - Located in separate rooms outside the data center.
    - Minimal but 24/7 and generator-supported cooling required for each UPS room.
- Power distribution to equipment racks must be A/B redundant
    - 240V single phase to racks is preferred
    - Mix of 20A and 30A circuit pairs to each rack as required
    - Power should be fed to racks from panels in the racks (free-standing RDC/RPPs) or from wall panels, in conduit or wireway to outlets mounted above racks.
- Normal utility power of approximately 200kW is required for the data center
- Standby generator capacity rated at 200kW
    - Non-redundant generator
    - 2N redundant ATSs and switchboards
    - Base frame diesel fuel oil tank for 48 hours run time
    - Outdoor enclosure with sound attenuation as required, mounted on grade
    - Include redundant fuel filters and pumps, starters and batteries
- ATSs and switchboards should be located in UPS rooms.
    - UPS input switchboards should include TVSS.
- A double interlock pre-action (dry pipe) sprinkler system and gaseous clean agent (Novec 1230 or inergen) should be installed for the data center.
    - Consider option for inexpensive early warning smoke detection (VESDA or similar) if 24/7 response staff is available
- A dual A/B EPO system should be provided to reduce risk of data center shutdown from operator or service errors
    - Normally open circuitry
    - Protective covers over buttons located at each exit.
- Perform commissioning on all critical power and cooling components during construction
- Develop customized, site-specific normal and emergency operating procedures during construction, validate during commissioning and train operating engineers during commissioning.

Consolidated DC Option A – New MLK Annex:

Expanding the MLK building to the west in the loading dock area, with a single-story building extension provides for the above requirements. This is our recommended option to meet all requirements without limitations but it is potentially the most costly because it requires significant building construction. The building construction would include the following:

- 1,200 sq. ft. server room with rooftop air handlers
- (2) 150 sq. ft. electrical / UPS rooms
- 40 sq. ft. fire suppression closet
- 100 sq. ft. for generator

- Utility power already exists in the building
- IS support offices located nearby in Physical Science building

Consolidated DC Option B – Expand Digital Library Server Room:

Upgrading the Digital Library to accommodate the above primary data center requirements is feasible but includes limitations.

- The existing server room #148 is roughly 400 sq. ft. and would need to be enlarged. The adjacent media distribution room is 500 sq. ft. and some of the available space in this room may be usable for servers but overall room expansion would still be required to get close to 1,200 sq. ft.
  - o Roughly 800 sq. ft. contiguous expansion of this room would be required
  - o Additional (2) 150 sq. ft. electrical / UPS rooms required
  - o Additional 40 sq. ft. fire suppression closet
  - o Additional 100 sq. ft. for generator (outside) required
  - o Utility power already exists in the building
  - o IT support office space is required
- Existing cooling is inadequate and would need to be upgraded with similar packaged systems. Installing energy efficient cooling is not feasible.
- The existing 30kW UPS inside the room is undersized and not redundant. It would need to be replaced with two larger UPS systems located outside the room.
- The existing 250kW standby generator is partly devoted to building fire protection and emergency lighting and could not handle the additional data center load. Rather than upsizing this generator another generator would be required to be added and dedicated to the generator. One of the existing ATSs could be retained.
- The ceiling height is adequate but may not provide desired hanging structural capacity, which may require mounting cable tray on racks or stanchions.
- The ceiling space is not adequate for the amount of cooling required; therefore cooling equipment would need to be located on the floor, requiring additional space.
- The data center would have water leak / flooding risks from plumbing on upper floors.

Consolidated DC Option C – Build into planned IS space in Physical Science Bldg:

Renovation of the Physical Science Building is a tenant-improvement project that has been designed to include space in the lower level for Information Services staff and equipment, relocating them from their current location in the impacted Student Services Building. Because the project is state-funded, costs have been allocated to account for some of the requirements of an equipment room. PlanNet's review of existing server room build-out conditions presents concerns about the adequacy of the planned project to fund a data center-class facility as described in our recommendations.

We assume that enough space is available in the lower level for the server room and support equipment rooms that are required as detailed above. Adequate utility power is available from the nearby MLK Building. We assume space on grade outside the building can be made available for a standby diesel generator.

The space ranks lowest in our set of recommended options due to the following concerns:

- The deck-to-deck height of 10'7" is very low for modern data centers and does not allow for efficient cooling and effective overhead cable distribution. In addition, the low ceiling height

limits the use of tall equipment racks. Essentially, equipment would need to be spread across more floor space to compensate for the low ceiling.

- Installing energy efficient cooling in this location would be very difficult due to the lack of proximity to outside air.
- The data center would have water leak / flooding risks from plumbing on the upper floor.

We are concerned that state funds to improve this building for Information Services may include basic core and shell fit-out but may not include costly support equipment such as a generator, ATS, UPS system, switchgear, specialized cooling equipment, specialized fire detection and suppression equipment, etc. Despite the concerns listed above, we recognize that the benefit of state funds contributing at least the base costs of a build-out presents a compelling reason to keep the Physical Science Building location as a viable option.

Recommendation: Address immediate expansion needs in Digital Library

The District should be able to cost-effectively address the most critical capacity issues in the Digital Library server room, such as cooling concerns, and use that space for immediate server growth and short-term expansion while a more comprehensive plan for a consolidated data center space is developed.

Recommendation: NOC designs should be updated for technical issues identified in peer review

The outcome of the District's adoption of PlanNet's recommendations could impact on the design and scale of these facilities. Since final scale and load requirements of these spaces have not yet been designed by the District's data center design consultant, ITS, final calculations should be made in light of a final decision on operating MVC to include a District failover capability. The footprint, power and cooling requirements will all be impacted depending on whether the NOC will only house local file server functions or would need to accommodate several racks of servers and data storage systems for the District.

Recommendation: Existing NOC plans for Norco and Moreno Valley should be used to support edge computing environment (file and print servers, VDI and/or imaging servers)

The existing design for NOC server rooms at Norco and Moreno Valley should be adjusted to serve localized edge computing requirements only. While some college administrators have expressed a desire to run their operations more independently, PlanNet strongly embraces the value of centralized and consolidated operations to maximize the economies of scale and minimize overhead for distributed equipment and specialized skills sets at multiple locations.

Examples of systems that are appropriate to be served out of the local server rooms are:

- Core network routers
- File servers
- Print servers
- Localized network monitoring systems
- VDI servers for virtual desktop environments in the campus computer labs
- Imaging servers for computer classrooms not served by a VDI platform
- Other equipment specific to an academic program served only at that facility

5.2.2 Moreno Valley Secondary Data Center Requirements

Recommendation: Moreno Valley NOC should serve as secondary site to support primary site failover for disaster recovery.

The District should plan to use the NOC space at Moreno Valley to house some additional server and storage capacity to support disaster recovery operations. The facility should also be expected to accommodate the existing Datatel backup system currently residing at RCC.

See section 5.5.4 Disaster Recovery Warm-Site Failover for additional information relevant to identifying systems for failover and considerations for application architecture.

Other specific design considerations and attributes of the space are:

- New building construction on campus

- Initial requirement for (6) equipment racks and expandable to (12) racks.

- Room size roughly 600 sq. ft.
    - Assumes majority of power and cooling support equipment located outside the data center.

- The data center should be located on slab on grade in a single story structure with adequate floor loading (250PSF) and ceiling hanging structural capacity (50PSF).

- Ceiling clear height should be 12' minimum, 15' preferred to allow maximum flexibility for tall equipment racks, layers of cable tray and overhead cooling ductwork and allowing for adequate fire suppression (sprinkler head) clearances.

- Rooftop air handlers located directly above the data center provide the highest energy efficiency by maximizing the use of outside air, resulting in the lowest power costs.
    - Air handlers or CRAC units with air-side economizers located at outside walls is the next best option.
    - Avoid precision cooling – no longer needed for data centers. Operate data center for 750F at server intakes and 20-80%RH.
    - Avoid spot coolers such as in-row, or overhead units, or refrigerated cabinets. These products are good for solving existing problems but should be avoided for new designs because of higher cost, lower energy efficiency and lack of future flexibility with IT equipment and airflow management.

- Racks/cabinets should be arranged in a hot aisle / cold aisle configuration.
    - Blanking panels should be used in racks to prevent hot air from returning from the back through racks to the front.
    - Consider aisle isolation to prevent hot air from returning from the back over the top or around the ends of aisles. Aisle isolation can be accomplished with hanging curtains, rigid containment or with ducted (chimney) cabinets to a suspended ceiling.

- Cooling capacity rated at 10 tons, N+1 redundant (one extra cooling unit)

- UPS capacity rated at 40kW
    - 2N redundant (A and B UPS) preferred. Redundant UPS may become a future provision if required for budget purposes.
    - UPS units should each be centralized 3 phase systems
    - Avoid multiple rack-mounted UPS units. Centralized 3-phase UPS systems offer lower overall cost, better reliability and serviceability.
    - 10 minutes of battery run time each

- o Located in separate rooms outside the data center.
    - o Minimal but 24/7 and generator-supported cooling required for each UPS room.
- Power distribution to equipment racks must be A/B redundant
    - o 240V single phase to racks is preferred
    - o Mix of 20A and 30A circuit pairs to each rack as required
    - o Power should be fed to racks from panels in the racks (free-standing RDC/RPPs) or from wall panels, in conduit or wireway to outlets mounted above racks.
- Normal utility power of approximately 100kW is required for the data center
- Standby generator capacity rated at 100kW
    - o Non-redundant generator
    - o 2N redundant ATSs and switchboards preferred.   Redundant ATS and switchboard may become future provisions for budget purposes.
    - o Base frame diesel fuel oil tank for 48 hours run time
    - o Outdoor enclosure with sound attenuation as required, mounted on grade
    - o Include redundant fuel filters and pumps, starters and batteries
- ATSs and switchboards should be located in UPS rooms.
    - o UPS input switchboards should include TVSS.
- A double interlock pre-action (dry pipe) sprinkler system and gaseous clean agent (Novec 1230 or inergen) should be installed for the data center.
    - o Consider option for inexpensive early warning smoke detection (VESDA or similar) if 24/7 response staff is available
- A dual A/B EPO system should be provided to reduce risk of data center shutdown from operator or service errors
    - o Normally open circuitry
    - o Protective covers over buttons located at each exit.
- Perform commissioning on all critical power and cooling components during construction
- Develop customized, site-specific normal and emergency operating procedures during construction, validate during commissioning and train operating engineers during commissioning.

NOTE: See Appendix 7.1.2 for ROM cost detail on the above recommendations.

5.3   Data Network Infrastructure

As stated in the Findings Section of this report, the data network infrastructure does not conform to 'Best Practices' in several ways. It should be noted that this recommendations section does not seek to assign the cause for these deficiencies, but rather to identify the priorities for remediation that PlanNet believes will provide the most value to RCCD. The major network infrastructure areas that are deficient and require the District to take action are:

- Lack of available support from manufacturer - End of Support status on a significant amount of installed base of networking equipment
- Architecture – Insufficient design to achieve High Availability/Reliability
- Management – Limited or no ability to determine root cause of application performance problems
- Wireless coverage and provisioning – cumbersome and lengthy process for setting up new users
- Network Speeds and Performance - Labs and other areas have limited access speeds to 100 Mbit/sec
- WAN architecture and performance
- Limited Planning and ability to support new initiatives such as Virtual Desktop Infrastructure (VDI)
- Remote Access / VPN is at End of Life status

5.3.1   Lack of Available Support from Manufacturer

Recommendation: Replace majority of local area network due to end of support, lack of security and features.

Due to the vintage of the Local Area Network (LAN) equipment, technical limitations (including lack of appropriate security features) and inability to obtain ongoing support, the District should replace the majority of its LAN infrastructure as soon as possible.   It should be noted that PlanNet is not suggesting that the network be replaced on a 'port for port' basis, but rather, it be looked at in terms of:

- Usage (wired/wireless) – often we find that many hardwired ports are over provisioned and never used. Use of wireless networking is moving traffic away from the wired access layer. Tools such as 'Statseeker' can provide empirical data as to actual port usage.
- Performance – Speed of access layer ports and backbone uplinks. The use of Gigabit Ethernet (vs. 100 Mb) to the desktop should be considered in terms of current and potential future applications. Cost impact of higher speed networks can be approximately 30% more expensive (including increased backbone speeds to Ten Gigabit/sec).
- Security – choosing network switches with the appropriate layer 2 and layer 3 security features.
- POE (+) capability to support Wireless Access Points, IP phones, IP security cameras and other devices.
- Reliability (see section 1.1.2 below)

As stated in the findings section (table repeated here), the majority of LAN equipment will be at End of Support (EOS)/ End of Life (EOL) status in 2011:

Network Component	Qty	End-of Sale	End-of-Support
Catalyst 2924XL	10+		2006
Catalyst 2950G	70+	2007	2011
Catalyst 4006	2	2004	2010
Catalyst 3524xl	30+	2002	2008
Catalyst 3550	110+	2005	2011
Catalyst 6500 Sup 2		2007	2012
WLSE (wireless LAN controller)			2009
Wireless Access Points (model 1220)		2005	2010

This is significant because:

- Code problems (i.e. 'bugs') will not be fixed by the manufacturer (i.e. Cisco in most cases for the District). As RCCD has used this equipment for quite some time, the main issue here is the inability to quickly and effectively address security exploits rather than adding specific features for the RCCD environment. This impact is unknown as viruses, worms and other malware attack networks on an ongoing basis. It should be noted that these security concerns are in addition to the already known security flaws in the RCCD LAN installed base (i.e. lack of SSH, IP Sourceguard, etc.)

- In the case of VPN, the discontinued VPN concentrator may limit access from newer PC 64 bit Operating Systems and clients.

- Hardware 'break/fix' will no longer be available through Cisco. RCCD has accumulated some spares over time so this may be a less significant issue (it is mentioned here for completeness). It means that should a network device have a hardware failure, RCCD must replace it with a more current network switch (recommended solution), use a spare or find a third party grey market organization to effect a repair. As equipment ages, the likelihood of component failure increases. We understand that replacement of failed equipment is typically an unbudgeted expense.

5.3.2 Architecture –Achieve High Availability/Reliability

Recommendation: Eliminate single points of failure by dual-homing all switches to redundant core or distribution switches. Implement a dual-core design at Norco and MVC

As stated in the findings section, there are some design deficiencies that depart from best practices for high availability. The network is used by students, faculty and staff to access RCCD resources while on campus as well as remotely. As with most colleges, this access is expected to be available on a 7x24x365 basis (i.e. anytime and anywhere).

The District should eliminate single points of failure by dual-homing all network switches and populating core switches with sufficient capacity so that each building is connected to two core switches on each campus. In concert with the recommendation made above, the replacement network should not just replace old switches, but be designed holistically to include reliability as a key design goal.

There are several 'single points of failure' that have been identified in the network architecture that reduce the reliability of network access:

- At each of the three campuses, some access layer switches are connected via one network interface to the distribution layer or network core. Where a Building Distribution Frame (BDF) Switch or other aggregation switch is used as an intermediary concentrator, the access layer switches are sometimes connected to the aggregation switch via a single link (i.e. single points of failure include Ethernet ports at either end of link, fiber transceivers at either end, line card at core or BDF, core switch, BDF switch and fiber media). Failure of any of these elements could result in a floor or entire building being 'down' without network access until hardware can be replaced or repaired. The network staff has reported that many buildings are connected to two distribution switches.

- At MV and Norco, a single core network switch is deployed on each campus. Although these single cores are configured with no internal hardware single point of failure (i.e. dual supervisor modules, power supplies, etc.), it has been our experience that excessive down time may occur due to operating system and/or human error. The District should implement a dual-core design at Norco and MV.

5.3.3   Management – Application Performance Problems

Recommendation: Procure more sophisticated application performance management tools

Our findings indicated that all three campus networks are centrally managed using 'shareware tools (I.e. Intermapper and MRTG) and commercial tools such as 'What's Up Gold' for network performance and faults. The tools do not provide much in terms of determining the cause of poor application performance. An additional challenge is the shared governance nature of different organizations being responsible for network, server, desktop and applications.

The network group is often required to diagnose the problem and 'prove' that the network is not the root cause. Due to the lack of available tools, this can be a time consuming process using network sniffers and other instrumentation resulting in poor user satisfaction metrics.

The District should procure application performance management tools (i.e. OpNet, NetQOS, NetScout) to manage the key applications supporting users.

5.3.4   Wireless Coverage and Provisioning

Recommendation: Upgrade wireless network to newer 802.11n standard.

Incorporate authentication and captive portal technology, allowing guests immediate but limited access.

Our findings indicated that the current WAN infrastructure is lacking in terms of areas covered, support of the current wireless standard (802.11n) and ability to support "guest" users or provision new users quickly. As with the wired networking infrastructure, these issues are due to lack of funding for upgrades or expansion of network capabilities and coverage.

The District should upgrade its wireless network infrastructure. Specifically, the District should:

- Move to a highly available controller-based WAN infrastructure. It should be noted that controllers should be configured in a N+1 arrangement for cost-effective high availability and can be either centrally located or distributed on each campus

- Incorporate user authentication and captive portal technology. Users should be authenticated whether they are on wired or wireless networks. Unauthenticated users should be treated as 'guests' with limited access.

- Incorporate RF security measures to detect interference, detect and block rogue access points

- Determine functionality and performance requirements of WLAN to support data (academic and administrative use including video), voice and location services

- Move to 802.11n technology. An RF study (either predictive or by survey) should be conducted to determine appropriate spectrum to use (i.e. 2.4 or 5 Ghz), In conjunction with the performance parameters in the above bullet, the survey should also determine the quantity and location of wireless access points and antennae.

5.3.5   Network Speeds and Performance

Recommendation: Increase backbone to 10 gigabit; access layer to 1 gigabit port speeds except where implementing VDI in lab environments.

Labs and other areas currently have access layer speeds limited to 100 Mbit/sec. even though the switches might be capable of gigabit connectivity.

In conjunction with the replacement of the network infrastructure discussed above, the District will need to determine the performance characteristics and other criteria for access, distribution and backbone/core layers. The District should:

- In all cases:
  o Determine POE requirements for supporting wireless access points (POE+), IP Phones, security cameras and other line powered devices.   A combination of POE and non-POE switches will likely suffice in academic areas resulting in cost savings of 30% as compared to a 100% PoE solution.
  o Determine security requirements and other potential Layer 3 requirements for access and distribution layers.
  o Each switch must be highly reliable (limited points of failure such as processor, power supplies, network uplinks)
  o Standardize on Ten Gigabit Ethernet for backbone connections
  o Provision 'end to end' QoS for voice and video applications on all switches

Determine desktop strategy to determine appropriate network support

- In the case of a non-virtualized environment (i.e. typical Windows environment):
  o Standardize on Gigabit Ethernet at the access layer for all lab areas, classrooms, lecture halls and other academic areas. (Although ~30% more costly than 100 Mbit/access layer devices, this should provide some level of 'future proofing' for support of new video academic technologies. It will also provide appropriate speeds for re-imaging lab PC's and support of 802.11n wireless capacities.

- In the case of a committed virtual Desktop Implementation (VDI) using a server based terminal services approach:
  o Standardize on 100 Mbit Ethernet at the access layer for all lab and other areas that will be primarily be served by VDI. For non-VDI academic areas, Gigabit Ethernet at the access layer is recommended
  o Provisioned with Quality of Service (QoS) to ensure VDI terminal services are delivered without latency and jitter.

5.3.6   WAN Architecture and Performance

Recommendation: Increase size of wide area network backup circuits; implement QoS and packet shaping to manage bandwidth.

Most of the significant segments of the RCCD WAN are performing adequately with the following exceptions:

- Systems Office on Market, Ben Clark 3407 site, and Stokoe have T1 circuits that have reported significant performance problems (circuits over utilized)
- Backup circuits between colleges are of insufficient capacity to adequately serve the user demand for bandwidth

Recommendation: Continue use of central CENIC connection

In addition, Internet Connectivity to CENIC is centralized at RCC for all three campuses. PlanNet has been asked to recommend the appropriate WAN architecture for the District's future CENIC connectivity.

The District should:

- Retain the existing centralized CENIC internet access through RCC. This appears to be the most cost effective method of providing reliable service District-wide. The District may be entitled to separately funded CENIC connections at each college as a result of their individually-accredited standing with the state Community College system. PlanNet recommends that the District arrange for those additional circuits only if the state offers the funding.
- Increase the capacity of the back-up T1's between colleges. In the event of an inter-campus DS3 failure, the back-up T1's will be significantly oversubscribed and provide poor performance. Potential solution is to utilize Sunesys dark fiber between campuses. Should that option not prove feasible from a cost or scheduling standpoint, an additional DS3 or optical Ethernet circuit should be investigated. Optical Ethernet is available at many different price points and bandwidth options from Verizon and other carriers..
- Supplement /Replace the over utilized circuits at Systems Office on Market, Ben Clark 3407 site, and Stokoe. Adding an additional T1 circuit via inverse multiplexing is often a cost effective method of increasing bandwidth. In addition, the District should investigate implementing QoS and local caching to improve individual application performance.
- Quality of Service (QoS) should be implemented on the inter-campus links to optimize the performance of key applications.

Packet shaping should be investigated to determine if non-academic uses such as peer to peer 'entertainment' traffic becomes excessive

5.3.7   VPN Use

Recommendation: Replace VPN concentrator with client-less SSL appliance for remote access.

The current Cisco VPN concentrator is at 'end of life' (EOL) status which means that new features and bug fixes will no longer be offered.   All of the aspects of EOL have been mentioned previously

in this report apply to this device. As VPN technology's primary function is to provide secure access to important information, the replacement of this device should be considered a high priority.

The District should:

- Determine how many users (currently about 200 accounts) need secure remote access to campus resources. Typically this access is limited to faculty and staff (see policy section).
- Determine the cost benefits of alternative technical VPN solutions (i.e. IP-Sec vs. SSL) and vendors. Current RCCD vendors offering this technology are HP (Tipping Point) and Cisco. Market leader Juniper should also be considered.
- Procure and implement a District-wide replacement VPN solution as soon as possible.

NOTE: See Appendix 7.1.3 for ROM cost detail on the above recommendations.

5.4 Voice Infrastructure

Recommendation: The District should upgrade its aging phone system, which is no longer manufacturer supported in its current configuration. A determination whether to replace the platform should be made following a detailed requirements discovery/specification.

As stated in the findings section, the District is using 'hybrid' PBX systems supporting IP, digital and analog stations. Although these PBX systems have done an adequate job of supporting RCCD in the past, they are at 'end of sale' status and require upgrades or replacement.   In general, these systems are providing basic telephony support (i.e. dial tone and voicemail) for the college community at the three campuses.

The District should:

- Evaluate its overall Voice and Unified Communications (i.e. wireless, messaging, presence, etc) requirements. In our experience, this requirements discovery should include surveys and facilitated workshops to obtain end user needs.   Many colleges are evaluating voice systems infrastructure to include:

  o Phones in classrooms (public safety)
  o Fixed mobile convergence (off load cell phone minutes to campus WLAN using dual mode phones)
  o Determine if Unified Communications can be used to improve communications between college community stakeholders (i.e. IM between student and faculty, virtual office hours)
  o Reliability/Business Continuity – Modern voice systems architectures, especially IP-based, allow for high availability even if a main campus call controllers fails
  o Features – Determine what business units and faculty require
  o Conferencing (voice, web, video)

- Assess NEC (i.e. current PBX manufacturer) market share and offerings as compared to requirements. (Note NEC has less than 5% market share in North America)
- Assess other manufacturer's market share and offerings as compared to requirements
- Replace or upgrade systems based on above cost benefit analysis

In light of the end-of-support condition of the NEC platform, the District is faced with two upgrade options:

Option A: Upgrade/Extend the existing NEC system
  o Replace critical core components and extend signaling capability for IP-based handsets
  o Is not a long-term solution; could extend the usability of the platform for as many as 5 additional years
  o Additional investment in new handsets for new projects would be sunk costs toward a future platform swap

Option B: Replace NEC system

- o Highest cost
- o Best long-term value with improved features, reliability and opportunities for application integration
- o Would need to be initiated within the next 12 months to avoid risk on continued use of the existing platform
- o Forklift replacement of the extended NEC system above would be required within 5 years

Recommendation: Investigate the cost benefit of fixed mobile convergence and other mobility features.

The District should investigate the productivity benefits of having seamless communications between its land-line systems and mobile phones. Fixed mobile convergence is a capability of modern phone systems that allow calls originating on a wired phone system to easily transfer to a mobile phone without interrupting the conversation. In some cases, this handoff can be initiated by pressing a button on the handset and in other cases the handoff can take place based on the optimal available coverage.

Once the college has built out a robust wireless network, users who have been issued dual-mode mobile phones could more easily roam from campus coverage areas to off campus locations without having to re-initiate the call. The ability to use the District wireless platform could also result in cost savings by not consuming minutes on the carrier's network.

Recommendation: Centralize the procurement of desk and mobile phones.

Currently individual departments fund end-point phones and mobile plans. Users can chose what they want as long as the department funds it. Central budgeting of these two functions is likely to result in cost savings by pooling voice and data plans at the enterprise level, as well as increased end user support by having standardized smartphone devices that are able to be tested for proper interface to college network systems.

This recommendation could become part of a larger cost-recovery mechanism proposed in Section 5.9.6 Cost Recovery Model.

Recommendation: Add phones in classrooms.

The District already has plans to place phones in classrooms for new construction projects, but PlanNet recommends that the District take the occasion of upgrading the phone system to add instruments in any classrooms that are not already equipped. Where possible, these phones should be IP-based in order to take advantage of existing network drops in the classrooms.

This is necessary to:

- Improve safety and security by offering instructors and students better communications options in the event of emergency
- Provide instructors a method of contacting the helpdesk for assistance with microcomputer or audiovisual systems during instruction periods

NOTE: See Appendix 7.1.4 for ROM cost detail on the above recommendations.

5.5   Systems Infrastructure

5.5.1   Use of Virtualization

Recommendation: Virtualize 50% of Physical Servers over next 24 months; target 10:1 Virtualization Ratio

The District currently has approximately 160 servers across the enterprise. These servers are of various vintage and performance specifications. Recognizing that some systems require special hardware, such as the Datatel Colleague server, all others should be standardized onto virtual server platforms where possible. District IS operations has begun the process of virtualizing by using six physical servers as "hypervisors," serving as host to the virtual "guest" instances. (Note: some of these six are also being used to support virtual desktop environments; not all are being used to support server instances).

The ratio of physical servers to virtual servers is a function of the performance requirements of the applications and the performance capacity of the hardware. PlanNet recommends that the District procure systems that will comfortably allow for a 10:1 compression ratio of virtual to physical servers. Setting a target of virtualizing 50% of the remaining 154 physical servers at that ratio, 8 physical servers would be required to accommodate 77 virtual machines (VMs). Additional servers are needed to account for organic growth and redundancy within the clustered hypervisor farm.

The benefits of virtualizing:

- Power savings
- Space optimization – District operations have already spread across three server rooms; could reduce overall footprint
- Ease of provisioning new systems by cloning existing VMs
- Ease of replicating systems to the DR environment by simply copying the VM, which can be a data file residing on a high performance storage array

Information Services would benefit from standardizing on a particular server platform (blade vs rack-mount). Generally, the blade platforms will provide some enhanced management and increase the density of physical space required, but the space constraints currently experienced are expected to be largely relieved by the recommended virtualization project.

5.5.2   Storage Arrays

Recommendation: Upgrade to enterprise-class storage arrays that provide for tiering based on class of data (transactional vs. persistent); single management platforms but avoid expensive online hierarchical systems

The District needs to modernize its data storage platform to improve reliability and performance, improve management of the information lifecycle to lower overall operating costs.

The benefits of enterprise class storage are:

- Aligns storage deployments with the Districts varied operating and performance requirements (multiple storage tiers)
- Robust, scalable platform

- Single management console
- Leverage enterprise class storage management solutions, including:
    - De-duplication to trim repetitive data
    - Virtual tape libraries
    - Data replication across sites
    - Instant cloning of file systems for sub-production data and offline backups

Managing data through its entire information lifecycle calls for appropriate archiving and migration of data from high performance, high cost arrays to high-density, lower cost media. PlanNet doesn't recommend investing in expensive online hierarchical systems that would automate the migration of aging data as this can be efficiently addressed through standard operational procedures for backup and archive of data.

The current innovations in Ethernet-based storage networks, such as Fiber Channel over Ethernet (FCoE) and iSCSI represent cost effective solutions over optical SAN technology. PlanNet views these technologies as appropriate for the District's enterprise storage needs.

5.5.3 Active Directory

Recommendation: Create college-specific domains within an Active Directory forest to allow for more granular security controls and distinct DNS namespaces

Norco College and Moreno Valley College are intending to establish their own internet domain identities in order to more uniquely brand their programs. The District network domain space should be updated to reflect these domain name service (DNS) changes within the Active Directory structure.

College-assigned technical leads should have domain privileges commensurate with localized service delivery.

The District should eliminate its remaining Novell directory services and standardize on Active Directory for Windows domain authentication and management.

5.5.4 Disaster Recovery, Warm-Site Failover

Recommendation: Architect for Warm-Site Failover at MVC NOC

The current District data center deployment supports a limited disaster recovery (DR) capability. Systems required to support a recovery would be pulled from available resources around the District at the time of the event and data would be restored from tape backups. PlanNet would classify the current DR capability as a "best-effort", with expected recovery times of weeks/months to complete recovery of District systems.

Long term, the District should initiate a formal Business Continuity Program that includes a Business Impact Analysis (BIA) to clearly identify the criticality, recovery objectives   and priority of the systems/process required to maintain business operations in the event of a local disaster event,

including the failure of the data center facility. See section 5.9.9 Business Continuity and Disaster Recovery for additional guidance on this recommendation.

In the interim, the District should minimally design a DR configuration with hardware dedicated for recovery purposes at a site geographically remote from the production data center at Riverside City College. Since the District has existing plans to build Network Operations Centers (NOCs) at Norco College and Moreno Valley College, PlanNet recommends leveraging one of those projects to establish a DR posture. Given the geography of the District, PlanNet recommends using the Moreno Valley College NOC as the location for housing the backup production systems.

The District should set aside specific server and storage array infrastructure to support a warm-site failover. The amount of server and storage capacity at the MVC NOC should be driven by the selection of applications that are categorized as mission critical.

In order for the DR site to function as a "warm-site failover," it should have the following attributes:

- Systems are dedicated, hot standby. They are replicated on a regular interval and ready to be put into production.
- District IS operations should leverage server virtualization technology to easily replicate systems.
- With some notable exceptions (such as the high-availability clusters identified in this section), all DR systems would failover together; essentially a "facility failover." This allows for the interaction of critical systems to remain in sync and for all DNS and IP addressing schemes to remain viable across two locations.
- District IS operations should replicate its data storage between production and DR facilities on a regular interval that maintains appropriate recovery point objectives (RPOs).

Other fundamental infrastructure attributes are included in Section 5.2.2 Moreno Valley Secondary Data Center Requirements.

5.5.5   Use of High-Availability Clusters

Recommendation: Establish High-Availability (HA) Clusters for Exchange and SQL with additional nodes at MVC NOC

Part of designing for a warm-site failover is to make sure that the applications are architected in such a way that a recovery point objective (RPO) can be established and the production systems rolled back to that point in time before being restarted. This may result in a certain amount of lost data. For some applications, even a short RPO cannot be tolerated and those systems are designed to be high availability (HA) applications. Often the transactions have to be queued and written to redundant servers before the underlying database releases the completed transaction.

In the case of the District's Exchange enterprise messaging system, as well as Microsoft SQL Server database platform, adding additional nodes to a cluster is a common design configuration well supported by Microsoft. In order for the District to more closely achieve high availability on these mission critical systems, at least one node of each of the respective clusters should be placed at the MVC NOC. In the case of SQL Server, SQL mirroring is applied for the DR instance. This would allow for critical outage of one or more nodes at RCC and the system still able to sustain the outage by communicating with the remote node.

5.5.6   Datatel Backup

Recommendation: Establish backup Datatel system at MVC NOC

The hardware identified as the backup system for Datatel currently resides with the production system in the main RCC server room and needs to be relocated to the MVC NOC to serve any functional use as a recovery system in case of critical failure or damage to the RCC server room. While this backup system formerly served as the production platform for Datatel before the most recent hardware upgrade, PlanNet recommends that recovery of the production system be thoroughly tested on the older hardware to account for the minimally required service level for the application that can be delivered in a reduced capacity DR posture. Certain commitments need to be established and understood about what level of degraded system performance can be tolerated in a disaster recovery mode.

The backup system, containing both the application and database components of the Datatel system, would not be expected to operate test and development environments of the production system in order to maximize capacity if pressed into service for DR. Additional component servers, such as the WebAdvisor front end, should be operated as VM instances on the virtual server platform.

5.5.7   Virtual Desktop Infrastructure (VDI) for Computer Labs

Recommendation: Implement VDI for computer labs

RCC has successfully piloted virtualization for computer lab desktops and PlanNet recommends that the District expand into this technology. By deploying thin clients at the desktop and serving the computing from a back-end server platform, the District can achieve certain economies of scale and reduce the requirement and expense of replacing hardware on routine 3-year (or similar) refresh cycle. By deploying thin client hardware in labs and other unsecured environments, the financial exposure of asset loss and vandalism is reduced.

A key benefits for the District in deploying VDI is to allow for multiple system images to be used as needed in an instructional environment. Instructors requiring a more current version of an OS in order to teach from a specialized application will no longer be impeded by OS version limitations for the entire portfolio of applications that must be available on those desktop instances.

NOTE: See Appendix 7.1.5 for ROM cost detail on the above recommendations.

5.6 Enterprise Applications

5.6.1 Use of Datatel

Recommendation: Continue using Datatel as the primary Student Information System through the next set of expected platform consolidations; revisit in 18-24 months

The Datatel platform has met the needs of the District from the perspective of being able to customize the system to satisfy varying academic program requirements. The features of the application suite, including the WebAdvisor web interface used by faculty and students, received high marks in the satisfaction survey. Operationally, the platform has underperformed, which is believed to be a combination of burdening the system with complex registration rules, middleware code that does not cleanly manage the processing volume under this additional load, and lack of visibility into the tuning metrics that could provide earlier indication of a system escaping its optimal operating parameters.

Fundamentally, PlanNet believes it is not the right time to undergo a significant transition to a new ERP solution for the following reasons:

- College administrators are already under duress to reconfigure their organizations and systems for operation as a three-college District. Diverting resources to a major, multi-year ERP transition would create too much backlog for current operations in an environment that is already resource constrained.

- It is likely that Datatel will reduce the number of supported platforms in its development portfolio in the coming months that will allow them to be more specific about detailed system tuning, not to mention keeping their development teams focused on a single (or consolidated) set of database and middleware platforms, resulting in shorter and more thoroughly tested development cycles.

- A single set of defined manufacturer specifications for server and storage platforms, underlying databases and web services, should result in more uniform system tuning and a common set of expectations about the interoperation of the various system components.

If Datatel does not achieve the above in the next 18-24 months, the District should evaluate a move to a new Student Information System.

Meanwhile, the District should more aggressively leverage its position and influence as one of Datatel's largest West Coast customers to demand certain outcomes and levels of support for working through its configuration challenges. Datatel should be made to realize that the account could be in jeopardy due to the inability of the District and the corporation to work together as strategic partners to resolve performance issues.

5.6.2 Datatel Customizations

Recommendation: Use a third-party resource to evaluate the level of Datatel customizations and impact to transaction processing; inspect middleware configuration and tune system accordingly

The District should contract with a system performance consultant to specifically evaluate the quantity and type of customizations that have accumulated in the Datatel platform. This consultant should run J-Meter load testing on the system using an appropriate test account, monitoring the

difference between a fully-customized instance and one with all of the registration rules removed to determine the overall impact. As various registration rules are added back in, system load should be evaluated to try to identify those rules which appear to most impact the system.

One possible outcome of this testing is that the registration rules could be categorized and applied to different registration cohorts. For example, if there is a particularly burdensome registration rule (often relating to I-descriptors in the code), then those programs requiring that rule could be scheduled at a specific time and closed to registration during all other times and the rule removed.

The system should also be further and freshly evaluated from a CPU performance and disk I/O perspective to determine other possible bottlenecks for system tuning. This hardware analysis was already done in the recent past, but should be done as part of the customization testing cycle as well.

The number of licenses applied to the DMI middleware component should also be evaluated and fine-tuned. It is possible that RCCD has configured too many sessions for DMI which, in some cases has been seen to actually perform better per user with fewer available sessions.

5.6.3   Best-Value Enterprise Applications

Recommendation: Continue best-value approach to enterprise applications such as SIS, Financials, and HR/Payroll; supplement with additional programming support for interfaces to Galaxy and Datatel

RCCD is already taking a best-value approach to its enterprise applications and PlanNet recommends the District stay the course for the time being. Investing in a new ERP platform is a major investment from a ramp up perspective and still requires considerable effort to customize the implementation to be site-specific—there is no ready-out-of-the-box solution. This same effort that would otherwise be put to customizing a new ERP should instead be directed toward creating the necessary data exchange interfaces between Datatel and Galaxy.

Integration to other enterprise systems has not made for seamless cross-platform data exchange and reporting as a complete ERP solution might provide. The District is experiencing some pain points around reconciled reporting for things like faculty payroll and budgeting models that cross domains, such as the fiscal impact of schedule changes to faculty course load. The benefit of converting all the various enterprise systems to modules operating under the Datatel (or some other) platform would not outweigh the cost and complexity and risk of taking on such an initiative.

The District's Information Services group should make additional programming resources available to support the exchange of information, including writing data import-export scripts, batch processes, or even APIs that may be shared among other county user groups. The development cycle for Galaxy enhancements is not rapid and indeed the District has been eagerly awaiting new reporting and time-and-attendance modules (nearly ready for release) for some time. Other than these modules, the District should not wait for Galaxy to provide the programming interfaces, and should instead use some of the conventional data exchange methods mentioned above to create the necessary movement of data between the systems.

5.6.4   LMS Platform

Recommendation: At next practical evaluation cycle, include open source Moodle for consideration as LMS platform using hosted and managed services similar to Blackboard

PlanNet is aware that the District recently moved forward with renewing a contract with Blackboard to license, host and support a migration to their LMS 9.1 platform. In support of PlanNet's initial recommendation to evaluate an open source solution for the District's Learning Management System platform, the chancellor directed PlanNet to gather high-level costs for a comparison between the faculty senate-proposed approach and the PlanNet recommended approach. As such, we developed a high-level (budgetary only) cost comparison between Blackboard LMS 9.1 and two Moodle partner solutions, Moodlerooms and Remote Learner, two of the largest US-based solution providers.

During the course of PlanNet's assessment, a two-year process of selecting a new LMS platform by the Online Education Advisory Committee of the Faculty Senate concluded and identified industry leader Blackboard for purchase. It came to light that the selection committee did not consider open source solutions in the evaluation due to a premise that additional staff support would be prohibitively expensive to support a non-commercial package. The recommendation was to pursue an upgrade to Blackboard's newest release of the LMS platform, version 9.1, migrating from Blackboard's CE 8.0 platform (formerly WebCT) which is reaching end of life as a supported platform by Blackboard by the end of next year.

The results PlanNet's cost comparison revealed that a Moodle solution could save the District between \$0.59 million and \$0.98 million over 5 years while allowing for a 20% FTE position to be available for additional open source support where points of integration to Datatel and other systems may be warranted.

Typical system administration support for application patch management, system backup and recovery and course shell setup was included in each solution. The Blackboard solution was estimated to cost \$1.46 million over 5 years while Moodlerooms/joule came in at \$0.87 million and Remote Learner/ELIS came in at \$0.48 million. The cost model assumes additional training would be required in Years 1, 3 and 5. Other assumptions are indicated on the attached cost model.

At the next appropriate evaluation cycle, the District should re-open its review of available solutions, provide for additional sandbox evaluation, and determine the viability of open source with a fully hosted and partner-supported approach, similar to those managed services offered through Blackboard.

RCCD LMS 5-Year TCO Comparison

LMS Solution	base licensing	hosting	integration modules	customized code	sys admin support	end user support	training	RCCD staff support
Blackboard CE 8.0 (existing)	$ 165,140	incl	-	-	incl	$ 57,052	$ 33,700	-
Blackboard LMS 9.1 (proposed)	$ 169,953	incl	$ 16,000	$ 15,336	incl	$ 57,052	$ 33,700	-
Moodlerooms (Moodle core plus "joule" enhancements)	-	$ 45,000	$ 30,000	$ 17,500	incl	$ 51,250	$ 21,000	$ 16,000
Remote-Learner (Moodle core plus "ELIS" enhancements)	-	$ 21,995	$ 8,995	$ 15,000	incl	$ 25,000	$ 22,000	$ 16,000

	Year 1	Year 2	Year 3	Year 4	Year 5	5-Year TCO	delta
Blackboard CE 8.0 (existing)	$ 255,892	N/A	N/A	N/A	N/A		
Blackboard LMS 9.1 (proposed)	$ 292,041	$ 255,155	$ 304,376	$ 279,456	$ 332,046	$ 1,463,074	
Moodlerooms (Moodle core plus "joule" enhancements)	$ 180,750	$ 149,363	$ 179,575	$ 163,588	$ 195,900	$ 869,175	$ 593,899
Remote-Learner (Moodle core plus "ELIS" enhancements)	$ 108,990	$ 75,590	$ 103,389	$ 82,789	$ 112,788	$ 483,545	$ 979,529

Assumptions
* based on 15,000 users
* customized code for Bb represents the delta in Year One/Year Two costs
* customized code for Moodle products is based on contracting for 5 one-time customizations at $3,000 each
* hosted costs for Bb could be separated but specific breakdown unavailable
* Presidium end user support costs and Bb training assumed the same for Bb current (CE 8) and future (LMS 9.1)
* RCCD staff support is based on net additional .2 fully loaded FTE to perform sys admin and liaison functions for open source integration
* training is applied in odd years (1, 3, 5)
* using 5% annual increase in licensing/hosting/support costs

5.6.5   Single-Sign-On Technology

Recommendation: Implement single-sign-on (SSO) technology to streamline multiple account access; this is primary incentive for web portal, which should not be introduced until long-term Datatel platform decision

One of the major benefits of having a web portal in a higher education environment, in addition to allowing for personalization of content, is the aggregation of various accounts into one view for conveniently launching into services such as Blackboard, WebAdvisor, email, tutoring software, event calendars, etc. One of the common complaints among RCCD students and student services staff is that students have too many unique accounts, logins and passwords to keep straight.

Well-designed web portals can do a good job of presenting widgets/gadgets/modules that are the building blocks of a customized landing page for each type of constituent that may benefit from directed content. But underlying the ease for aggregating this content is a single-sign-on (SSO) technology that allows one login to initiate logins to all other services. This same SSO technology can also be deployed on workstations, using web browser "cookies" or other XML-based open standards for exchanging authentication and authorization information among applications able to use Security Assertion Markup Language (SAML).   RCCD should deploy this type of solution on its workstations so that access to the various applications requiring unique account credentials can make use of Active Directory or Microsoft Kerberos authentication.

Since PlanNet is recommending holding off on a long-term commitment to Datatel until their platform is better consolidated around a single set of components, we feel it is also best to postpone a decision on a web portal until that time since the best chance for seamlessly integrating with the most essential elements—those of the SIS—are generally produced by the SIS vendor. Such is the case with Datatel, and it would be PlanNet's recommendation that RCCD use Datatel's web portal solution once that long-term decision is made.

5.6.6   Student Email Platform

Recommendation: Clarify account activation policies with Microsoft for student email account on Windows Live; switch to Gmail if 9-month login requirement is firm

The District has a long-term relationship with Microsoft for providing its hosted email through the MS Live service (formerly MSN). It is advisable to maintain this relationship for several reasons:

- Middleware interfaces that write new account data between MS Live and the Datatel College system of record would not need to be rewritten.

- Microsoft is making a set of MS Office-like applications available on line that could allow certain users to avoid the expense of licensing more full-featured word processors and spreadsheets. While the current iteration of these applications are "lite" in nature and may not be suitable for many of the disciplines, the fact that the document formats are portable to the most ubiquitous office suite available is advantageous.

- Training students to use a new service will be onerous.

- Messages on the existing service may be difficult to migrate to a new platform.

One of the problems with using this hosted service, however, is the default condition for free user accounts that requires the end user to log into their account via the web within 9 months or the account will be flagged as dormant and begin rejecting mail. This creates considerable problems for students and administrators expecting the student's District-issued MS Live email account to be the primary communication channel for official correspondence from the District and colleges.

District IS should contact Microsoft to verify its account activation and expiration policies and insist that students not be required to login to keep accounts active, but would only be made inactive when the District issues an account closure notice. It should be made clear that as an education domain, accounts may remain unused for a semester or more while students work out their education plans. While Microsoft wouldn't be expected to be obligating itself to RCCD in exchange for its free service, it is expected that RCCD could leverage its standing as a reference-able account and ability to deliver a considerably large audience for future marketing opportunities. Microsoft makes it clear that active students are not targeted for marketing through the email service, but it would seem that their business model is about creating exposure to their portfolio of applications for the possibility of future returns.

If Microsoft is unable to change their terms or help RCCD configure their domain instance to not require the login to avoid account dormancy, then the District should pursue an arrangement with Google, which offers a similar service for Education customers. The suite of applications that Google is making available along with the core messaging service is very comparable to MS Live and represents its primary competitor in this space.

The District should not look to pull this messaging service in house since the trend in higher education is to move these services to the cloud. There is even a move among some higher education institutions to stop providing college-issued accounts (ie, student_acct@rcc.edu) altogether and require students to keep their contact information updated with a current email address, usually via a web-based self-service page. RCCD should continue to monitor this trend. For now, student service staff have made it clear that they need a predictable and active email account available, which is best served by issuing the account as it is currently done at time of application and efficiently notifying students of their new login credentials.

5.6.7   Use of SharePoint Software

Recommendation: Replace Adobe Contribute as Web CMS platform; use SharePoint and extend services to external users; SharePoint intranet should be enhanced for collaboration and department data repositories

The District's Marketing office has primary responsibility for the District landing page and for the links to each college. The version of Adobe Contribute platform that has been in use for publishing content for the various pages throughout the site is obsolete and unsupported. Further, it requires special client software for page design and publishing workflow approvals. Many departments rely on Marketing to directly manipulate their content for them to avoid the complexities of using Contribute, creating a bottleneck for design services.

The District needs to migrate to a web content management system (CMS) that is modern, extensible and scalable, and easy for end users to interact with for making updates to pages for which they are responsible. Since the District has already made an investment in Microsoft SharePoint services for intranet functions, this is a logical platform that meets the above criteria. Importantly, it retains the workflow and publishing approval process that can allow the District webmaster to serve in the capacity of unifying look and feel where appropriate, and to hold end users to design concepts that satisfy the objectives of the web redesign initiative.

To that end, as each college looks to become more independent in developing its unique program delivery, PlanNet supports the idea that the District would publish a set of design templates that maintains uniformity in fundamental design, such as menus and navigational links. Each college should have a certain amount of flexibility for establishing themes and underlying site structure, but common District services should always present in predictable fashion across the college web sites. For example, links to WebAdvisor and Blackboard should be consistent and prominent, as should a link for procedures and resources for new applicants.

The District began a process of updating the look and feel and usability of the primary landing pages for the colleges and the District. There is considerable expectation, particularly among the student services groups, for a successful outcome of the web redesign. It is essential that the District webmaster respond to the requirements of the Web Design and Planning Subcommittee as proposed in the Shared Governance structure elsewhere in this document. We recommend representation on this committee by the ADA compliance officer to ensure Section 508 design considerations are upheld.

It is also advisable that the District continue to pursue out-sourced assistance in the design process and allow the in-house resources to manage the underlying content engine, workflow processes, and integration to other online services and data repositories. The District will benefit from external design competencies. To the extent that the original design initiative has been pulled back in house, we would recommend that those services continue to be outsourced.

It is also important that the current SharePoint intranet platform be expanded and promoted. Some departments, such as the Grants Office, have attempted to leverage this available service and have not met with success. They need to be given secure remote access to their document areas and sufficient server capacity to house the amount of data they generate. By broadly promoting the intranet platform, users can share files across the District by allowing appropriate—even temporary—access and permissions to resources. This stands to optimize overall system resources and performance by not burdening the enterprise email system by passing large files back and forth, which impacts mailbox size quotas, represented as one of the operational policies least enjoyed by end users. Departments need to know they will all be expected to use this platform so that adoption

is broad and resource sharing can be moved onto the appropriate platform, rather than simple file shares that have no document check-in or versioning capabilities.

There are two other academic support groups that provide web design services not reporting to Marketing: Faculty Web Pages supported by Mark Knight, and OpenCampus under Glen Brady. These groups should retain their current reporting structures since they are directly serving their distinct academic clientele; however, it is recommended that these groups begin using the same CMS platform implemented by the District to allow for consistency in the design tools, as well as increased knowledge sharing and collaboration between the groups.

5.6.8   Use of Hershey Document Imaging Software

Recommendation: Aggressively pursue Hershey document imaging rollout to Finance and HR to eliminate required document storage; use third-party scanning services as timeline dictates

PlanNet recommends that RCCD expand its use of Hershey Systems Singularity by adding the Finance and HR departments to the document imaging archive and retrieval platform. The District should immediately engage Hershey System's professional services to begin the process flow and data element mappings and to make projections about the resources required to scan the existing paper archives. Because these departments are scheduled to be relocated to the new District Office at the site of the existing Systems Office, all paper files that can be digitized will allow for less of the swing space and eventual premium renovated space to be set aside for physical file storage.

It is likely that in-house resources will not be able to take on the considerable job of digitizing the volume of paper files, therefore the District should be prepared to utlilize the services of a third-party scanning service, or contract for temporary staff to complete this work.

The District should complete its implementation of the workflow module and leverage the Singularity Catapult module to create an interface to SharePoint for additional points of integration for electronic document sharing in the enterprise.

The Optical Character Recognition (OCR) module should also be implemented to allow for rapid population of data elements from paper forms and transcripts to reduce latency in the workflow process and streamline the work performed by the evaluations staff.

5.6.9   Resource25 Integration to Datatel

Recommendation: Resource25 is not effectively integrated to Datatel and needs to be implemented from scratch at next major release in 18 months; meanwhile research alternatives, in particular using scheduling/calendar services in SharePoint

The existing implementation of Resource25, or R25, is suffering from a poor integration to the Datatel Student Information System due to data inconsistencies in the last upgrade process. A clean load of spaces, equipment, and events/class schedules will be required to make the system, including the tie-in to Datatel, effective. This will have the effect of streamlining the process of setting and publishing class schedules each term, which is currently still a manually intensive process, as well as optimizing space utilization.

CollegeNET, makers of R25, have a 25Live component available, which extends the R25 platform with web access, integration to web calendars, and the ability to add e-commerce hooks to events for ticket and merchandise sales. RCCD should plan to implement this upgrade and use it as the opportunity to freshly review and load the underlying system data.

A key value of a comprehensive campus-wide scheduling platform is the ability to effectively communicate campus events, particularly via the web and shareable electronic calendars. As part of the recommendation for RCCD to leverage SharePoint as its web content management system, it is important that a parallel evaluation process take place to determine if the scheduling and calendaring services within SharePoint can be effectively integrated by the Web Development group in Marketing. Other web calendaring platforms, such as open source Drupal or Google Apps, should also be looked at for creating a linkage from the R25 data to an accessible web view for college constituents.

In evaluating the alternatives, PlanNet recommends that RCCD pay special attention to the additional programming requirements to link these platforms, preferring tools that have a good track record for manufacturer support or, in the case of open source solutions, a broad and mature ecosystem of solution partners that can help deliver outsourced support.

NOTE: See Appendix 7.1.6 for ROM cost detail on the above recommendations.

5.7   Audiovisual and Instructional Media

The District is seeking to ascertain the best Return On Investment (ROI) regarding technology changes and reorganization in context with existing conditions, stated and confirmed needs and uses juxtaposed upon industry best practices and experience. For audiovisual (AV) and instructional media technology, we have several specific recommendations to contribute toward this goal.

In reviewing inventories, observing facilities, and interviewing key stakeholders involved with the deployment, use, and support of AV technology, a number of trends are apparent for the entire District. In summary, we recommend the District conduct the following AV related activities:

- Replace end of life (EOL) equipment and plan budgets for a standardized AV technology refresh process and a structured / focused roll out procedure for new AV technology.

- Reorganize AV technology personnel and expertise in alignment with overall Information Technology (IT) management goals.

- Unify the District's approach to media content creation, production, storage, and delivery while measuring productivity improvements associated with correlating investments.

- Implement a network-based AV management platform to reorganize an AV-specific help desk and allow efficient remote troubleshooting and preventive maintenance.

- Prioritize and leverage videoconferencing technology to improve District wide communication while reducing travel time and expenses.

5.7.1   General AV Facilities and Equipment

Recommendation: Replace end-of-life equipment (projectors) and budget for standardized refresh of technology.

The District should replace End of Life (EOL) equipment as part of immediate Capital Expense (CAP EX) budgets and plan AV equipment refresh in Operational Expense (OP EX) budgets. In general and as per industry best practices, projection technology should not be planned to exceed 7 years of life from time of purchase and installation.

The District should establish District wide AV standards. This project can be delivered via a qualified AV Consultant or in-house with proper allocated resources with this expertise and proper representation by District-wide AV technology decision makers. AV standards should address both infrastructure and systems. AV standards should include the following minimum criteria for each room type and size:

- Classroom plan layout depicting teaching station floor box infrastructure, screen location, ceiling-mounted distributed loudspeakers, and controls where all of these critical components are aligned with teaching requirements and the locations of these elements are designed to work together constructively.
  - E.g. The teaching station can only be located in front of the projection screen if and only if there is sufficient ceiling height clearance for the projected image to clear the teaching station and instructor and not impact comfortable viewing from the closest students. Otherwise, the teaching station must be located off to one side of the projection screen.

- Classroom longitudinal section with identification of minimum ceiling height for minimum screen image height and width related to minimum and maximum viewing distance, minimum projector brightness, and minimum and maximum resolution.
  - Note: All of these specifications are dependent on one another and if this is not well understood can result in students not being able to read the projected image.

- o E.g. when you increase the resolution, projected font height will decrease. Best practice designs should assume approx. 20/40 vision of participants which means character height should be a minimum of 10 minutes of arc to the farthest viewer.
- The District should provide maintenance of existing AV equipment as part of an ongoing operating budget. This is not a "nice-to-have" feature of the IMC services as failure of the equipment goes directly to impacting the instructional environment. The District must separate "need-to-have" from "nice-to-have" and prioritize investments.
  - o Maintaining current projection equipment in all or the majority of classrooms should trump implementation of interactive white board technology in a few classrooms.
  - o In addition, basic Smart Classroom capability should be established and maintained before video and rich media content creation and delivery services are expanded commensurate with campus user expectations.
  - o Note: when users experience failures with current AV technology and comment on the need for improvements, rolling out additional AV technology before addressing existing problems / concerns goes un-noticed by the majority of users and fosters underutilization of the new technology.

5.7.2   Video and Rich Media Content Creation and Delivery

Recommendation: Unify the District's approach to media content creation and distribution; select and promote one platform instead of several.

The District should unify the approach to streaming media content creation and delivery. This project can be delivered via a qualified AV consultant or in-house with proper allocated resources with this expertise and proper representation by District-wide AV and IT technology decision makers.

The District should leverage the value of existing streaming system hardware by optimizing network hardware to support the technology. Since the majority of network switching equipment is EOL and needs to be replaced for other reasons (refer to the network section of this report), the network equipment must first be replaced prior to a detailed analysis of the network configuration to optimize multicast streaming. It is also worth noting that the method of implementing a distribution layer in the network architecture is in accordance with industry best practices and will reduce overall network latency improving the flow of real-time audio and video network traffic.

The District should consolidate and centralize systems, storage, distribution, and automation processes. Since at this time, a deeper analysis of which platform(s) to be maintained must be conducted with appropriate District-wide AV technology decision makers, we are estimating costs for one representative platform, with an approximation of "unification" costs for the selected platform.

The District should implement a measurement and tracking system of Return on Investment (ROI) of streaming system usage with respect to productivity, training and learning outcome improvements.

- Address KRCC-TV in the video and rich media content creation and delivery strategy.
  - o Incorporate opportunities to blend production capabilities with other multimedia functions – i.e. schedule programming of KRCC outreach with appropriate streaming (e.g. free to view) programs.
  - o Reorganize automated playback systems to a network-based control system such that KRCC programming and management can be centralized and consistent between both Riverside and Moreno Valley campuses. Note that the most cost effective way to address this would be to replace the Moreno Valley equipment with network-based addressable automation systems.

- Uniformly address digital signage ideas in the video and rich media content creation and delivery strategy. Digital signage can fulfill re-branding objectives and serve to re-energize campuses with fresh content. Staff managing KRCC TV could be utilized to manage and program digital signage content. In addition, the District would have complete control over content, resolution, and picture quality, which is not the case via RF-return standard definition cable television distribution methods in place today.
  - Basic digital signage capabilities would include the ability for District announcements and graphics plus zones for local event announcements and/or video projects reserved for each campus location interests.

5.7.3 AV-Related Technology Management

Recommendation: Implement a network-based AV management platform for remote troubleshooting and preventative maintenance.

The District should implement a network-based AV management platform to enable remote help desk troubleshooting, receive automated alerts regarding potential or actual system failures, and to monitor and report on usage remotely without disturbing classes. This system must also be capable of tracking service requests. Because of the quantity of deployment, the system value, and the responses received in our interviews regarding performance and preferences from users and technicians alike, we recommend approaching Extron to pursue their GlobalViewer Enterprise educational grant program. This system would enable all of the aforementioned features and include the following:

- Extron GlobalViewer Enterprise software (to be loaded on an existing District supplied server with appropriate specifications)
- IP-Enabled Extron controllers – one for each classroom
- Additional data cabling as required for an IP-enabled controller to be connected in each classroom
- Additional network switches in IDF closets to allow sufficient communications ports for the addition of IP-enabled controllers in each classroom

5.7.4 AV-Related Technology Management

Recommendation: Continue to prioritize and leverage existing video conferencing technology; some upgrades to enhance user experience may be warranted since adoption rates seem low.

The District should confirm the use, value, and investment in videoconferencing technology. Since we received conflicting views about the value of videoconferencing technology on campus and we have been told that video teleconferencing (VTC) is utilized approximately 12 times per month on average, we recommend that an internal project be conducted with appropriate AV and management representatives from the District to clarify the approach and market the value of the existing and available platform. VTC could be utilized more to :

- Save on staff travel costs and time away from their home campuses.
- Improve staff productivity of teams located in different geographical areas of the District
- Implement synchronous distance learning classroom teaching. This element will continue to grow as desktop videoconferencing becomes more and more economical. E.g. a high-

quality SIP standard software-based desktop videoconferencing and camera can be added on to a relatively current PC or laptop for less than $300 per endpoint.

As videoconferencing usage increases, more consideration could be given to having CENIC provide services directly to Norco and Moreno Valley as VTC sites, but at this time we do not see sufficient usage of videoconferencing to recommend direct service.

NOTE: See Appendix 7.1.7 for ROM cost detail on the above recommendations.

5.8 IT Organizational Structure and Shared Governance

5.8.1 Instructional Media Center

Recommendation: Restructure College Instructional Media Center (IMC) units under District IS with dotted line from dedicated technical lead to college business services administrator

Each college has a staff of technicians and assistants who support audiovisual and instructional media at the campus, reporting to the respective deans of Technology and Learning Resources. Fundamentally, these are service and support groups that cover technology in the classroom and other spaces much like the microcomputer support group does. In order to model their service delivery consistent with other Information Services groups, they should be part of the same reporting structure and held to the same operating principles.

Reportedly, many of the support calls that come to the IMCs are, in fact, for microcomputer support issues but are fielded by the IMCs because of their extended support hours.

The benefits of restructuring the IMCs under IS are:

- Consistent management imperatives and accountability for service delivery
- Opportunity for cross-pollination of support categories and blended technical support for after hours
- Services managed under a single central help desk ticketing system
- A deeper bench for IMC services at all colleges

RCC's IMC support structure evolved in support of the Digital Library and the Digital Library's purpose and outreach to the campus. Whereas technology plays an important role in the Digital Library, it appears no longer to be the center of technology planning and services delivery for the entire District.

The managers to whom staff report need to have some experience with and relationship to the work that each staff member performs on his / her team. This is issue is exemplified at Moreno Valley where the IMC staff rarely interact with the dean of Technology and Learning except for occasional personnel issues. There does not appear to be a substantial oversight role in planning, prioritizing, or measuring value of investments in audiovisual technology.

In shifting the reporting of the IMC technicians to District IS, the technical lead at each college should maintain dotted line reporting to the vice president of business services. This reporting relationship is intended to:

- Create accountability for local service issues on the campus
- Maintain consistent understanding of local initiatives and provide a measure of continuity by embedding a resource within the distinct culture at the college
- Allow more nimble response to urgent service issues by having at least one resource primarily dedicated to the campus

There are some functions offered out of the IMC that need to be available as a District-level service in order to better expose those services to a broader audience. Specifically, the multimedia and video production staffs who are currently reporting to RCC IMC management within the current organization structure interact more frequently with management (and clients) outside of the IMC

and the Digital Library than within the current organization structure. There is considerable upside to reorganizing and aligning the video production services in a department that can better deliver these services across the District.

Following is an organization chart that reflects the proposed new reporting structure with the RCC library services and IMC managers reporting to the AVP of Information Services.
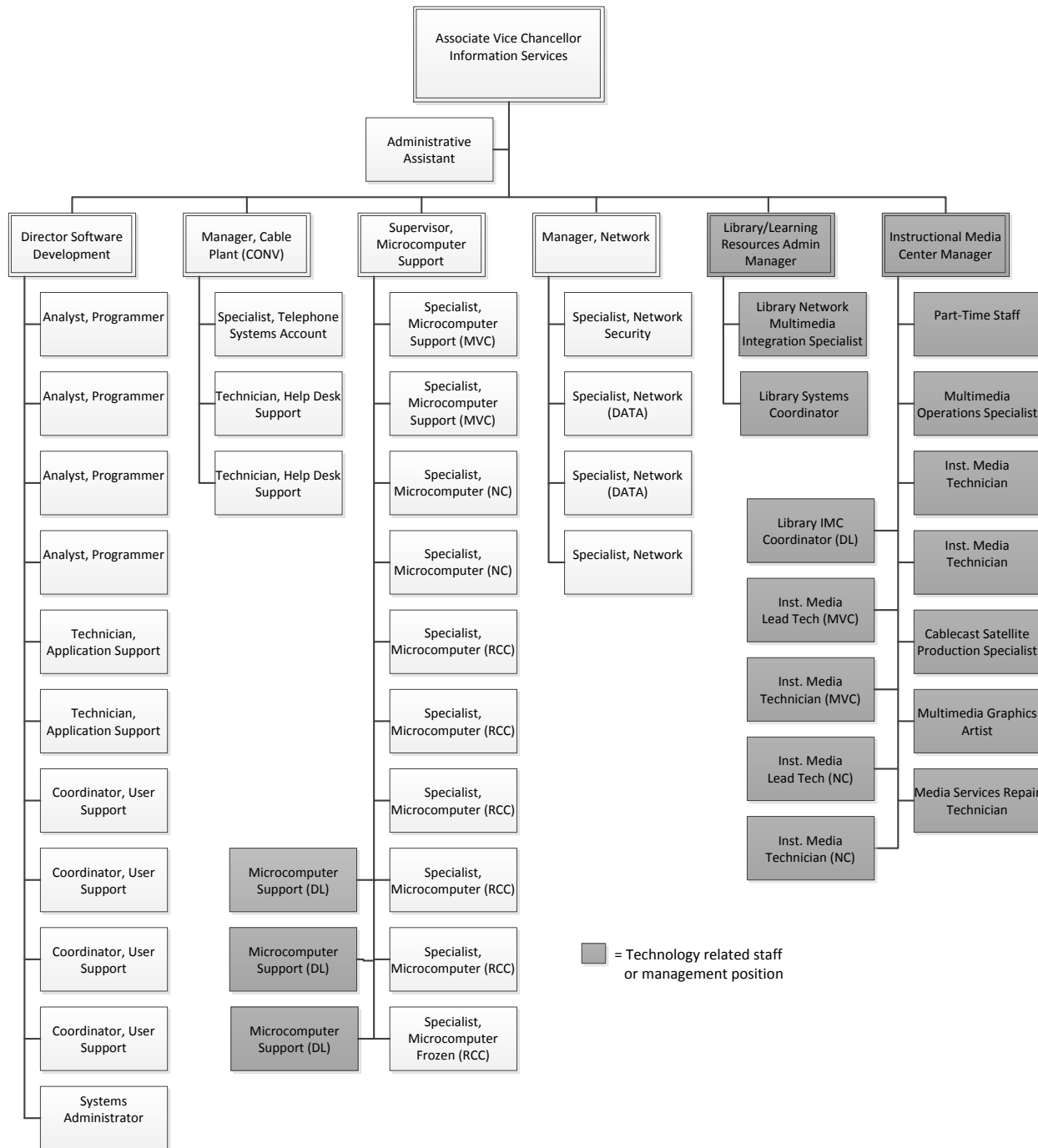
5.8.2   Microcomputer Systems Support

Recommendation: Continue centralized microcomputer support but establish dotted line from dedicated technical lead to college business services administrator

Administrators at all three colleges reported dissatisfaction with the level of service they are receiving in the area of microcomputer support, attributed more to lack of resources than to skill set. There is an expectation that the District would be able to shift and reassign additional resources as needed to address backlog in the service queue, regardless of geography. But with these underserved conditions existing for months and even years, administrators have lobbied to bring those support resources in house and manage their support issues directly rather than relying on the District to solve the issues.

PlanNet regards the inadequacy of service to be a problem with defined service level commitments and lack of focus on execution backed with proper metrics for measuring outcomes. It is understandable that the college administration, feeling underserved by the District, would want to pull together its own resources and manage its own service delivery problems with a view toward making at least incremental improvements. But the localized/distributed model is not sustainable or scalable and needs to be corrected at its core rather than avoiding the systemic problem of a larger organization that is not currently driven by best practice service management concepts.

By keeping microcomputer support services centralized, the District can offer colleges a deeper bench of regular and specialized skill sets, having the ability to rotate in additional or specialized resources as the occasion dictates. Ultimately, the level of service provided to the campus needs to be part of an overall enhanced and improved service delivery model, discussed in the IT Operations section of the recommendations.

The District should maintain its centralized structure for delivering microcomputer support, but the role of the locally assigned technicians should be enhanced to include a technical lead with dotted line reporting to the vice president of business services. This reporting relationship is intended to:

- Create accountability for local service issues on the campus
- Maintain consistent understanding of local initiatives and provide a measure of continuity by embedding a resource within the distinct culture at the college
- Allow more nimble response to urgent service issues by having at least one resource primarily dedicated to the campus

5.8.3   Centralized Support of for Digital Library

Recommendation: Centralize microcomputer and systems support for RCC Digital Library under District IS with dotted line from tech lead to Dean

The Digital Library at RCC was originally staffed to support technical functions for a large facility that would not only serve the RCC campus but its sister sites as well. As the colleges became a District and each campus has developed its own library (with the RCC Digital Library serving as a model), the imbalance of resources at RCC as compared to the other colleges has become very pronounced. By centralizing the support functions that are already typical to those provided by Information Services to other departments, the District can bring better parity for service delivery in these areas.

The services offered by the staff in the areas of microcomputer and systems support at RCC are not specialized enough to warrant a dedicated team. Each college librarian has been told to begin replicating the services that have formerly been delivered out of the RCC facility. The support staff performing those functions should be managed by the same leadership that is providing identical services to other locations and other departments in the District.

In recognition of the quantity of workstations situated at the RCC Digital Library, IS should assign a technical lead that presents a consistent face to the dean at RCC, allowing for the same type of continuity described in the dotted line reporting model in the section above.

Since the systems administrator that supports the Innovative library management system is also supporting the instances of the database that serve the other colleges, that function should also be restructured under the systems administration team at the District level rather than being a dedicated resource at RCC.

Following is a functional organizational chart showing the centralized roles with dotted line reporting to the localized representatives:
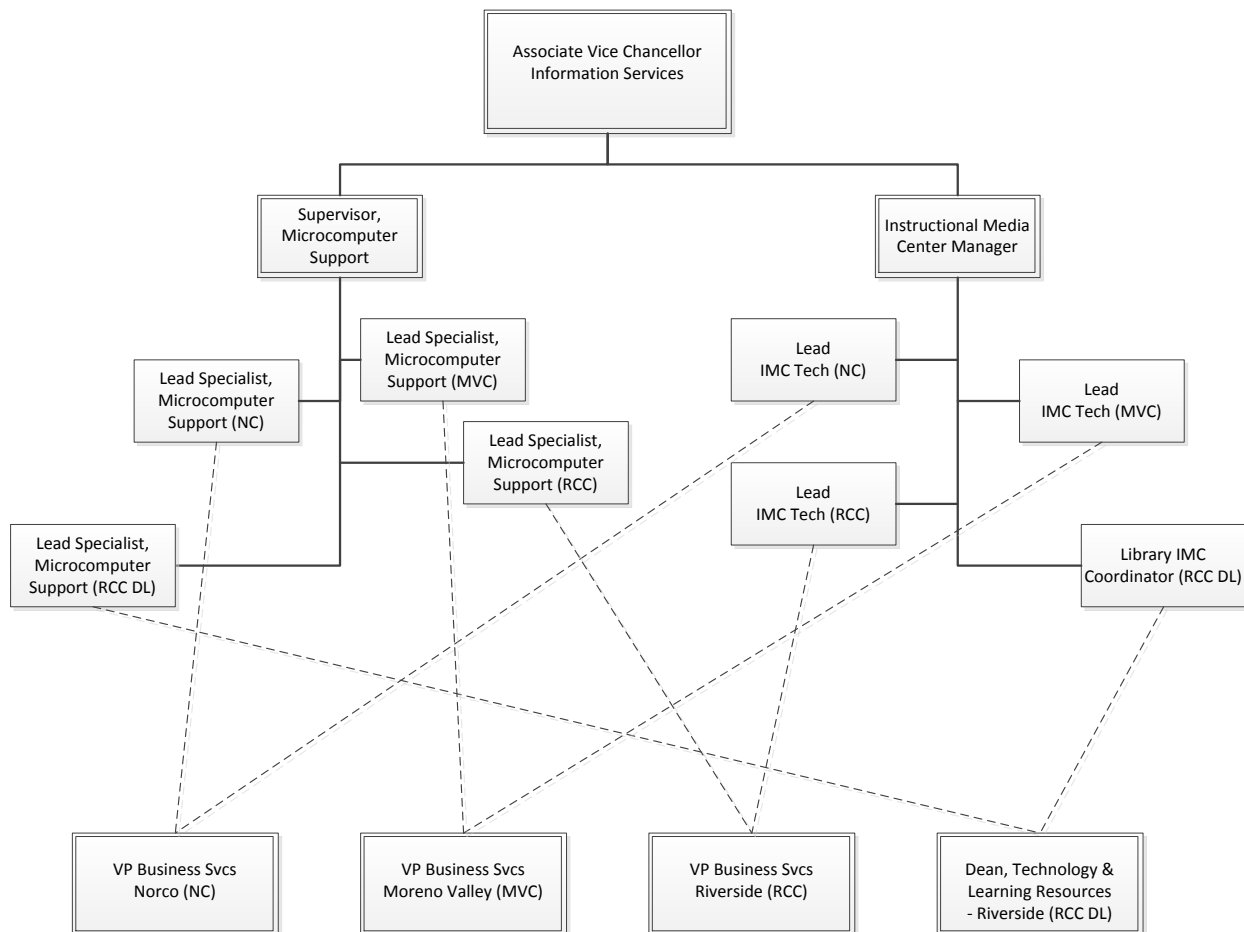
5.8.4 Application Support Analyst

Recommendation: Add application support/analyst function at each college A&R office to support local requirements for reporting and data integration

One of the highest ranked concerns from the college administrators at Norco College and Moreno Valley College was gaining access to timely database queries and reporting from the Datatel system. Frequently, Admissions and Records staff have unique demands for interacting with data to satisfy their specific program requirements and meet ad hoc deadlines.

Currently, IS serves as the gatekeeper for complex queries and reporting requests and it is our recommendation that that function be rolled out to the local colleges. RCC already has a dedicated staff member in the Financial Aid office to support such requests, and each of the other colleges should have a similar resource, although reporting to the A&R office to allow for the broadest application of their services to be shared among other local departments at that college.

It is not advisable that these two new application support/analyst resources be shared across the colleges (ie, roving resources), otherwise each should be retained as a centralized District resource. The concept is to allow these resources to be embedded in the day-to-day activities of their respective colleges and thoroughly serve the local campus. These individuals would be expected to have a high affinity to the programming and application support team managed by the IS director of software development.

5.8.5 Academic Dean of Online Education

Recommendation: Reinstitute academic dean of online education to drive innovation in content development, promote mentorship, oversee effective training, and expand the reach of RCC programs

Online education is a critical and growing component of the way students will be served in this technological age. One of the best ways for RCCD to expand its programs is to broaden its audience, not only to constituents beyond the region, but to those affected by the current economic climate. In both cases, the use of online programs makes educational opportunities more accessible. RCCD needs to have leadership in place that can champion these academic opportunities.

RCCD has a history of a strong and vibrant online program because it has, in the past, taken a strong position on the merits of non-traditional classroom instruction. To preserve this reputation, RCCD needs to restore the academic leadership position that was phased out with the departure of the previous OpenCampus administrator. The District needs someone constantly and closely evaluating the pedagogical returns from the established medium, someone to keep a finger on the pulse of what works and to be in a position to promote and evangelize those techniques with colleagues. Consequently, this is fundamentally an academic position, not a technical one.

Examples of functions for this position:
- Inspire innovation to constantly drive better learning outcomes
- Conduct routine evaluation of instructional effectiveness and provide coaching where needed

- Measure faculty and student satisfaction with the online delivery systems and set high standards and accountability for the results
- Create and oversee training opportunities for faculty
- Provide the necessary orientation and familiarization of students to the LMS platform
- Monitor and address intellectual property and copyright issues

We would anticipate the growth of online instruction; consequently, the department needs to maintain sufficient technical expertise to support the many innovations that are expected to be incorporated into the delivery systems, including Web 2.0 and social networking components that will enable students to be linked to their online classmates. The call for academic leadership of OpenCampus is proposed as a net-new position with the existing leadership being retained to support the technical aspects of the program and the LMS and to manage the technical staff while reporting to the new dean of online instruction.

5.8.6   Shared Governance

Technology committees serving the District should be established based on function (ie, academic, enterprise, infrastructure) not geography to maintain consistent and uniform decision-making across the District. Work product from these committees, which would include tactical plans, are collaboratively filtered through and prioritized against strategic plans.

Fundamental to shared governance is collaborative decision-making. Many constituent groups need to be represented and a process is needed for enrolling those sometimes disparate voices and arriving at sound decisions that have been properly challenged, vetted and prioritized against competing interests and the central mission of the District.

- Existing committees need to be placed into hierarchical structure
- Committees need to be established based on function, not geography
- Steering committee needs to have executive membership
- Committees need charter, mission statement, process for chair and member appointments and a communication plan
- Committees need to be empowered beyond function as advisory bodies. This includes budgetary authority and say in annual discretionary spending
- The Tactical Plan needs to be a fully socialized list of projects that regards the competing interests of the other constituencies and campuses
- IS management needs to view itself in the role of administrating the process of obtaining sign-off from the appropriate governance committee rather than from a top-level executive

5.8.6.1.   Committee Hierarchy and Accountability

Recommendation: Create four District-wide governing bodies focused on functional areas, not locality.

The proposed governing bodies are:
- Executive Technology Strategy Council (ETSC)
- Academic Technology Committee (ATC)
- Infrastructure Technology Committee (ITC)
- Enterprise Technology Committee (ETC)

Additional subcommittees can be formed to shadow IT management and serve as advisory boards. Examples of these are:

> *Information Assurance Subcommittee*
> *Web Design and Planning Subcommittee*
> *Document Imaging Task Force*
> *One-card Task Force*

Additionally, colleges should retain existing or charter new committees to formulate constituent-specific initiatives and priorities, such as the Technology Advisory Committees. Chairs of these committees would be expected to participate in relevant District-wide committees.

Committees meet bimonthly, subcommittees and task forces more frequently as needed. Responsibilities include:

- Determine project viability; request scope and lifecycle from Information Services
- Propose project priority and funding source (grant/local/District/capex/opex)
- Re-adjust project priorities from ETSC (iterative process)
- Review and recommend policies
- Review and recommend SLAs
- Review and recommend standards

The Executive Technology Strategy Council (ETSC) meets quarterly to:

- Call for updates to strategic plan (annually)
- Dictate initiatives from strategic plan
- Rationalize tactical plan to strategic plan
- Determine priority and funding for committee-vetted projects
- Recommend policy to board of governors
- Approve and enforce SLAs
- Ratify standards
- Review high-level performance metrics

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                                    ┌──────────────┐      ┌──────────────────┐
                                    │  Chancellor  │      │ Board of Trustees │
                                    └──────────────┘      └──────────────────┘

┌────────────────────┐
│ Executive Technology │
│ Strategy Council (ETSC)│
└────────────────────┘
         ┌──────────────────┐   ┌──────────────────┐   ┌──────────────────┐
         │ Academic         │   │ Infrastructure   │   │ Enterprise       │
         │ Technology       │   │ Technology       │   │ Technology       │
         │ Committee (ATC)  │   │ Committee (ITC)  │   │ Committee (ETC)  │
         └──────────────────┘   └──────────────────┘   └──────────────────┘
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Representation:
- Chair of ATC
- Chair of ITC
- Chair of ETC
- President of NC
- President of MVC
- President of RCC
- Exec Dir of Distrib Educ
- VC of Administration
- VC of Acad Affairs
- VC of Diversity & HR
- AVC Enrollment/Marketing
- AVC of IS (ex officio)

Representation (from NC, MVC and RCC):
- Deans of Instruction
- Faculty Senate reps
- Deans of Academic Divs
- Student reps
- Chairs of Tech Cmtes

- Dean of Community Ed
- AVC of IS (ex officio)

Representation (from NC, MVC and RCC):
- VPs of Bus Svcs
- Faculty Senate reps
- Chair of WDPS
- Chair of IAS
- Dstrct Facilities Planning
- Chairs of Tech Cmtes

- Network Mgr (district)
- IMC Mgr (district)
- AVC of IS (ex officio)

Representation (from NC, MVC and RCC):
- VPs of Bus Svcs
- VPs of Student Svcs
- Dirs of Admsns & Recs
- Title V & Research
- Faculty Senate reps
- Chair of WDPS
- Chair of IAS

- Mgr of Sftwre Dev (district)
- Mgr of Web Dev (district)
- Mgr of Training
- AVC of IS (ex officio)

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┌──────────────┐  ┌──────────────────┐  ┌──────────────────┐
│ Norco College │  │ Moreno Valley College│  │ Riverside City College│
│ Technology    │  │ Technology        │  │ Technology        │
│(Resource) Committee│ │(Resource) Committee│ │(Resource) Committee│
└──────────────┘  └──────────────────┘  └──────────────────┘
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┌──────────────┐   ┌──────────────┐
│ Web Design & │   │ Information  │
│ Planning     │   │ Assurance    │
│ Subcommittee │   │ Subcommittee │
│ (WDPS)       │   │ (IAS)        │
└──────────────┘   └──────────────┘
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Representation:
- OpenCampus
- Pub Relations/Marketing
- Webmaster
- Student Services
- ADA Compliance Officer

Representation:
- Network Admin
- Sys Admin
- Risk Management

5.8.6.2. Committee Structure, Process, Communication Plan
Recommendation: Information Services' role is to staff the committee process.

IS's role is to staff the process of getting projects through committee. IS managers act as liaison and committee clerk, publish agenda and minutes, research committee directives, delegate and follow up on action items. Committee directives could include:

- researching cost/benefit analysis

- providing consistent approach to project initiation

- identifying funding sources

- keeping community informed by keeping and publishing meeting agendas and minutes

For all committees, a clear committee charter needs to be drafted, decision-making and budgetary authority granted, and mandated communication plan implemented.

- committee charters

- chair appointments

- agenda/minutes
- staff support from IS
- specific project initiation process
- communication plan – committee chair is responsible to its constituency group for communication and closing the feedback loop

Successful implementation of the above governance recommendations will enable:

- unification across academic and administrative silos
- success potential in budgeting/funding (executive representation)
- systematic approach to project initiation and prioritization
- an informed community

NOTE: See Appendix 7.1.8 for ROM cost detail on the above recommendations.

5.9 IT Operations

5.9.1 Operating principles

Recommendation: Establish operating principles for IT that move from asset protection to customer satisfaction

The District currently operates under a set of operating practices that are largely the result of a growing culture of constraint and a sense of impediment from lack of resources.

PlanNet envisions a restructured organization built upon a foundation of robust guiding principles aligned with IT delivery and service management best practices. By bringing the other support groups under the larger IS domain, all service groups will be led from a common customer satisfaction focus. All IT support groups in the District need to be directed from the following operating principles:

Category	Current operating practices		Desired operating principles
Planning	Colleges conduct strategic planning exercises and hope for representation from the District	→	District hosts strategic planning exercises with formal (appointed) college representation and incorporates unit plan requirements
Lifecycle management	Systems are procured from any available funding mechanism without regard to centralized operational expense impact	→	Technology purchases are budgeted and procured with full accounting of total cost of ownership and replacement/refresh cost implications
Funding	College technology groups look to fund projects locally since may not get championed at District level and will be added to District backlog	→	Technology committees are empowered beyond advisory groups and have budgetary and discretionary spending authority. The District IT leadership staffs the process with clear communication and visibility to decisions made by the committees
Service Delivery	Access to District resources is related to proximity; outlier colleges are underserved for some core services	→	Resources are supplied based on SLAs; colleges assigned dedicated personnel who know the territory and are aligned with local processes and initiatives
Service Delivery	Service is delivered on "best effort" basis by various groups; no expectation of uniform or predictable outcomes	→	District publishes articulated catalog of services with identified SLAs; has defined mechanism for measuring and publishing outcomes against specific metrics
Service Delivery	Focus is on protecting and maintaining assets and information	→	Focus is on value and customer management
Service Delivery	Colleges want to manage their own technology domains in order to escape District backlog and rigorous controls; even if service remains problematic, it is their problem to solve	→	District offers their services as a competitive business, driving college administrators to off-load those functions that cannot be efficiently scaled and delivered nor are core competencies at the local level

Senior management needs to articulate and build a culture toward more openness and availability within IT and between IT and its customers. This new culture should allow for higher trust levels between support branches, including the front-line techs who need to be empowered to solve problems.

5.9.2   Service Catalog and Service Level Agreements (SLAs)

Recommendation: Create an IT service catalog and define service level agreements

Publish a clearly defined catalog of IT services

Catalog to include the following information:
- Clear description of IT service
- Cost of service
- Process to request the service
- Service level objective/agreement for service
- Information required from the requestor to fulfill the request
- Process and timeframe that requestor will receive status update on service fulfillment

Establish Service Level Objectives

Basic operational services
- Security/user administration
- New user boarding
- Desktop, voice systems moves/adds/changes (MAC)
- Break/fix response and resolution
- Help Desk response time and escalation commitments

Enhance MIS service request process
- Pre-negotiated classes of service for ad-hoc reporting, routine maintenance
- New/significant project work

5.9.3   Measuring and publishing performance outcomes

Recommendation: Implement mechanism for measuring and publishing performance outcomes against specific metrics

The District should track and publish performance against defined service levels. It is essential that management review these metrics and make decisions based on the data. Making informed, data-driven decisions is a strategic objective for the District.

Currently the District has the capacity to analyze the data but does not have an active discipline in IT Service Management. PlanNet recommends that executive management be provided dashboard data on various performance metrics and SLAs such as:

- System uptime
- Response time to service requests
- Time to close service requests
- Network throughput
- Quantity of audio and video conferences served
- Application enhancements
- Completed report requests
- Budget balances

This dashboard data should be presented as a roll-up of weekly or monthly statistics and presented on an intranet web page and distributed via email at an appropriate interval to appropriate leadership. Certain data should also be made available on the District's IS unified service desk support page (see recommendation below) for transparency to a broader constituency.

It should also be a function of the Executive Strategic Technology Council shared governance body (see Section 5.8.6.1) to hold the District IS group and other technology service groups, such as web development and OpenCampus, accountable for their performance against agreed-upon standards and measurable objectives.

5.9.4   Enhance asset management and incident response

Recommendation: Leverage full functionality of Footprints Help Desk platform to enhance asset lifecycle management and incident/problem response

The District needs a more comprehensive approach to its help desk function—migrating to more of a service desk function—considering the entire lifecycle management of assets and considering incidents in light of broader problem management disciplines.

Typically, the help desk is staffed by individuals who receive emails or calls from users that require assistance, technicians are dispatched to resolve the specific issue—a reactive process. Service management principles dictate that incidents be viewed in light of the entire change management and problem management process, rolling up specific incidents to problems and identifying root causes that will generate changes to configurations and processes.

In addition, a service desk will control each process within identified service level agreements for the unit receiving the technical response, going beyond simple timers on open tickets, and may also be tied to contractual cost recovery mechanisms for certain departments.

Until these service level agreements are able to be established and demonstrated, we would not recommend that the outsourced services currently hosted at the off-site Acorn co-location facility be moved into the RCC data center, but there should be a long-range view to rolling in all those services to achieve economies of scale, consolidate operations, and bring them under the umbrella of a disaster recovery plan.

Some specific attributes of a robust ticketing and asset management system:

- able to report on installed inventory
- able to show performance metrics on tech close rates
- able to produce dashboard information on overall service status
- feedback loop via survey
- organized around industry-standard service management principles, such as ITSM or ITIL
- administered in house, application that supports planning, both strategic and tactical in nature, more than one person able to generate views of data

5.9.5   Unify help desk

Recommendation: Unify help desk to encompass all IT services, including microcomputer, networking, IMC and application support

As mentioned in the previous recommendation, a comprehensive service desk affords the best visibility into root problems across the enterprise. By organizing all of the disparate technology support groups under one support umbrella, IS can achieve more uniform and consistent service delivery.

Suggested activities to leverage a unified support group:

- Create a single support phone number and email address. Establish an SLA about how quickly calls and emails to the help desk will be responded to.
- Extend support hours to encompass all regularly scheduled instruction periods, including evenings and weekends as appropriate
- Provide help desk coverage during seasonal registration periods, particularly the late-night and early-morning hours of priority registration so that students experiencing access issues with WebAdvisor will have an available resource to field their service request.
- Add a service desk support page to the District web presence with a prominent link on the college landing pages. The support page should have the following features:
    o Bulletins on active support issues or system outages affecting groups of users
    o Schedule of planned maintenance windows
    o Dashboard of total service issues, including open and closed ticket subtotals to increase visibility into the effectiveness of the support organization
    o An interactive chat module so that users can seek a quick response for certain requests without having to generate a service ticket. Level 1 technicians manning the chat room should be prepared to escalate a chat session to a queued service ticket as appropriate.

Unifying the help desk will have the following benefits:

- One point of contact for all service requests. End users no longer need to interpret the nature of their issue before guessing which department may be best suited to respond to their issue
- Senior management has visibility into how service is being delivered across all technology support groups and can rebalance resources as needed to address spot issues
- By organizing the support groups under one larger technical support division from a work request perspective, the District can broaden areas of support to allow for better cross-

pollination and extended support hours. For example, instructors calling in for technical support during an evening class could have an expectation that both the AV and microcomputer support groups could respond to their requests in a timely fashion.

5.9.6   Cost-recovery model

Recommendation: Pursue a straightforward cost-recovery model that monetizes services in order to moderate demand and focus on core competencies (District IS on its competitive offerings and colleges on their capacity to scale)

Part of an effective service catalog exercise is to properly identify and assign costs to services offered. Departments need to recognize that they are getting value from the services rendered by the District's Information Services group. IS should approach its operations with a competitive and entrepreneurial spirit. If at any time they can no longer competitively offer services, they should be prepared to outsource those services. Indeed, this is reflected in and supported by one of the District's strategic themes (#6 System Effectiveness), which calls for "ongoing assessment and refinement of educational technology standards and future needs, including the use of innovative, hosted solutions for functions currently provided by Information Services."

PlanNet recommends that the District put in place an accounting mechanism to allow for budget allocations to be given to each department reflective of the centralized technology services to which they subscribe, and that an offsetting expense allocation be assigned to the appropriate IS division , which would in turn see those allocations as a revenue line to offset its existing expenses.

While the effort is a net zero-dollar accounting exercise, it puts in place visibility and accountability for the services subscribed. It also allows for effective deliberations to take place when departments or colleges want to negotiate or source their own solutions.

Underlying this concept is the principle that the colleges will want to avoid being in the complex business of sourcing and managing their own IT services and will find value in "buying in" to the catalog of services offered through the District, which can provide capacity to scale and specific expertise in educational enterprise systems.

Examples of services suited to cost recovery:
- Campus wireline phone service
- Mobile phone service
- Network port connectivity
- PC purchases and maintenance
- Application and technical support
- Low voltage (network) cabling
- Server purchases and maintenance
- Data storage allocations
- Audiovisual equipment and maintenance
- Multimedia content development
- Application development
- Web hosting
- Backup and recovery services

5.9.7   Perpetual funding mechanism

Recommendation: Create a perpetual funding mechanism for computer refresh (either centrally budgeted or encumbered at department level)

The inability of the District to routinely keep all computer workstations current and cycle out legacy hardware ranked as one of the top criticisms of technology conditions at RCCD. PlanNet recommends taking a more operational approach in encumbering funds to account for the regular refresh of technology equipment.

The District has traditionally relied on growth dollars, grant money, or construction projects (with Group 2 equipment funds) as the mechanism for refreshing aging equipment. Rather than relying on these mechanisms—which are tied to variables such as surplus enrollment, not guaranteed, and have a pattern of not being available when the state is dealing with budget cutbacks—the District should set aside an annual allotment for technology assets that is directly tied to a percentage of the inventory based on its anticipated refresh rate. For computer workstations and servers that are generally refreshed every 3-4 years, 29% of the fixed asset inventory should be encumbered for annual refresh. For network hardware, such as edge switches and routers that refresh at a rate of 5-6 years, 18% of the inventory cost should be encumbered.

The current model is:

- Departments procure equipment based on available funds and grants with no regard for refresh costs. There is an expectation that the District will somehow cover the refresh with other funding mechanisms as available.

- Departments without separately available funds or grants make requests for new or upgraded equipment. These purchases are made centrally and approved or rejected based on available funds.

- Purchase decisions are arbitrated by committee.

This model does not work because there is no guarantee of future funding but the District is still bound by expectations to maintain a working operating environment.

There are a couple of options for how the District could approach the funding model:

Centralized funding model

- Department requests equipment

- IS calculates the TCO and a resulting annualized cost

- Department allocates a permanent budget transfer to cover all future annualized costs

- IS procures the equipment and adds it to fixed asset inventory

- IS is responsible to perpetually maintain the equipment according to appropriate lifecycle management criteria

Distributed funding model

- Department requests equipment

- IS calculates the TCO and a resulting annualized cost

- Department allocates a budget transfer to cover the annualized cost for each year of the expected life of the equipment

- IS procures the equipment and adds it to fixed asset inventory, flagged with a service end date
- IS is responsible to remove the equipment from its service records at the appropriate time and is responsible to maintain the equipment only for as many years as the department has subscribed for refresh support

The state chancellor has issued guidelines that are meant to direct community college Districts on how to approach equipment refresh and regard for the total cost of ownership (TCO) when making technology purchases. From the 2009-2010 Telecommunications & Technology Infrastructure Program (TTIP) Guidelines:

"When educational institutions acquire computer hardware/software, they do so often without factoring in the costs to support the equipment and infrastructure. As a result, there is often a lack of support to maintain, repair, improve performance of the equipment, as well as a lack of staff for training faculty, staff, and students. This creates delays and inefficient use. The TCO funding concept assumes a relationship between computer hardware/software and support. It is a method of determining the full cost associated with owning and using computers in an educational environment."

The guidelines go on to suggest a series of other direct and indirect costs that should be accounted for in the TCO model, such as support, licensing, management, connectivity costs, etc. The resulting number worked out for California community colleges is $3,506 per PC on a 3-year refresh.

With a reported District install base of over 3,500 PCs*, and figuring an average 30% annual refresh, that results in a fully loaded (TCO-based) capital outlay of $3.68 million. Recognizing that many of the indirect costs are budgeted elsewhere, PlanNet would recommend using a budgetary estimate of $1,000 per PC, which would yield a total PC refresh allocation of $1.05 million per year.

*Note: IS was not able to apply confidence to the reported number, which was derived from the license monitor for the District's anti-virus software. The fixed assets database shows that the actual number could be as high as 2x (more than 7,000) as indicated in the findings section of this report.

5.9.8   Technology training

Recommendation: Deliver a regular portfolio of technology training to be determined by the Enterprise Technology Committee and sourced by Information Services (though trainers and funding sources may be external to IS)

In order to address the high-ranking complaint that there is not enough training available to staff and faculty across a wide array of applications, PlanNet recommends that the District move to a centralized model for responsibility of technology training delivery. The IS department should identify a training manager who will be accountable to the Enterprise Technology Committee for delivering a regular portfolio of training sessions and collateral material to be made available to appropriate users and audiences throughout the District. PlanNet has identified the Library/Learning Resources manager position as a likely candidate for assuming this function.

Examples of key application areas that should be addressed are:
- Blackboard
- Datatel
- Microsoft Office Suite
- Productivity tools (Internet use, web, resource calendars)

The training/learning resources manager should have a specific focus on sourcing the development of training materials that are delivered on-line and on-demand while also arranging for a routine schedule of interactive and face-to-face sessions.

Updated training should be made available and coordinated with major upgrades/patches to enterprise systems. The change control process should take into account whether additional training sessions or materials are required to support non-major upgrades.

The training manager should also participate with the Human Resources department to provide routine orientation for new hires covering the basics of information security and the implications of handling confidential student information in light of FERPA regulations.

The District's finite training dollars should be managed based upon an identified training program. The body best suited to identify and prioritize the training to be delivered in a budget-constrained environment would be the Enterprise Technology Committee (ETC). That committee should be chartered to have a regular review and accountability reporting from the IS training manager.

Wherever possible, the training program should have a certification process to ensure desired training outcomes (skills, knowledge) are achieved. This may include exit testing and third-party certifications.

The responsibility to source and identify individuals suitable to provide excellent training in the subject areas would lie with the training/learning resources manager. Not all training would be expected to come from within the IS staff or even the District staff. The ETC should be empowered to support release time for knowledgable individuals from various departments who have a particular level of expertise or talent for train-the-trainer.

The District's training program should be robust and diverse and should include:

- Expert-led training programs
- External third-party instruction
- Participation from established centers of excellence within the District

While the District does have the services of a roving trainer supporting (and reporting to) OpenCampus, faculty remain largely unequipped to effectively utilize and leverage the Blackboard LMS platform at current training levels.

PlanNet recommends that this roving training concept be reviewed and reorganized in light of the recommendation to establish an academic dean of the OpenCampus program. The new dean should consider accessing the broader training resources envisioned through the technology training program (see above recommendation), but may decide to retain a dedicated training resource for OpenCampus. The overall ability to deliver excellent training for the LMS platform must not be diluted and in fact must be enhanced by any resource reassignments.

5.9.9   Business continuity and disaster recovery

Recommendation: Facilitate a business continuity initiative with executive sponsorship that will ultimately define an appropriate disaster recovery strategy and plan

The District should initiate a formal Business Continuity Program that includes a Business Impact Analysis (BIA) to clearly identify the criticality, recovery objectives   and priority of the systems/process required to maintain business operations in the event of a local disaster event, including the failure of the data center facility.

A proper business continuity plan is fundamentally about maintaining communication. It needs to address how students, faculty and staff will communicate, where they will go and how they will remain engaged in instruction and learning. It will account for issues such as campus access, network connectivity, supply chain logistics for technology equipment and support systems. It is essential that the planning involve many disciplines from Facilities Planning, Human Resources, IS, Academic Affairs, Maintenance & Operations, and Safety & Police. It is appropriate to also include representation from the city and county and other agencies with strategic relationships with the District.

The BIA will inform a DR Strategy, which in turn is the basis for an actionable DR Plan. The District needs to go through all three steps to ensure a viable Business Continuity/Disaster Recovery program.

NOTE: See Appendix 7.1.9 for ROM cost detail on the above recommendations.

5.10   Physical Security

Recommendation: Create Security Master Plan

Security must be considered at all levels beginning with the overall goals and developing a Master Plan that will support the current environment and can evolve to meet future needs. In order to realize these goals, several elements will need to be developed as a framework to build a usable and sustainable physical security landscape.

The components of the Master Plan should encompass the following:

- Governance

- Risk Assessment

- Program Development

- Security Technology Standards

- Infrastructure

- Management

The Security Master Plan should outline key strategies and technologies necessary to support a safe and secure environment for the District's campuses and associated structures.

The guiding principles of the Master Plan should address security on a physical, technical and operational level. The plan is intended to anticipate long range needs and provide sufficient specificity to guide the RCCD physical security plan and implementation over the next five to ten years, while also being sufficiently flexible to accommodate the unknown. The Master Plan should be considered an on-going activity which goes beyond locating, designing and constructing security systems. In order to meet all of the goals and objectives of the Plan, regular review, a formal update process and oversight of the implementation strategies and policies are as important as the Plan itself.

The District should utilize a blended approach of electronic access control, intrusion detection, electronic video surveillance, communications and ergonomic environmental design to provide a safe environment and protect critical assets. Physical security technology, end devices and systems should be network based and interoperable with the District's existing Security Management platform.

The primary objectives of standardizing the design of the Security System are to ensure that all campus facilities are similarly protected and that the overall campus system operates seamlessly as a whole. This document establishes the security technologies, applications and functional requirements necessary to achieve these objectives. This document also provides direction for RCCD staff, facility planners, architects, and other design professionals for the design and implementation of Security Systems and supporting infrastructure.

5.10.1   Physical Security Objectives

The Physical Security Objectives and Policies should be based on and balanced against the current and future risks facing RCCD campuses. The following physical security objectives will guide the security assessment and subsequent recommendations.

5.10.1.1. Governance

Recommendation: Create a Security governance committee.

A committee made up of representatives of key departments should be created to oversee the development of a District wide security program and the resultant guiding policies and procedures. This committee should be comprised of representation from the following areas:

- Administration
- Academic
- Police Department
- IT
- Facilities

5.10.1.2. Committee Process and Outcomes

- Risk Assessment

  The first order of business would be to engage an outside firm to work with the District to conduct a comprehensive cataloguing of the physical environs, existing conditions, perceived risks to identified critical assets. This process will define the guidelines and justifications the program development.

- Program Development

  Based on the findings from a detailed security risk assessment, the consulting group can then develop a Security Master Plan for the District. This becomes the playbook for defining all of the standards that will allow a predictable and proven deployment of the physical security technologies.

- Security Technology Standards

  The next step is to develop standards for all of the Physical Security subsystems deployed on campus. These standards will define infrastructure requirements, equipment specifications, installation practices, functional processes, documentation requirements and operation and maintenance procedures. In addition, RFP documents and processes can be defined which will insure that equitable bidding programs will safeguard the integrity of the RCC District standards.

- Infrastructure

  As campus areas are renovated, developed and expanded, it will be critical to build the infrastructure that will support current and future technology demands. As many of the Security Technologies become IT centric, this will demand a broad approach to the network and communications environment.

- Management

  For the day-to-day operations of the security environment, there needs to be a shared responsibility between key departments within the District. This team approach will allow each area to manage and support within the natural discipline of that department. This group should consist of:

- Police Department – Responsible for the overall safety and security of the District assets. The RCCD PD will utilize the technology for monitoring, reporting, dispatch and response, enforcement, investigative and forensics.

- IT – Responsible for maintaining the infrastructure and operation of the network environment, server and IDF areas, which are resources shared by the physical security systems.

- Facilities – Responsible for the care and maintenance of the buildings and structures where the security technologies are installed and utilized. These systems integrate with and are reliant upon others technologies that are currently maintained and managed by the facilities department.

5.10.2 Physical Security Design Guidelines and Best Practices

The following will outline some of the steps in developing a comprehensive security program and define the constituent systems, technologies and methods of deployment that are common to this practice.

5.10.2.1. Asset Definition Process

The first factor in physical security design is identification of the assets that are important to the wellbeing and continued operation of the District. A simple question to ask before security methods are discussed is: "What are we protecting and how important is it?" Each critical asset that is identified in the risk management process should be assigned an impact rating value that reflects the importance or criticality of a loss or disruption of that asset with regard to the continued operation of the organization. The example below uses a quantitative criticality rating scale of 0 to 100%, which corresponds to qualitative criticality levels of critical, high, medium, and low.

Asset Impact/Criticality Rating Criteria

Criticality Level	Description	Rating Scale (%)
Critical	Indicates that compromise of the asset would have grave consequences leading to loss of life or serious injury to people, major mission loss, severe environmental damage, or disruption of operations within the District. It is also possible to assign a monetary value or some other measure of criticality.	75 –100
High	Indicates that compromise of the asset would have serious consequences, result in major injury/illness, or could impair continued operation of the Campuses within the District.	50 – 75
Medium	Indicates that compromise of the asset would have moderate consequences that would impair operation of the campuses or District offices for a limited period, cause minor injury/illness, or minor environmental damage.	25 – 50
Low	Indicates little or no impact to human life or the continuation of the District operations.	1 – 25

5.10.2.2.   Asset Definition

The Riverside Community College District typical assets can be defined as follows:

People	**Rooms & Spaces**	**Property**
o Students	o Classrooms	o Buildings
o Faculty	o Faculty Offices	o Police Vehicles
o Staff	o Records / HR Offices	o District Vehicles
o Contractors	o Cash Handling Areas	o Computer Equipment
o Visitors	o IT and Server Rooms	o A/V Equipment
	o Valuables Storage Area	o Data Network Equipment
	o Parking Area(s)	o Confidential Records
	o Computer, Chemistry & Bio Labs	o Chemicals & Bio Hazards

5.10.2.3.   Threat Vulnerability

The individual potential threats against the identified assets of the District should be assigned a threat rating value that reflects the magnitude of the threat. In the example below, a quantitative threat rating scale of 0 to 100% is used, which corresponds to qualitative threat levels of critical, high, medium, and low.

Threat Rating Criteria

Threat Level	Description	Rating Scale (%)
Critical	Indicates that a definite threat exists against the asset and that the adversary has both the capability and intent to launch an attack, and that the subject or similar assets are targeted on a frequently recurring basis.	75–100
High	Indicates that a credible threat exists against the asset based on knowledge of the adversary's capability and intent to attack the asset and based on related incidents having taken place at similar assets or in similar situations.	50–75
Medium	Indicates that there is a possible threat to the asset based on the adversary's desire to compromise the asset and the possibility that the adversary could obtain the capability through a third party who has demonstrated the capability in related incidents.	25–50
Low	Indicates little or no credible evidence of capability or intent and no history of actual or planned threats against the asset.	1–25

5.10.2.4.   Risk Identification

The second major step in physical security design is to identify risks factors, or the types of events and incidents which could occur within the District. Based on the history of previous events/incidents at District sites; events at similarly situated sites; the occurrence of events (e.g., crimes) that are common to a Colleges and Universities; natural disasters peculiar to a certain geographical location; or other circumstances, recent developments, or trends.

Loss risk events can fall into two categories: crimes and non-criminal events such as human-made or natural disasters.

Crime-Related Events
- Vandalism
- Robbery
- Assault
- Riots
- Physical Violence

Non-Criminal Events

Natural disasters are such events such as:
- Earthquakes
- Fires
- Floods
- Tornadoes
- Major storms,
- Lightning strikes

Human-made disasters or events:
- Labor strikes
- Airplane crashes
- Vessel collisions
- Nuclear power plant leaks or Oil Refinery accidents
- Terrorist acts (which also may be criminal-related events)
- Electrical power failures
- Water supply contamination

5.10.2.5.   Crime Prevention through Environmental Design

The unique design features and geography of the RCCD campuses should be a main consideration in terms of how security is applied at the physical level. Security should be factored into the overall architectural design of the buildings, associated landscaping, application of natural or mechanical barriers, walls, doors, etc. The vision for the RCCD is for continued campus and

off-site learning center development, with a continued feeling of accessibility and openness. Therefore, security measures should be effective, yet non-obtrusive.

Crime Prevention through Environmental Design (CPTED) is based on the premise that the proper design of the built environment can lead to a reduction in the fear of and the incidence of crime.

CPTED strategies should be incorporated into the overall building design. Some CPTED strategies are:

- *Natural Surveillance* - The placement of physical features, activities, and people in a way that maximizes visibility.

- *Natural Access Control* - Design elements are used as tools to clearly indicate public routes and discourage access to private areas. Access is denied to crime targets and a perception of risk is created for offenders. People are physically guided through a space by the strategic design of streets, sidewalks, building entrances, landscaping and neighborhood gateways.

- *Territorial Reinforcement* - This concept includes features that define property lines and distinguish between private and public spaces using landscape plantings, pavement designs, gateway treatments, appropriate signage and "open" fences.

- *Maintenance* - Care and maintenance will enable the continued use of the campuses for their intended purposes. Proper maintenance will prevent reduced visibility due to plant overgrowth and obstructed or inoperative lighting, while serving as an additional expression of territoriality and ownership. Inappropriate maintenance, such as over pruning shrubs, can prevent landscape elements from achieving desired CPTED effects. Communication of design intent to maintenance staff is especially important for CPTED to be effective

5.10.3 Physical Security Technology

Recommendation: Implement "layered" security with video at perimeter to access control and intrusion detection at interior.

The practical application of physical security technology should be taken into account at all stages of the design and operation. While financial cost is an important consideration, one of the more common considerations is whether the strategy will interfere substantially with the operation of the Campuses and accessibility for the public. For example, one "strategy" for preventing incidences within buildings is to place armed guards and metal detectors at the main entrances. In this extreme example, an enterprise that is open to the public increases its access control policies and procedures so severely that a negative environment is created by effectively discouraging people from going to that facility.

The challenge for the Riverside Community College District is to find that balance between a sound security strategy and consideration of the operational needs, as well as the psychological impact on the people affected by the security program.

The Riverside Community College District should utilize aesthetically placed electronic technologies designed not only to control access but detect, assess, and in some cases, electronically react to intrusion and unauthorized access attempts. Control and display networks will collect, integrate, transmit, and display alarms, images, and other data at a central server or monitoring command console for operator response or forensic evidence. These systems will be categorized as Access Control, Intrusion Detection, or Electronic Surveillance / CCTV.

A concentric approach to security design should be considered, as a layered application of the various technologies:

Security "Layer" Definitions

- **1st Layer:** Video coverage of ingress/egress to/from campus (e.g., primary pathways and parking areas where practical)

- **2nd Layer:** Video coverage of exterior open areas and pathways on campus

- **3rd Layer:** Access control to buildings (primarily card key), and intrusion detection (alarming) for unauthorized access

- **4th Layer:** Video coverage of public interior pathways and spaces (e.g., corridors, congregation areas, etc. – NOT within classrooms or offices)

- **5th Layer:** Access control into interior building rooms (primarily card key), and intrusion detection (alarming) for unauthorized access

5.10.3.1.   Electronic Access Control

The Access Control System will work in conjunction with the keyed lock system and will limit, control, and monitor access to sensitive or restricted areas of the various buildings. Access will be provided via an encrypted credentialing system such as electronic access cards or key fobs.   In addition, the access control system will automate the opening and closing of various areas of the building on a predetermined schedule or enable the lock down of all or certain areas in case of an emergency.

5.10.3.2.   Intrusion Detection

The Intrusion Detection System will consist of both an alarm and an assessment system and will be designed to provide the earliest possible detection of an unauthorized intrusion, as far away from the security interests as possible. The intrusion detection system will be configured to interface with the access control system so that alarms can be monitored from one system in addition to offsite remote monitoring during off hours.

5.10.3.3.   Electronic Video Surveillance

The CCTV/Video Surveillance System will provide electronic assessment tools that will allow law enforcement and security personnel to detect, deter, prevent, and provide an electronic record of security events or unlawful behavior. The CCTV system should support the latest generation of camera technology including network IP, mega-pixel and HD camera's where appropriate.

5.10.3.4.   Intercoms

IP based intercom and video intercom systems should be considered to allow operational staff and law enforcement to remotely answer access requests at selected entries. This can allow certain buildings and doors to remain locked and yet be "attended" remotely to grant entry without needing to dispatch personnel to the location.

5.10.3.5.   Emergency Telephones

Recommendation: Repair "blue" phones at MVC; use IP voice and fiber optics for external emergency phone monuments.

As identified, many of the existing emergency telephones are non-operational and pose a serious risk to individuals expecting connection to campus police in an emergency situation. As aging subterranean conduits allow legacy copper conductors to be compromised, more units will inevitably fail. Fiber optic-based Voice over IP systems should be used to replace copper conductor analog phones as required. In addition to the emergency phone features, other technologies such as cameras and "big voice" mass notification loudspeakers can be incorporated into these monuments.

PlanNet recommends that District Safety and Police take the lead on remediation and repair of these malfunctioning systems.

5.10.3.6.   Emergency Communications

Emergency Communications fall into several categories and need to be addressed according specific use and classification.

- Police Radios – (Professional Class) This system should be proprietary and used for operational and tactical police use only. This system is critical to the effective functioning of the department. A modern digital radio frequency system exploiting the same leased networks and repeaters as the municipal law enforcement agencies should be considered which would enable the opportunity for interdepartmental communication. This can be important for the purposes of mutual District and community support in times of need.

- District Staff and Faculty – (Operational Class) The use of a hybrid cell phone Push-to-Talk (PTT) system can be effective as an economical means for expedient communication. Coverage, capacity and latency issues should be evaluated before being reliant on this type of system for critical emergency communications.

- Classrooms – Wired phones with priority dialing links to the PD should be considered for all classrooms. Paging features can also be utilized for mass announcements. During times of crisis, non-proprietary cell service is often compromised.

5.10.3.7.   Duress Buttons

Duress buttons should be utilized in all critical areas. When pushed, a silent alarm would be sent to the Police Department allowing them to dispatch with caution and not alert a potential suspect to their approach, thereby mitigating the possible escalation of a situation that could cause harm to the victim. These can also be used for medical as well as police emergencies.

5.10.3.8. Command Center and Management Platform

Recommendation: Upgrade District Command Center; add links to campus satellite stations to locally monitor and interact with central operations

The RCCD Police Command and Dispatch Center is central to full utilization of the investment in the various security sub systems. It will be critical to develop this area ahead of the phased security build-outs at the campus and building levels. RCCD should invest in the design of a center that will be equipped to monitor and manage security across the entire District.

In addition to expanded square footage and state of the art equipment, it will be important to design an enterprise level management platform that will truly integrate the disparate systems operating across the District. This will be IT–centric, so as to allow easy remote access for setting up emergency operation centers and special event mobile substations.

In addition to a main District command center, each campus needs to have a satellite station linked to the District command. This will also allow each campus to effectively operate on a frontline level.

A dedicated forensic area should be included which will aid the quality and timely and efficient processing of investigations.

5.10.4 Infrastructure

Recommendation: Isolate security IDFs and restrict access.

The following recommendations relate to the changes that should be made to the supporting equipment infrastructure and spaces where the equipment is housed.

- The current equipment room, commonly referred to as an intermediate distribution frame (IDF), has minimal vacant space and has made it necessary to double stack equipment, additional racking is required to alleviate the amount of equipment currently double stacked within the racks.

- Serious consideration should be made to expand room size to properly accommodate current equipment and future growth. This will bring improvements in network reliability, ease of systems implementation, administration, etc.

- Although it is not uncommon to have electrical and IDFs collocated with other functions such as mechanical, electrical, plumbing, it is necessary that sufficient space (minimum 36") must separate equipment.

- Ultimately a designated IDF is recommended for network and security equipment.

- Existing abandoned cabling and termination hardware must be identified, labeled and ultimately removed to minimize the amount of cabling within IDFs, this will allow for future cabling upgrades.

- With the IDF locations having multiple uses, access to these areas is not limited to the information technology staff. With the IDF locations being readily accessible to other staff, network security and reliability is compromised. Having an access control system will register and deter staff not requiring entry to the IDFs.

- Installation of dedicated electrical circuits powered by UPS and or Back-Up Generators required at IDFs.

- Replacement and/or maintenance of existing UPS powered equipment.

- Power Distribution units require proper installation onto racks in several IDFs. Currently PDU's are being held with tie-raps on the exterior of several racks which may cause accidental power loss.

- Several IDFs contain minimal grounding for the active equipment, ground and bus bar system recommended.

- The installation of additional proper horizontal and vertical wire managers required at several IDFs to clean up the existing patch cords that have been inappropriately installed.

- Installation of HVAC or at a minimum, installation of ventilation grills in doors and thermostat controlled exhaust fans to provide IDFs with a minimum of two room air changes per hour.

- Documentation of past testing on all copper and fiber backbone cables required.

- Creation of As-Built documentation and identification-labeling scheme.

5.10.5   Systems backup and failover design

Recommendation: Implement backup and failover systems for all video and access control databases.

To mitigate operational down time and/or loss of critical data, several common best practices should be adopted to safeguard losses associated with physical security system failures. These fall primarily into the areas of power back-up, security server and critical control component protection.

- **Power** – As a best practice, all circuits supplying security electronics should whenever possible be dedicated circuits with lock outs at the breaker panel. These circuits should be part of a premise emergency back-up power system, such as a building generator or large capacity uninterruptable power supply (UPS). As a further back-up to the primary systems and to allow continued power during transfer lag, typical of the large generator systems, all rack mounted components should be attached to dedicated small form UPS devices located within the racks. (Network PoE switches, Fiber Converters. Security Servers, Video Encoders, DVRs, NVRs, etc.) These may be serviced by transfer switching to isolate power systems. All power supplies serving wall mounted components, such as Intrusion Detection Panels, Access Control Panels, Intercom, Camera Power, etc., should all have onboard battery back-up. All loads need to be calculated for proper sizing of back-up capacity. In addition, Servers should be built with redundant power supplies with each leg on separate UPS supplies and a transfer switch between.

- **Back-up** – At the very least, all systems that contain programming, database information, video and event storage, should be automatically and regularly backed –up, to avoid loss of critical information or extended system down time. This practice should include a data recovery process, in the event of primary system loss.

- **Fail-over (Redundancy)** – Fail over of DVRs, NVRs, NVMS servers basically indicate that when one unit fails, another duplicate unit comes online to take over the continued operation of the system. True redundancy, not only requires duplicate servers but also mirrors them and has them operating simultaneously. If one unit fails, the other unit continues to operate, without any loss.

- **Disaster Recovery** – All of the previous techniques can provide the infrastructure to develop a disaster recovery plan. It will be critical to establish onsite and offsite storage of information. RCCD may consider hosted solutions for this redundancy in secure offsite datacenters.

The following is a list of common strategies for data protection.

- Backups made to tape and sent off-site at regular intervals.

- Backups made to disk on-site and automatically copied to off-site disk, or made directly to off-site disk.

- Replication of data to an off-site location, which overcomes the need to restore the data (only the systems then need to be restored or synchronized). This generally makes use of storage area network (SAN) technology.

- High availability systems which keep both the data and system replicated off-site, enabling continuous access to systems and data.

NOTE: See Appendix 7.1.10 for ROM cost detail on the above recommendations.

6.0   Roadmap

PlanNet has arranged the various recommendations into a priority sequence based on urgency and importance, and also with regard to certain project dependencies and the overall pacing of the quantity of projects. The recommendations are shown with a ROM cost estimate that reflects the midpoint of the ROM cost ranges presented in more detail in the Appendix.

It is expected that Priority 1 items would initiate within the next 9 months, beginning in February 2011, with Priority 2 items kicking off over the following 9 months, from November 2011 to Summer 2012. Priority 3 items are a year out, commencing at the beginning of 2012 and carrying through to the end of that year. Priority 4 items do not carry a distinct start date and have indefinite durations.

Many of the following recommendations PlanNet considers mandatory in order to accomplish the fundamental concepts described in this report and to address end-of-life systems. Those mandatory items are indicated with a ► in place of the list bullet.

Priority 1

ACTION	ROM COST
► Engage third-party resource to evaluate Datatel tuning	$20,000
• Clarify student email account policies with Microsoft	$0
► Repair emergency phones at MVC	funded
• Update NOC plans based on technical issues in peer review	$75,000
► Implement backup and failover for physical security systems	$80,000
• Rollout Hershey document imaging to Finance and HR (third party scanning)	$35,000
► Local Area Network (LAN) upgrades	$4,000,000
► Wide Area Network(WAN) circuit upgrades	$65,000 ($120,000 recurring)
• Wireless 802.11n network upgrades	$520,000

- Application performance management tools $200,000
- ► Voice system (unified comms) requirements study/specification $50,000
- Upgrade NEC PBXs (Option A from requirements study)..$380,000 (option)
- ► Adopt formal IT infrastructure standards document $20,000
- Expand into RCC Digital Library server room as needed $0
- Establish backup Datatel system at MVC $7,500
- ► Restructure college IMC units under District IS...$0
- ► Centralize microcomputer and systems support for Digital Library under District IS..................................$0
- ► Add application support/analysts at each college A&R office ....(2 FTE w/ben $150,000 recurring)
- ► Add academic dean of online education..(1 FTE w/ben $85,000 recurring)
- ► Charter four new shared governance committees $0

Priority 2

ACTION   *ROM COST*

- ► Upgrade approx 20 telecom rooms...$420,000
- Pursue option for dark fiber connectivity between campuses.................................$7,200(recurring monthly)
- ► Complete existing NOC plans at Norco and Moreno Valley colleges .... funded
- ► Establish MVC NOC as DR site for District operations, architect for warm-site failover.....................$60,000
- Create college-specific domains in Active Directory structure $0
- Establish HA clusters for Exchange and SQL with additional nodes at MVC NOC $40,000
- ► Replace end-of-life AV equipment (projectors) $500,000
- Implement network-based AV management platform..$180,000
- ► Replace VPN concentrator..$110,000
- Replace NEC PBXs (Option B from requirements study) ....$3,300,000 (option)
- Add phones in classrooms.. incl.
- Evaluate Moodle as new hosted and managed LMS platform...$0
- Replace Adobe Contribute with SharePoint as web CMS $0
- Reimplement R25 at major release; conduct feature study prior...$17,000
- ► Create an IT service catalog and define service level agreements...$0
- Implement mechanism for measuring and reporting IT Operations outcomes...$0
- Leverage Footprints Help Desk to enhance inventory reporting and incident analytics $0
- ► Create and fund computer refresh model .... $1,000,000 recurring
- Establish centralized training program governed by new Enterprise Tech Committee $0
- Facilitate a business continuity initiative and develop a DR strategy/plan...150,000
- ► Create physical security Master Plan $80,000
- ► Create Security Governance Committee...$0
- Implement "layered" security measures throughout District
  - RCC $800,000
  - MVC...$750,000

- Norco...$750,000
- District Offices..$250,000

Priority 3

ACTION   *ROM COST*

- Upgrade conduit and building feeds to mesh/loop topology .... funded
- ► Consolidate data center operations at RCC
  - Option A: Build new annex at MLK $1,720,000
  - Option B: Expand Digital Library Server Room...$1,460,000
  - Option C: Build into planned IS space in renovated Physical Science Bldg .... funded
- Virtualize 50% of physical server environment with 10:1 ratio $210,000
- ► Upgrade enterprise-class storage arrays, single management platform $180,000
- Implement VDI for computer labs...$1,500,000
- ► Implement single sign-on technology $0
- Consolidate to single platform for AV media content creation and distribution..............................$200,000
- ► Upgrade District security command center and satellite locations $200,000
- ► Isolate security equipment rooms and restrict access... incl.
- Perform minor upgrades and promote video conferencing for intra-District meetings.....................$50,000
- Unify help desk and extend service hours during registration periods............................... ……………….$0
- Centralize procurement of desk and mobile phones $0
- Revisit Datatel SIS platform decision...…...…………….TBD

Priority 4

ACTION   *ROM COST*

- Pursue cost-recovery model to charge back services $0
- Reduce copper feed pairs during infrastructure upgrades and renovations $0
- Continue best-value approach to enterprise apps...$0
- ► Establish operating principles for IT focused on customer satisfaction.......................................$0

7.0   Appendices

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7.1 ROM Cost Detail

Following is table data from each major recommendations section to provide low and high ranges for the Rough Order of Magnitude costs for applicable action items. Where appropriate, recurring charges have also been estimated.

7.1.1 Physical Infrastructure

Item #	Description	Importance (L,M,H)	Immediacy (L,M,H)	CapEx						OpEx	
				Range Low			Range High			Range Low	Range High
				Materials	Labor	Extended	Materials	Labor	Extended	Lic./Maint.	Lic./Maint.
	Physical Infrastructure										
5.7.1.1	Issue Standards Document	H	H	$-	$20,000	$20,000	$-	$40,000	$40,000	$-	$-
5.7.1.2	Upgrade most critical TR/IDF rooms (Assumed Quantity = 10)	H	M	$150,000	$15,000	$165,000	$220,000	$30,000	$250,000	$-	$-
5.7.1.3	Upgrade most critical TR/IDF rooms (Assumed Quantity = 6)	H	M	$90,000	$12,000	$102,000	$132,000	$20,000	$152,000	$-	$-
5.7.1.4	Upgrade most critical TR/IDF rooms (Assumed Quantity = 4)	H	M	$60,000	$6,000	$66,000	$88,000	$10,000	$98,000	$-	$-
	Subtotals:			Low ROM $353,000			High ROM $540,000			Low ROM $-	High ROM $-

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7.1.2 Server Room MEP

Item #	Description	Importance (L,M,H)	Immediacy (L,M,H)	CapEx — Range Low Materials	CapEx — Range Low Labor	CapEx — Range Low Extended	CapEx — Range High Materials	CapEx — Range High Labor	CapEx — Range High Extended	OpEx — Range Low Lic./Maint.	OpEx — Range High Lic./Maint.
5.2	**Server Room MEP**										
	NOC Drawing Revisions / Updates	H	H	$0	$75,000	$75,000	$-	$-	$-	$-	$-
5.2 Opt A	**1,500 sq. ft. building addition, (4) rooms**	H	M	$350,000	$45,000	$395,000	$-	$-	$-	$-	$-
	(2) 100kW redundant UPS & batteries	H	M	$250,000	$25,000	$275,000	$-	$-	$-	$-	$-
	A/B power distribution to racks	H	M	$50,000	$5,000	$55,000	$-	$-	$-	$-	$-
	200kW standby diesel generator, ATSs	H	M	$325,000	$20,000	$345,000	$-	$-	$-	$-	$-
	Server room & UPS cooling, 30 tons	H	M	$225,000	$30,000	$255,000	$-	$-	$-	$-	$-
	Pre-action, gaseous fire suppression	H	M	$75,000	$5,000	$80,000	$-	$-	$-	$-	$-
	Racks, cable tray, cabling, plug strips	H	M	$150,000	$10,000	$160,000	$-	$-	$-	$-	$-
	Monitoring	H	M	$50,000	$10,000	$60,000	$-	$-	$-	$-	$-
	Dual EPO	H	M	$15,000	$2,000	$17,000	$-	$-	$-	$-	$-
	Performance testing, manuals, training	H	M	$20,000	$55,000	$75,000	$-	$-	$-	$-	$-
5.2 Opt B	**800 sq. ft. expansion of room 148**	H	M	$100,000	$15,000	$115,000	$-	$-	$-	$-	$-
	(2) 150 sq. ft. electrical rooms	H	M	$35,000	$5,000	$40,000	$-	$-	$-	$-	$-
	40 sq. ft. fire suppression room	H	M	$15,000	$1,000	$16,000	$-	$-	$-	$-	$-
	(2) 100kW redundant UPS & batteries	H	M	$250,000	$25,000	$275,000	$-	$-	$-	$-	$-
	A/B power distribution to racks	H	M	$50,000	$5,000	$55,000	$-	$-	$-	$-	$-
	200kW standby diesel generator, ATSs	H	M	$290,000	$20,000	$310,000	$-	$-	$-	$-	$-
	Server room & UPS cooling, 30 tons	H	M	$225,000	$30,000	$255,000	$-	$-	$-	$-	$-
	Pre-action, gaseous fire suppression	H	M	$75,000	$5,000	$80,000	$-	$-	$-	$-	$-
	Racks, cable tray, cabling, plug strips	H	M	$150,000	$10,000	$160,000	$-	$-	$-	$-	$-
	Monitoring	H	M	$50,000	$10,000	$60,000	$-	$-	$-	$-	$-
	Dual EPO	H	M	$15,000	$2,000	$17,000	$-	$-	$-	$-	$-
	Performance testing, manuals, training	H	M	$20,000	$55,000	$75,000	$-	$-	$-	$-	$-
5.2 Opt C	**600 sq. ft. building addition, (3) rooms**	H	M	$200,000	$30,000	$230,000	$-	$-	$-	$-	$-
	(2) 40kW redundant UPS & batteries	H	M	$150,000	$20,000	$170,000	$-	$-	$-	$-	$-
	A/B power distribution to racks	H	M	$30,000	$4,000	$34,000	$-	$-	$-	$-	$-
	100kW standby diesel generator, ATSs	H	M	$200,000	$15,000	$215,000	$-	$-	$-	$-	$-
	Server room & UPS cooling, 10 tons	H	M	$125,000	$20,000	$145,000	$-	$-	$-	$-	$-
	Pre-action, gaseous fire suppression	H	M	$45,000	$3,000	$48,000	$-	$-	$-	$-	$-
	Racks, cable tray, cabling, plug strips	H	M	$75,000	$6,000	$81,000	$-	$-	$-	$-	$-
	Monitoring	H	M	$23,000	$4,000	$27,000	$-	$-	$-	$-	$-
	Dual EPO	H	M	$8,000	$1,500	$9,500	$-	$-	$-	$-	$-
	Performance testing, manuals, training	H	M	$15,000	$22,000	$37,000	$-	$-	$-	$-	$-
	Subtotals:			**Low ROM $4,246,500**			**High ROM $-**			**Low ROM $-**	**High ROM $-**

7.1.3 Data Network

Item #	Description	Importance (L,M,H)	Immediacy (L,M,H)	CapEx						OpEx	
				Range Low			Range High			Range Low	Range High
				Materials	Labor	Extended	Materials	Labor	Extended	Lic./Maint.	Lic./Maint.
	Network										
5.3.1.1	Replace EOL LAN equipment (Assume: 10,800 ports, 75% 10/100/1000 POE, 25% 10/100; 10 G backbone, assume new distribution switches at each campus, assume additional core switches at MV and Norco)	H	H	$2,800,000	$280,000	$3,080,000	$3,750,000	$562,500	$4,312,500	$280,000	$375,000
5.3.1.2	Application performance management software and instrumentation	M	M	$50,000	$50,000	$100,000	$150,000	$100,000	$250,000	$18,000	$45,000
5.3.1.3	Upgrade to 802.11n, increase wireless AP's to ~550 including rogue detection	H	H	$300,000	$50,000	$350,000	$500,000	$100,000	$600,000	$36,000	$60,000
5.3.1.4	Supplement DS3 circuits (MV/RCC + Corona/RCC), supplement misc. T1's	L	M	$25,000	$5,000	$30,000	$50,000	$15,000	$65,000	$72,000	$150,000
5.3.1.5	Replace EOL VPN concentrator	H	H	$50,000	$20,000	$70,000	$100,000	$30,000	$130,000	$9,000	$18,000
			Subtotals:	Low ROM $3,630,000			High ROM $5,357,500			Low ROM $415,000	High ROM $648,000

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7.1.4 Voice Network

Item #	Description	Importance (L,M,H)	Immediacy (L,M,H)	CapEx Range Low			CapEx Range High			OpEx Range Low	OpEx Range High
				Materials	Labor	Extended	Materials	Labor	Extended	Lic./Maint.	Lic./Maint.
	Voice Systems										
5.4	Upgrade NEC PBX's at 3 campuses (Option A)	H	H	$250,000	$35,00	$285,000				$25,000	
5.4	Replace NEC PBX's at 3 campuses (Option B)	M	M				$3,000,000	$360,000	$3,360,000		$300,000
	Subtotals:			Low ROM $285,000			High ROM $3,360,000			Low ROM $25,000	High ROM $300,000

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7.1.5 Systems Infrastructure

Item #	Description	Importance (L,M,H)	Immediacy (L,M,H)	CapEx						OpEx	
				Range Low			Range High			Range Low	Range High
				Materials	Labor	Extended	Materials	Labor	Extended	Lic./Maint.	Lic./Maint.
	Systems Infrastructure										
5.5.1	Virtualize 50% of physical server environment	M	M	$145,000	$30,000	$175,000	$190,000	$40,000	$230,000	$22,000	$28,000
5.5.2	Upgrade enterprise class Storage Arrays	H	M	$120,000	$40,000	$160,000	$150,000	$70,000	$220,000	$18,000	$22,000
5.5.5	HA Clusters	M	L	$25,000	$5,000	$30,000	$43,000	$7,000	$50,000	$4,000	$6,500
5.5.4	Architect for warm Site Failover	H	M		$53,000	$53,000		$68,000	$68,000		
5.5.5	Datatel backup	H	M		$5,000	$5,000		$10,000	$10,000		
5.5.6	Implement VDI for computer Labs	L	L	$1,100,000	$100,000	$1,200,000	$1,450,000	$150,000	$1,600,000	$165,000	$215,000
	Subtotals:			**Low ROM $1,623,000**			**High ROM $2,178,000**			**Low ROM $209,000**	**High ROM $271,500**

7.1.6   Enterprise Applications

Item #	Description	Importance (L,M,H)	Immediacy (L,M,H)	CapEx Range Low			CapEx Range High			OpEx Range Low	OpEx Range High
				Materials	Labor	Extended	Materials	Labor	Extended	Lic./Maint.	Lic./Maint.
	Enterprise Applications										
5.6.2	3rd party resource to evaluate Datatel customization	H	H		$15,000	$15,000		$30,000	$30,000		
5.6.8	3rd party scanning services for Hersey rollout to Finance and HR (500,000 pages at 0.05)	H	M		$25,000	$25,000		$50,000	$50,000		
5.6.9	Implement 25Live upgrade to R25	M	M	$10,000	$15,000	$25,000	$15,000	$20,000	$35,000	$10,000	$15,000
	Subtotals:			Low ROM $65,000			High ROM $115,000			Low ROM $10,000	High ROM $15,000

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7.1.7 Audiovisual / IMC

Item #	Description	Importance (L,M,H)	Immediacy (L,M,H)	CapEx Range Low Materials	CapEx Range Low Labor	CapEx Range Low Extended	CapEx Range High Materials	CapEx Range High Labor	CapEx Range High Extended	OpEx Range Low Lic./Maint.	OpEx Range High Lic./Maint.
	Audiovisual / IMC										
5.7.1.1	Replace EOL projectors	H	M	$340,000	$85,000	$425,000	$460,000	$115,000	$575,000	$-	$-
5.7.1.2	Hours for development - e.g. consultant lead process	M	L	$-	$22,100	$22,100	$-	$29,900	$29,900	$-	$-
5.7.1.3	Management structure	H	M	$-	$-	$-	$-	$-	$-	$-	$-
	Classroom Equipment Refresh Budget - best practices and industry standards indicate AV equipment refresh budgets of ~$25k per classroom between every 6 and 8 years (reflected in the high and low range of costs shown)	H	M	$-	$-	$-	$-	$-	$-	$375,000	$541,667
5.7.2.1	Hours for planning - e.g. consultant lead process	M	M	$-	$22,100	$22,100	$-	$29,900	$29,900	$-	$-
5.7.2.2	Conduct detailed network assessment and configure appropriate components to support reliable streaming media Refer also to network section.	H	M	$-	$22,100	$22,100	$-	$29,900	$29,900	$-	$-
5.7.2.3	Consolidate and centralize streaming systems; deploy software to support video formats and platforms agreed upon in streaming unification project	M	M	$17,000	$8,500	$25,500	$23,000	$11,500	$34,500	$-	$-
5.7.2.4	Replace Open Campus MAC OCXSVR; deploy software to support video formats and platforms agreed upon in streaming unification project	M	M	$21,250	$12,750	$34,000	$28,750	$17,250	$46,000	$-	$-
5.7.2.5	Open Campus - automate video workflow (current project already in progress and budgeted)	M	M	$-	$22,100	$22,100	$-	$29,900	$29,900	$-	$-
5.7.2.6	Implement ROI measurement and media management system. e.g. Accordent AMMS Express	H	M	$29,750	$11,900	$41,650	$40,250	$16,100	$56,350	$5,000	$15,000
5.7.2.7	Replace Moreno Valley automation system with network based components	L	L	$6,375	$2,295	$8,670	$8,625	$3,105	$11,730	$-	$-
5.7.2.8	Include digital signage in the video and rich media content creation and delivery strategy. Costs here are for a system of ~10 displays with built-in digital signage appliances and headend server. e.g.Samsung MagicNet.	L	L	$42,500	$17,000	$59,500	$57,500	$23,000	$80,500	$-	$-

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						Low ROM			High ROM	Low ROM	High ROM
5.7.2.9	Staff, student, and faculty needs do not warrant additional costs beyond maintaining current systems and functionality at this time. Further study could indicate if increases in system utilization would result from improving convenience and quality of experience. e.g. consultant led assessment	M	M	$-	$22,100	$22,100	$-	$29,100	$29,100	$-	$-
5.7.2.10	Roll out desktop videoconferencing endpoints	M	M	$25,500	$-	$25,500	$34,500	$-	$34,500	$-	$-
5.7.3.1	Implement a network-based AV management platform e.g. Extron GlobalViewer Enterprise via GVE Grant program offered by Extron. Costs of this line would be for Extron on-campus commissioning.	H	M	$-	$2,125	$2,125	$-	$2,875	$2,875	$25,000	$50,000
5.7.3.2	Costs for additional IP-enabled Extron controllers District wide	L	L	$120,700	$30,175	$150,875	$163,300	$40,825	$204,125	$-	$-
5.7.3.3	Costs for additional data cabling as required for an IP-enabled controller to be connected in each classroom Refer to cabling infrastructure section	L	L	$28000	$56000	$84,000	$42,000	$80,000	$122,000	$-	$-
	Subtotals:					Low ROM $967,320			High ROM $1,317,080	Low ROM $405,000	High ROM $606,667

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7.1.8 Organizational Structure / Shared Governance

Item #	Description	Importance (L,M,H)	Immediacy (L,M,H)	CapEx						OpEx	
				Range Low			Range High			Range Low	Range High
				Materials	Labor	Extended	Materials	Labor	Extended	Lic./Maint.	Lic./Maint.
	Organizational Structure / Shared Governance										
5.8.4	Add application support/analyst at Norco and Moreno Valley (total 2 FTE)	M	M	$0	$0	$0	$0	$0	$0	$140,000	$160,000
5.8.5	Add Academic Dean of Online Education	M	M	$0	$0	$0	$0	$0	$0	$80,000	$90,000
	Subtotals:			Low ROM $0			High ROM $0			Low ROM $220,000	High ROM $250,000

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7.1.9   IT Operations

Item #	Description	Importance (L,M,H)	Immediacy (L,M,H)	CapEx						OpEx	
				Range Low			Range High			Range Low	Range High
				Materials	Labor	Extended	Materials	Labor	Extended	Lic./Maint.	Lic./Maint.
	IT Operations										
5.9.7	Create annual funding mechanism for computer refresh	H	M	$0	$0	$0	$0	$0	$0	$800,000	$1,200,000
5.9.8	Consulting for Business Continuity initiative	M	M	$0	$120,000	$120,000	$0	$180,000	$180,000	$0	$0
	Subtotals:				Low ROM $120,000			High ROM $180,000		Low ROM $800,000	High ROM $1,200,000

7.1.10 Physical Security

Item #	Physical Security (Description)	Importance (L,M,H)	Immediacy (L,M,H)	CapEx Range Low			CapEx Range High			OpEx Range Low Lic./Maint.	OpEx Range High Lic./Maint.
				Material	Labor	Extended	Materials	Labor	Extended		
5.10.1.1	Master Plan - Risk Assessment, Program Development, Formal Standards Document. Efforts facilitated by Consultant.	H	M	$-	$80,00	$80,00	$-	$100,000	$100,000	$-	$-
5.10.1.2	Room Construction in existing building, Extension of cabling connectivity, console, display equipment and head end equipment upgrades	M	M	$150,000	$15,000	$165,000	$200,000	$20,000	$220,000	$-	$-
5.10.1.3	Perimeter, Prioritized Buildings, Prioritized Building Access Points, Prioritized Interior Spaces. Layer 1 to Layer 4 installations ranging from Low to High, minimum installation/coverage to a significant level of installation	M	M	$250,000	$25,000	$275,000	$500,000	$50,000	$550,000	$-	$-
5.10.1.4	Prioritized Building Entrances and Interior Spaces- Intrusion detection and Access Control equipment	M	M	$150,000	$15,000	$165,000	$400,000	$40,000	$440,000	$-	$-
5.10.1.5	Push to Talk Radio, Duress Calls, Paging, Emergency Phones. Range of minimal use of push to talk radios/upgrade of emergency phones to installation of pervasive all emergency communications items.	M	M	$80,000	$10,000	$90,000	$300,000	$40,000	$340,000	$-	$-
5.10.1.6	Perimeter, Prioritized Buildings, Prioritized Building Access Points, Prioritized Interior Spaces. Layer 1 to Layer 4 installations ranging from Low to High, minimum installation/coverage to a significant level of installation	M	M	$200,000	$20,000	$220,000	$350,000	$25,000	$385,000	$-	$-

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ID	Description				Low ROM			High ROM		Low ROM	High ROM
5.10.1.7	Prioritized Building Entrances and Interior Spaces- Intrusion detection and Access Control equipment	M	M	$150,000	$15,000	$165,000	$400,000	$40,000	$440,000	$-	$-
5.10.1.8	Push to Talk Radio, Duress Calls, Paging, Emergency Phones. Range of minimal use of push to talk radios/upgrade of emergency phones to installation of pervasive all emergency communications items.	M	M	$75,000	$10,000	$85,000	$175,000	$20,000	$195,000	$-	$-
5.10.1.9	Perimeter, Prioritized Buildings, Prioritized Building Access Points, Prioritized Interior Spaces	M	M	$200,000	$20,000	$220,000	$350,000	$35,000	$385,000	$-	$-
5.10.1.10	Prioritized Building Entrances and Interior Spaces- Intrusion detection and Access Control equipment	M	M	$150,000	$15,000	$165,000	$400,000	$40,000	$440,000	$-	$-
5.10.1.11	Push to Talk Radio, Duress Calls, Paging, Emergency Phones	M	M	$75,000	$10,000	$85,000	$175,000	$20,000	$195,000		
5.10.1.12	Perimeter, Prioritized Buildings, Prioritized Building Access Points, Prioritized Interior Spaces	M	M	$140,000	$15,000	$155,000	$200,000	$20,000	$220,000		
5.10.1.13	Prioritized Building Entrances and Interior Spaces- Intrusion detection and Access Control equipment	M	M	$100,000	$10,000	$110,000	$250,000	$25,000	$275,000	$-	$-
5.10.1.14	Push to Talk Radio, Duress Calls, Paging, Emergency Phones. Range of minimal use of push to talk radios/upgrade of emergency phones to installation of pervasive all emergency communications items.	L	L	$75,000	$10,000	$85,000	$175,000	$20,000	$195,000		
Subtotals:					Low ROM $2,065,000			High ROM $4,380,000		Low ROM $-	High ROM $-

7.2 Survey Data

PlanNet issued a set of surveys to all students, faculty and staff of the District for the purpose of gathering overall customer satisfaction with technology systems and services. Notification of links to the online surveys was sent via District email distribution and the surveys were made available September 14-22, 2010.

Following are the summary data of the responses along with graphical representation of multiple choice and ranked responses. Open ended questions have been rolled up to common response categories, where appropriate.

7.2.1 Student Survey Data

Please rate the importance to you of the following services or technologies (5 = essential; 1 = don't use/don't care):

Answer Options	5	4	3	2	1	Response Count
Online classes (OpenCampus)	592	162	131	48	124	1057
Multimedia technology in traditional classrooms/labs	578	285	117	33	37	1050
Ability to apply for college online	926	81	29	9	11	1056
A provided RCCD student email account	713	146	118	36	44	1057
Ability to register for classes online	972	47	22	5	12	1058
Ability to pay tuition and fees online	947	51	22	10	28	1058
Ability to access grades online	968	63	9	4	11	1055
Ability to request transcripts online	897	94	26	8	33	1058
Ability to access course materials online	913	86	31	13	16	1059
Ability to purchase textbooks online	755	140	91	20	53	1059
Ability to use a campus debit card for purchases	519	139	149	51	199	1057
Ability to request software with student discounts	689	158	88	38	85	1058
Access to notification system for class cancellations	811	142	44	14	41	1052
Access to electronic textbooks	573	180	137	44	121	1055
Access to printed library resources (books,	712	168	101	24	51	1056
Access to electronic library resources (databases,	736	161	89	24	46	1056
Access to campus computers	788	131	70	24	42	1055
Access to wireless networking	831	98	59	12	51	1051
Access to mobile telephone networks on campus	659	158	116	23	90	1046
Access to printers and copy machines	805	110	83	18	37	1053
Access to technical support for login assistance &	735	169	79	31	42	1056
Access to technical support for other computer	689	180	96	36	55	1056
Access to various account information through a	730	173	83	20	41	1047
					answered question	1060
					skipped question	1
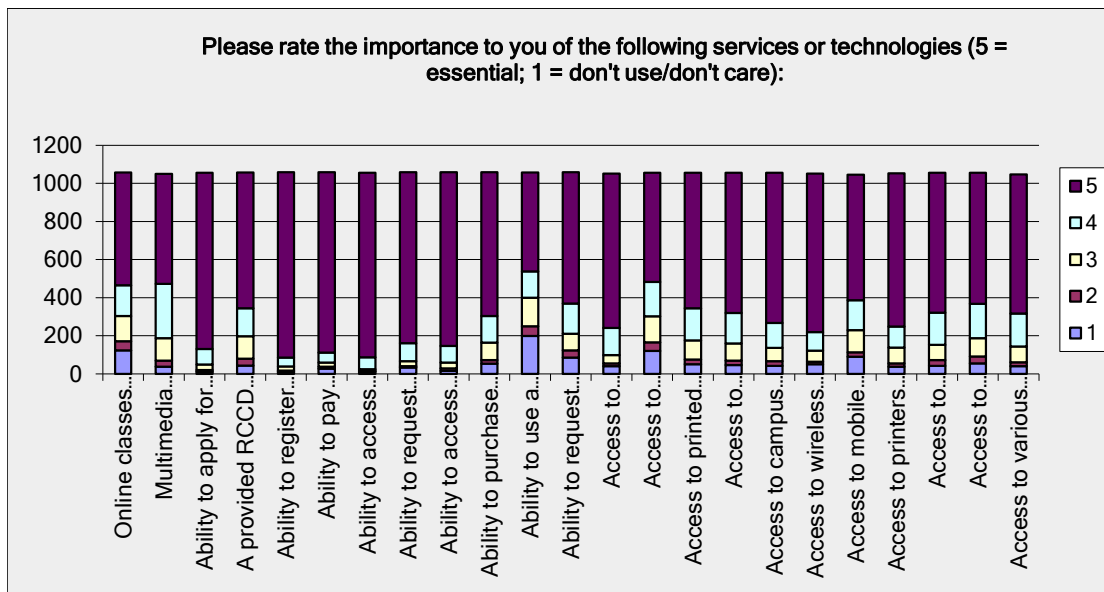
Please rate the importance to you of the following services or technologies (5 = essential; 1 = don't use/don't care):

How would you rate your satisfaction with each of the following services or technologies (5 = very satisfied; 1 = unsatisfied):

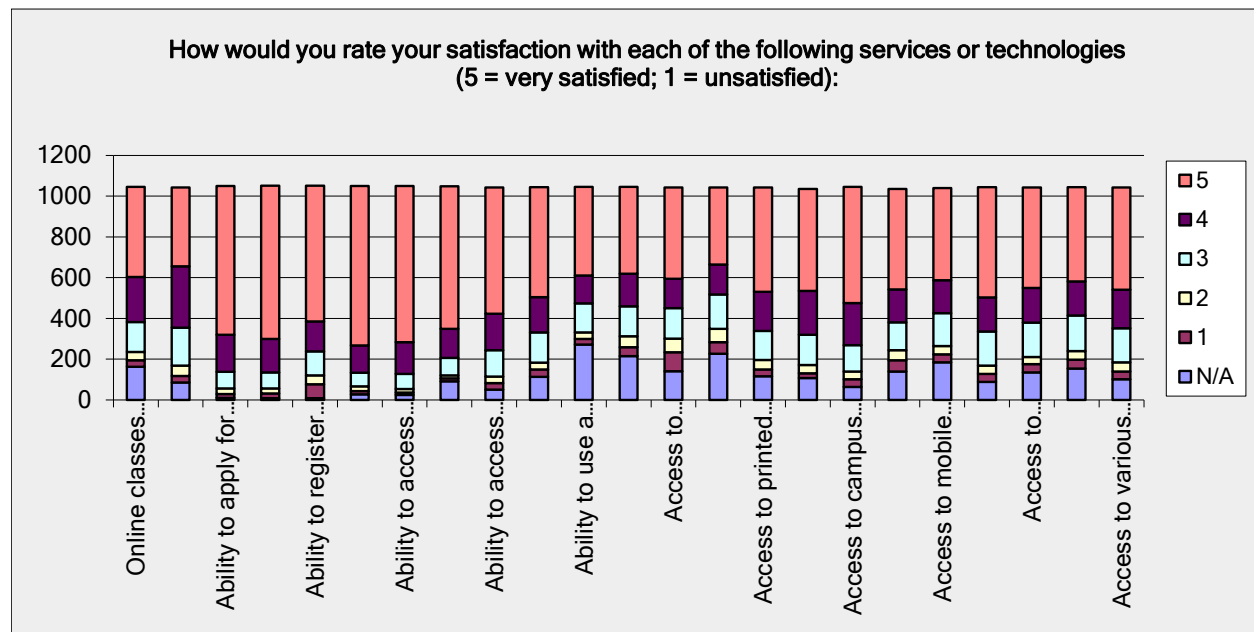| Answer Options	5	4	3	2	1	N/A	Response Count
Online classes (OpenCampus)	443	221	146	41	33	162	1046
Multimedia technology in traditional classrooms/labs	387	301	186	51	33	85	1043
Ability to apply for college online	731	181	82	27	19	10	1050
A provided RCCD student email account	751	165	78	26	22	9	1051
Ability to register for classes online	666	147	118	43	68	9	1051
Ability to pay tuition and fees online	782	134	68	22	17	27	1050
Ability to access grades online	767	155	75	17	11	25	1050
Ability to request transcripts online	699	143	85	15	15	91	1048
Ability to access course materials online	620	179	129	33	31	51	1043
Ability to purchase textbooks online	539	174	148	34	36	113	1044
Ability to use a campus debit card for purchases	435	137	143	31	29	271	1046
Ability to request software with student discounts	425	160	148	53	44	215	1045
Access to notification system for class cancellations	449	143	150	67	93	141	1043
Access to electronic textbooks	377	148	168	65	57	227	1042
Access to printed library resources (books,	512	192	143	47	33	116	1043
Access to electronic library resources (databases,	501	215	148	41	23	108	1036
Access to campus computers	571	206	129	39	38	63	1046
Access to wireless networking	494	161	137	50	54	140	1036
Access to mobile telephone networks on campus	451	162	161	41	40	184	1039
Access to printers and copy machines	541	168	166	41	39	89	1044
Access to technical support for login assistance &	492	170	169	36	40	135	1042
Access to technical support for other computer	463	167	174	42	44	154	1044
Access to various account information through a	502	190	167	44	39	101	1043
						answered question	1053
						skipped question	8

How would you rate your satisfaction with each of the following services or technologies
(5 = very satisfied; 1 = unsatisfied):

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How much of your official college correspondence would you be willing to receive electronically, either via email or via a secure personalized web		
Answer Options	Response Percent	Response Count
None	1.5%	15
Some	18.5%	188
Most (everything except the "important stuff")	41.6%	422
All	38.4%	390
answered question		1015
skipped question		46
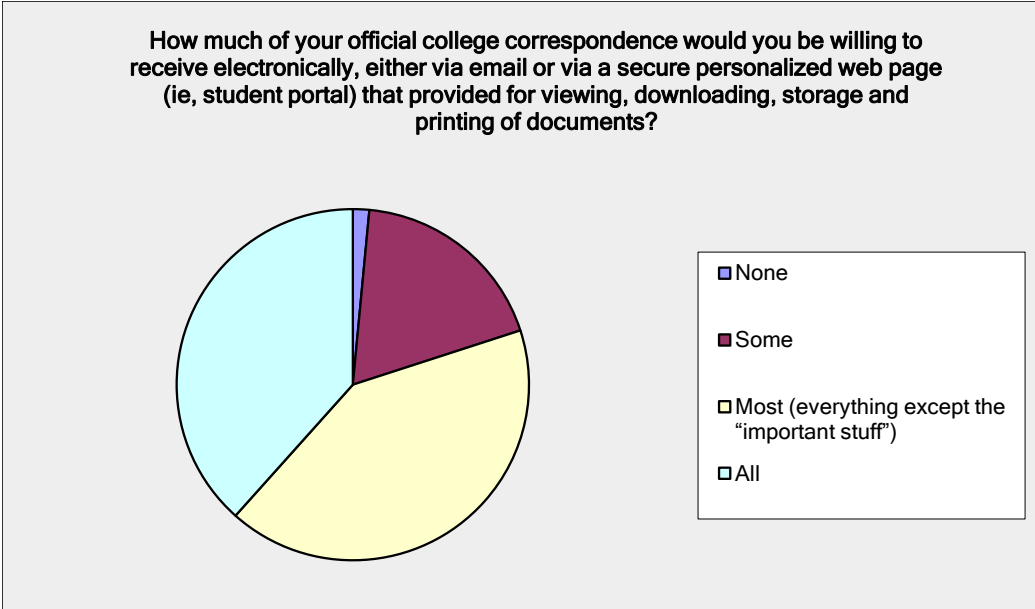
How much of your official college correspondence would you be willing to receive electronically, either via email or via a secure personalized web page (ie, student portal) that provided for viewing, downloading, storage and printing of documents?

- None
- Some
- Most (everything except the "important stuff")
- All

How would you rate your experience with using WebAdvisor for online student services (5 = very effective; 1 = ineffective)?		
Answer Options	Response Percent	Response Count
5	41.2%	419
4	31.9%	325
3	16.8%	171
2	6.4%	65
1	3.2%	33
never used	0.5%	5
answered question		1018
skipped question		43

How would you rate your experience with using WebAdvisor for online student services (5 = very effective; 1 = ineffective)?
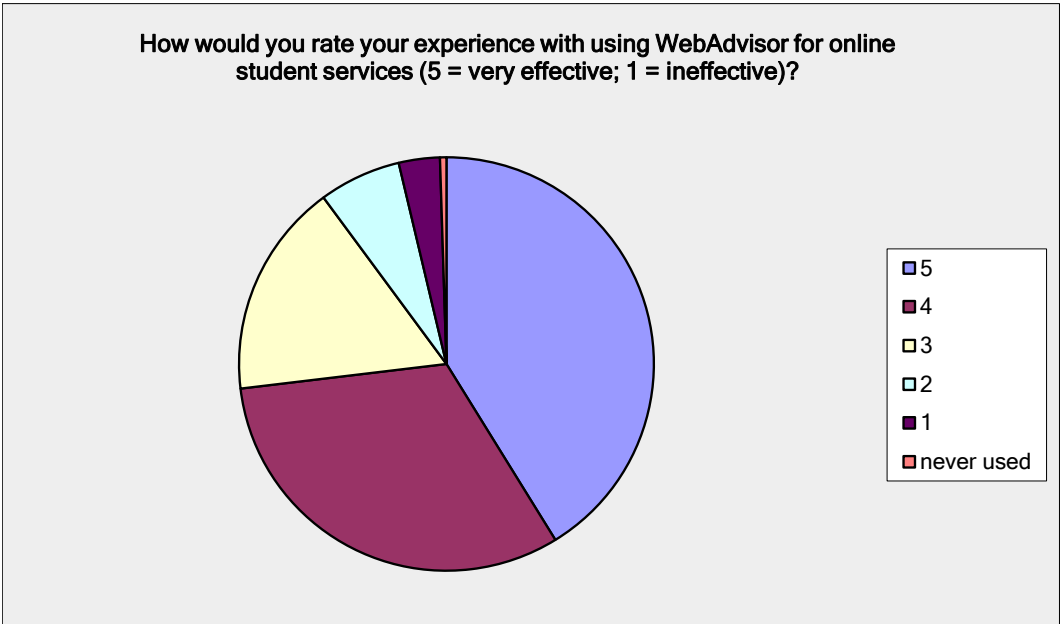
How would you rate the performance and response time of WebAdvisor (5 = speedy; 1 = painfully slow)?		
Answer Options	Response Percent	Response Count
5	20.4%	207
4	30.7%	312
3	24.4%	248
2	12.8%	130
1	11.5%	117
never used	0.2%	2
	answered question	1016
	skipped question	45
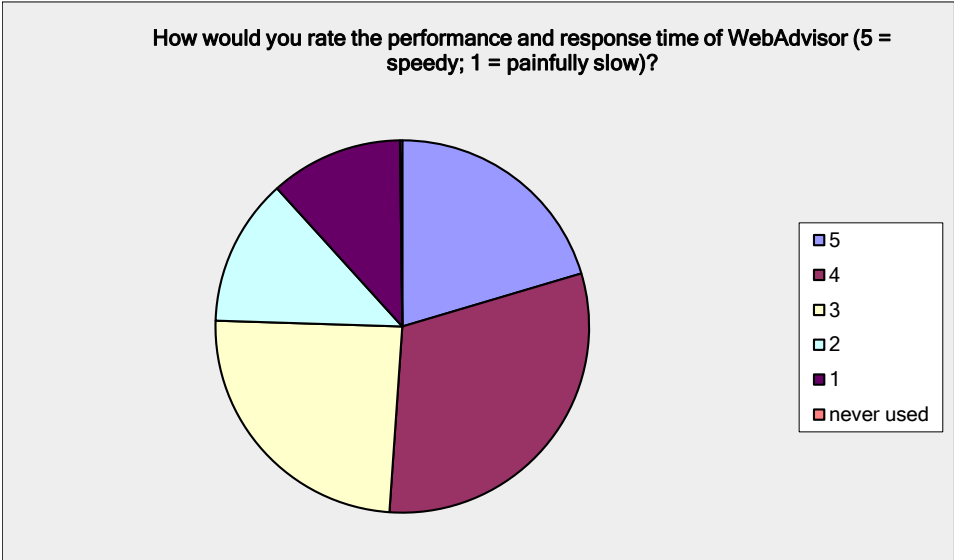
How would you rate your experience with using OpenCampus for online instruction (5 = very effective; 1 = ineffective)?		
Answer Options	Response Percent	Response Count
5	34.1%	346
4	27.7%	281
3	13.6%	138
2	4.5%	46
1	2.6%	26
never used	17.5%	177
answered question		1014
skipped question		47
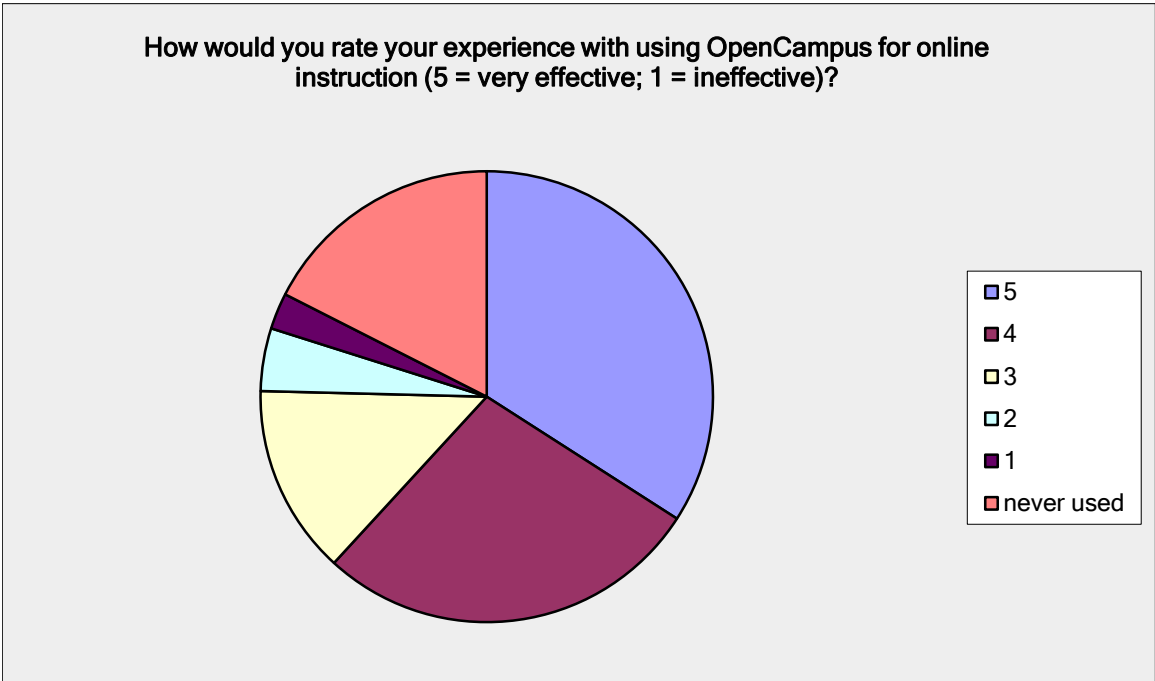
How would you rate your experience with using OpenCampus for online instruction (5 = very effective; 1 = ineffective)?

How would you rate the performance and response time of the OpenCampus web interface (5 = speedy; 1 = painfully slow)?		
Answer Options	Response Percent	Response Count
5	30.1%	304
4	29.1%	294
3	15.5%	156
2	5.2%	52
1	3.1%	31
never used	17.0%	172
answered question		1009
skipped question		52
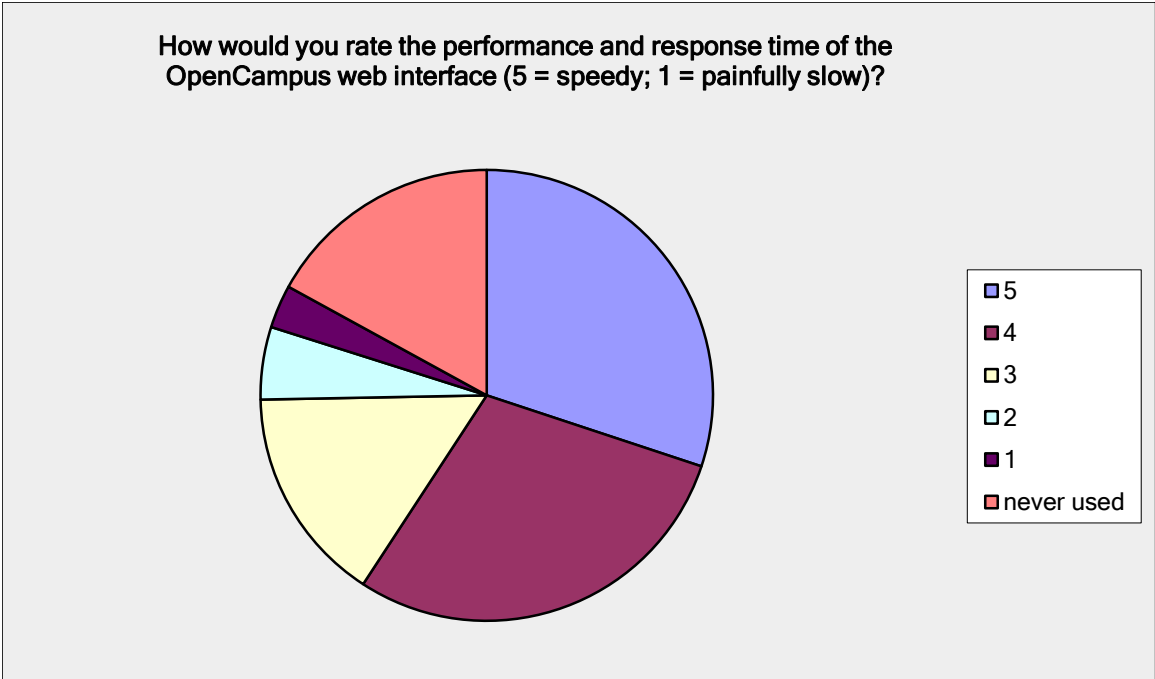
How would you rate the performance and response time of the OpenCampus web interface (5 = speedy; 1 = painfully slow)?

If you have ever taken an online course from another academic institution, how would you rate that experience (5 = very effective; 1 = ineffective)?

Answer Options	Response Percent	Response Count
5	9.9%	99
4	6.6%	66
3	4.9%	49
2	1.1%	11
1	1.7%	17
never used	75.8%	757
Name of the academic institution		175
answered question		999
skipped question		62

If you have ever taken an online course from another academic institution, how would you rate that experience (5 = very effective; 1 = ineffective)?
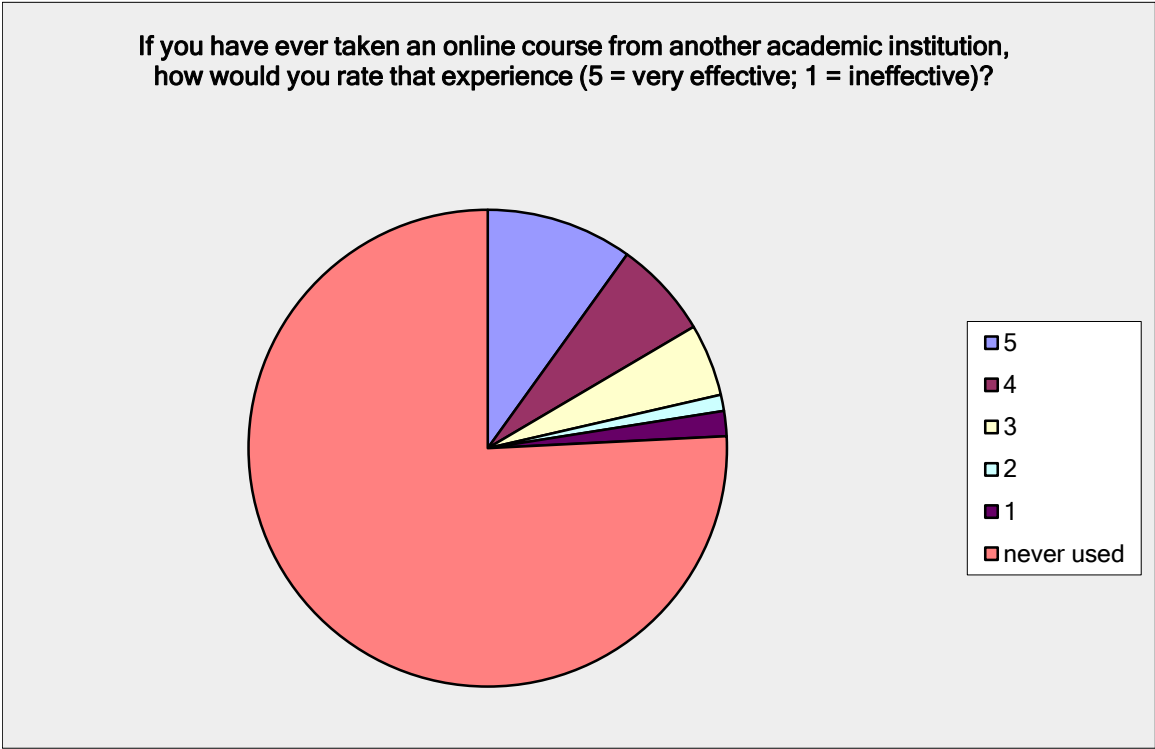
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Name of the academic institution	
Response	**Response Count**
American Military University	
Antelope Valley Community College	
Argosy University	
Axia College	
Barstow Community College	
Boise State University	
Botany and English	
Brandman University	
Broward College	
BYU	2
Cal Poly Pomona	2
Cal State San Bernardino	
California State University Fullerton	2
CAP	
Cengage Brain	
Cerritos College	2
Cerro Coso Community College	
Chaffey College	3
Chaffey College Chino Campus	
Citrus College	
Coastline community college	
College of the Desert, Palm Desert, CA	
Copper Mountain College	
Crafton Hills College	
CSULB	
CSUSB	2
Cypress College	
Devry University	3
e-armyedu	
FIDM	2
Fullerton Junior College	
George Washington Univerisity	2
Georgia Tech	
Goldenwest College	
Grossmont College	
Institute of Construction Managment & Technology ICMT	
John W North High School	
LATTC	
Long Beach City College	2
Moreno Valley Campus	6
Mount San Jacinto Community College	12
National University	
Norco College	7
Nova Net	
Oregon State University	
Pasadena City College	2
Regis University	
Rio Hondo College	
River Springs Charter School	
Riverside Community College	32
Riverside Community College Moreno Valley	4
Riverside Community College Norco	5
Ron Hockwalt Academies (High School)	
RUSD virtual high school	
Saddleback College	
San Bernardino Valley College	6
San Joaquin Delta College	
Santa Barbara City College	
Santa Monica College	
SDCCD: Mesa Community College	
Shasta College	
Southern Illinois University	2
Southwestern Community College	
UCLA Extension	
UCR	
Univeristy of Riverside	
University of California, Riverside	
University of Phoenix	9
University of Redlands	
University of Toledo, Ohio	
University of Utah, Salt Lake City Community College	
UNLV	
Victor Valley Community College	3
Wayland Baptist University	
West Georgia Technical Institute	
West LA College	

How would you rate the level of physical safety and security at RCCD campuses (5 = very safe; 1 = unsafe)?		
Answer Options	Response Percent	Response Count
5	36.6%	371
4	32.5%	330
3	16.1%	163
2	5.5%	56
1	1.4%	14
no opinion	7.9%	80
answered question		1014
skipped question		47
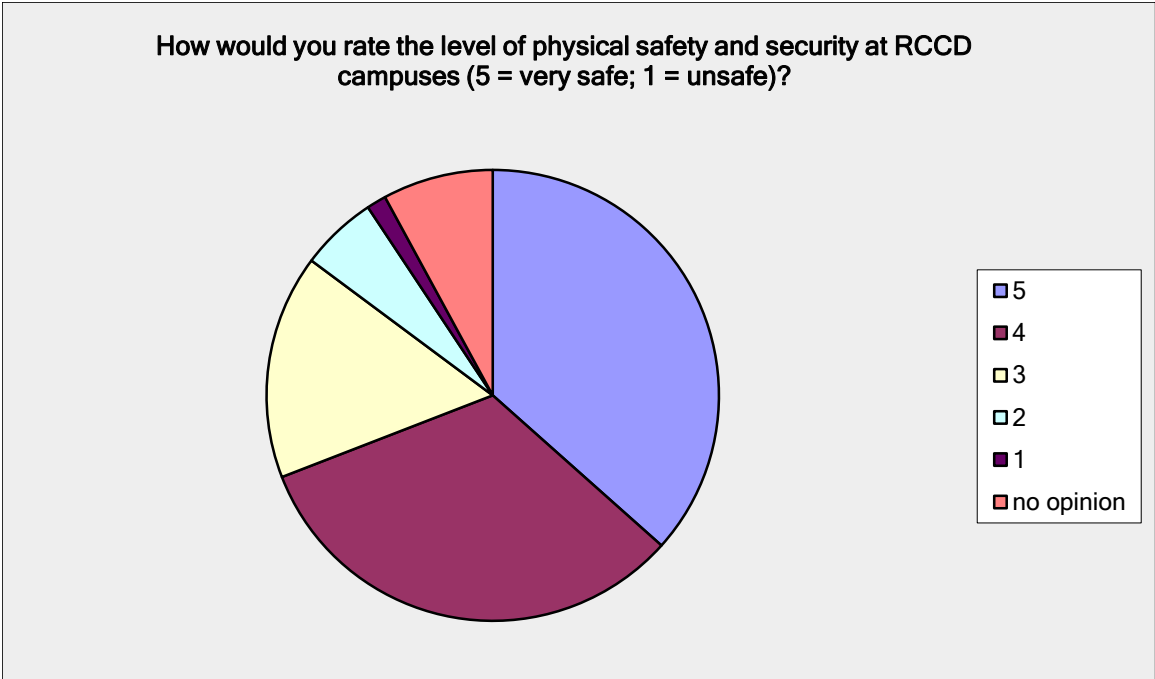
How would you rate the level of physical safety and security at RCCD campuses (5 = very safe; 1 = unsafe)?

How would you rank the benefit to you of an emergency notification system (5 = very important; 1 = unnecessary)?		
Answer Options	**Response Percent**	**Response Count**
5	47.0%	477
4	20.4%	207
3	12.0%	122
2	3.1%	31
1	1.9%	19
no opinion	15.7%	159
	answered question	1015
	skipped question	46
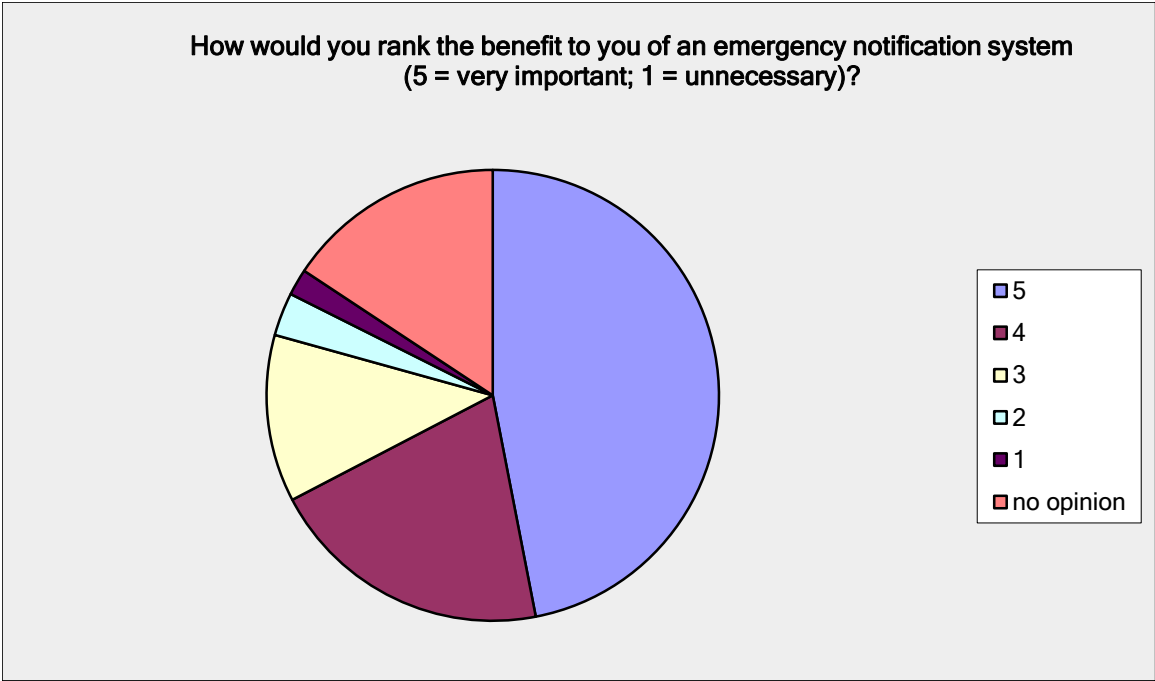
How would you rank the benefit to you of an emergency notification system (5 = very important; 1 = unnecessary)?

Are you participating in the opt-in campus emergency notification system (AlertU)?

Answer Options	Response Percent	Response Count
Yes	20.4%	207
No	26.3%	267
Don't know about it	53.3%	542
	answered question	1016
	skipped question	45
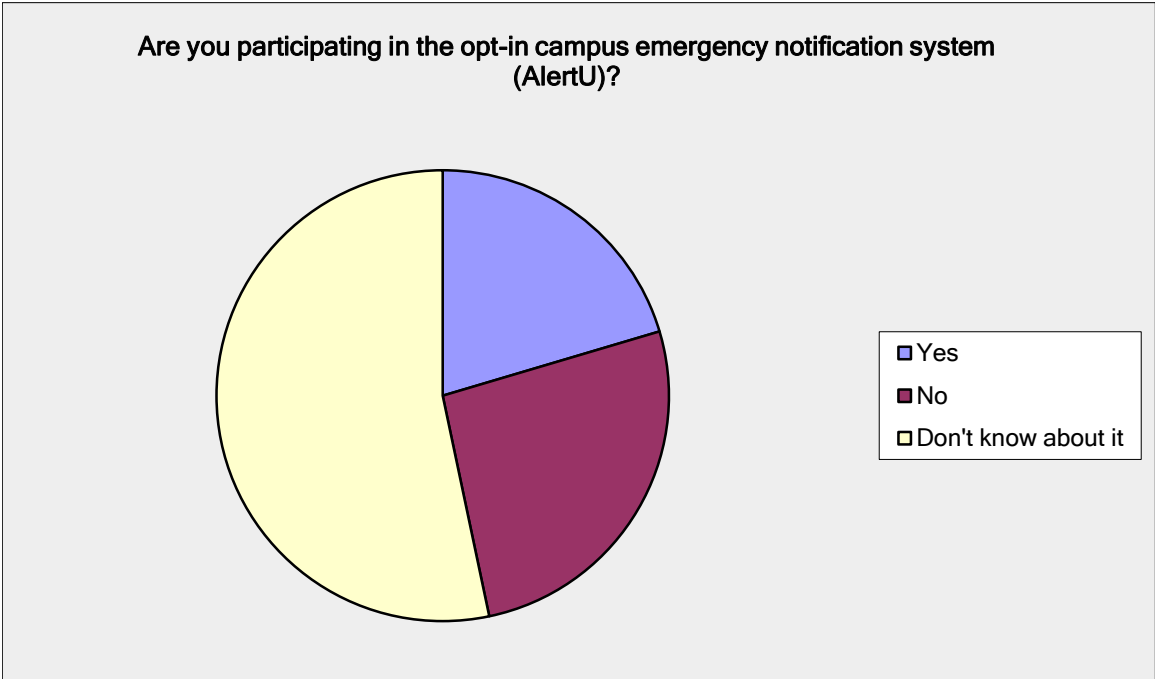
Are you participating in the opt-in campus emergency notification system (AlertU)?

How would you rate your satisfaction with mobile phone coverage at your college (5 = very good; 1 = no coverage)?

Answer Options	Response Percent	Response Count
5	39.1%	398
4	22.9%	233
3	15.1%	154
2	5.8%	59
1	2.7%	27
doesn't apply	14.4%	146
	answered question	1017
	skipped question	44
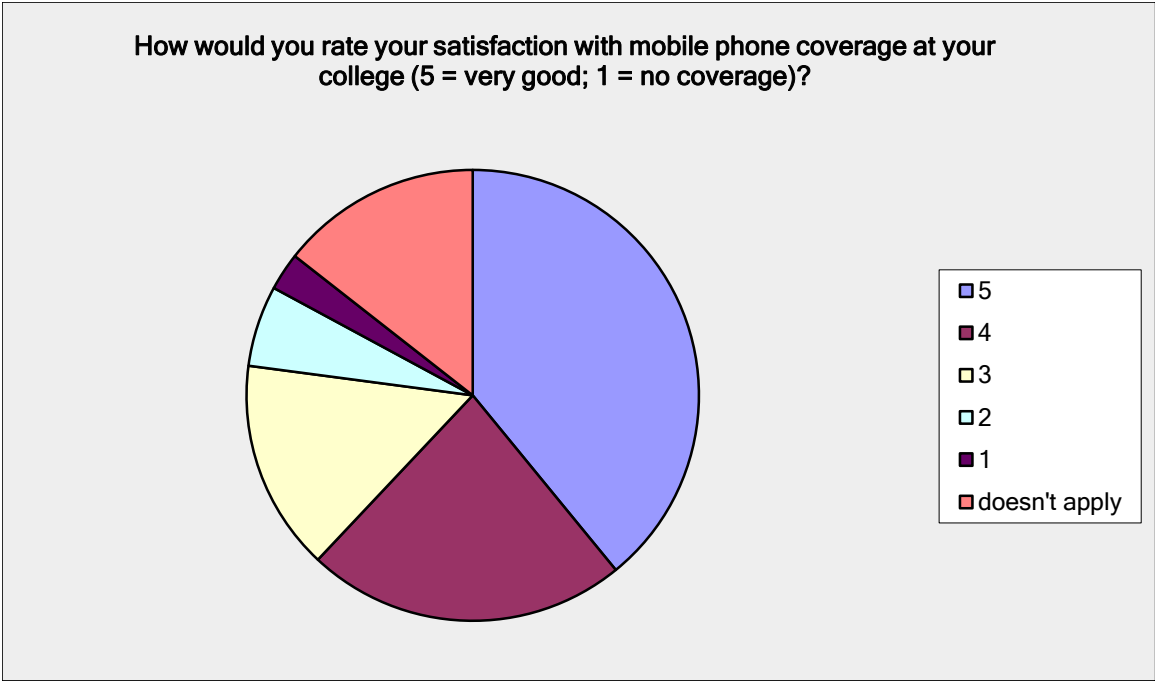
How would you rate your satisfaction with mobile phone coverage at your college (5 = very good; 1 = no coverage)?

Please select your primary mobile phone carrier:

Answer Options	Response Percent	Response Count
AT&T	24.9%	237
Sprint	14.1%	134
T-Mobile	17.8%	170
Verizon Wireless	36.2%	345
Doesn't apply	7.0%	67
Other (please specify)		77
answered question		953
skipped question		108

Please select your primary mobile phone carrier:
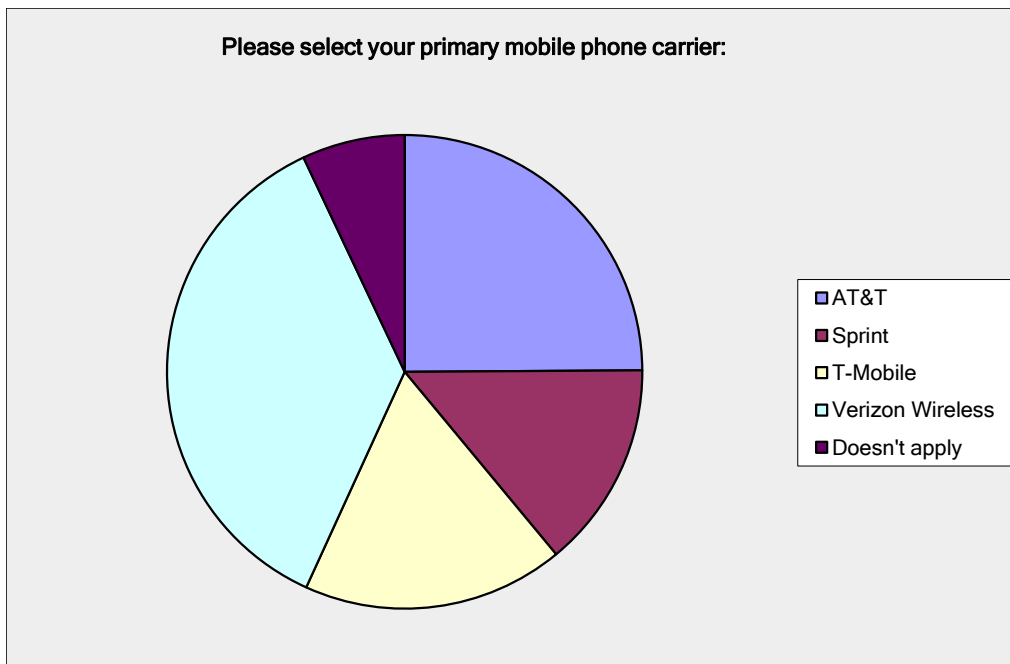
Other Mobile Carrier	
Response	**Response Count**
Boost Mobile	21
Magic Jack	
Metro PCS	28
NET10 Wireless	3
Sprint	
Straight Talk	3
T-Mobile	
TRACFONE	
Virgin Mobile	13

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Please indicate your primary college association within RCCD:		
Answer Options	Response Percent	Response Count
Moreno Valley College	18.0%	183
Norco College	36.5%	371
Riverside City College	45.5%	462
answered question		1016
skipped question		45
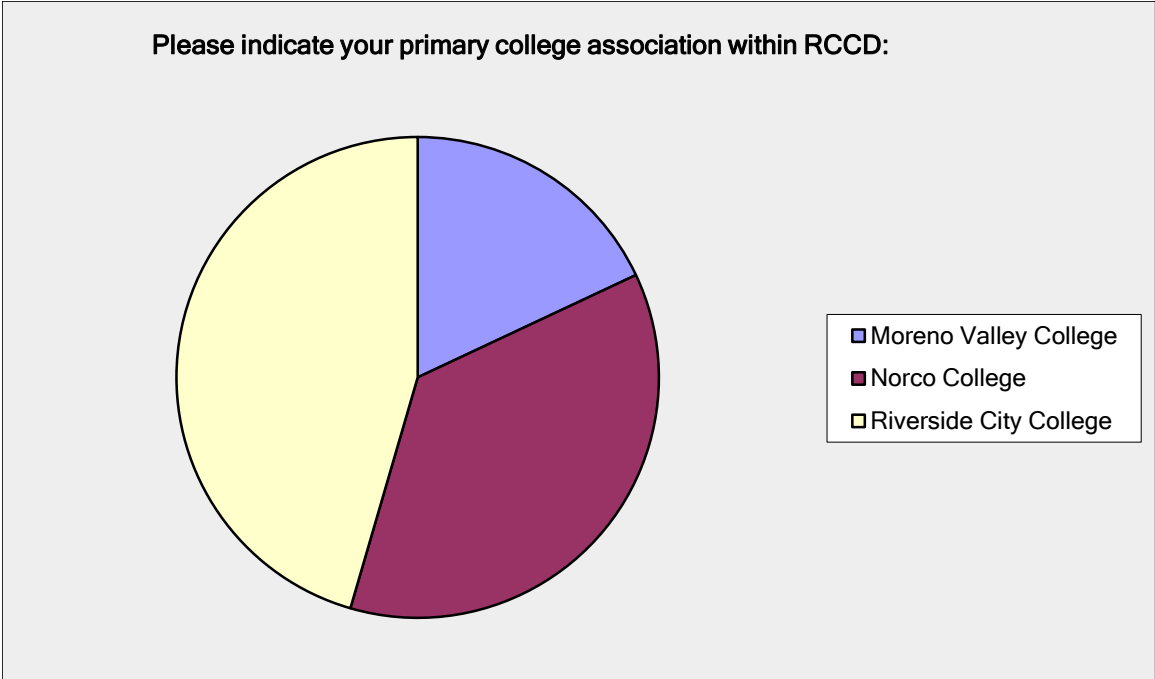
Please indicate your primary college association within RCCD:

- Moreno Valley College
- Norco College
- Riverside City College

Please rate your overall satisfaction with Information Technology services offered in the Riverside Community College District (5 = very satisfied; 1 =		
Answer Options	Response Percent	Response Count
5	37.4%	380
4	36.9%	375
3	15.7%	159
2	3.4%	35
1	1.5%	15
no opinion	5.0%	51
answered question		1015
skipped question		46

Please rate your overall satisfaction with Information Technology services offered in the Riverside Community College District (5 = very satisfied; 1 = unsatisfied):

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Please offer any other comments on technology at RCCD.

Response	Response Count
My only complaint would be getting help when you can't log in to either WebAdvisor or your student email account. The process to getting help can be very difficult and discouraging and very, very frustrating. There should be some sort of help after hours and on the weekends.	
I would use a Google platform vs. a Microsoft platform for the email. There is more options, calendar, groups, document exchange..etc...all things that make class/school easier and the ability to work in groups more effective.	
I have not seen or heard of the steps required to access the college's wireless network. Maybe an email to all students would clarify the steps for access.	
I wish RCC would have more applications online or even offer the option to upload documents (PDF) required for verification by offices like admin or financial aid.	
I would like to see more online class options and availability	7
I would like to receive correspondence via email.	3
WebAdvisor issues (Peak time issues, accessibility, reliability, & performance)	69
In computer office classes I feel it is important to have computers that are more in line with current technology. That would include both hardware and software.	2
I have been very happy with the services the technology department has provided. I think each of the techs should be commended for the work, and given a special recognition for all their hard work and dedication.	
I am very happy that WiFi is avail in my class. I really believe the Norco Campus has up'd their game in technology.	
Would love to have wireless acess in every class especially, Science	
I go to school at MDEC and there is no cellular coverage for Verizon in the building	
I am a returning student. The last time I was in college was 1998 so I am amazed at how easy things are now compared to then. I spend much less time standing in lines trying to take care of school related issues. The majority of what needed to be done for me to re-enter college was taken care of on line. I greatly appreciate it!	
I should be able to add courses to my "preferred list" before the registration date; it would reduce the time I spend on the WebAdvisor. When I open a discussion board, as a part of an online class, the default setting (or at least available preference) should be the expanded view of all treads, not contracted view of 10 treads. It would reduce the amount of necessary steps.	
Free easy to access WiFi over a secured network and a better way to register than WebAdvisor would be nice improvements.	2
Maybe Mac isn't compatible or there's a special passcode but, one would think student ID would suffice. With the library hours being so short with budget challenges more online books and email from faculty would help. Dr. Tschetter at Norco seems to be the only professor using email effectively. Being able to use laptops in class would seem to make sense given every carrer choice requires efficient computer literacy. I have been shocked at how poor the quality is for RCC's technology. It seems the institution does not want to increase their students' transfer rates to competitive universities; otherwise, a tech survey would not be needed.	
Inability to use WiFi / lack of WiFi	17
E-mail account is really good because we can seperate business/private manners with school stuff... and communicate with the teachers through that e-mail account	
More and faster technologies, electronic textbooks.	3
WebAdvisor is extremely helpful and saves students, like myself, time.	
There should be a manual in the classroom for instructors that don't know how to use the computer system	
Please stay updated on the technology, thanks!	
More computer labs and spaces like the one in digital library, more computer lab hours would be great for students. Computers at digital library is too slow to start up. Headphones get dirty and smelly. Keyboards look oily or dusty.	
While I see the cost saving capability of integrating technology into education, it seems to me that long term funding and future development for projects is not being factored into the budget. While students are being told classes are canceled/ no longer available, money is being put into new buildings/landscaping. The new Student Center for Success appears to have more space for administrative staff and utility's than for students. The conference room tucked nicely in the back of the building is one of the nicest I've ever seen yet what purpose does it hold for me as a student? I'm currently in a public speaking class, and we have no current intent to do anything in that room. Furthermore, while the new LCD projectors are a vast improvement over overhead projectors, I question why the small new lecture hall that seats 75 in room 101 of the new Applied Tech building needs three of these $5000 pieces of equipment, while I have yet to have a class with a working stapler with staples. As technology has been "embraced" on campus I have been increasingly been given the run-around by administrative staff. Technology needs to supplement services, not replace them (outsourcing parking permits so they now must ONLY be purchased online). Finally I am deeply upset by the decrease in hours of instruction per unit this semester. We vote on a $5 transportation fee for public transport, but we are not notified of what I have been told is a 10 min. passing period.	
There is a glitch in the Blackboard/WebCT within the assessments. I have taken a few online courses and found that the system changes my answers. Technical support was of no help. They advised to tape record myself taking the exams to record and document the discrepancy. As it is, I am under a time limit and I do not have the resources to record myself. A classmate of mine encountered the same problem with a different online course.	
You cant access wifi networks without registering your laptop which is just a pain, most campus have just WiFi you can connect to you just have to sign using a username and password usually the same as a student portal like WebAdvisor etc. or you just connect. This would be helpful to gain easier acces especially for classes where you need to pull up your professors website to see the notes for the class when they require you to print them or have them handy.	
The way teachers use webTC (OpenCampus) is to different. Some teachers are great with the technology and use it to "enhance" or alter it. This helps them show a lot more content but it makes it EXTREMELY difficult to understand what work I'm supposed to be working on and turning in (They don't use the built in assignment area for example, but make there own).	

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I myself feel that the technology that is offered to the students and staff at RCCD is second to none. It is nice to be able to access information that is much needed for all of us to succeed. to have computers availiable for students such as myself, is a blessing because I do not have a laptop to conduct my studies on campus. The ease of being able to enroll on line is another plus, because it is simple to navigate through and make nesseary changes to classes and to access tons of information, and getting the online help I need.	
Considering that the access to the wifi network is great, this lets those who have hybrid or online classes view the class material online while on campus if they like. In this case, it is a downside for those with laptops, notebooks, netbooks or other portable computers to have to come on campus and register for wireless access on a campus computer. The process take at lest two days before we can being to access the wifi network. If a different method or if the current method for accessing the network can be improved then that would be great. It would just be a downside if a student needs to take a quiz, or submit an assignment online and misses a due date due to the that long time period they must wait to finally get access to the wifi network.	
Some computers on the campus are not recently updated and too slow. Also, the college does not have enough photocopying machines.	
I had a bit of trouble requesting transcripts to be sent to CSUSB, it wouldn't allow me to enter the schools address.	
There can always be improvements but the service thats available from rcc is awesome. If they want to really make a difference they should send out a survey for the financial aid department...they are the must uncaring, never helpful people on campus. They do not answer the phone, do not answer emails and they lose documents thats mailed to them. Its impossible. As far as cell phone coverage its kind of bad for T-Mobile.	
Keep up the great job!	
I would be nice if the boards would record what the teacher writes and uploads it to their school website for students to download, so if something is uncleared and missed the student could return with the print out of the lectures and ask him specific question. Currently there are projectors in classrooms that do not cover the entire slide of a powerpoint lecture for a professor and the lecture is just an hour, he shouldn't be wasting time on fixing the problem instead have tech's or someone knowledgeable with the technology to fix it so students would read the professors slide presentation. Another problem are the labs, too coward'd, equipment lacks and under performs. there are several outlets in the chemistry at the City campus that do not work, my lab partner and I wasted an entire 30 minutes to 45 minutes trying to understand the reason of the faulty equipment, not to mention that there is lack of utilities for students. I see so much money spent on improvement when i don't see the improvement yet.	
I was pleasantly surprised with the amount of computers in the library and the speed of the internet is quite good. The only issue I've seen is that a few projectors are missing from classrooms. We were told that they were stolen, which is quite sad.	
Lab time should not just be 18 hours. They should be as much as you want because instructors get mad at you for going over the 18 hours.	2
There should be just one portal for online classes rather than the multiple ones in use right now. Also, REQUIRING a student to get an RCC email address, when they have their own (and used it for a decade) is a waste of computer resources.	
Not enough assistants	
Being here for a few years and working on campus I would love to see more help for incoming High school students and returning students over 40, regarding how college overall works and how to utilize there WebAdvisor to view grades, send transcripts, and to use there student email account more not a personalized email that is unprofessional.	
I am satisfied with the computers in the class rooms, the copiers and printers in the English lab are beneficial, and the overheads are very advanced. What I would like, is for the wireless connectivity to be available for easy internet access to portable devices like: the Sony PSP, Apple iPod, and laptops.	2
Sometimes more is needed as things get backed up	
I wish Mac users didn't need to have antivirus to connect to the wireless network. Colleges should offer free WiFi.	
Change the process of obtaining wireless networking like using a network password instead of allowing accessibility by MAC address.	
WEQ buildings still touch and go at time. Would like more teachers to have an online site in addition for students that may not be able to attend class. Also, more help with student email as MANY students have not set them up... Overall the campus needs a few improvements but heading in right direction.	
Always eager to see what they come up with next :)	
I love RCC Norco campus greatest college experience ever!	
I understand that even the must expensive and expansive information technology services have technical problems from time to time and RCC is no different but I am still extremely pleased with the services that are offered at RCC.	
Students need access to pay phones on campus, not all students have cell phones.	
I would like to see information on solving technical issues with QuickTime audio more readily available online without having to call tech support on the phone.	
I am pleased with what we are able to access at school; however, I believe that the nursing program should not have a whole section of computers reserved for them in the Digital Library. There are already many people waiting to access a computer in the library. Reducing the number of computers accessible to all students does not help the situation. The nursing program doesn't even use the computers in there. I am in the library a lot and the most that I have ever seen in there using the computers is maybe 2 at a time with the nursing program. Reserving a WHOLE SECTION of computers for only 2 nurses to use them is just ridiculous. It wasn't like this before and it shouldn't be now.	
It was extremely difficult to get an idea of how the online classes worked. Nobody told me and correspondence with my professor still didn't clear things up. I think instead of a tutorial only on if I can use a computer, they should have tutorials about how to go around learning something from an online class.	
The sound engineering and audio recording program is a joke. I think that it is a profession that should be taken more seriously than it currently is. It's only available for video an dfilm which not too many people care about, notice there are only a handful of students if there were an audio program it would have a larger audience. Offer a certificate in engineering or an associates in theory.	
Please do not take away any online items. I sometimes can't make it to the campus to do little things like finding books, or paying for the classes.	
I understand that money is tight but the computers in BE208 are slow. Also, is there anyway to get BE100 quieter. It makes very hard to hear the instructor during class.	
Having a shortage on the library hours during Fall 2010 has been an inconvienience. Although it doesn't deal with technology very much it's an essential service that SHOULD be provided to students. Being a working full-time student, I don't have the funds to purchase all of my textbooks therefore the reserve textbooks are a resource for students. I cannot begin to explain the great deal of students who I see rushing after night classes or during break to the library only to find out they cannot print out a paper, check out a book, or even access a computer. You're cutting off the prime resources for students. How can we improve our technology when we the doors aren't open for us to use them?	
RCC needs more tech people...especially in the "Music 8A MIDI" because we only have one teacher whos knows how to run the equipment and 35 students	
First timers to the RCC website and WebAdvisor have a bit of difficulty navigating. Things such as the up coming semester's classes (online handbook is confusing), or class registration (waiting and preferred lists) could use some interface tweaks. Once you figure it out, it is a 7/10 on ease and function, but your first time on it's 3/10. Simplifying down to student only areas-->registration (steps), financial aide (provide forms online PLEASE and more visible tab), pertinent services (bookstore, id, campus internet, special needs, etc.)	
Need more copiers, more textbooks for classes. Certain books are very expensive and the Library only carries one copy.	
More computers and greater access to computers are needed. If you're not in an English class with lab hours you're pretty much out of luck. The library computers are not enough to accomodate the needs of the students. Maybe offer a one unit computer lab that people can sign up for.	
I think that the science classrooms need newer and maybe a few more computers.	
Seriously need to consider a larger writing center. Beg, borrow, or steal, but please get laptops into students hands.	2
I am glad to see that computers are made easily available to all students. Furthermore, I am optimistic about RCC's ability to improve technology and can't wait to see what is to come.	

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My technology experience at the Moreno Valley campus has been good. The english lab in HUM 232 needs to be at least doubled in size to accomodate its current capacity. Adding a lab at the Ben Clark Training Center would help enormously!!!	
OpenCampus is very confusing and in most of buildings there is almost no cell service.	
This is my first year at RCCD; I attend both the Norco campus and the Riverside Campus. I feel very comfortable at both and appreciate all the resources at both campuses.	
This is my first year at RCCD; I attend both the Norco campus and the Riverside Campus. I feel very comfortable at both and appreciate all the resources at both	
Response time could be improved.	
Right now i am taking a photo class and I have tried on several times to either send an assignment, or e-mail the instructor, and all I get is that her e-mail can not be sent due to either she has a block on her e-mail or incorrect address which I dont think it is incorrect because all I did was copy and paste, it is very frustrating and I am getting missed assignments because of this which is affecting my grade.	
For ASL 5 labs there are only 1 VHS video per week for 30 students to share. This should be part of the RCC techological curriculum to mainstream these onto the RCC lab computers so anyone in the language can log on and watch the videos. Same goes with ASL 1 VHS to share 1 or 2 videos. There is NOT enough access. I heard the teachers have to pay to have this done/copywrite or something which I don't know about. The school should have it as a class project for the tech. dept. for the language dept. Sharing 1 VHS doesn't work.	
Would be helpful for a brief mandatory tutorial on how to use the computers efficiently. Nobody told me how to log off properly and I lost about 8 hours of lab time that I needed because of this.	
Thank you for always having things open for us to use. Its nice to know I can always count on you!	
Overall I'm satisfied with most things at RCC... The terrible cell signal is a problem, as is the slow computer performance in labs and classrooms. They make me feel like I'm about to lose all the work I've done if I don't save every 2 minutes…	
Its annoying when people wont stop monitoring everything you do with technology at RCC. I understand that they are making sure your not doing something you shouldn't be but just easing off a bit would help with the comfort level.	
Please provide the professors with all the latest and current media they need. Overall I love everything about RCC.	
It would be nice if IT could give us some space to use for an online server. A place where we can place files from home and still be able to see them at school or anywhere else if needed.	
RCCD has been a pleasure to be a part of.	
Riverside Community College's Film and Television program will involve cameras that will use tapes for the students' FTV courses. The film and television industry have switch to digital technology and using video cameras with tape technology will be a speed bump for this tech savvy institution.	
Our lab is way over crowded and it is hard to understand what you are doing when your working with 5 people in a group. Class instruction could cover more of whats in the book.	
I am looking forward to the new computer lab at Norco College. I was also very excited to see the monitors in the new Student Success Center which provides an excellent place for small group discussion / presentations. I would like to see more areas outside of the library where a student can connect to the internet service provided by the school.	
I don't understand why webadvisor is closed during the evening 5pm til the early morning. It makes it difficult for those that cant get to a computer until later in the evening and it just makes it hard for the individual.	
Sometimes finding things on the student page of WebAdvisor is hard and confusing. They should make the links more specific or a page that tells the students where to find evrything on the webadvisor student page.	
Excellent	
Computers in all the automotive labs and classrooms are outdated and painfully slow. Faculty computers are marginal. However, every classroom does have a computer and projector (very beneficial to learning). The biggest problem in my opinion is; there is no plan in place for replacing obsolete equipment on a regular or rotational basis.	
I love the support from your office staff and the organization this school has with first time and new students.	
I am completely satisfied with the applied digital media Mac computers. They run amazing and the fact tthat they are all equipped with Adobe CS5 is wonderful!	
Major courses in renewable energy and or cert classes would be great. I.E. Wind technology.	
First year student loving it and you have such wonderful professors thank you for having me.	
For the most part, I love the ITT services at RCC. I just wish that the computers in the computer lab had USB ports that worked.	
Great job	
Fairly happy with the "Information Technology Services" offered @ Moreno Valley College. Will be happy when the cell site for Verizon Wireless gets put in at the Fire Station, because right now, sitting in class drains the battery because it's continually looking for a stronger signal in the buildings. Yet since this is my last semester @ MVC, future students will reap the benefits. My only major complaint is that some of the teachers don't know how to utilize the technology to its utmost capacity, so some coaching would make them more respected by today's (albeit "snobby") technologically advanced students.	
Awesome support for wireless connection. We really appreciate accessibility to the internet while we are in school. This allow us to do our work in between classes.	
The technology at RCCD is satisfying.	
We need more computers!!!!!	
The technology in the classrooms vary from the newest of everything, from document projectors, white boards, and projectors, to other classes still having black boards with chalk.	
The most impressive part of my IT experience at RCCD has been the Cisco Networking Academy classes (CIS-26). The lab available for this learning has far exceeded my expectations.	
The college needs to start using and teaching the use of the plethora of quality free & open-source software packages that are available today.	
There are definitely not enough power outlets in enough places. So many students have laptops and cell phones, and we should have the opportunity to plug them in as often as possible. Unfortunately, especially in the new building, power outlets are lacking, save for two very concentrated spots.	
The online courses could use some help being more manageable and understandable. Each teacher runs things very differently and it end up being quite nonuniform. It's a bit confusing at first and takes a lot of getting used to. I say this in specific regard in not being able to navigate the discussion room easily and quickly. It takes quite some time to get through old and new messages the way it is set up. Due to this, a lot of discussion is missed.	
We need more printing stations available.	
You guys need to add A LOT MORE computers to the writing labs and libraries. How do you expect us to get lab hours with only about 20 computers in the lab ? And there's over 500 English students ? really ? you guys need to do a better job. And also the computers in the libary should be used for class work, not face book, or my-space. I hate going into the library as a last resort and still have to wait a half hour because somebody wants to chat on face book. It's ridiculous.	
There should be WiFi coverage without having to register your PC or phone.	
Important educating students on the kinds of selection of online classes. I thought I was ready for a web enhanced Math class but I am finding that I am not. I would like to go back to a traditional class setting. So I may drop the web-enhanced online class due to the uneasyness I feel when taking quizzes and tests.	

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I have orderd transcripts through WebAdvisor and never received them, then called Records and left messages and never got a response. The online class registration system is full of bugs and often students registering online cannot get the classes they need due to website failures and shortcomings. A student can register, make payments, and order documents online however if that student has an important issue/problem with his account/profile the administration will contact him/her by snail mail often resulting in being notified too late to respond within the allotted time. If the student is able to register, make changes, make requests and pay bills online then the administration must be able to contact and inform the student in the same timely manner.	
Professors to embrace more idea that laptops are to be or can be used in classroom.	
I've used OpenCampus and it is a great site.	
I have taken many online classes at RCC and the only improvement I feel needed is the labs. You should be able to do online class labs totally online, otherwise to have to go into campus to do labs defeat the purpose of online classes. You should be able to purchase lab time or have it calculated for at home lab time.	
Don't take away everything the students have access to. We use that and if it is taken away than we will lose a lot of these tools.	
Technology is perfect at all RCC campuses	
15" Computer monitors in programming classes, strapped down so far away from the desks that they are impossible to read (Moreno Valley Campus Humanities room 323) Outdated electronics for the CIS courses (Pentium 4 processors and 512mb ram? Is this the year 2002?) The library has better computers than the classes that are centered about using them.	
When Registration dates come around there should be more options available to students than just WebAdvisor. Trying to register online is a guaranteed headache. Just trying to log on to WebAdvisor the day of regitration requires luck let alone try to add classes. Phone Reg was a useful option.	
The staff needs to have the same basic guidelines for online classes. It's really confusing sometimes when one teachers has test and work on her homepage instead of icons. Also releasing tests and work only on certain dates (then she sometimes is late giving us the work by a day or two, but not adjusting the due date). When others classes have it ready anytime.	
In the spring of 2010, I went to my night class at the RCC (Riverside) campus. When I went back to my car (I parked by the handball courts where it is very dark). I found that I had locked my keys in the car. I used the emergency phone to call for help someone was there to answer my call. That made me fell safe to hear someone waiting to help me. And if RCC didnt take those extra precautions to take care of their students. I don't believe I would be at your campus. Thanks to the IT people who take care of the phone lines too!	
Every time I try to register online for classes almost all classes are already waitlisted.	
We are in need of more computers if possible, but I know our budget may not allow it.	
We need more computers in different locations with internet access.	2
Online class schedule for upcoming semesters at earlier dates would be nice	
I love the school!!!	
When using the computers in the library there is a lot of people talking. It is very distracting. The staff does not seem to care but I do. Can someone help??	
I get little cell phone service in most places.	
Overall I hate the map of the website. I have often searched ages for a phone number for instance, and often come up blank. I wish the search engine could search page topics, for instance I could type in bookstore and it would offer me the bookstore page, instead of my needing to know that the bookstore is under the 'student links' section. Overall I wish there were more directories, or if these directories do exist, I have no idea how to access them. For example, I am very fond of having an index in the back of my book, in order to quickly search for key words or topics that I need to remember, study more, or refresh my mind about. The same is true for such a large website as the school's main site (www.rcc.edu) I find the main site to be very good in terms of layout in the two main browsers I have used. (IE and Firefox). However, when I get into webadvisor I often have trouble reading the 'pertinent' information because everything is skewed and in varying locations. For instance, after logging in, I need to go up to the upper left corner to find my student menu, and then most of the links are right in the center. Sometimes I'll have a warning at the top of the page when I press 'ok' or 'submit' to send a form in, but the either the server or my browser remembers that I was scrolled down halfway, and so I don't see that warning, and don't understand why I am sitting at the same screen. Overall the information displayed can be confusing. For instance the 'main' area has a lighter blue-gray shade than the rest of the page, but sometimes the 'main' content area is small, all of my information (such as all class activity) is displayed entirely in the border color scheme. Issues like this make navigation and readability very difficult for me at times. I also find it very disheartening to see all of my school information contained in a web page with " " at the top. This says to me "someone forgot a semi-colon." I can't say as that makes me feel good about all of my school records being reliably secure, or even safely kept untempered with by the program itself. I have heard of some students being dropped for unexplained reasons even before we added the 'pay by this date' deadlines. There was a referenced page on the main site. I believe it was in reference to the 'drop for non-payment' deadline. Webadvisor had said something simple like "Warning, drop for non-payment dates are being enforced. Check the dates page for the drop dates." I know my wording is nowhere near exact here, but my point is, I am on an internet browser. I obviously have access to the internet. Would it be so hard to make that "dates page" en-capsuled by an anchor tag linking me to this precious information? I had to look around for a while before, again, I realized this magical page was under the students menu heading with some nonchalant title that didn't seem so daunting as, "If you don't know what I know, I could drop you from your class."	
Would like to see easier access to computers/internet/printers.	
The teachers need more access to better IT equipment. The current is satisfactory, but, education is about excellence. I personally would love to see teachers have more equipment at their disposal.	
AlWhile taking online classes or even web enhanced classes some of the professors are obviously not trained in teaching in this method and were very unprepared and inexperienced. We were teaching the professor how to use the blackboard software!! The full extent of the black board software is not being utilized and online professors have different requirements about how to post homework, papers etc....and sometimes are not clear in their syllabus. The professors who are comfortable and experienced teaching online classes have a clear,understandable syllabus and have been extraordinary. I know there is a budget crisis but my hope is that R.C.C. would offer more online classes in different subjects.	
Some of your CIS instructors are more interested in getting students out of their class (to get the class down to what they feel is the right number of students) than they are at teaching the students about all the items you are asking questions about.	
Online is better and more convenient than long lines.	
Printers in the CCE, more printer and copier kiosks around campass, more computers in Honors lounge.	
I prefer using quarters for copiers and printers.	
Streaming media and fancy smart boards are a nice but unnecessary perk.	
Ebooks on reserve sounds interesting! Amount of computers in both libraries have never got in the way to get a seat. Boot time at Riverside City in library is not acceptable use bootvis.	
I am a new student and this is my first semester. I believe it's too soon to really give my opinion of way things are at RCCD.	
I only take online classes and I am very pleased with what I have experienced.	
Well I haven't have anything bad to say..	
Making huge technological improvements in the Financial Aid department would help as well. I understand this may require a huge overhaul of the system, but there are many students out there who would be comfortable submitting required information (tax info, direct deposit info, e.t.c.) through some kind of online service (WebAdvisor?). This would also cut down on the huge lines to see financial aid reps.	
It would be much easier if the automatic telephone system were more streamlined, and easier to understand.	

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Please update the school's website interface, particularly the Web Advisor portion. Not only is everything very slow (the effect of which is compounded by using any of the few computers available on campus, which are already extremely slow in and of themselves), it is really hard to find the correct links to the services I want. Sometimes the services I want don't exist period, like online class syllabi, class descriptions, course materials, and online grades. The online grades would be really helpful because it makes classes more transparent and obviously makes managing grades easier throughout the semester. But it would obviously cost some money to implement such a system. The first three items however, are very easy to add into the WebAdvisor system, and will be a great help for students. That kind of information is essential and needs to be available online ASAP, before spring classes start, so that students can start planning their courses before the start of each semester. As it is, we have to run around looking for teachers or their students and try to figure out ourselves how to prepare for courses. Its a time waster and unnecessary, not to mention it can be very ineffective, especially when professors don't return to teach the class again or when they are from a different campus. Also, I have noticed that none of the computers at Norco have Mirco SD drives. The Micro SD drives are pretty common and store a lot more information, so I personally like to use them. I think it would be great if there were at least one or two computers that accepted a wide variety of microchips and computer file storage devices so that students would have more flexibility. I also want more computers on campus in general! Everyone wants more computers. Not old computers, NEW COMPUTERS, please. Also, we need free printing and copying. It just makes no sense at all to me that I pay, I think, $20 every semester in Student Services fees and yet I have to pay $1 just to print out an essay for English and the next assigned reading. If I did that twice a week (which I do, at home where I still have to pay to buy my own paper and ink, but at least there is actually ink in the printer!), without accounting for all the other things the professor might have me print out on an occassional basis, I would spend over $30 a semester on just one class, on just printing. I just can't believe it. If there is money to buy a new building, then I want the tiny bit of money it would take to subsidize students' printing needs, period. Charging for printing and copying is just wrong. I can't think of anything else right now, but the rule I want to see RCCD follow is to provide the basic neccessities that students need (more classes, more teachers, more computers, free printing, more better newer and faster online resources, more parking) instead of things that we don't need (multiple soccer fields, too many emergency phone call booths to count, inordinately expensive cafeteria, etc.). We also want to be able to access the school intranet remotely, if that is even possible, like from home.

1. If you add a chat feature to WebAdvisor, you might eliminate some down time between trying to get scheduled to see advisers and counselors in person. Train some staff members to answer most basic questions and stick 'em with a keyboard, It'll probably free up a lot of counselor time that might actually be put to good use for students in need of more in-depth counseling.
2. The student portal is an excellent idea. Make it personal for students and teachers alike. If you're able to integrate WebCT, WebAdvisor, and the Live.com email account into a one-stop shop, you're golden. Of course, this would be predicated on you guys ADDING MORE SERVERS!!!!
3. Integrate different departments into the portal. Maybe utilize a chat feature as well for department-specific questions.
4. Enable the general RCCD population to easily access campus security and other service departments through a link that would connect them via the student portal. It will provide an added level of security.
5. Update the automated answering service for the RRCD phone lines!! It is unpleasant to find that you can loop through options endlessly without getting any help at all. I've done that in the past.

A push to have all grades (tests, assignments, and final grades) posted online would be extremely helpful for all students.

I enjoy being able to use technology on campus.

Rcc.edu webpage is a mess. Not even the search works right. You have to use Google to search the page if you ever want to find anything.

OpenCampus is very weird, doesn't log hours correctly and has a very awkward interface. Teachers don't use the calendar all of the time so I have to spend upwards 15 minutes to find out what is do. They also give poor instructions that result in students being confused and asking many questions that could easily be avoided.

The technology at RCCD is very usefull and convenient in a rush.

Nothing ever works. NOTHING

The priority registration time for continuing students should be based not only on amount units completed at RCCD, but on the students' GPA as well (from my experience at Pasadena City College).

In my opinion, using Blackboard instead of Webadvisor would help us students. Blackboard it connects you better to your teacher.

Two out of the three classes I take are on the ground and online. My intro to business class has a lot of flaws with setting up the online class. It is causing me to show late on my assignments and only allows me two times to enter into a certain area. This is frustrating and could have affect on my grade. My instructor says its a problem with tech support or mcgraw and that he has no control over it. I will be submitting a detailed report to my instructor. My instructor is Edward Lew. My name is Christina Miller My id number is 2310192. It may also be something on my end as well. I love the online set up and the ares where you can view the book online and the flashcards and the narrative chapters along with the exercises. Those are excellent study tools.

I have had serveral classes that use the technology offered in the room and it is convenient and enjoyable.

Through the years I have seen RCCD advance there technology efficiency and it's been a great thing. Compared to other schools I have attended RCCD is holding to it's high standards of having an easy and efficient way of conducting almost all aspects needed for a student through the internet. Something I have really come to appreciate. Thank you. I only wish that the teachers were as highly responsive to technology as the college is. Also, I'd like to mention that with so much going on in the Financial Aid offices on campus allowing students to turn in more paperwork online may help save time for student and staff, as well as completing in a more timely fashion.

I would say to get another type of serivice (like Facebook programing) so that when thousands of students try to register for classes the system wont fall at all important times

I do not really feel comfortable with the open campus forum, it feels too scattered and there's information available on a ton of links. I believe the curriculum should be more condensed, perhaps it's the instructors, but there's way too much information to access.

The technology is doing really well. It is really great to see alot of technology being used in this time of economic crisis.

Student, who is VERY first time using online class should attend first day of class with teacher to give proper instruction then student can follow steps than via email asking for help because student feel lost during their first time processing. It happened to me and my grade low because not getting a help which I request twice. Other than that everything are good. I also prefer teachers email alertU for class cancel than we see the post on the door no class. Some student live far in Lake Elsinore to Temecula. It be grateful for text or email to save our time and gas cost per driving back & fourth.

Need a better student portal.
Provide a student debit/ID card to make purchases at the bookstore, cafeteria, parking, printing, etc.
Need to contact faculty, need a better directory to find part-time faculty and class cancellations, etc.
Need information regarding academic discounts on software, computers, cell phones, etc.
Improve or replace Web Advisor, Datatel and BlackBoard.

We really need more computers and some more printers. Printers in more demand. There are 2 printers for 30 -40 computers. Not enough, especially if one breaks.

Can RCC possibly e-mail us or txt all of the students the day when class is canceled. rather then having to waste gas driving to school and seeing a yellow slip informing all students that class got canceled. also i would like it if it was easier to ask quick questions with councelors rather then having to make appointments.

I had a great time with technology at RCCD because it showed me what the basics are in Norco.

The parking permit request web page, is another step that really doesn't need to be included in my already long list of things to do.

I would love to get texts/tweets when professors are canceling a class. I have a long trip here. A professor who e-mails is nice but not always timely.

Lately, the wireless at MVC has been bouncy at best, and non existent at worst, and the semester began a month ago.

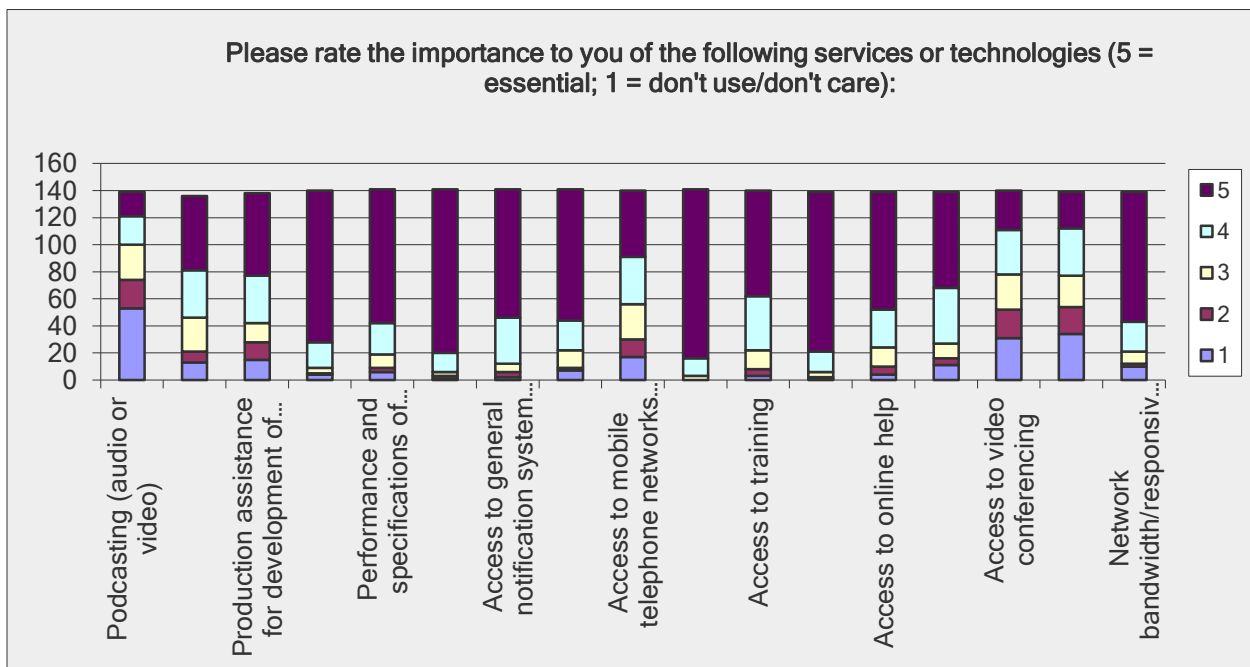More tech classes involving computer assembly and hardware.

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Cerro Coso Community College's online campus is much more efficient than RCC's is. It is faster and more efficient. When I register for online classes, I don't have to wade through a lot other, unwanted classes to find them - there is a simple alphabetical list of classes with no descriptions (each class has a link to its description). The catalog that lists the classes is much more user friendly, and each course has a link that takes one to the bookstore to order textbooks. The bookstore link is much more user friendly as well. They also offer an option to sign up for the classes online, and then send in a check or money order in the mail so that I don't have to put the charge on a credit card or go down to the school and pay in cash, which was MUCH easier. It also automatically shows options to sign up for an ASB card or other services (parking) when you sign up for the classes and get your total cost. I didn't know how to even sign up for parking until someone at the school helped me - I didn't find it at home online. It also took me about 10 minutes to find your bookstore site online. Your system is very "clunky" when compared to Cerro Coso's system. To give you credit, though, I suppose that if I had not already used Cerro Coso, your system would not have seemed so slow and unwieldy in comparison	
It would be nice if you would enable pop ups for the my math lab site since I have to do it every day manually.	
Very good	
We need more computers and room in the STEM center!	
Saddleback Community College has a great website called MySite. Would recommend something more like that verses WebAdvisor.	
It would also help if WebAdvisor had a chat or email or phone # to call when you are in it, if you need help or have a question.	
Additional programs that allowed translation of chemistry and physics or was capable of writing documents using those symbols. More readily available Format programs; MLA, Academic Standard etc.	
More short term classes.	
Some of the classes are very limited and within daytime hours only. Not good for those of us working during the day.	
If I am to take a class in Physics, hard math class it would be great if you had classes that were a short Intro to these classes and offer them during the Winter and Summer Intersessions. They would not be a semester crammed into 6 weeks.	
NEEDS TO BE A BETTER WAY TO DIRECT TRAFFIC IN AND OUT OF SCHOOL. IT LITERALLY TAKES 30-40 MINS JUST TO EXIT NORCO COLLEGE TO HAMNER AVE. ALSO THERE IS NOT ENOUGH OUTDOOR SEETING AREA AND PLACES TO HANG OUT IN CAMPUS. (MAYBE MORE SHADING IN THE GRASS PATCH)	
You need to pay attention to classes at Ben Clark Training Center as well. That would be why most of my scores were low.	
Maybe a little more instruction in the PHP courses.	
My comment is related to security on campus at Norco College. I work full time and I take class(es) in the evening time. It is dark when class session is done and I feel that the parking lots are inadequately lit and I don't see security personals patrolling the area. On the first day of class of Fall Semester 2010, I had my OnStar antenna yanked off of my car. Honestly, I don't feel very safe and protected on campus ground at night.	
I feel the parking is something that really needs to be looked into, it is ridiculous that it takes almost 45 - 60 mins to just get out of the parking area at the Norco Campus.	
Visitor parking on Moreno Valley Campus, and/or meters that don't charge as much.	
The fees' refund system is very slow. I don't know how long will it take to have my money back in my debit card for a class that I dropped about two weeks ago.	
Just get police that actually POLICE the campus at night. We do not need to have more stuff stolen from class rooms in the quad. We do not need another resurgence of tagging on campus.	
Need more security at night for night time students. Some students have to walk at night in the dark to their cars, where they have parked because they can't afford parking.	
There's still smoking going on throughout the campus, I thought we had a smoke free environment? I think there should be a fine when caught smoking... something like a parking ticket. Other than that maybe we could pick up trash more often. Let's keep our campus clean.	
Moreno Valley Community College needs more parking like the Riverside Campus. It's a pain to find parking in Moreno Valley and that is why I prefer Riverside but I live closer to Moreno valley campus.	
Ease with financial aid not enough workers and not enough knowledgeable help. Still have not received any information in regards to my financial aid.	
PLEASE get more teachers for the science department! we desperately need those Biology, Anatomy and Physiology teachers!!! there's no reason why a student can't finish her education and move on just because all the classes are full (including waitlists!).	
Please get more classes.	
In regards to Safety and Security on Campus. I am pleased to see that we have emergency lights here on campus. But I wonder if they are truly effective. I have heard that there is only one police officer for all three colleges in the evenings so I wonder If I were in trouble how quick would the response time be If a police officer would have to drive from Moreno valley to Norco to answer my emergency call.	
I would like it if there was more parking available	
I know you guys do have walk-ins for quick questions but they still take a while to get seen. also i would like it if all the books in the book store were to be rental rather than some books only being for rent. and i would like it if someone in the transfer center can help students applying for a college etc. rather than having to do it on our own and them not knowing if the workshops will apply to them helping us submit the application for the college we want to go to.	
One of the most alarming safety hazards that I have seen at Norco is our one road on and off campus. Last month during our peak traffic hours (2:00pm-3:00pm) there was an ambulance that was attempting to get on campus. It took the ambulance at least 30-45 minutes to get from Hamner and Third to the college campus (about 1/4 mile distance). This is very scary. Both sides of the streets were completely backed up and all cars were at a complete stop. The ambulance was a code 3 which means the lights and sirens were running which means that someone was in a life threatening situation. It would look really bad for the district if a student would have to lose their life before the traffic situation was addressed.	
No comment	4
N/A	2

7.2.2 Faculty Survey Data

Please rate the importance to you of the following services or technologies (5 = essential; 1 = don't use/don't care):

Answer Options	5	4	3	2	1	Response Count
Podcasting (audio or video)	18	21	26	21	53	139
Faculty web pages	55	35	25	8	13	136
Production assistance for development of web-based	61	35	14	13	15	138
Multimedia technology in traditional classrooms/labs	112	19	4	1	4	140
Performance and specifications of college-issued	99	23	10	3	6	141
District email system	121	14	3	2	1	141
Access to general notification system (ie, class	95	34	6	4	2	141
Access to wireless networking	97	22	13	2	7	141
Access to mobile telephone networks on campus	49	35	26	13	17	140
Access to printers and copy machines	125	13	3	0	0	141
Access to training	78	40	14	5	3	140
Access to technical support	118	15	4	1	1	139
Access to online help	87	28	14	6	4	139
Secure remote access (VPN) to campus resources	71	41	11	5	11	139
Access to video conferencing	29	33	26	21	31	140
Access to web-based desktop conferencing	27	35	23	20	34	139
Network bandwidth/responsiveness	96	22	9	2	10	139
					answered question	141
					skipped question	0

Please rate the importance to you of the following services or technologies (5 = essential; 1 = don't use/don't care):

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How would you rate your satisfaction with each of the following services or technologies (5 = very satisfied; 1 = unsatisfied)?							
Answer Options	5	4	3	2	1	N/A	Response Count
Podcasting (audio or video)	7	8	16	11	13	80	135
Faculty web pages	19	24	34	16	11	35	139
Production assistance for development of web-based	19	30	29	14	11	36	139
Multimedia technology in traditional classrooms/labs	19	57	30	12	12	10	140
Performance and specifications of college-issued	14	38	37	12	22	16	139
District email system	51	49	26	4	8	1	139
Access to general notification system (ie, class	26	38	31	17	19	10	141
Access to wireless networking	27	35	23	8	17	29	139
Access to mobile telephone networks on campus	19	27	19	8	8	53	134
Access to printers and copy machines	26	38	30	21	21	3	139
Access to training	21	43	32	22	11	8	137
Access to technical support	32	51	25	17	10	4	139
Access to online help	17	37	30	17	18	19	138
Secure remote access (VPN) to campus resources	15	19	23	11	13	55	136
Access to video conferencing	7	13	25	14	12	64	135
Access to web-based desktop conferencing	5	12	23	14	16	68	138
Network bandwidth/responsiveness	12	37	34	21	12	23	139
						answered question	141
						skipped question	0
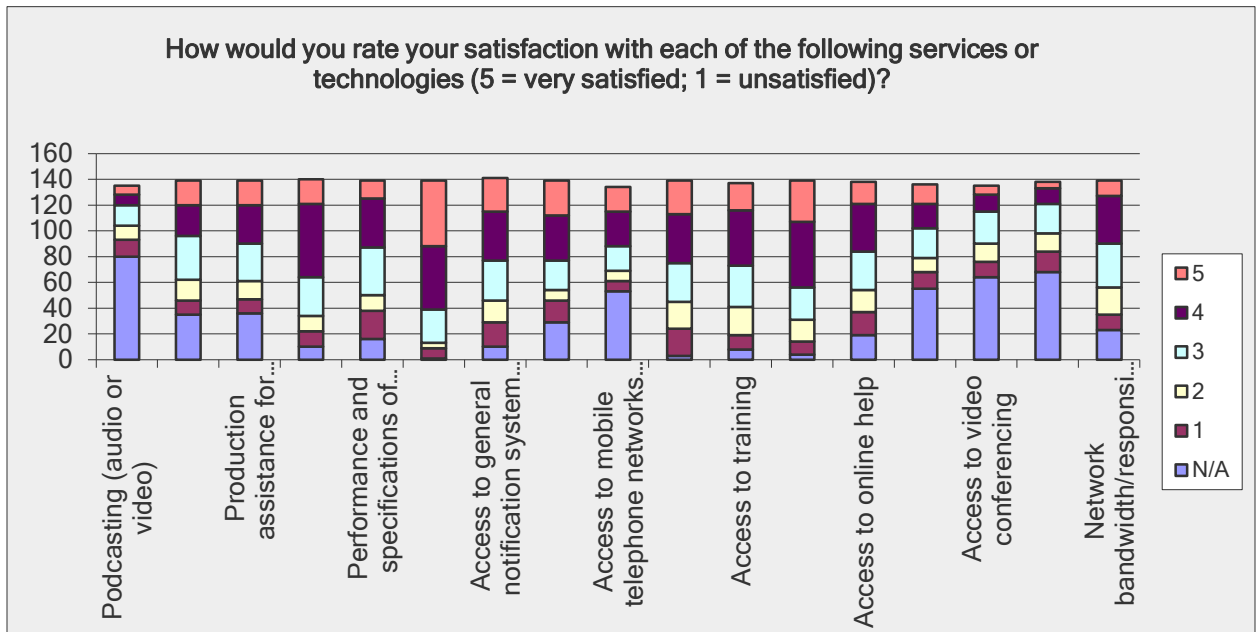
How would you rate your satisfaction with each of the following services or technologies (5 = very satisfied; 1 = unsatisfied)?

How many distinct courses (not sections), online or hybrid, have you facilitated using OpenCampus/Blackboard?		
Answer Options	Response Percent	Response Count
0	48.5%	63
1	11.5%	15
2-3	14.6%	19
4 or more	25.4%	33
answered question		130
skipped question		11
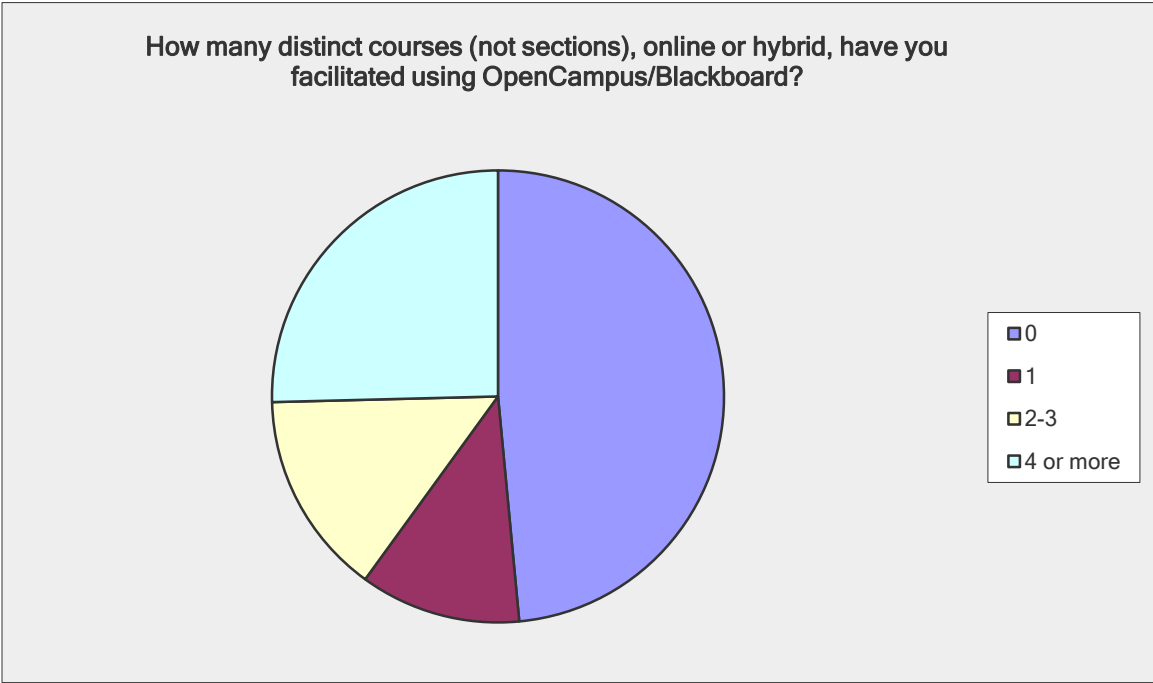
How many distinct courses (not sections), online or hybrid, have you facilitated using OpenCampus/Blackboard?

What is your overall satisfaction with OpenCampus/Blackboard for online instruction at Riverside Community College District (5 = very satisfied; 1 = unsatisfied)?		
Answer Options	Response Percent	Response Count
5	5.2%	7
4	20.9%	28
3	17.9%	24
2	8.2%	11
1	6.7%	9
never used	41.0%	55
answered question		134
skipped question		7
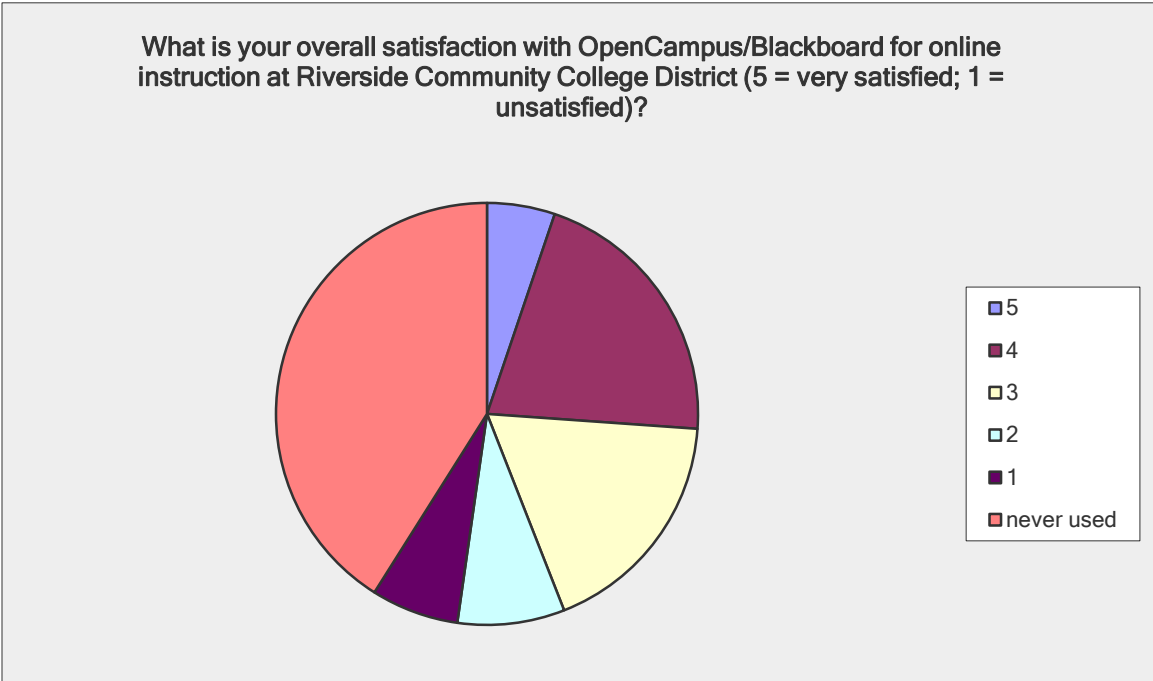
What is your overall satisfaction with OpenCampus/Blackboard for online instruction at Riverside Community College District (5 = very satisfied; 1 = unsatisfied)?

□ 5
■ 4
□ 3
□ 2
■ 1
■ never used

How would you rate your satisfaction with each of the following OpenCampus attributes (5 = very satisfied; 1 = unsatisfied):

Answer Options	5	4	3	2	1	N/A	Response Count
Course setup	12	33	21	7	3	56	132
Loading/posting course materials	15	33	20	7	3	54	132
Ability to communicate with students	23	35	9	6	4	55	132
Accuracy of class rosters	41	22	8	4	1	56	132
Ability to track student progress	23	24	18	4	1	61	131
Ability to measure outcomes	11	21	24	3	7	66	132
System performance/response times for page loads	11	14	20	23	5	58	131
Access to Blackboard training	20	21	19	8	10	53	131
Access to technical support	21	32	11	7	9	49	129
					answered question		**132**
					skipped question		**9**
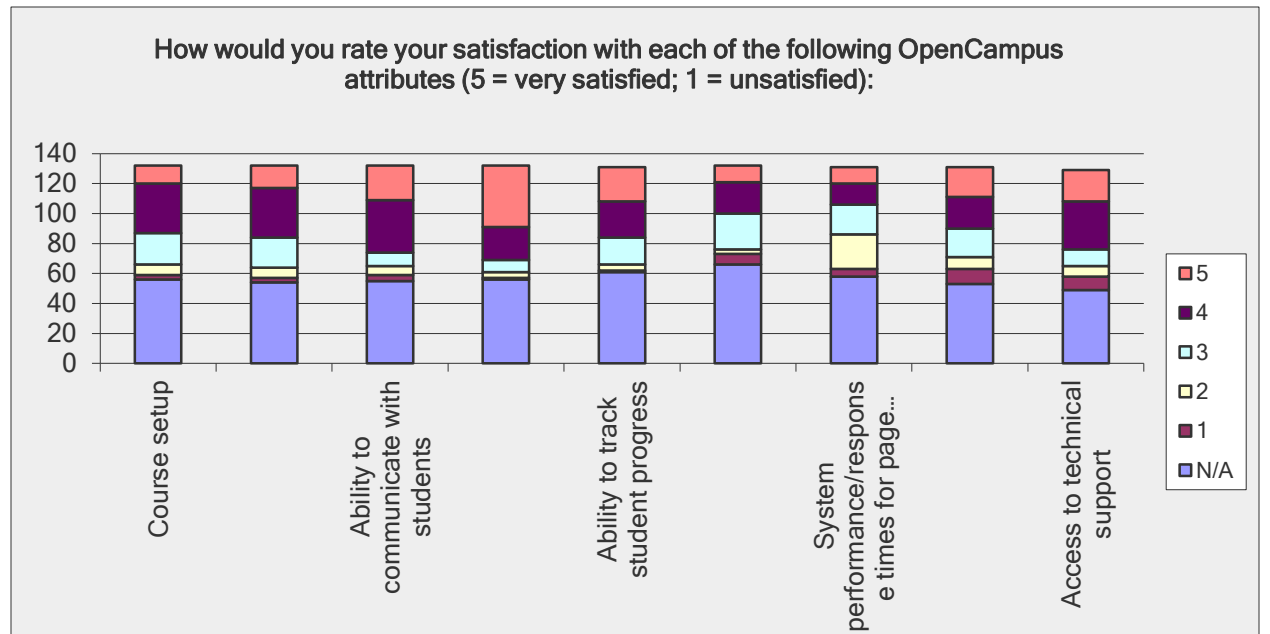
How would you rate your satisfaction with each of the following OpenCampus attributes (5 = very satisfied; 1 = unsatisfied):

If you have ever used another platform for online instruction at another academic institution, please rate the level of your satisfaction with that		
Answer Options	Response Percent	Response Count
5	10.6%	14
4	9.8%	13
3	8.3%	11
2	2.3%	3
1	0.8%	1
never used	68.2%	90
Indicate the name of the online learning system		37
answered question		132
skipped question		9

Online System Learning Board Summary	
Response	Response Count
Blackboard	19
Angel	1
WebCT	1
Moodle	2
engrade	1
SchoolFusion	1
WebBoard	1
Sakai	2
Publisher's Online	1
eCollege	3
CourseCompass	1
Other College (unknown)	4

If you have ever used another platform for online instruction at another academic institution, please rate the level of your satisfaction with that platform (5 = very satisfied; 1 = unsatisfied):

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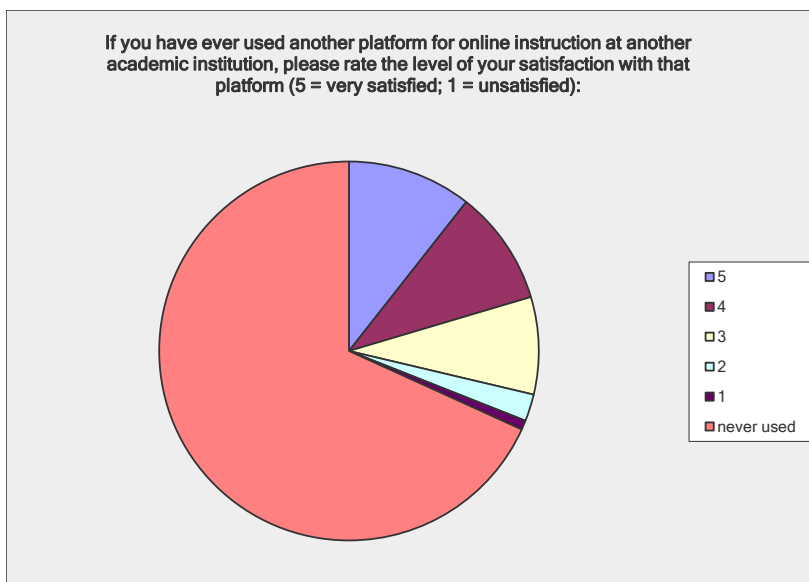
What features of OpenCampus/Blackboard do you especially like?

Response	Response Count
It is functional and it meets a need, but I really don't like it a whole lot.	2
The Discussion Boards are awesome.	2
The ability to upload information for students to access (such as .pdf files, etc.) is very helpful.	3
Blackboard is fine.	1
It is relatively user friendly, ease of use	4
Automatic grade book updates after grading.	11
The availability of pre-set course frameworks.	2
I do like the way the home page is laid out and how you can link applications to multiple pages.	3
The entire campus (RCC) should switch over to that.	1
You are able to cut photocopying costs but utilizing this throughout the campus.	2
Filing cabinet	2
Being able to link & attach sources	1
Testing	1
Open Campus is RCCD based.	1
Blackboard itself has a lot of features and is a useful platform for online instruction	1
Exam Access and construction	1
Ability to upload video	1
Track student participation	4
The features are the same and the information is easy to adapt to	1
Who's Online feature to "chat" with students to help with problems when we are both away from campus.	2
Email and communication	5
Ability to make tests from a pool of publisher provided questions	1
I use it only as a launching point to material in a publisher-based online management system	1
I use it for visual instruction, however also use PowerPoint extensively.	1
OpenCampus Staff are great to work with	4
Can store documents	1
High degree of customization options! I love that. "Group Manager" tool is great, when it works. I like the password protection so I can post copyrighted materials. The blackboard server rarely goes down. I also hear the cost of the system is very low.	1
None	4
N/A, never used	6

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What features of OpenCampus/Blackboard do you feel are lacking?

Response	Response Count
Blackboard is just too many clicks/windows to get to somewhere else related to a single student.	1
Require training	12
Ability to reply to student posts and ability to score higher than the value of the post when in "Grade Topic" mode of Discussion Board	1
Bulk email distribution to all students in a class	2
Cannot send emails to students that they receive in their regular RCC inbox. Cannot use the Grademark function in Turnitin.	2
One campus support person for everything.	1
Ability to track and grade Discussion Board Postings.	1
Ability to quickly update and edit links and pages.	1
Need for better version/level of subscription to Blackboard Learn	1
Ease of use/navigation/customization	5
I don't like that it doesn't show all students or options immediately (you have to set the counter on the bottom - not sure of the correct term for it).	1
I don't like the email function - it's unwieldy and confusing for the students. Minimal editing, no spell checker.	3
I don't know much about it but it if it does work, then the whole campus should transition to it.	1
I do not know why to open files you need to open the course twice; this seems to be a glitch of this older version of BB	1
Creation and deletion of columns is too complicated.	1
Setup of Assignments and Exams (Properties) is too complicated, too embedded, to be convenient. Must click through too many places to set dates, lock topics, release data.	1
Calendar feature only uses "opening" times and ignores closing times which is important to a complete Calendar.	1
Poor discussion forum editing and accounting.	1
Seperate email connections for RCCD & blackboard... It's nice when you email & it's interchangeable…	1
Download times vary - not always quick enough, sometimes freezes	3
With more videos as part of the course content -- publisher's videos -- we need to be able to upload larger file sizes.	3
Open Campus has good tech support and training, but is not based in pedagogy. At many other schools there is a half-time faculty development online specialist to provide workshops and training specifically geared to the pedagogical (and technical) needs of faculty who are teaching online. This person works closely with and has support from a local on-campus IT specialist. This setup creates quality control for classes offered online. Our current setup has no quality control features, and therefore some of the online class offerings are of high quality, while others barely deserve the name.	1
Inability to release course material prior to first day of class.	1
Inability to track student emails within the CT system.	1
Inability to batch process course materials.	1
Ability for synchronous communication, visual appeal, easy togging between pages.	1
Course set-up/design are not very user friendly. I wish we were using a more up-to-date version of Blackboard (Academic Suite, etc.).	1
The gradebook is just a spreadsheet and is cumbersome to use; the editing of columns is confusing. Lacks the means to automatically calculate current grades and edit columns	3
Difficulty in finding materials.	1
Student perceptions of ease of use do not match actual performance.	1
It is not easy to make it look polished and professional.	1
Being able to access and develop course web site before first day of class. Students and faculty should be able to start using Blackboard as early as possible.	2
Ability to include audio-recorded lectures	1
It "feels" that the rest of the open campus staff are not always accessible. I wish their offices were local and open to faculty for questions.	3
Zero support available from RCC personnel after hours or on weekends/holidays. Dropped students are not automatically dropped out of WebCT classes. Response time is sometimes very long. There are a number of annoying little glitches that WebCT seems completely unwilling to address despite complaints about them that have been going on for years. The push pin icons for new discussion postings do not go off even after all postings have been read. The "session already running" message when there is no session running is completely annoying, inconvenient and time consuming. It requires a complete reboot and a complete closing of all windows in the browser to get rid of this message. This means I have to "reconstruct" the six tabs I may have had opening and in which I may have been working just to get the WebCT sign in page to open. The fact that Flock is not an approved browser, but works for everything except the "enable html" function. The fact that pop up blockers do not allow the "my computer" icon to come up so students can locate and attach files from their computers. No matter how many times you tell students about this, it is an ongoing problem throughout the semester, every semester.	1
The new Blackboard (I use at a different school) Is incredibly confusing to myself and my students. The page's are difficult to navigate for uploading and sharing files which is essential for my ability to teach the class.	1
I have worked with someone from the 24 hour support system and still cannot access Blackboard Academy.	1
Sometimes not available in first few weeks of classes.	1
There are severe limitations for instructional graphics insertion into the Blackboard web pages (even with the use of HTML code). In addition, the instructional options are very limitied basic.	1
WebCT is an antiquated platform which has severe reliability issues. The interface is very poorly designed and inefficient to use. For example: the tiny text box provided to compose email messages, and the complete lack of tools to manage email communication: no ability to associate emails and replies into a thread, lack of search functionality to find email messages, inability to flag or mark messages for priority response. Cumbersome folder scheme with limited ability to browse or search: Antiquated. The quiz tool is extremely difficult to use for creating new quizzes. Assignments: It is difficult to create assignments that have any detail or formatting. The Build vs Teach tabs are idiotic and make managing workflow difficult. Like so many aspects of the WebCT system, it appears to be engineered for the convenience of the system programmers, not the users. In short, the WebCT system is an obstacle to communication, curriculum design and proper assessment. A complete change from this platform is years overdue.	1
A number of students taking online/hybrid classes do not have the computer skills to use Blackboard. They have difficulty logging on, remembering their passwords, understanding how to alter browser settings (and why it is necessary), etc. They lack the technical skills to trouble shoot if they experience problems.	1
Performance, access to video/multimedia	1
ALL faculty should have easy access to class support web pages. All faculty should be listed in department directories and have links to e-mail and Bb web cover pages from there for students. I'd like to have e-link capacity in Course Information, where I like to put lectures/review materials.	1
Blackboard needs to be upgraded to a newer, more user friendly version. Even though I've taught web enhanced classes, I do my best no to use the college's Blackboard system. Students have a great deal of trouble navigating it and the whole system is too slow and clunky.	2
Pages take too long to load sometimes. Not easy to use for the first time as faculty designer or student. Needs more options to customize certain features. Needs improved integration with "best-in-class" web applications such as Twitter for announcements, Facebook for groups, Google docs for file storage, publication, and retrieval. There is no way Blackboard can keep up with these other emerging technologies.	1
Blackboard is the same everywhere, but different campuses buy different packages, so it's a lot of trouble remembering which procedures to use and it looks old-fashioned.	1
Faculty should be training faculty and no one seems to advocate for the students.	1
Sometimes students cannot see their score--even when I can. Same class -- some students can see and some cannot.	1
None	2
N/A, never used	7

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What is your overall satisfaction with WebAdvisor for online services at Riverside Community College District (5 = very satisfied; 1 = unsatisfied)?		
Answer Options	Response Percent	Response Count
5	17.6%	23
4	32.8%	43
3	22.1%	29
2	16.8%	22
1	7.6%	10
never used	3.1%	4
answered question		131
skipped question		10
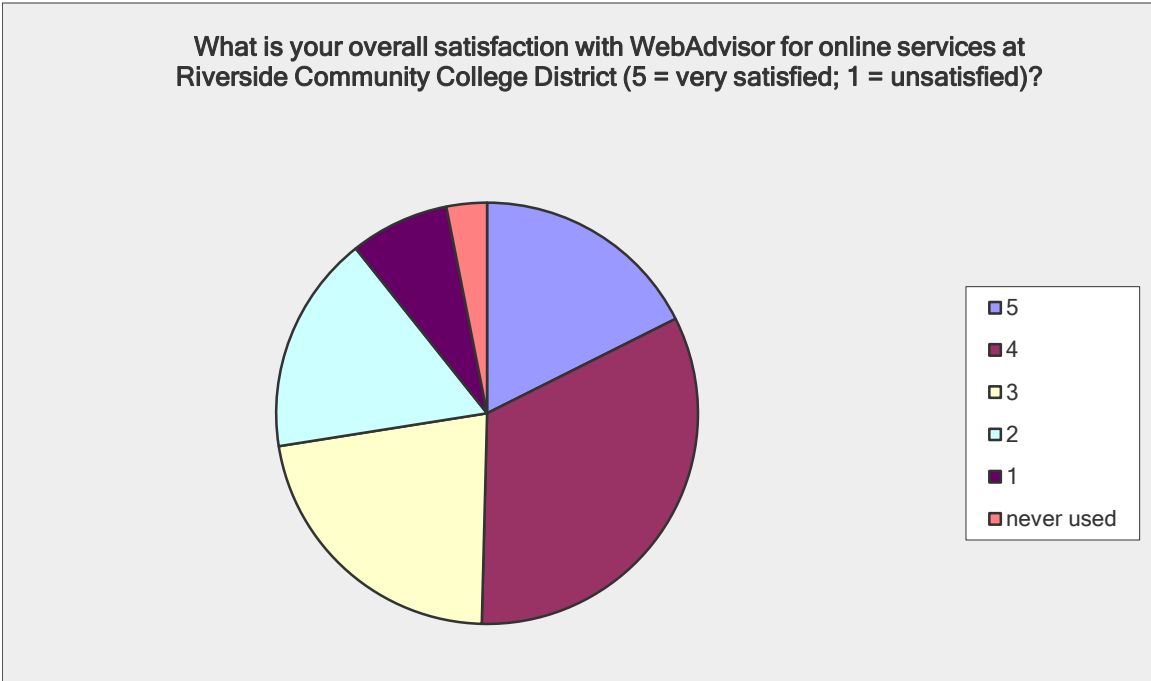
What is your overall satisfaction with WebAdvisor for online services at
Riverside Community College District (5 = very satisfied; 1 = unsatisfied)?

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How would you rate your satisfaction with each of the following WebAdvisor attributes (5 = very satisfied; 1 = unsatisfied):

Answer Options	5	4	3	2	1	N/A	Response Count
Accuracy of class rosters	77	39	7	2	1	7	133
System performance/response times for page loads	24	28	30	23	21	7	133
Access to WebAdvisor training	28	33	23	12	8	28	132
Access to technical support	26	33	18	18	11	25	131
						answered question	133
						skipped question	8

How would you rate your satisfaction with each of the following WebAdvisor attributes (5 = very satisfied; 1 = unsatisfied):
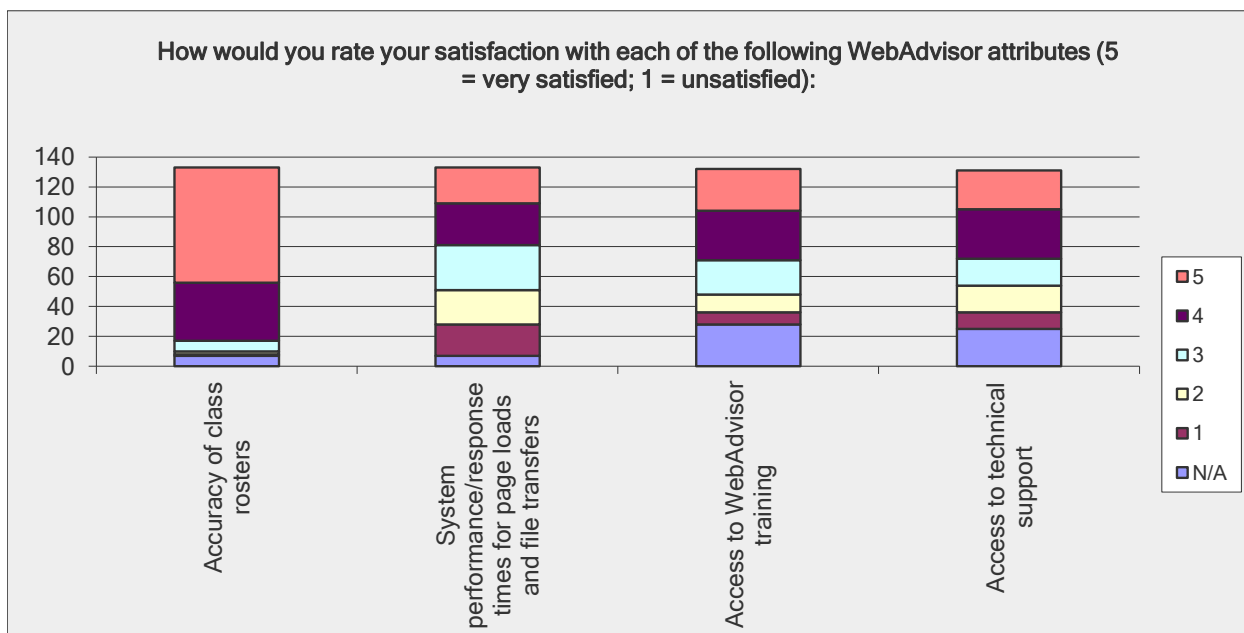
What features of WebAdvisor/Datatel do you especially like?

Response	Response Count
Like the ability to check on the enrollment numbers in my sections.	2
Ability to contact students/ classes via email function	4
Convenience, instant access to information, easy to submit grades, reports, rosters, and other forms	49
Email reminders of deadlines	2
Electronic TAs	4
Organized formatting	1
The "special" faculty access portal. Especially when traffic is very high (i.e. beginning of the semester).	1
Remote access from home	1
The WaitList because it is a fair way to decide which students to add on the first day of classes.	1
Remote access from home	1
Communication with students	1
Access to prior semesters	1
The options are well listed and explicit.	1
WebAdvisor represents a huge improvement over the paper-based system that we had for so long, and it has been	1
Tech staff at RCC are supportive and cheerful about it.	1
None	1
N/A, never used	1

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What features of WebAdvisor/Datatel do you feel are lacking?

Response	Response Count
Peak time issues (accessibility, reliability, performance)	38
Departments should have more access to query the datatel information, not just IDSs.	1
Wish I could see all the campus-wide courses and their enrollments throughout the term.	1
Need access on Sunday nights. Is there another time when maintenance could be scheduled based on low usage?	1
Department Chair features - see department classes including rosters, wait lists, adds/drops.	1
It's not user friendly	1
I do not like it that you can't just move from one function to another. For example, if I want to get the class rosters for multiple classes, I have to go back to the faculty menu each time. That wastes a lot of time. I would love it if you could request rosters for multiple classes at one time. The other thing that is a negative is that class openings show up as soon as students are dropped, so students searching for class think there are openings when there really aren't (because slots given add codes haven't added yet to fill those open slots).	1
The interface is old and there are too many pages to go through for a simple class roster. Downloading rosters should also be in Excel format instead of text.	1
Sufficient warning that things are due	1
attendance sheets aren't offered, I guess...	1
I wish that students could enter their own email addresses versus the rcc address... I think there would be less returned emails if that were possible.	2
It's time consuming having to go back and forth each time I look up a class	1
Need to be able to easily print an attendance taking roster.	1
I teach individually-paced classes, would like the ability to post grades as students complete the courses.	1
The format of the rosters is not helpful, They do not print out nicely, usually taking more than one page. If you teaching several classes, rosters can easily be mixed up. Especially at the first of the term, when you have add codes for several courses.	1
Input of grades etc personal assistance	1
If teacher TAs and office hours are a feature of web-advisor, along with class rosters, census, etc., then FLEX and flex recordkeeping should also be on this site!! And why the constant pull-down menus for rosters for classes and semesters that are 5 or more semesters in the past???? (The default should be the current semester or year, and the rest, while accessible in a side menu, should not be cluttering up the pull-down menus!! The waitlists do not work well, and e-mailing a bulk e-mail to waitlisted students from home generates an e-mail from one's home e-mail address, for some reason.	1
Searching for other classes taught by other instructors in other disciplines should be available to all.	1
The ability to email every student from every class I teach all at once. The current term should be the default in the lists so that we don't have to move through every other semester to find the current. Having to return back to the faculty menu after every task is not user friendly...we oftern have to perform the same task for mulitple classes...going through the same menus every time is frustrating. Add codes and waitlists should be connected to the rosters...like a first day roster which includes enroled students, waitlisted students and add codes	2
Disconnect between what facilitates administrating the information from an ADMIN perspective and access to a broad range of necessary information from an INSTRUCTOR perspective.	1
Incorporate numbering from 1-to whatever to identify the number of students in a course--including final grades and attendance rosters.	1
Encourage students to activate and access their college email	1
Attendance sheets and the ability to modify the Excel page	3
Wait list procedure; doesn't work properly. After classes started some wait list students seemed to have SLIPPED in to classes without add codes.	1
It is laborious to continue to have to go through the loop and check the term, then the class, etc. It seems like we should only have to click on the term once.	1
Forms for attendance.	1
My operating system is Windows 2000 and my Excel version is part of MS Office 2000 and no matter what I do I cannot save the attendance roster and work with it on my computer. So each term, I have to make up my own Excel sheet and type in over a hundred names, etc., and on my own time. (Yes, I've watched the video many times but my Excel version doesn't do what the video says it will do). I would like to have access to a template for attendance and grades that I can download and it will be backwardly compatible with W2K and MS Office 2000. Better still, forget that and enable me to enter the weekly grades for tests and assignments online within WebAdvisor and then print them out at the end of the term.	1
Why not stop collecting these "instructor" records for those classes which are listed as "non-mandatory attendance" classes in WebAdvisor? Why don't we just stop requiring instructors to keep hard copies of attendance to turn in when the class is non-mandatory attendance? At the end of each term, I have to drive those records to the campus to hand to the IDS who then sends them to Admin and Records. If the attendance is non-mandatory, why are these records being kept? And if there is a really good reason, then why can't they be kept online within WebAdvisor so I can just email those records to the IDS or Admin and Records can access them at their leisure? WebAdvisor would be a much more efficient depository for those records ... if they are indeed necessary to keep at all.	
Lastly, the WaitList is a very good thing but is a problem when a student is dropped by the system prior to the first day of classes and should not have been dropped. That student's name should go to the top of the Waitlist when the matter is resolved in favor of the student.	1
It should have default settings for the current semester.	1
Student access/services	1
Needs to be more user friendly, sometimes it is hard to find the menus that you need.	1
I don't understand why certain screens have been updated to cancel a checked item when another item is checked and other haven't been updated. i.e. the class roster screen cancels the previously checked item when a new one is checked, but the instructor drop report, add code inquiry, etc, do not. They should all work like the class roster screen and all should have been updated when the class roster screen was updated. There is no reason why the class meeting dates and times can't be listed on the class profiles page which would eliminate having to switch between the class profiles page and the class schedule/deadlines page. These two pages should be combined into one page.	1
Features to contact students.	1
There could be an easier way to order our books, especially if we are using the same one. Have a prompt on the faculty menu page.	1
Show the number of students on the class roster and roll sheets	1
An online roster to keep track of attendance would be good. If we could record or copy and paste attendance records instead of turning in paper attendance.	2
I wish that the number of students were listed on every type of roster, not just the active student roster.	1
Technical support and training for students is very poor.	1
I hate trying to pick up voicemail from home. I'd like messages in e-mail typed out!	1
Students were able to add ahead of students on the waitlist when other students were dropped due to failure to pay enrollment fees.	1
Students have a great deal of difficulty knowing how to print from WebAdvisor, particularly their class shedules. They don't realize you have to scroll down. They don't understand the parking permit process and it they should print, where to get the permit, etc.	1
The layout for registering for classes is difficult to use on campus computers that have smaller monitors that require scrolling sideways and up and down.	1
When students look up classes in the online course schedule or Web Advisor, they could be provided with a links to 1. the course website (e.g. with the syllabus) and 2. to a bookstore web page listing the required materials and their prices.	1
None	5
N/A, never used	8

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Please rate the responsiveness, professionalism and expertise of the computer support staff in the following categories (5 = excellent; 1 = unacceptable):

Answer Options	5	4	3	2	1	N/A	Response Count
Repair and maintenance of equipment	47	32	24	8	1	19	131
Application support	37	29	22	9	6	28	131
Helpdesk / on-site support	61	28	18	8	3	13	131
Helpdesk / remote desktop support	41	22	20	7	6	33	129
						answered question	**131**
						skipped question	**10**
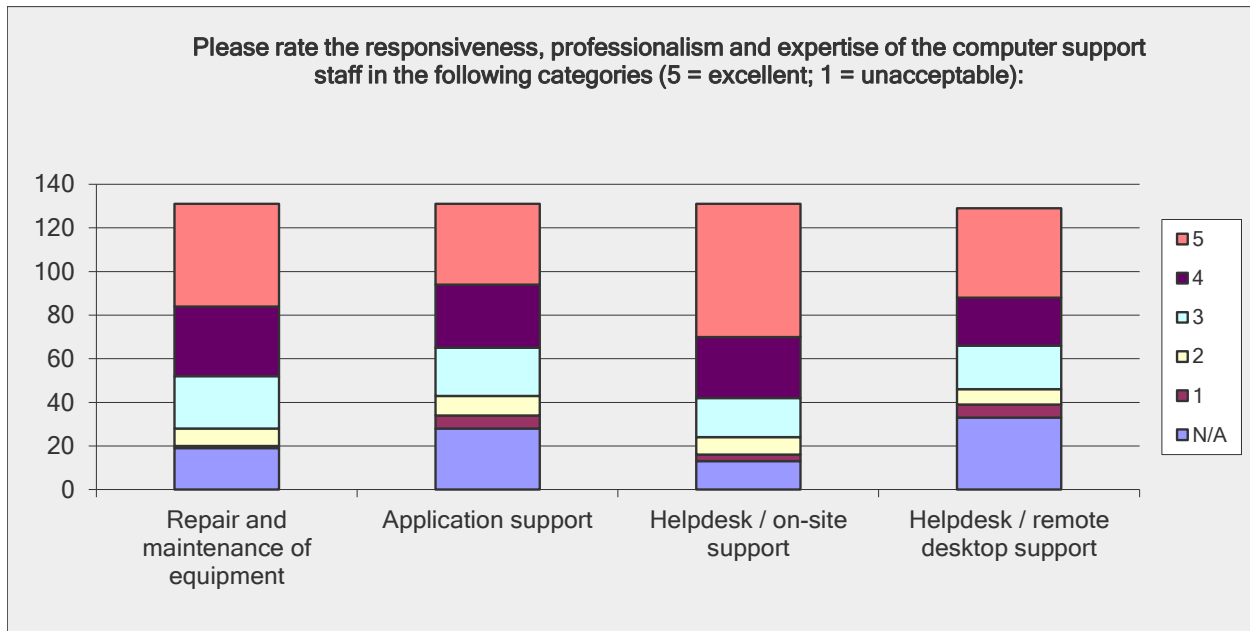
Please rate the responsiveness, professionalism and expertise of the computer support staff in the following categories (5 = excellent; 1 = unacceptable):

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Please rate the typical response time to complete the following types of requests (5 = excellent; 1 = unacceptable):

Answer Options	5	4	3	2	1	N/A	Response Count
Repair and maintenance of equipment	31	44	27	11	2	16	131
Application support	29	40	21	11	5	25	131
Helpdesk / on-site support	56	31	18	6	5	15	131
Helpdesk / remote desktop support	36	28	20	6	6	32	128
						answered question	131
						skipped question	10
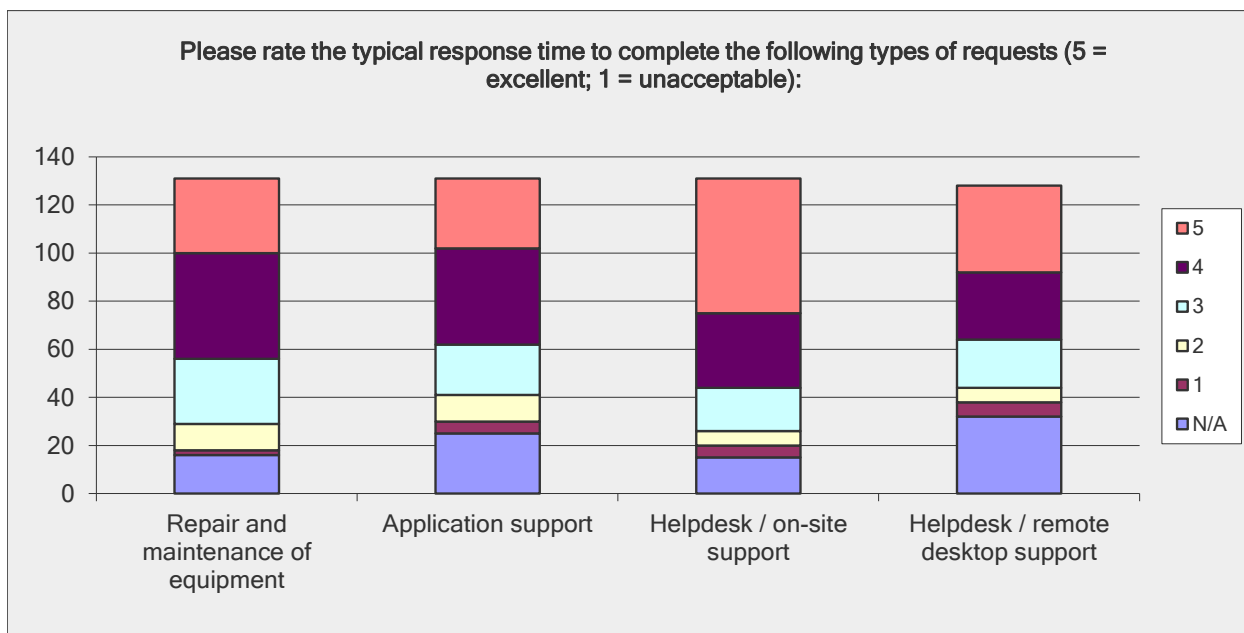
Please rate the typical response time to complete the following types of requests (5 = excellent; 1 = unacceptable):

For each of the following criteria, indicate how computer support is performing overall (5 = excellent; 1 = unacceptable):

Answer Options	5	4	3	2	1	N/A	Response Count
Providing clear and concise information	33	50	19	9	5	12	128
Providing training	17	39	21	12	10	29	128
Courtesy and attitude	69	35	11	4	3	8	130
Quality / accuracy	56	37	17	6	2	10	128
Responsiveness to your needs	47	40	24	9	3	6	129
Staff ability to answer your questions	54	39	16	7	6	8	130
Timeliness of returned calls and answering questions	51	37	19	5	5	12	129
Cost / rates	11	12	10	1	1	92	127
						answered question	130
						skipped question	11

For each of the following criteria, indicate how computer support is performing overall (5 = excellent; 1 = unacceptable):

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Please rate the responsiveness, professionalism and expertise of the instructional media staff in the following categories (5 = excellent; 1 = unacceptable):

Answer Options	5	4	3	2	1	N/A	Response Count
Repair and maintenance of equipment	39	32	21	5	4	30	131
Application support	39	33	14	3	7	34	130
Helpdesk / on-site support	54	23	12	5	4	32	130
Helpdesk / remote desktop support	39	14	13	2	5	57	130
						answered question	131
						skipped question	10
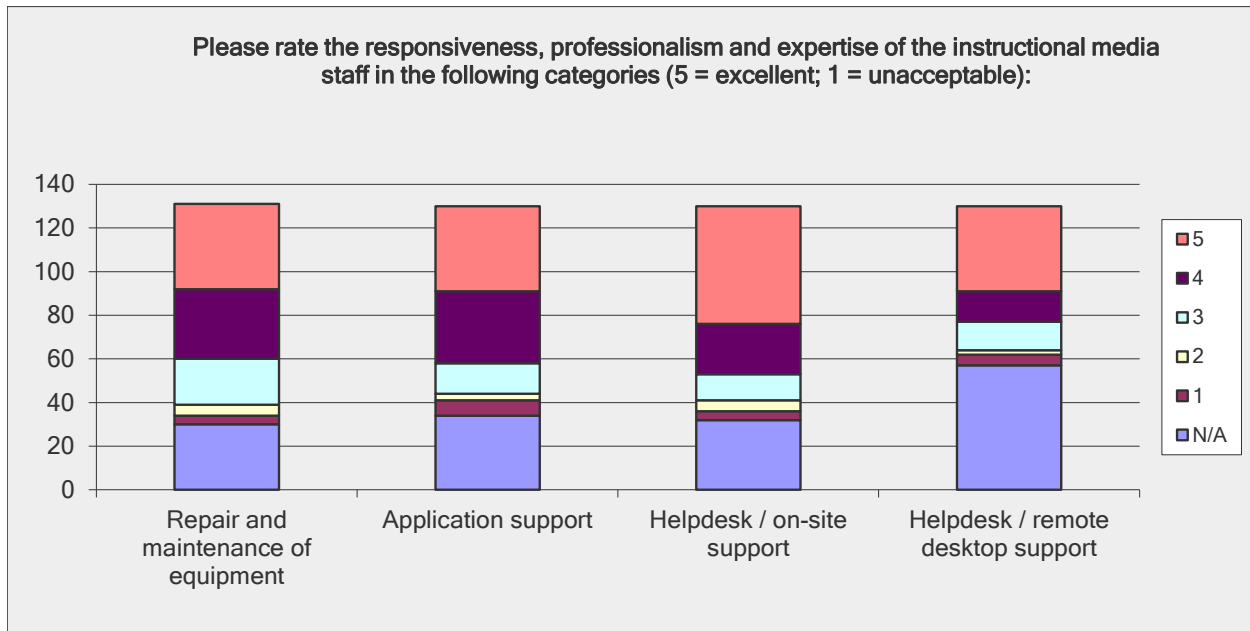
Please rate the responsiveness, professionalism and expertise of the instructional media staff in the following categories (5 = excellent; 1 = unacceptable):

Riverside Community College District – IT Audit
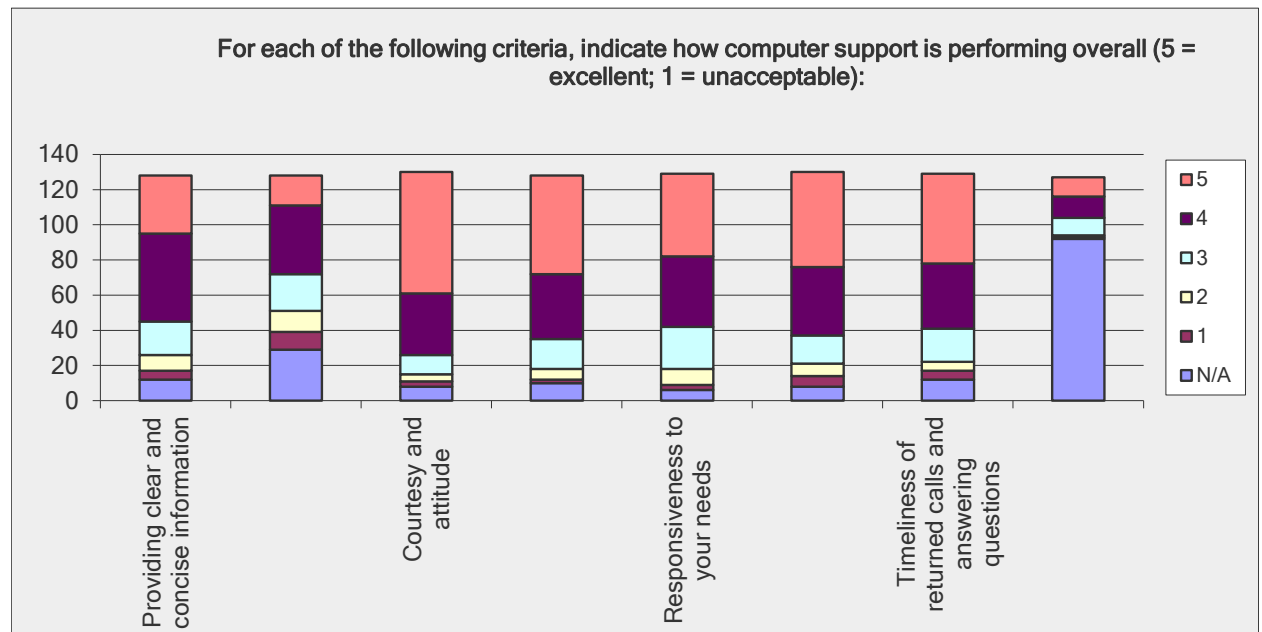January 28, 2011 – Version 1.0

Please rate the typical response time to complete the following types of requests (5 = excellent; 1 = unacceptable):

Answer Options	5	4	3	2	1	N/A	Response Count
Repair and maintenance of equipment	32	38	21	9	6	25	131
Application support	36	31	17	5	6	35	130
Helpdesk / on-site support	52	21	15	6	4	30	128
Helpdesk / remote desktop support	37	16	15	3	5	53	129
						answered question	131
						skipped question	10
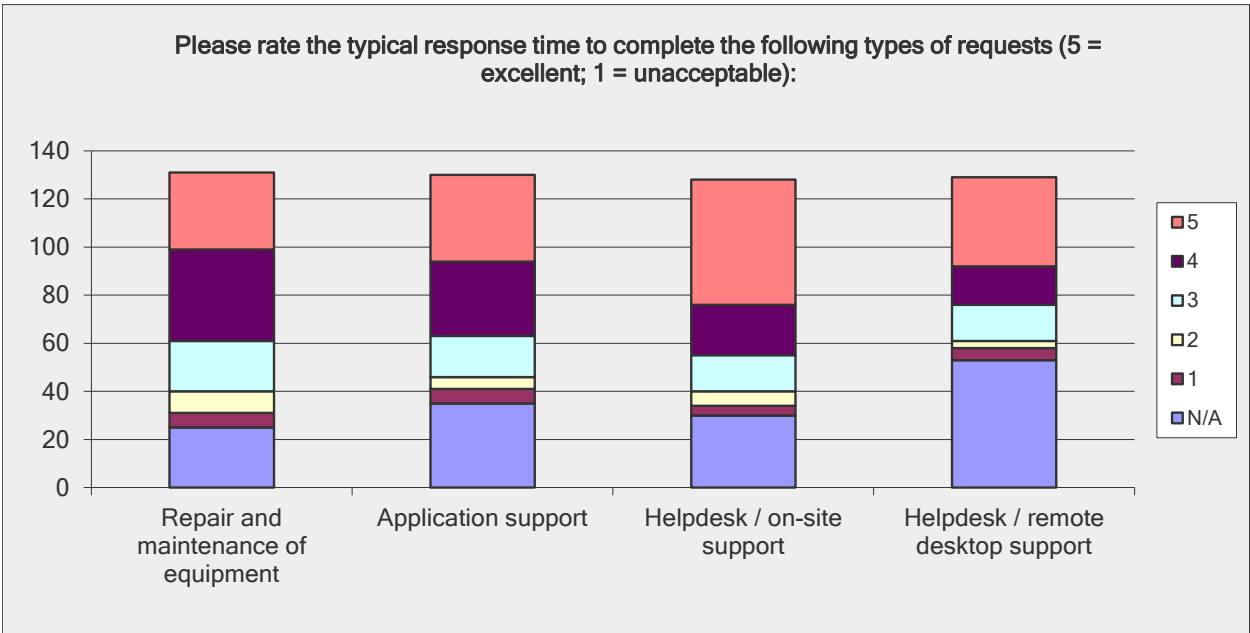
For each of the following criteria, indicate how instructional media support is performing overall (5 = excellent; 1 = unacceptable):							
Answer Options	5	4	3	2	1	N/A	Response Count
Providing clear and concise information	45	40	12	7	5	22	131
Providing training	30	34	16	10	8	30	128
Courtesy and attitude	71	24	8	3	6	19	131
Quality / accuracy	55	35	11	4	3	20	128
Responsiveness to your needs	53	32	15	7	4	19	130
Staff ability to answer your questions	51	39	9	5	5	22	131
Timeliness of returned calls and answering questions	47	36	11	4	7	26	131
Cost / rates	15	11	5	1	1	97	130
						answered question	131
						skipped question	10

For each of the following criteria, indicate how instructional media support is performing overall (5 = excellent; 1 = unacceptable):

How would you rate the level of physical safety and security at RCCD campuses (5 = very safe; 1 = unsafe)?

Answer Options	Response Percent	Response Count
5	11.5%	15
4	37.7%	49
3	32.3%	42
2	9.2%	12
1	0.8%	1
no opinion	8.5%	11
answered question		130
skipped question		11
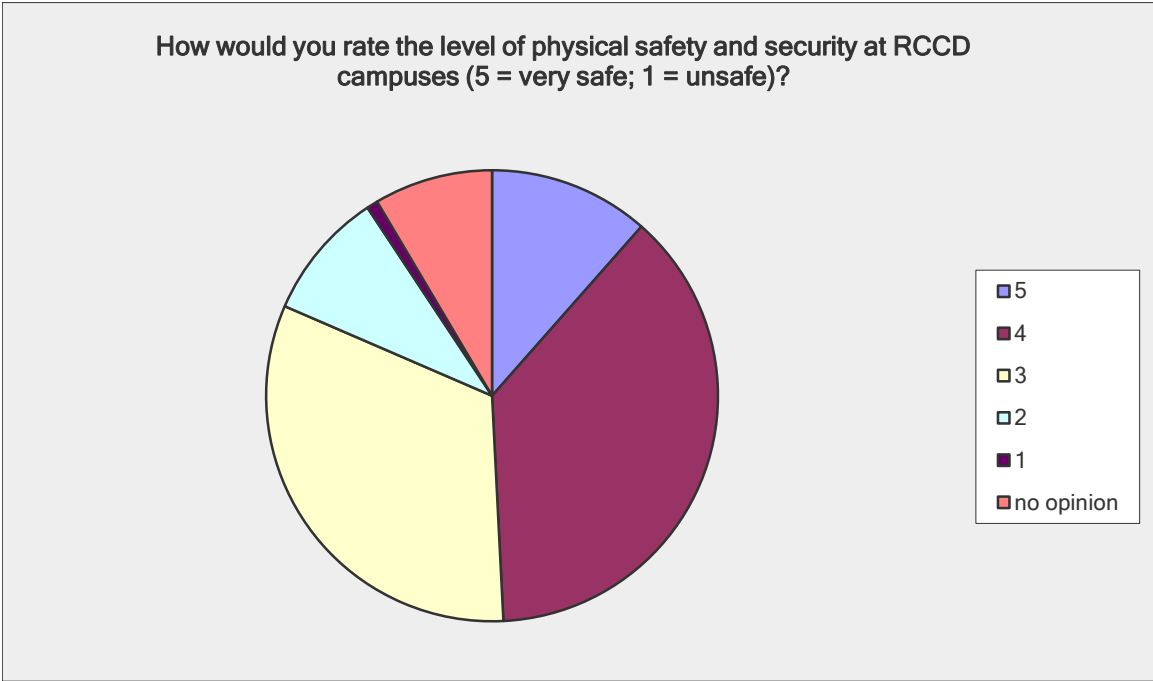
How would you rate the level of physical safety and security at RCCD campuses (5 = very safe; 1 = unsafe)?

How would you rank the benefit to you of an emergency notification system (5 = very important; 1 = unnecessary)?		
Answer Options	**Response Percent**	**Response Count**
5	50.0%	65
4	23.8%	31
3	10.8%	14
2	3.8%	5
1	1.5%	2
no opinion	10.0%	13
answered question		130
skipped question		11
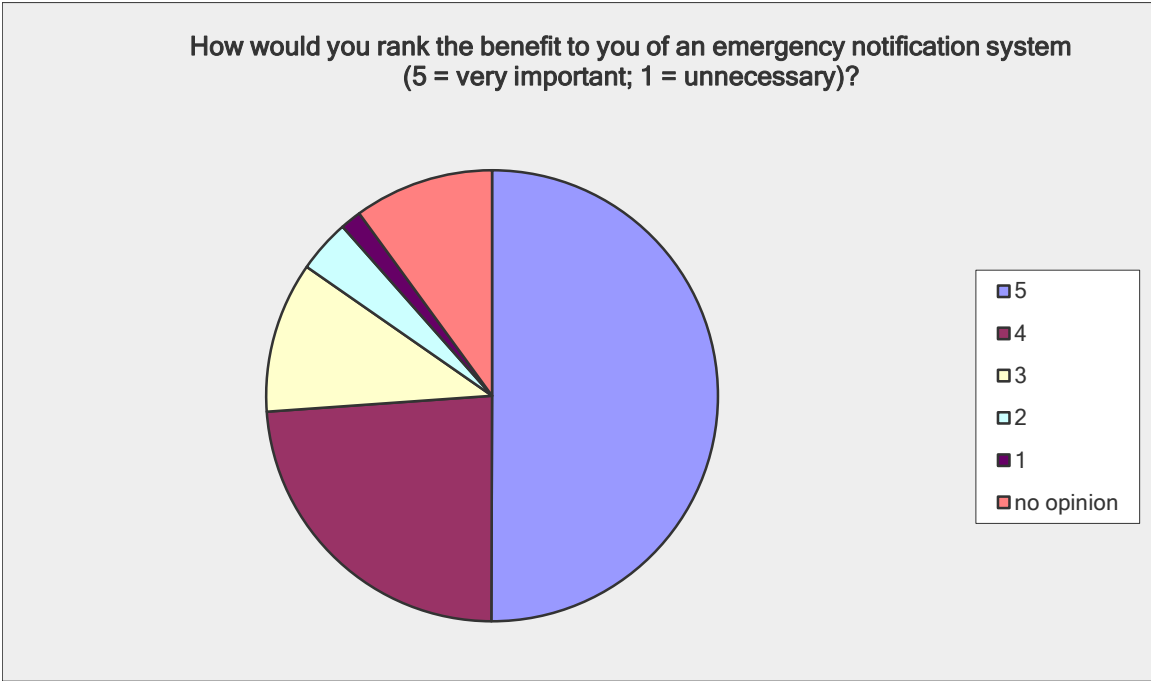
How would you rank the benefit to you of an emergency notification system (5 = very important; 1 = unnecessary)?

Are you participating in the opt-in campus emergency notification system (AlertU)?		
Answer Options	Response Percent	Response Count
Yes	50.4%	65
No	29.5%	38
Don't know about it	20.2%	26
answered question		129
skipped question		12

Are you participating in the opt-in campus emergency notification system (AlertU)?

- Yes
- No
- Don't know about it

How would you rate your satisfaction with mobile phone coverage at your college (5 = very good; 1 = no coverage)?

Answer Options	Response Percent	Response Count
5	27.9%	36
4	31.0%	40
3	14.7%	19
2	5.4%	7
1	2.3%	3
doesn't apply	18.6%	24
answered question		129
skipped question		12
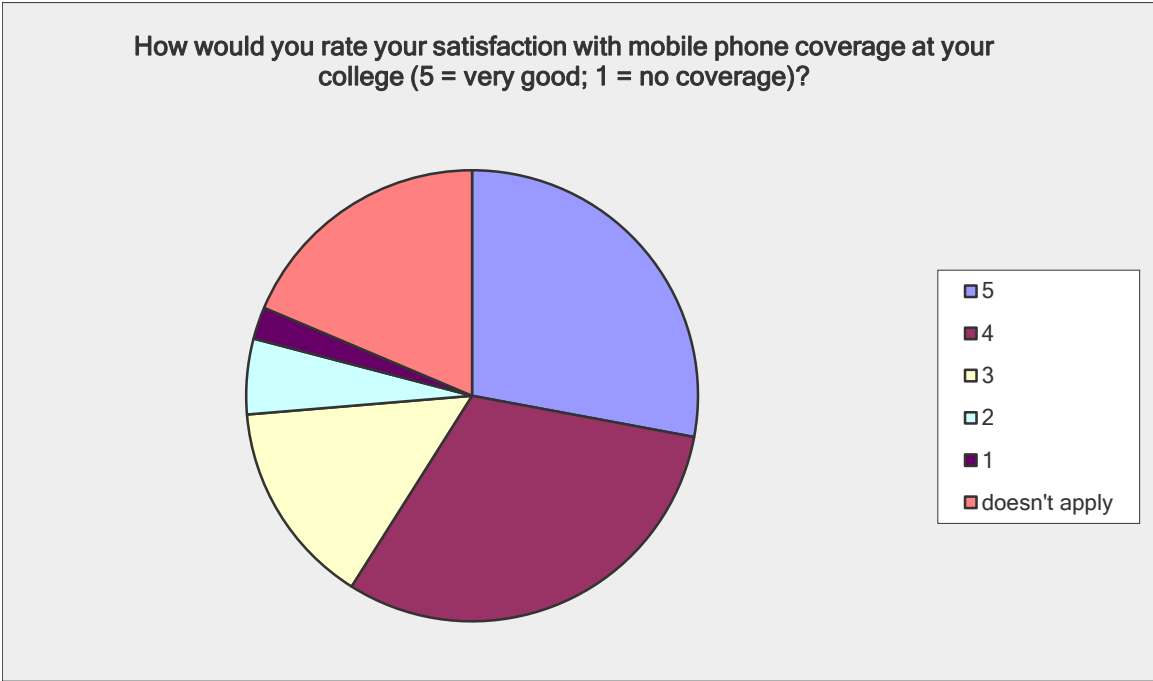
How would you rate your satisfaction with mobile phone coverage at your college (5 = very good; 1 = no coverage)?

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Please select your primary mobile phone carrier:		
Answer Options	Response Percent	Response Count
AT&T	39.2%	49
Sprint	8.8%	11
T-Mobile	2.4%	3
Verizon Wireless	46.4%	58
Doesn't apply	3.2%	4
Other (please specify)		5
answered question		125
skipped question		16
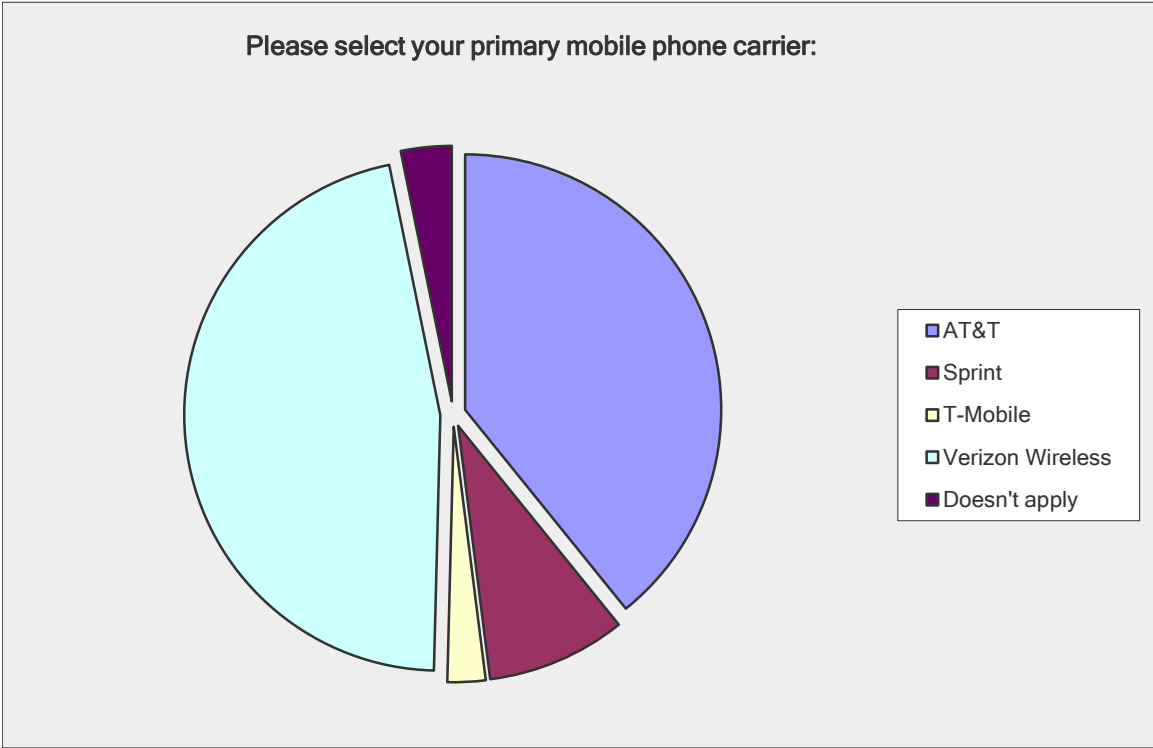
Please indicate your primary college association within RCCD:

Answer Options	Response Percent	Response Count
Moreno Valley College	26.6%	34
Norco College	19.5%	25
Riverside City College	53.9%	69
answered question		128
skipped question		13
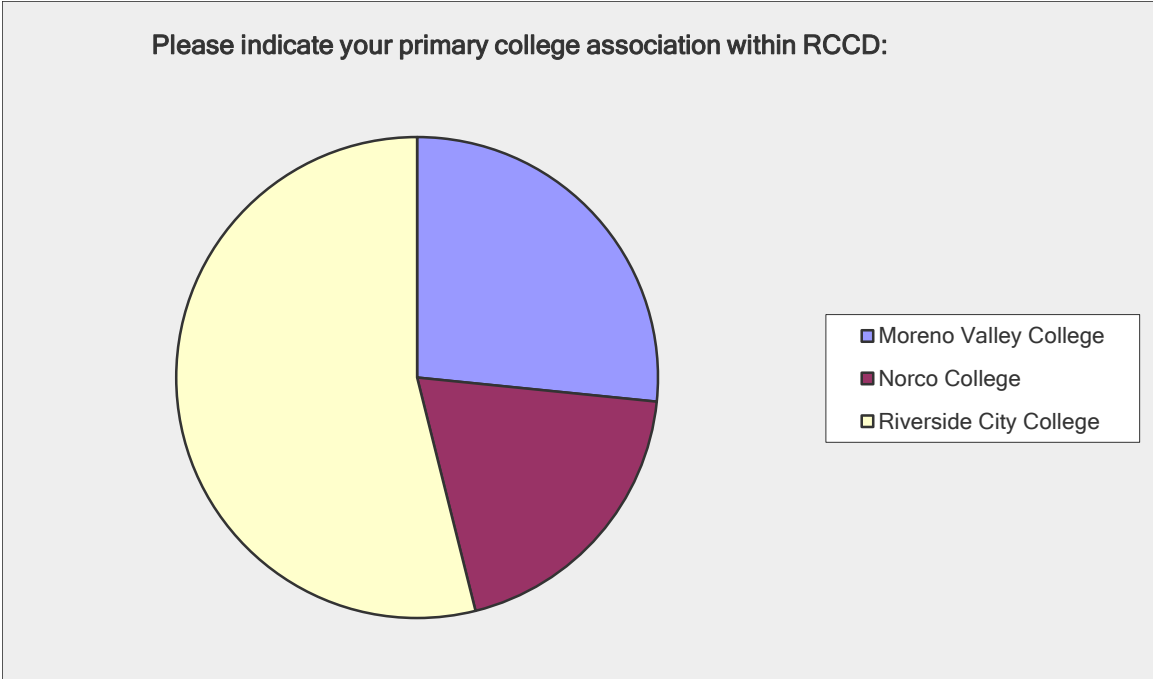
Please indicate your primary college association within RCCD:

- Moreno Valley College
- Norco College
- Riverside City College

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Please rate your overall satisfaction with Information Technology services offered in the Riverside Community College District (5 = very satisfied; 1 =		
Answer Options	**Response Percent**	**Response Count**
5	20.2%	26
4	41.1%	53
3	23.3%	30
2	6.2%	8
1	7.0%	9
no opinion	2.3%	3
answered question		129
skipped question		12

Please rate your overall satisfaction with Information Technology services offered in the Riverside Community College District (5 = very satisfied; 1 = unsatisfied):

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Please offer any other comments on technology at RCCD.

Response

I don't know why access to the "free wireless Internet" here at RCC requires the jumping through of so many hoops. I have a brand new laptop, and I can't use the wireless Internet here, nor could I access it with my old laptop.

Needs much, much more funding--not able to keep up with demand. Technology has become essential to everything we do. Electronic Databases in libraries MUST be maintained through needed budget augmentations to support student learning.

System always overloaded. Response time slow during peak times and even often non-peak times. A tiresome persistant problem for the past few years.

My disatisfaction is due mainly to the lack of support of technology/IT. Up to this point, the District and the College have ignored the need to pla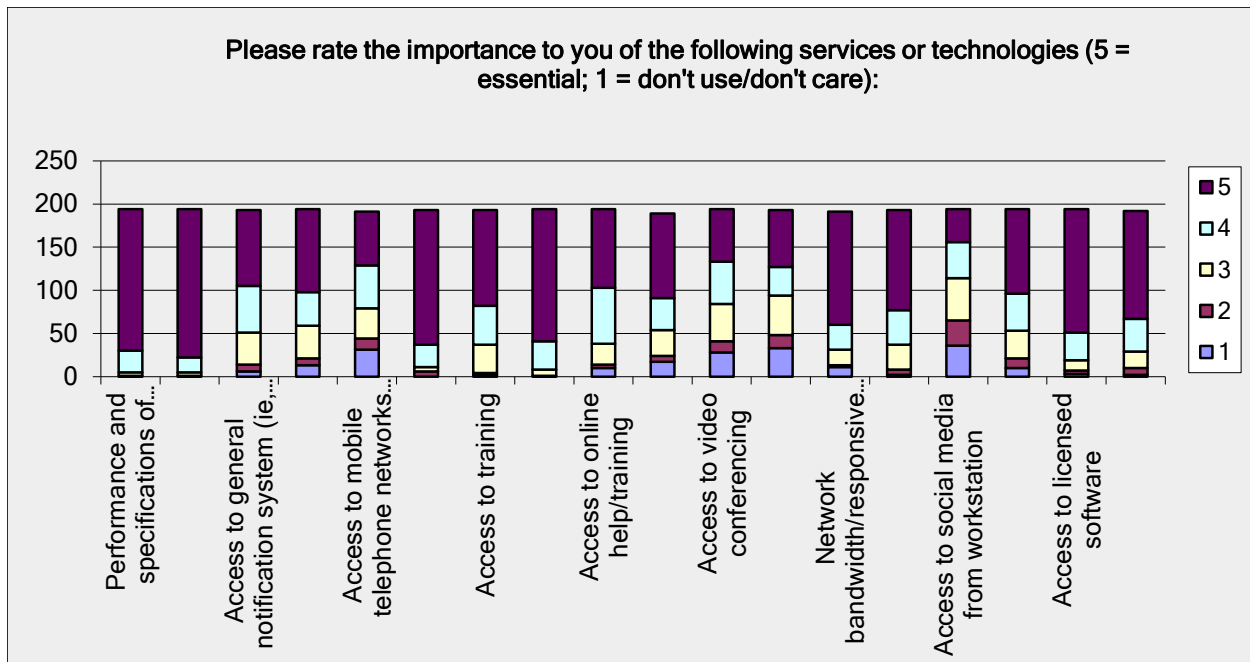n for, maintain, and replace technology and computer equipment. This lack of support of IT services, and technology related to instruction, has placed the District and the College at a disadvantage in keeping competitive with other colleges and learning innovations. Until this audit there has not been any clear support of replacing technology for learning--even if that technology is the subject of instruction or required for instruction. There is inequity in the technology resources and support distributed between academic and CTE disciplines. There is a duplicative structure between IMC/Library and Information Services at the Riverside college. This duplication is costly, confusing, and to the disadvantage of the institution.

It appears that certain parts of the campus get the more advanced technology, while other parts (departments) have to make do with older, less effective equipment. It would be nice if all areas of the campus could enjoy the benefit of working, high quality

I've found the system to be needlessly restrictive. E.g., As faculty, having to register a new laptop for Internet use ONLY from a campus computer. I want to use Skype in my class for interviews with professionals in the field so my students can benefit, but Skype is blocked. Dropbox <https://www.dropbox.com/> is a file syncing application I use so I can work at home and use the current files on RCC computers but that site is blocked. When I contacted Instructional Media Center about Skype and Dropbox I was told to have my department pay for a cellular phone connection so they could be used! There has been NO active promotion of OpenCampus or Blackboard and I'd like to use such sites.

Internet and multimedia are becoming critical to proper college-level teaching. RCCD should take the lead in making many educational opportunities available via the Internet and contemporary media resources.

Install an emergency warning/distress call panic button in each classroom, and public areas

When semester begin and the on-line courses start up, the e-mail delivery system becomes snail-mail. he system needs more servers or whatever else is required to speed up download and upload time during on-line courses and end of semester grade entries.

They are too centered on Riverside - should have a more District wide focus…

IT services have been excellent at Norco.

The Information Services Helpdesk staff are very helpful and have a high level of expertise. Some of the IMC staff (such as George Brucks, Henry Bravo, and Emile Bradshaw) are helpful, but a few IMC staff members have bad attitudes and are not helpful. I recommend that RCC consider the possibility of having the IMC staff report to the Information Services Helpdesk staff (have the Information Services Helpdesk staff supervise the IMC staff).

The Information Services Helpdesk staff are very helpful and have a high level of expertise. Some of the IMC staff (such as George Brucks, Henry Bravo, and Emile Bradshaw) are helpful, but a few IMC staff members have bad attitudes and are not helpful. I recommend that RCC consider the possibility of having the IMC staff report to the Information Services Helpdesk staff (have the Information Services Helpdesk staff supervise the IMC staff).

As a part time teaching employee, any equipment I use is my own. I have no access to a phone or computer on campus. I can make copies. In my opinion, as long as I am part-time, I am on my own as far as technology.

Norco IT staff are excellent. I cannot comment on IT quality or services on other campuses or at the district level. Open Campus staff are helpful but as mentioned before, not exactly what faculty need in terms of training for pedagogical AND technical purposes. IMC at Norco is helpful and do the best they can with the resources and equipment and office space they have. However, IMC has been controlled by the City Campus office for too long, it is and always has been out of touch, out of date, and incompetent to deal with technology needs of faculty for the 21st century. It is appalling as well, that IMC is so linked with media CONTENT that in order for a faculty member to get a video tape or DVD of a Teaching Company or other learning series, it has to be ordered by the NORCO Library staff and delivered by campus courier to Norco, rather than having these materials ON SITE in the Norco Library. And the connection - if any - between the library and its services (video content) and the IMC (delivery of materials?) is not well defined, and perhaps should be clearly separated in future.

The user friendliness of the website is terrible. It is NOT easy to find information, the information is often outdated and access to include information on the website is lacking or unknown.

My only concern is that of response time to perform tasks such as changing of phone lines, repair of school issued computers, and repair of classroom technology. I find the staff to be very professional and friendly, however response time can be slow with regard to work orders, etc. Perhaps we need to increase of staff numbers to become more efficient.

We have had ongoing difficulty with Parscore (used for grading tests, generating needed data for assessment, tracking student work) replacement and service.

I believe its time that RCCD realize the needs of the faculty and staff have changed. We need to bring our technology into the 21st century. Faculty need secure VPN access codes; students expect to have access to faculty and the technology involved in their courses 24/7. We need more T1 lines; more bandwidth released for usage; and more accessibility to technology. At MVC, we have the best IT support. They are helpful and encouraging but they are so limited due to the limited staffing. We need them to have a more active role in decisions on how to incorporate and effectively utilize technology.

I would like to have more training for various programs/applications. I would like to be able to update my own website and not rely on someone else to do it.

I have been at the City Campus since 1998, IT has almost always been absolutely amazing fixing concerns, assisting faculty, just great. I have had a few concerns with IMC over the years, but just a few. Maybe I rated IMC a little to low because IT is so impressive.

For some unknown reason critical computer upgrades for both software and aged equipment goes first to the Library which teaches one class, LIB 1. The replaced computers from the library are then rolled down to the disciplines that teach technology courses. This is absolutley backwards and a serious injustice to our students.

IS should make partners with the application users vs "its my software" syndrome.

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We should have VPN acess when and if we need it to do our jobs.

I think the staff does what they can, but they are not always staffed sufficiently and are not often up to date. Equipment is often old and slow, which is the kiss of death in this fast-moving techno enviroment. I think that the lack of reliance on distance methods for holding meetings is troubling. The college relies on outdated videoconferencing methods when it should be looking at incorporating social media and things like CCCConfer for district-level meetings.

Longer computer lab hours, and more variety in computer courses is needed.

I have some problems with the clarity of the survey. It was difficult to give accurate answers because some of the language used to describe various functions was not accurate. For example, it is my understanding that Help Desk is a function of Information Services and I have not heard that used for IMC functions. Overall, I have had a much better experience with service, reliability and responsiveness from the Microcomputer Support than from functions related to the Network. Micro is quick to respond and seems to have a very competent, courteous and service-oriented staff. My problems have been with phones, network and WebAdvisor...frequent failures of all. IMC's services seem to have a lot of roadblocks or limitations on services, but the staff is courteous and helpful within the limitations of their unit. Open Campus staff is very responsive and accessible to faculty. However, a fundamental question that needs to be answered is to what degree content faculty should be tasked with the nuts and bolts of developing the technology-rich classes our students could benefit from. I'd like more instructional technologists to give us direct support in creating more media-rich content in online and hybrid classes.

Steve gilson at the help desk is extremely helpful. Tony at IMC has the best attitude and goes above and beyond to serve faculty and students.

Overall I'm pleased with the technology at RCC, with the exception of the Web-Advisor, it is not user friendly when trying to register for classes, too many passwords, user names, ID's etc...

I answered all question regarding Instructional Media Support as N/A because I don't know what Instructional Media Support is. The computers in the building in which I work (Business Education) are ANCIENT. I have to go into the classroom 15 minutes before class starts to turn on the computer because it takes so long to boot up. The projectors in that building are well beyond their originally stated useful life and are becoming unreliable. Both the computers and the projectors are ABSOLUTELY ESSENTIAL to effective teaching and MUST be replaced with state of the art equipment immediately. I see brand new computers coming and going from BE 110 constantly, but none of them ever stay in the BE building. We are in desperate need of updated equipment. The computers in the BE building have virtually no memory and the machines themselves are "hand me downs" that have been around for perhaps a decade. If technology truly is a priority, you can't see any evidence of that in our building.

The website is not user friendly and it is not updated frequently enough...the documents are out of date.

Although they are very responsive, and for the most part professional, the general condescending attitude of the department is atrocious. The people who do the support work have been very nice over the years, but the direction from above has trickled down, and I am sad to say they are starting to reflect the attitude of their leader.

I have literally been on hold for at least an hour and maybe 90 minutes waiting for someone to help me on a 1-866# with a recording stating someone will be with me shortly. I thought I may have pushed a button on my phone and disconnected, but no one is helping me. I am wondering if there really is someone in technical support 24/7.

I am very glad that there is now a remote for the projector in every classroom. The technology usually works, but when it doesn't, I don't know who to call or if there is anyone I can call during class. For example, the other day I wanted to show a PowerPoint, but the projector wasn't working. There is no information in the classroom letting me know if there is a number I can call for help right then. I don't even have a number if I wanted to call after class and let somebody know about the problem. I don't have the time to search for a number or a website. I feel very much in the dark about support services. It would be so helpful if every semester we received a handout with a number to call. Better yet, a sticker with a number to call on each computer would help a lot.

As a relatively long-tenured faculty member, I have noticed a huge improvement in the training, response times and effectiveness of our overall IT services in recent years. Under Chancellor Rotella, whose aversion to computers was well-known, technology issues were neglected and languished on the back burner. Change would happen when the District's failure to keep pace with other institutions became embarrassing, or to the extent individual administrators, faculty and IT staff could make a difference within their spheres of influence, usually in spite of stonewalling and neglect at the top echelon of IT management. I believe that the vast improvements in recent years have been due to the departure of Rotella (and before him, David Bell). I have been impressed with Steve Gilson's ability to manage IT operations. I am sure other IT staff have contributed to the improvements we have experienced, and I don't mean to overlook anyone -- however I do know that there was a lot of catching up to do when Gilson started working for the District. We now have a unified help desk that can help us non-technical faculty with (almost) any sort of problem. Issues that we report are tracked and do get follow-up. Today, unlike in the past, students, faculty and staff are treated like customers. Two areas that seem to be in need of massive improvement 1) moving away from WebCT to a more modern distance-ed platform. I believe that is in the works, but it is years overdue. 2) Another very remedial aspect of our technology is our web site. I don't know the reason for the lack of functionality of rcc.edu -- whether it is under budget, under staffed or not well managed. Why, for example, is there no decent search functionality? I was disappointed to see that the web site was not included in this survey -- for how this will be managed will be very important to the new colleges.I do know that it is difficult to find out who is responsible for fixing/improving the site. The help desk is not able to assist with content problems. Phone calls are sometimes not returned, and usually the response is "We don't have time/staff to fix that" or "That's not our job" or "We are working on that..." ...and there is no tracking of issues or follow-up. The Internet/Intranet it seems to be managed with the old-style RCC school of management: getting things done depends on who you know and how powerful you are. And for those of us at the smaller campuses, it means we are out of the loop.

There is an unequal distribution of staff and resources between campuses. There is no ongoing plan for updating and supporting computer equipment/software. There is limited support for "special needs" of departments or courses. Electrical requirements for supporting technology also need to be considered. A number of MVC's buildings were not planned to support the equipment that is needed.

MVC's IMC staff is outstanding but there are limitations on what they can do and some areas are not part of their job description. MVC's microcomputer support is good but they do not have sufficient staff and training to support all of MVCs needs. The technology problems of the Ben Clark Training Center need to be addressed - i.e. computers, software, electrical, etc.

Need a better faculty and student portal. Datatel is horrible and needs to be replaced. IMC should stick to servicing the equipment in the classroom, but not be involved with developing and producing content. Move production services to a centralized district operation to serve all three colleges. Blackboard support is lacking. Look into a different LMS. Need a system to announce class cancellations.

RCC seems to be elistist about access to tools -- too much red tape and often workshops are not available at times suitable to adjuncts' schedules. Some of us could use hands-on help with interface tools for using our own laptops with classroom systems. I'd like to have support for video production.

The process for getting wireless access on campus must be made easier. It is the number one question from students in the first 3 weeks of every semester.

1. Without knowing the budgets, I am impressed with how much tech resources and services are provided with so little staff. Seems like IT at the district has been managed well.

2. All district and college Information needs to be more easily accessible. This includes financial data, student data, and planning documents. Technology can ideally facilitate the sharing of information and decrease costs to manage the information. When we have to wait for information or cannot access it, we cannot make timely decisions. This wastes time and results in sub-par decision making.

3. Moreno Valley College needs more computers for students to use. Put them in the library. Put them in the classrooms. Put them in the bookstore to sell. Using the computer is a vital job skill many students need to improve. If there are no computers, we cannot help students improve their computer proficiency.

7.2.3   Staff Survey Data

Please rate the importance to you of the following services or technologies (5 = essential; 1 = don't use/don't care):

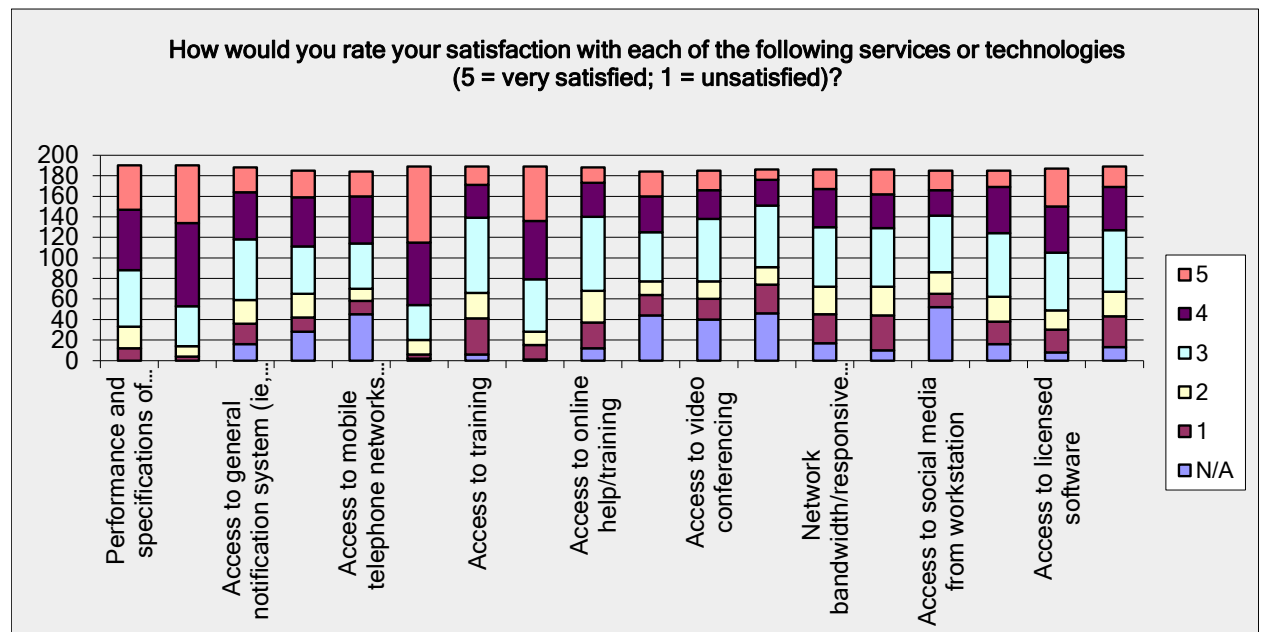| Answer Options	5	4	3	2	1	Response Count
Performance and specifications of college-issued	164	25	4	0	1	194
District email system	172	17	4	1	0	194
Access to general notification system (ie, class	88	54	37	8	6	193
Access to wireless networking	96	39	38	8	13	194
Access to mobile telephone networks on campus	62	50	35	13	31	191
Access to printers and copy machines	156	26	5	6	0	193
Access to training	111	45	33	2	2	193
Access to technical support	153	33	7	1	0	194
Access to online help/training	91	65	24	4	10	194
Secure remote access (VPN) to campus resources	98	37	30	7	17	189
Access to video conferencing	61	49	43	13	28	194
Access to web-based desktop conferencing	66	33	46	15	33	193
Network bandwidth/responsiveness	131	29	18	2	11	191
Centralized storage and document backup/archive	116	40	29	6	2	193
Access to social media from workstation	38	42	49	29	36	194
Employee portal/intranet	98	43	32	11	10	194
Access to licensed software	143	32	12	4	3	194
Electronic workflow / forms processing	125	38	19	8	2	192
					answered question	194
					skipped question	0

Please rate the importance to you of the following services or technologies (5 = essential; 1 = don't use/don't care):

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How would you rate your satisfaction with each of the following services or technologies (5 = very satisfied; 1 = unsatisfied)?

Answer Options	5	4	3	2	1	N/A	Response Count
Performance and specifications of college-issued	43	59	55	21	12	0	190
District email system	56	81	39	10	4	0	190
Access to general notification system (ie, class	24	46	59	23	20	16	188
Access to wireless networking	26	48	46	23	14	28	185
Access to mobile telephone networks on campus	24	46	44	12	13	45	184
Access to printers and copy machines	74	61	34	14	4	2	189
Access to training	18	32	73	25	35	6	189
Access to technical support	53	57	51	13	14	1	189
Access to online help/training	15	33	72	31	25	12	188
Secure remote access (VPN) to campus resources	24	35	48	13	20	44	184
Access to video conferencing	19	28	61	17	20	40	185
Access to web-based desktop conferencing	10	25	60	17	28	46	186
Network bandwidth/responsiveness	19	37	58	27	28	17	186
Centralized storage and document backup/archive	24	33	57	28	34	10	186
Access to social media from workstation	19	25	55	21	13	52	185
Employee portal/intranet	16	45	62	24	22	16	185
Access to licensed software	37	45	56	19	22	8	187
Electronic workflow / forms processing	20	42	60	24	30	13	189
						answered question	190
						skipped question	4

How would you rate your satisfaction with each of the following services or technologies (5 = very satisfied; 1 = unsatisfied)?

Please rate your satisfaction with the computer hardware provided to you for your job function (5 = very satisfied; 1 = unsatisfied):

Answer Options	Response Percent	Response Count
5	26.0%	50
4	32.8%	63
3	17.2%	33
2	14.6%	28
1	9.4%	18
N/A	0.0%	0
answered question		192
skipped question		2
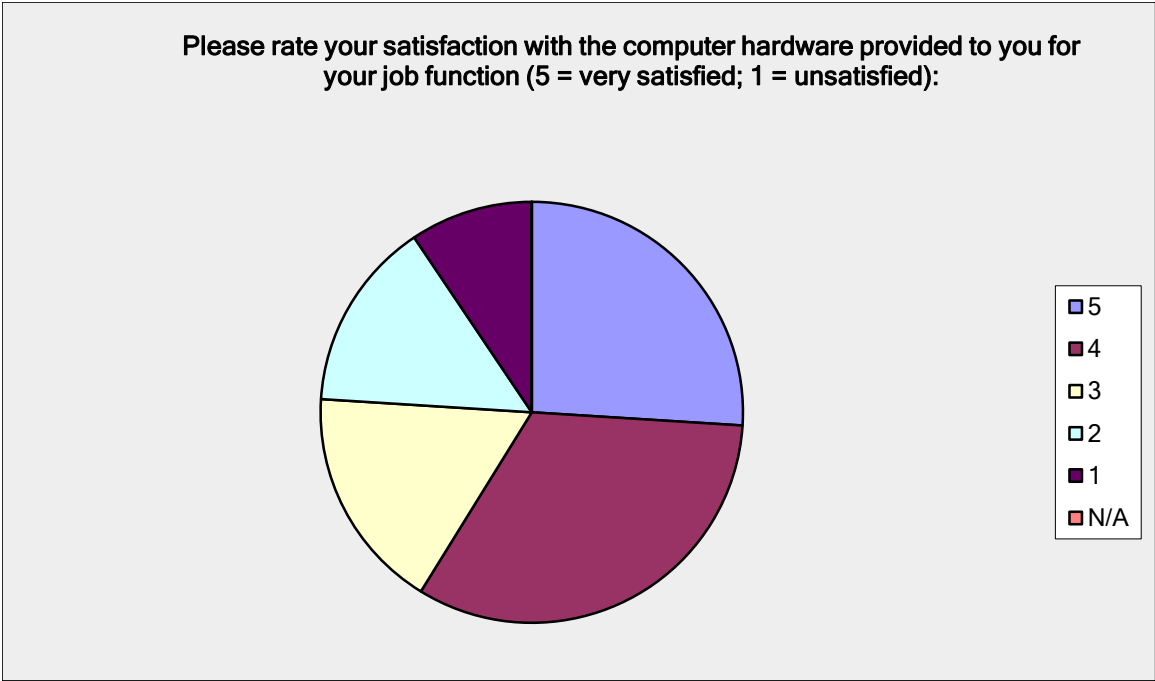
Please rate your satisfaction with the computer hardware provided to you for your job function (5 = very satisfied; 1 = unsatisfied):

Please rate your satisfaction with the software applications provided to you for your job function (5 = very satisfied; 1 = unsatisfied):

Answer Options	Response Percent	Response Count
5	24.6%	47
4	34.6%	66
3	18.8%	36
2	11.5%	22
1	10.5%	20
N/A	0.0%	0
answered question		191
skipped question		3

Please rate your satisfaction with the software applications provided to you for your job function (5 = very satisfied; 1 = unsatisfied):

Please rate your satisfaction with the technology training provided to you for your job function (5 = very satisfied; 1 = unsatisfied):

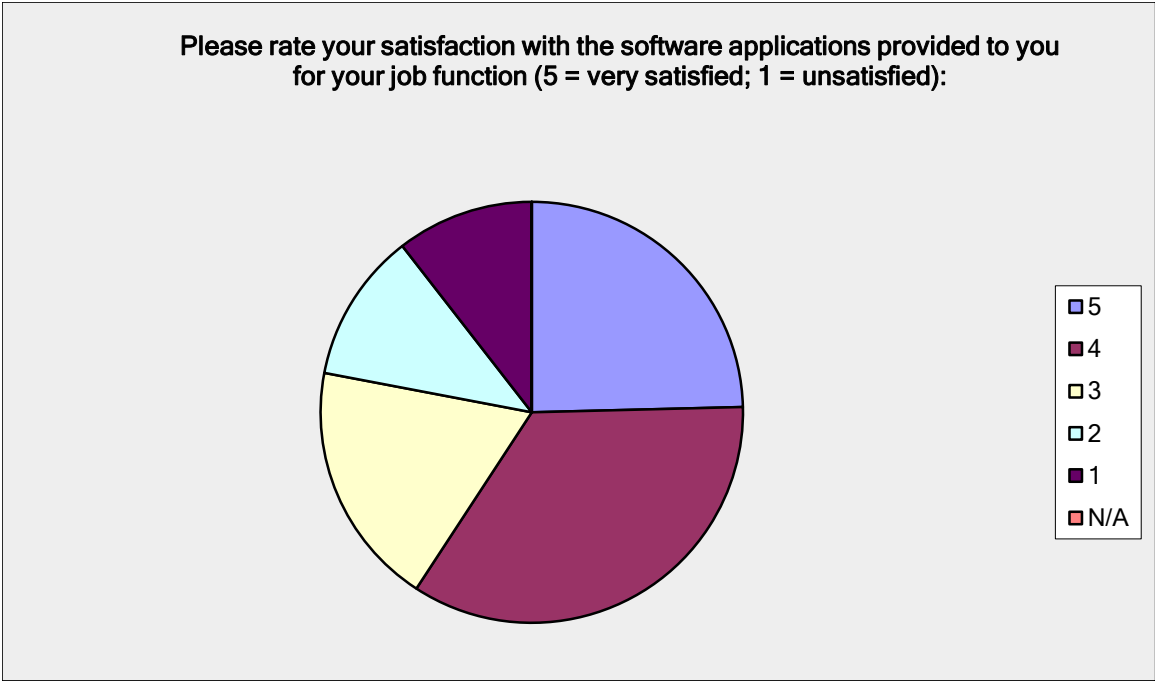| Answer Options	Response Percent	Response Count
5	8.4%	16
4	23.6%	45
3	25.1%	48
2	17.8%	34
1	20.4%	39
N/A	4.7%	9
	answered question	191
	skipped question	3
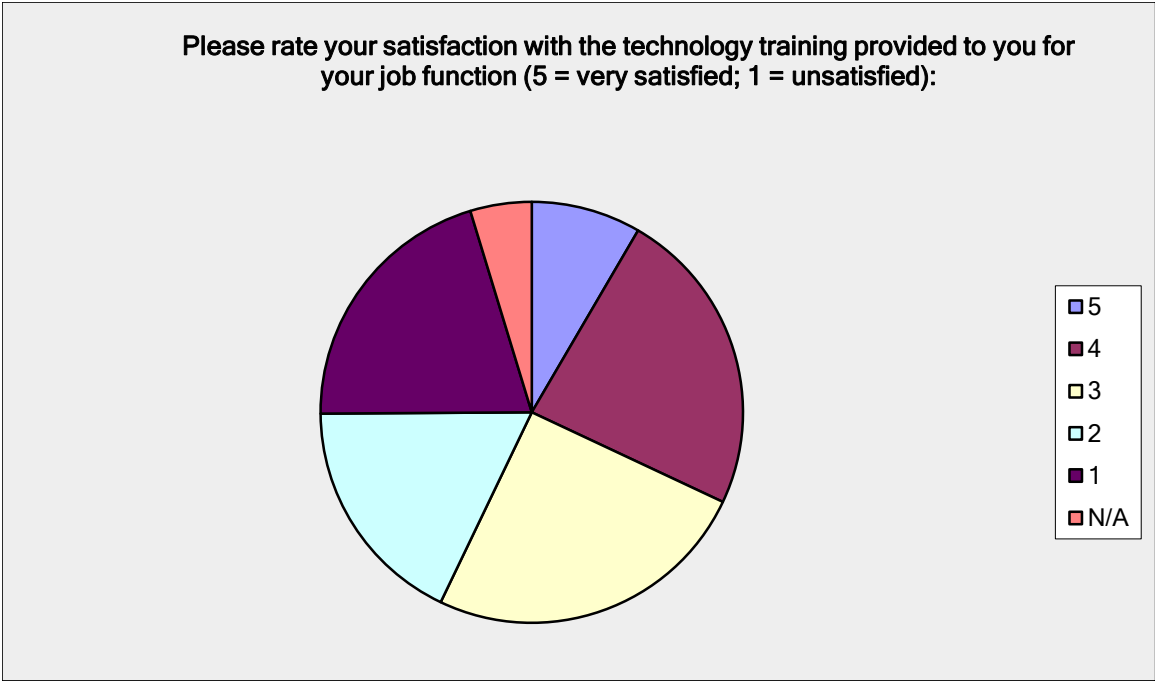
Please rate your satisfaction with the technology training provided to you for your job function (5 = very satisfied; 1 = unsatisfied):

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Please rate the responsiveness, professionalism and expertise of the computer support staff in the following categories (5 = excellent; 1 = unacceptable):

Answer Options	5	4	3	2	1	N/A	Response Count
Repair and maintenance of equipment	71	61	34	18	2	1	187
Application support (including patches/upgrades)	64	53	27	25	12	5	186
Helpdesk / on-site support	69	50	43	9	6	10	187
Helpdesk / remote desktop support	51	47	42	8	13	23	184
						answered question	187
						skipped question	7
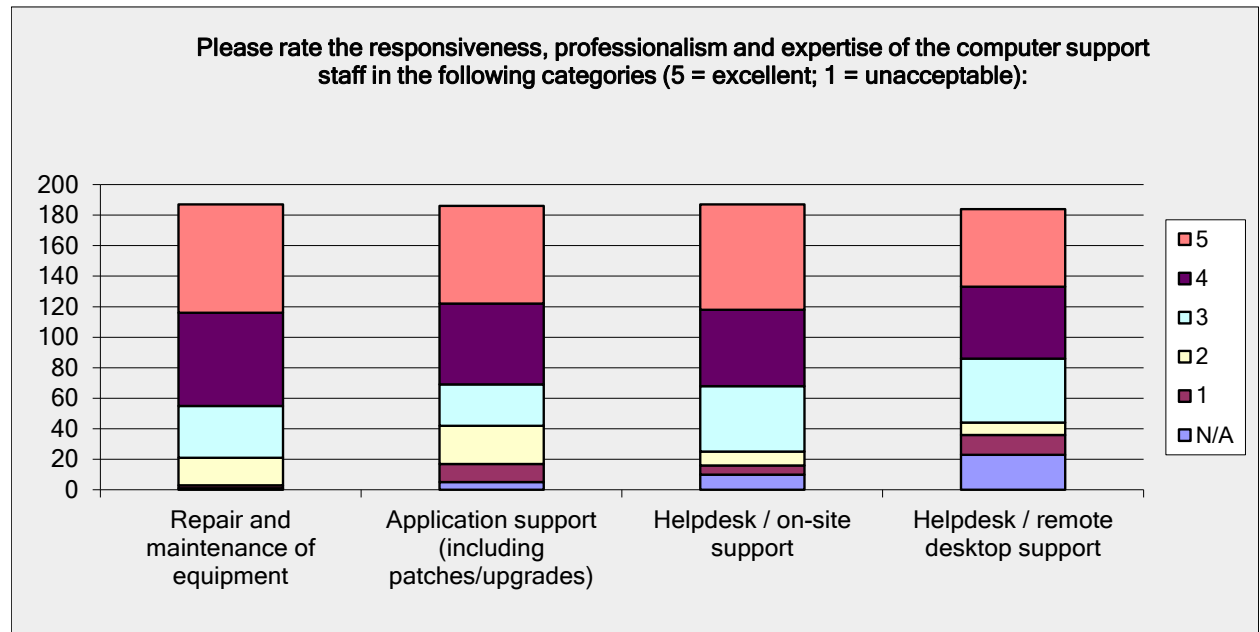
Please rate the responsiveness, professionalism and expertise of the computer support staff in the following categories (5 = excellent; 1 = unacceptable):

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Please rate the typical response time to complete the following types of requests (5 = excellent; 1 = unacceptable):

Answer Options	5	4	3	2	1	N/A	Response Count
Repair and maintenance of equipment	51	73	36	21	4	2	187
Application support (including patches/upgrades)	47	59	34	26	13	7	186
Helpdesk / on-site support	57	57	40	18	4	10	186
Helpdesk / remote desktop support	45	51	43	14	9	22	184
						answered question	187
						skipped question	7
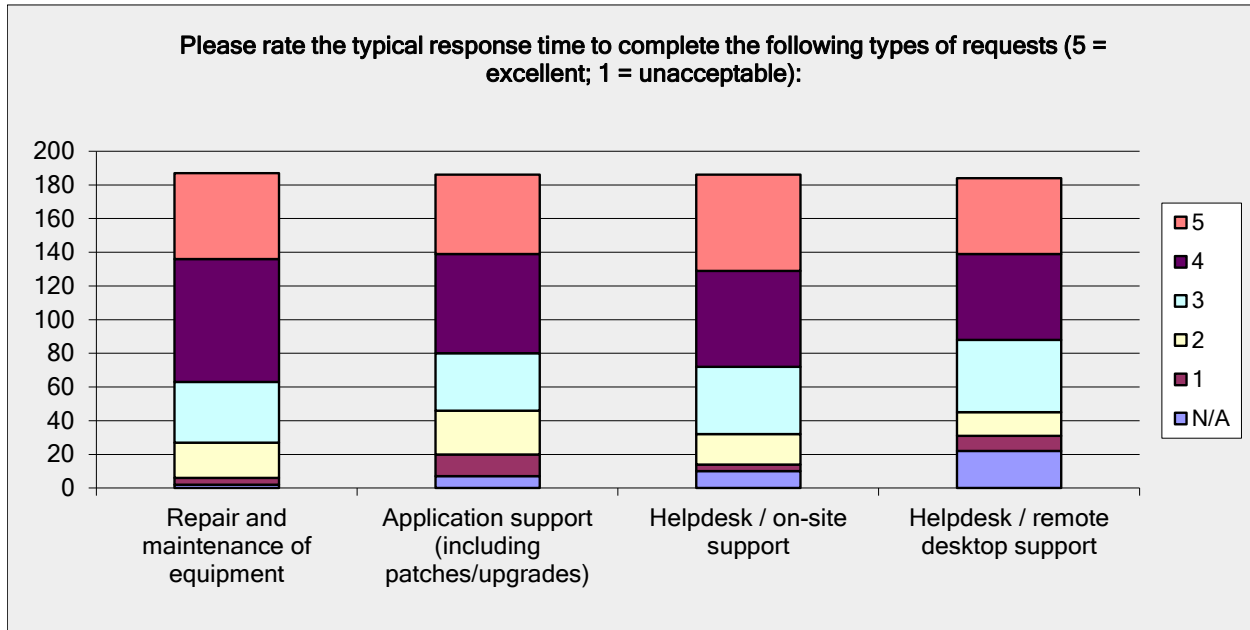
Please rate the typical response time to complete the following types of requests (5 = excellent; 1 = unacceptable):

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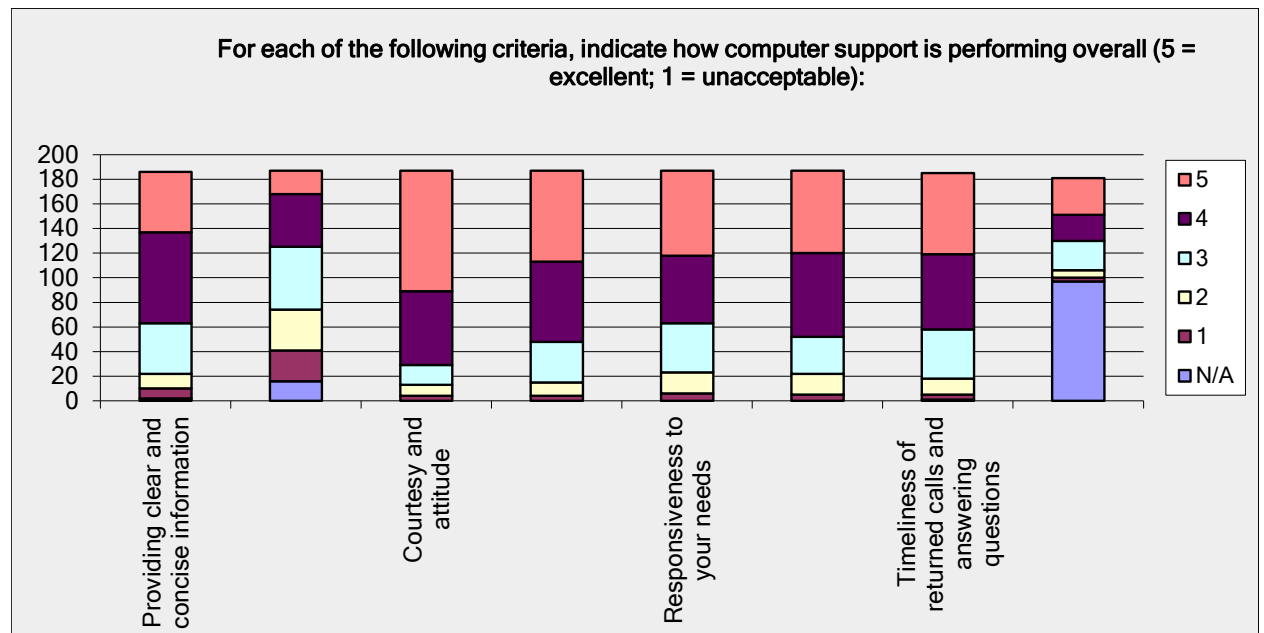| For each of the following criteria, indicate how computer support is performing overall (5 = excellent; 1 = unacceptable):							
Answer Options	5	4	3	2	1	N/A	Response Count
Providing clear and concise information	49	74	41	12	8	2	186
Providing training	19	43	51	33	25	16	187
Courtesy and attitude	98	60	16	9	4	0	187
Quality / accuracy	74	65	33	11	4	0	187
Responsiveness to your needs	69	55	40	17	6	0	187
Staff ability to answer your questions	67	68	30	17	5	0	187
Timeliness of returned calls and answering questions	66	61	40	13	4	1	185
Cost / rates	30	21	24	6	3	97	181
						answered question	187
						skipped question	7

For each of the following criteria, indicate how computer support is performing overall (5 = excellent; 1 = unacceptable):

How would you rate the level of physical safety and security at RCCD offices/campuses (5 = very safe; 1 = unsafe)?

Answer Options	Response Percent	Response Count
5	8.6%	16
4	32.1%	60
3	27.8%	52
2	15.0%	28
1	13.4%	25
no opinion	3.2%	6
answered question		187
skipped question		7
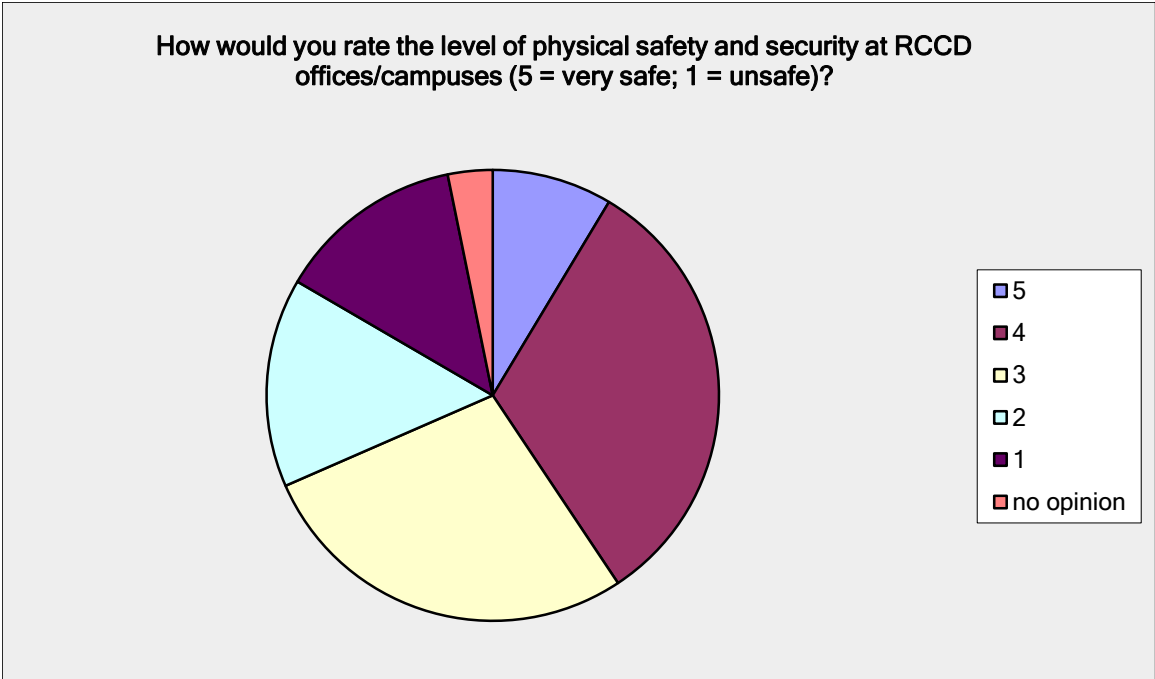
How would you rate the level of physical safety and security at RCCD offices/campuses (5 = very safe; 1 = unsafe)?

How would you rank the benefit to you of an emergency notification system (5 = very important; 1 = unnecessary)?

Answer Options	Response Percent	Response Count
5	47.1%	88
4	28.3%	53
3	13.4%	25
2	5.9%	11
1	1.1%	2
no opinion	4.3%	8
answered question		187
skipped question		7
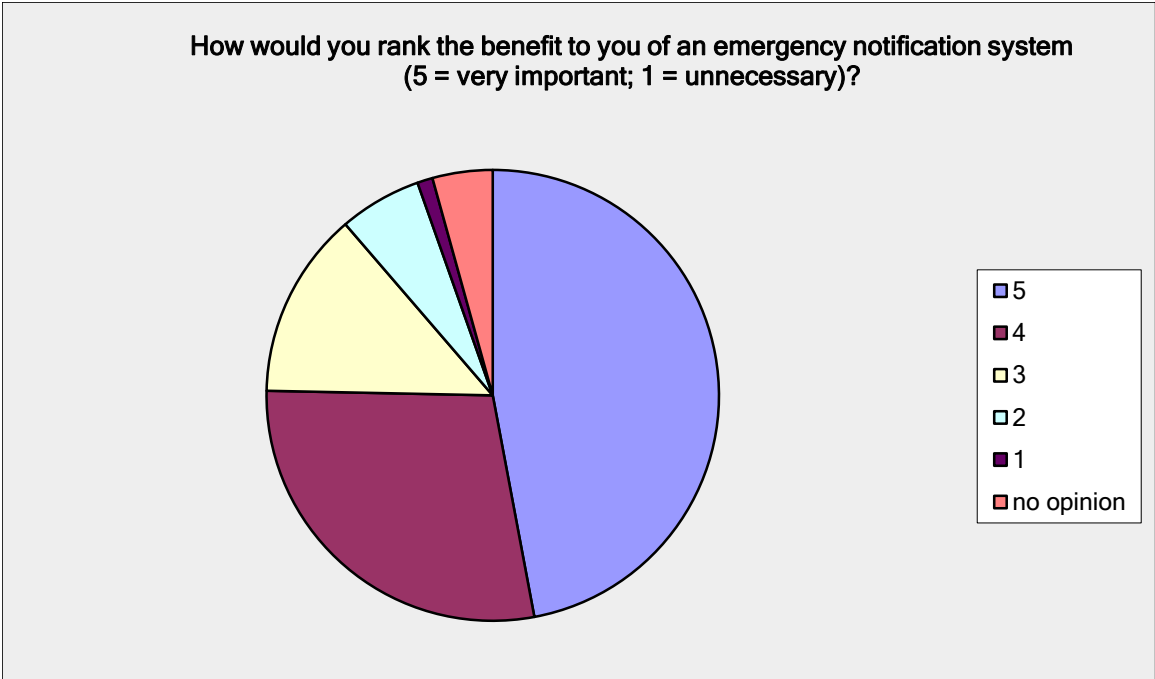
How would you rank the benefit to you of an emergency notification system (5 = very important; 1 = unnecessary)?

Are you participating in the opt-in campus emergency notification system (AlertU)?		
Answer Options	Response Percent	Response Count
Yes	68.3%	127
No	21.0%	39
Don't know about it	10.8%	20
answered question		186
skipped question		8
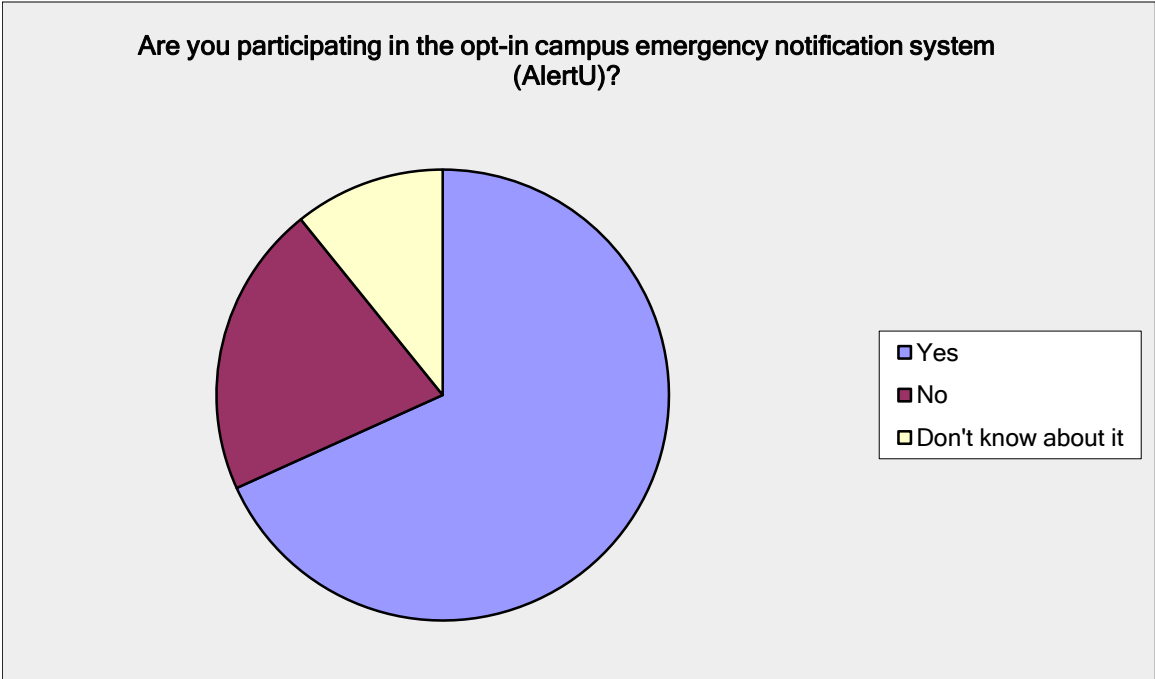
Are you participating in the opt-in campus emergency notification system (AlertU)?

How would you rate your satisfaction with mobile phone coverage at your office/college (5 = very good; 1 = no coverage)?

Answer Options	Response Percent	Response Count
5	25.8%	48
4	26.3%	49
3	19.9%	37
2	8.1%	15
1	5.4%	10
doesn't apply	14.5%	27
answered question		186
skipped question		8
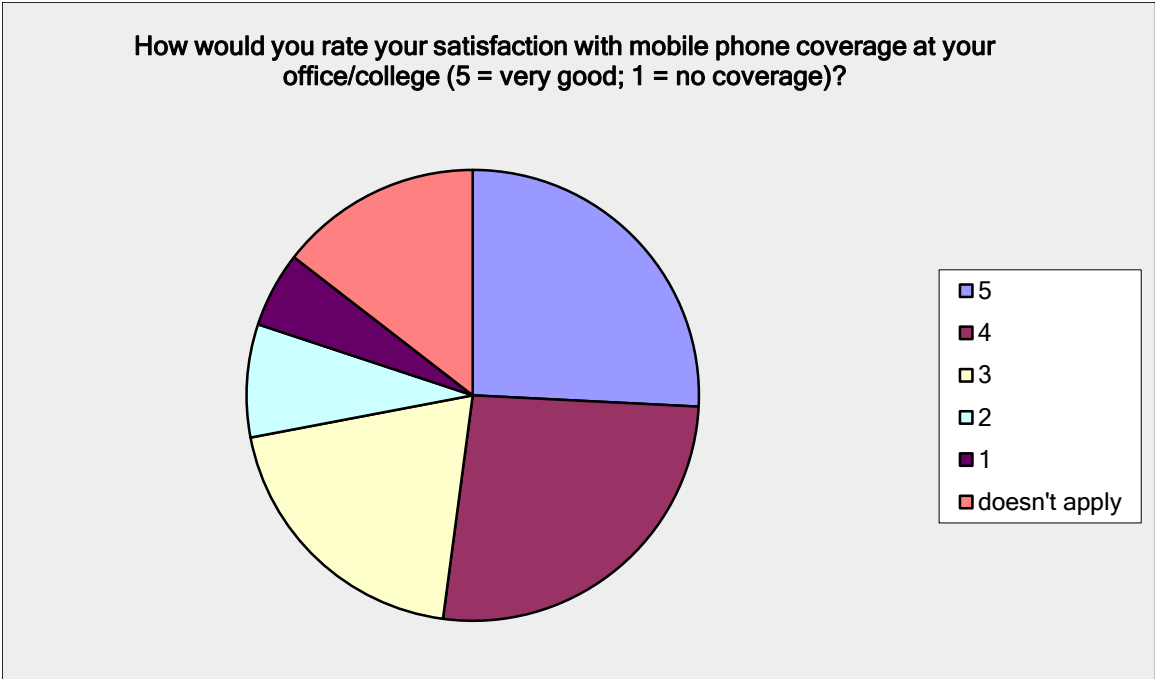
How would you rate your satisfaction with mobile phone coverage at your office/college (5 = very good; 1 = no coverage)?

Please select your primary mobile phone carrier:

Answer Options	Response Percent	Response Count
AT&T	28.6%	52
Sprint	9.9%	18
T-Mobile	6.0%	11
Verizon Wireless	44.5%	81
Doesn't apply	11.0%	20
Other (please specify)		2
answered question		182
skipped question		12
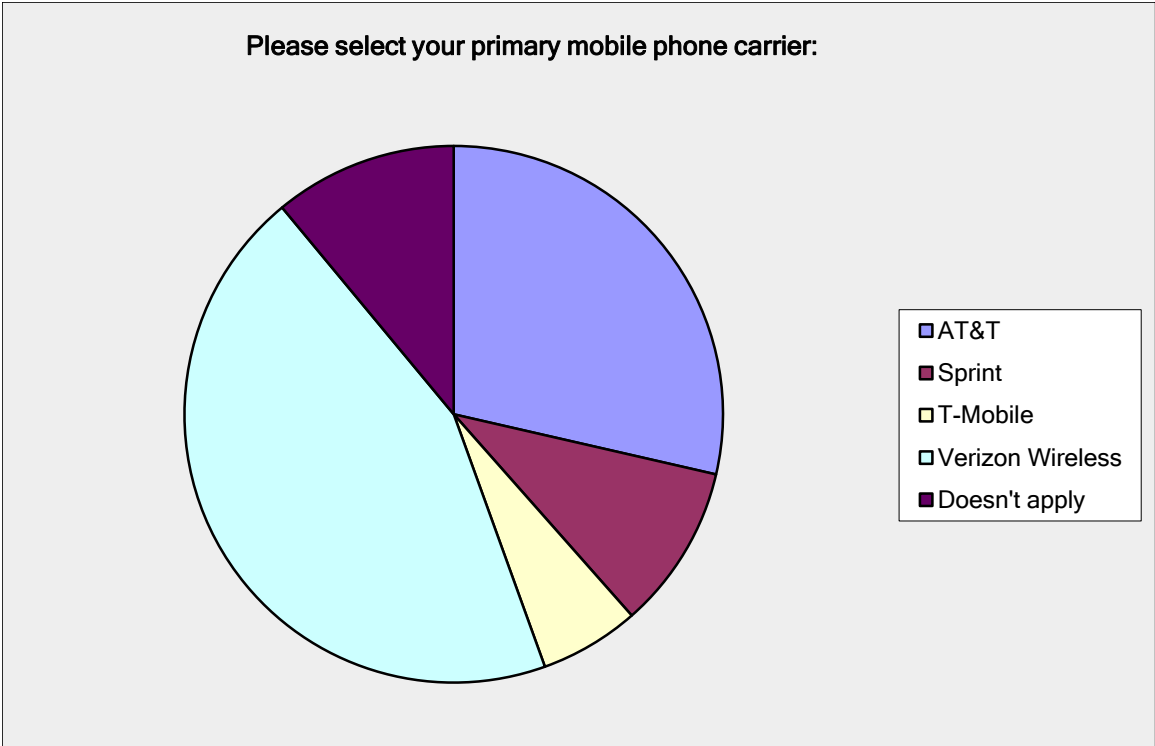
Please select your primary mobile phone carrier:

Please indicate your primary association within RCCD:

Answer Options	Response Percent	Response Count
Moreno Valley College	15.6%	29
Norco College	15.1%	28
Riverside City College	43.0%	80
District Offices	26.3%	49
	answered question	186
	skipped question	8
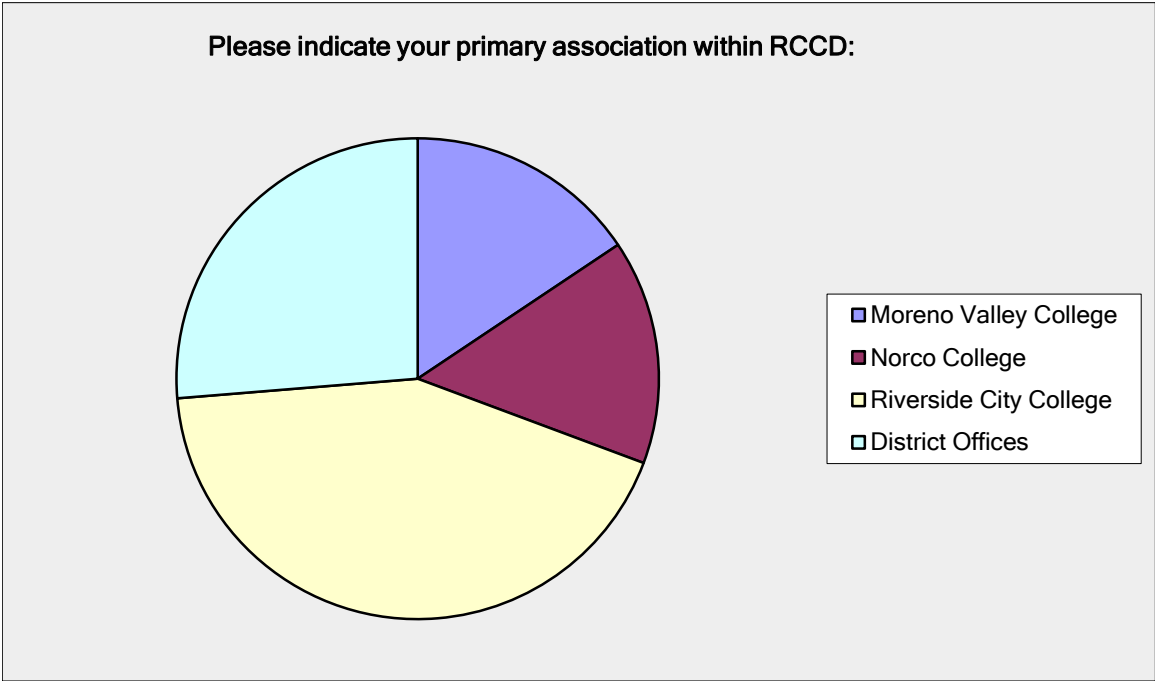
Please indicate your primary association within RCCD:

- Moreno Valley College
- Norco College
- Riverside City College
- District Offices

Please rate your overall satisfaction with Information Technology services offered in the Riverside Community College District (5 = very satisfied; 1 =		
Answer Options	**Response Percent**	**Response Count**
5	16.7%	31
4	39.2%	73
3	27.4%	51
2	12.4%	23
1	4.3%	8
no opinion	0.0%	0
	answered question	186
	skipped question	8

Please rate your overall satisfaction with Information Technology services offered in the Riverside Community College District (5 = very satisfied; 1 = unsatisfied):

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Please offer any other comments on technology at RCCD.

Response

There needs to be more technology available to students, specifically computers. Certain classes require lab hours and there is not enough space/computers for students to fully utilize this time. More computers and programs are needed to fulfill student learning outcomes completely.

services other than the slowness of the system I'm offsite

There are too many technology factions here at the riverside campus, the infrastructure needs to be more comprehensive and actually listen to the needs of the user. Instead, management seems to only take into consideration either what they have been sold or they listen to only one person instead of making an informed decision.

I have been forced to use my own computer laptop at work with budgetary restraints as the primary reason for not providing a computer to meet the needs of my position.

Training on the programs we use every day would be valuable.

I feel the the IT department should better inform the departments when we request quotes on equipment. We don't necessarily know what is the best computer, printer or company to use and my expectation is that they will guide us in the appropriate direction not for the cheapest piece of equipment but for quality as well.

The staff at the help desk and the techs that service the computers are outstanding. There is not enough of them to meet the demands. Our software and hard ware are not upgraded often enought. There is not enough access to a variety of software, and there is no training on software to speak of. The servers are over-burdened, out of date and too slow given all they have to process.

I consider it essential that all electronic hardware and software that is purchased by the district and/or colleges be compliant with section 508 of the rehabilitation act. The more we use technology to access instructional and work materials, the more critical it becomes that students and staff/faculty with disabilities be able to access those electronic technologies independently (i.e., without depending on another person's help). Adherence to section 508 standards will aid in providing a more universally designed infrastructure that is inclusive of as many individuals as possible.

They should implement a Rush Service

I believe that the IS staff is doing a great job given the equipment and money they are given to perform their jobs but there can definately be an improvement concerning the outdated equipment, lack of training. Some of the computer equipment that the students use is way better than the IS staff.

Staff training workshops on how to use new software programs would be much appreciated.

Norco's college computer systems and technology is in good shape. However, as part of technology, the college phone service and land line is at it's worst and should be upgraded.

No visible long-term strategic planning, anticipation of future user needs, limited support for non-desktop issues, inadequate bandwidth, inadequate use of video conferencing/desktop web conferencing, limited support for non-Windows operating systems, limited support for servers outside IS core area.

I feel that if there were more full time computer support staff on this campus response time would be better. There has been an increase in computers/equipment, however, there hasn't been an increase in personnel .

IT staff does what they can but are not staffed well enough for the issues that arise which cause an unnecessary waiting time. Datatel has alot of quirky issues which makes it user un-friendly. When building new buildings it is not taken into consideration what the staff IT needs are, there needs to be a standard set up for each staff work station that must be met.

Generally speaking, I think the service is great. There are times, though, when things don't get left quite like they were found when IT has been in to serve. I also think some of their processes need improvement. Like whether an issue is Micro or Network, and they don't talk to each other.

The MVC IT staff is very dependable and courteous.

Focus on distributing services equally to all three campuses.
District-provided software licenses for essential applications.
Improve Network and Software Development departments.
Easier access to wireless network.

All computers need to back up automatically. IT needs to share "how to" info via email on a regular basis. Most people still don't back up their computers.

RCCD needs to get updated with technology.

Our IT personnel are awesome, but they can only do so much given the demands placed on them. Technology needs escalate on the Moreno Valley College Campus and the IT staff is asked to do more and more as a result. Thought must be given to upgrades and increasing the number of staff to accomodate growth and change.

When there is a new updated system there should be an in house district training for all learning win 7 has been by trial and error and still learning. I did not ask for training not wanting to stand out but it should be offered incase people need it. maybe it is offered and we just don't hear about it.

As I work in the IMC, all my IT issues are taken care of in-house. This is what I am referencing in my survey responses. In general I consider the District IT environment a mish-mash of various departments with diverging agendas, uncertain roles, and a lack of clear direction. This makes it difficult when trying to develop new media technologies and uses.

Micro Support is outstanding in its support of staff functions

I have not ever had any problems in this area everyone who comes to fix anything has been great!

This survey was very IT based and technology encompasses much more. Also, services that IT provide are not the same as say the IMC. Repair times differ between the two departments. IT does not provide assistance in classrooms during teaching times when instructors need the most help. These are easy calls but are much needed. And training needs to be provided for everyone including staff, faculty and administration. I see faculty training but I haven't seen much for staff.

Departmental training budgets are non-existent, from what i can see, especially in these bad budget cut times.

District should have each user's data on servers, not on the computer. We are forced to backup our own data. No software or training provided for this.
Wireless speeds are not adequate.

Fix Datatel / Web Advisor issues! If we can't register students quickly and accurately, why should they keep coming here?!

IT staff are outstanding considering the tiny budget they have to work with. They need a significantly larger budget and more appreciation.

Datatel and WebAdvisor are what I use on a daily basis. There is very little or no support from the department that is responsible for managing and maintaining Datatel. Too often have legitimate concerns/issues been neglected because of the lack of concern of the staff (and management) in Information Services. The fact of the matter is that students and student services are drastically hindered because of the lack of functionality of Datatel and WebAdvisor and the attitude from that department is "if the student can't figure it out, maybe they shouldn't be in college".

The district website is an embarrassment and needs to be completely redesigned. Any new student or an alumnus would not know where to innitially click on to begin the process to become a student. Alumni often struggle navigating the site and often cannot complete simple tasks such as ordering a transcript or acquiring a course description.

Much of the website is unkept which results in misleading or wrong information to our community (students, prospective students, alumni, staff etc.).

There needs to be one central location for students to get help with all technology services on campus. To subcontract with 3rd party vendors doesn't solve most of the issues as they do not have access to student files/information.

Also, training needs to come from the I.S. department. They have a train the trainer policy and that's not effective. Once they train the designated person in a specific department they wash their hands of it. It should be the job of I.S. to not only train, but to keep up the manuals up to date since THEY are aware of changes/upgrades to the system. This also ensures their familiarity with the procedures and if all the rules, pointers etc are functioning well.

Bottom line -there is too great of a disconnect between Info Services and Student Services. They need to really know and understand their consumers (students) and their needs.

Riverside Community College District – IT Audit
January 28, 2011 – Version 1.0

Fix WebAdvisor. It is embarrassing that this problem has persisted this long. I'm surprised that students don't enroll in another college.

There should be a way for me to access files from home when I need to do some extra work.

Make getting wireless access easier. When I travel I often use the wireless access that the hotel provides and I have never had as much trouble as I did getting wireless access here. Even Motel 6 is better.

Colleges should be on the cutting edge of technology. We haven't changed in 10 years. Everything looks and acts the same.

Datatel is horrible & Web Advisor is WORSE!!! Please provide Information Services staff to be housed at each college.

Bad connections with phones

We are behind in Technology, We are behind in providing upgraded equipment, We are behind in our software, R25 is a joke as well as Datatel. Bluebird and Hershey are not compatible why did we spend money are software that has poor track records and expensive to the district.

Need to decentralize this department and provide each campus with their own server and staff to support the needs on each college. Network response is very poor on the MVC, however, our IT gentlemen are fantastic. I have been in the computer industry for over 45 years if IBM ever ran any of their departments like the managers in RCC Information Systems they would have been fired. Why do we have to keep putting money into consultants, taking surveys and nothing gets accomplished to the Users and the staff......hopefully, the money spent on these consultants will not be money wasted and down the drain.....all of the users of Datatel are pretty fed up with this system not working every semester.....we are still in doubt this will accomplish anything in this district. Changes need to be made and made immediately, we are light years behind in technology and training!

I find that the IT staff have been very helpful in answering questions, and helping me through troubleshooting problems. They are polite and efficient.

Technology is outdated. There is no electronic workflow process, intranet has not been promoted enough and no training. Secutiy is lacking, backup of email is limited, etc. We order our own equipment. IT does provide quotes but leaves everyone on their own. No system or planning for replacements...we have to work that into our budgets and keep track on our own. IT has had to work with limited resources and lack of professional resources. Many departments have no or little IT support.

We need to look at technology from the students' stand point and make sure that we are at industry levels with what we provide. If we're going to continue to put services on the web we need to be sure they are easily accessed and intuitive in nature.

With Webadvisor and the College Cards constantly not working, I feel, we are on the verge of losing out to other more competent colleges. I can really say that I am downright ashamed of my employer each and every time Webadvisor is down. And not because it is down here and there. Because it is VERY consistent. It is always when the students need it the most.

Staff seems to be the last to get upgrades on anything.

I am very satisfied with our technology at RCCD. Our staff is very knowledgable, responsive and forward thinking. The technology needs of my area are being met on a daily basis. We are able to do our jobs in a very effective and efficient manner. Technology downtime is very, very minimal. A better intranet is needed and the ability to use electronic forms with electronic signatures is essential for the future.

Will we be surveyed on Media Services support, equipment and technologies of the IMC? I feel there is more to technology than just IT

Please keep in mind that as we increase the technology infrastructure, the heat loads also increase. Some air conditioning units can not support the increase in heat load. I am not sure if this has been considered in the study.

Datetel and WebAdvisor are always "crashing" during registration and IS does nothing about it. It has been that way for years. This causes stress for staff, faculty, and students. We need to urgently fix this issue because some students do not have access to transportation at all times, faculty don't have access to their rosters and ect, and staff have to work twice as harb by processing various forms that would not have to be processed if the system worked properly.

Each college should have their own IT department, focusing specifically on maintaining faculty/staff computers & software, training & help desk functions. However, all other aspects of Information Services should remain centralized district-level functions.

In the lower technology field we have waited nearly six months for plumbing repairs in the Physical Science Building.

Excellent support all around!

IT Helpdesk services staff provide excellent assistance/support, however, the wait time for problems to be addressed is sometimes too long and this impedes getting work done efficiently. Needed training is not offered/made available. Computer and cable connections to the System Office are old, obsolete and slow.

Would like to see our websites more mobile phone friendly. We need more IT staff.

This Survey does not take into account that Information Services is broken into several extremely different sections. Each section of "Information Services" is so far from being one department that each section should be considered its own department. Many people don't realize that the "Help Desk" only turns requests into work orders. That's all they are "supposed" to do. "Network Support" only deals with behind the scenes server side things. "User Support" only deals with Datatel questions and training. "Phones" only deals with phones and caballing. "Microcomputer Support" deals with everything else. If people where asked how they felt about each section of "Information Services" I sure there would be an extreme difference in results. I think this survey needs to be totally re-written to cover each section of "Information Services" to truly know what's going on.

Our college wants to be the front runner for technology, yet they refuse to put money into keeping it fresh. No student portal, and a very rude, unfriendly IT team that has made us show numerous examples if we see a problem crop up with our system. They argue with us about errors we see as if we are not bright enough to detect an error. They get upset with us to the point of not returning phone calls and emails, and thier supervisor, Mr. Rick Herman is the worst manager I've ever seen. He only allows his staff to answer and or help us if he determines that it is a true problem. I was actually asked by one of his staff members once if I was sure I had money in my account-this was after several students said they couldn't pay over our phone system but it worked through WebAdvisor. I tested it and the same thing happened to me. I explained this and the person's response was "well, payments are going through...you sure you have money in your account?" Finally after he was convinced that I was not just being dumb, he found out that our reg system wasn't taking any credit cards with an expiration date past 2009. This is a typical response from this department. It makes for a very stressful workday.

There must a clean difference between the Helpdesk and Support Staff, they are two separate entities.

During heavy registration time and the first weeks of classes my computer slows down and that is a time that I am busy. It is fustrating to have to wait while my computer goes to the next screen.

The answers I have supplied for you are based on the fact the I am a library employee. I have worked for the library for many years. We have our own IT staff (this done not include IMC) and it would be a hardship for the district to strip or take away any of these wonderful IT employees that each applyed for these positions and placed IN THE LIBRARY in 2003+. To take them away from their positions in the library that we/they are so needed on a daily basis. If you were to come and spend a day in the library at the computer support desk you would know that we are NOT just a help desk. We assist 100's of students per day as well as staff and faculty needs.

Need to develop electronic workflows to reduce/eliminate intercampus mail of forms.

Move IT services and support to the colleges so they can have some independence from the district

Increase the amount of on-demand training and publish the services and software available for the employee

Overall Info Technology and equipment is good to great, EXCEPT during registration. During registration you never know what, if anything is going to work. Please fix this.

New computers, printer support for faculty members and trainers, needed.

IT is not positioned to be a solid enough partner with non- student services operating departments. They provide adequate support and have great staff but they are not equipped to provide "cadillac" services via the automation of a multitude of services outside of support to faculty and student services. Also, the marriage to RCOE and the galaxy system and the datatel system seem to create unecessary inefficiencies. Seems like a district this size should be able to manage its own payroll system.

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Riverside Community College District

Information Technology Audit

Major Findings, Recommendations and Roadmap

February 22, 2011

IT Audit Summary Report

Agenda

1. **Methodology**

2. **Current Landscape**

3. **Major Success Factors**

4. **High-level Findings & Recommendations (by area)**

5. **Roadmap**

Methodology

- RFIs, review of provided documents
- Stakeholder interviews (approx. 50)
- Focus groups and open forums (approx. 10)
- Online survey last September; good sampling

RCCD IT
Customer Satisfaction

Governance

Academic Systems

Administrative Systems

Technical Infrastructure

Physical Infrastructure
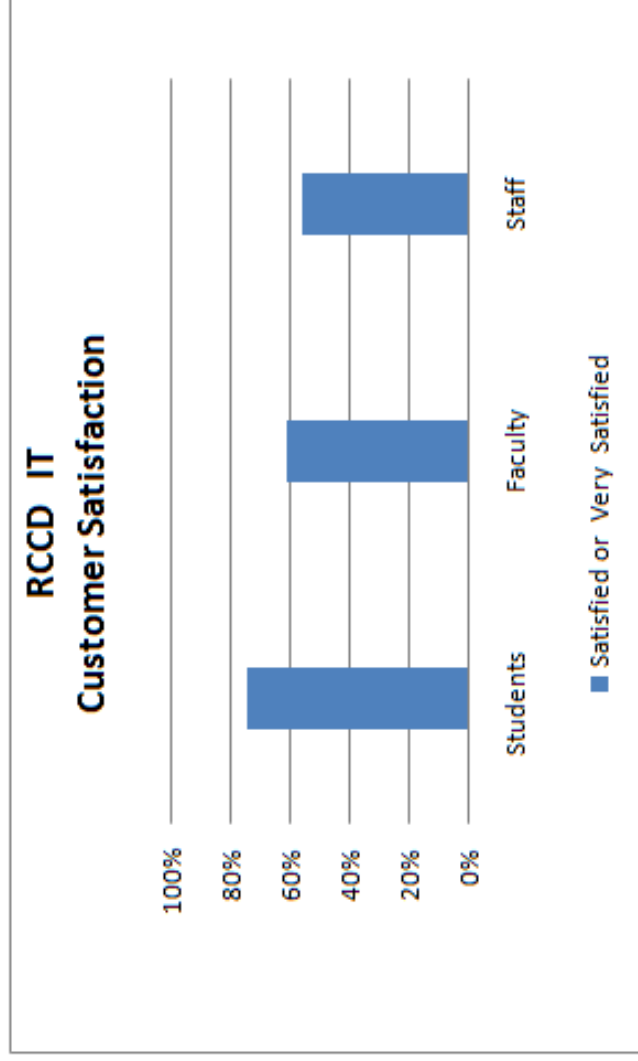
Operations

Technology Infrastructure & Services

4

Current Landscape

- **Excellent participation and cooperation**

  - Evident that people are staking improved conditions on the outcome of the audit

- **Definite recurring themes**

  - Budget cutbacks have created hardships

  - Empathy for IT service departments

  - Parity in technology and services among departments and colleges

  - Nearly unanimous call for centrally funded equipment refresh

  - WebAdvisor performance impacts student service staff

- **People focused on basic needs**

  - Difficult for people to make visionary statements when so much energy has been around break/fix

- **The IT organization has become a sprawling set of entities that need well-defined processes and practices**
  - Predictable services/measurable outcomes

- **The district has not appropriately funded technology lifecycles critical for success**
  - Deferred maintenance and need for system upgrades have reached a critical level

- **District IT needs to facilitate involvement from the colleges to articulate how services are delivered**
  - Moving from gatekeeping to enabling
  - Customer focused and service oriented

- **It's not time for a new ERP system**
  - District gets good value in best-of-breed approach

Bottom Line

Findings

- Some equipment rooms not to industry standards

- Draft standards not adopted

Recommendations

- Combination mesh/star topology

- Upgrade approx. 20 telecom rooms

- Adopt a formal standards document

- Fiber connectivity between campuses

IT Physical Infrastructure

Server Rooms/ NOCs

- **Findings**
  - IT equipment spread across three locations
  - Space-constrained and improper conditions

- **Recommendations**
  - Consolidate data center operations at RCC
  - Address immediate expansion needs in Digital Library
  - Existing NOCs for local needs only
  - Moreno Valley NOC as secondary site for disaster recovery

Data Network

Findings

- Much of equipment (wired and wireless) is end-of-life

- Single points of failure

- Bandwidth issues with ed. centers and backup circuits

Recommendations

- Replace majority of local area network

- Dual-home all switches

- Procure application performance mgmt tools

- Upgrade wireless network (802.11n)

- Increase backbone to 10 gigabit

- Increase size of wide area network backup circuits; implement QoS

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Voice Infrastructure

Findings

- PBX equipment is 20-year-old technology
- No phones in classrooms
- IP phones require upgraded network
- Emergency phones at MVC out of service

Recommendations

- Upgrade aging phone system; conduct detailed requirements discovery/specification
  - Upgrade vs replace
- Add phones in classrooms
- Use IP voice and fiber optics for emergency phone monuments

Systems Infrastructure

- **Findings**
  - No standard architecture or platforms
  - Mix of storage arrays

- **Recommendations**
  - Virtualize 50% of physical servers
  - Upgrade to enterprise-class storage arrays
  - Warm-site failover at MVC (incl. Datatel)

Enterprise Applications – Datatel
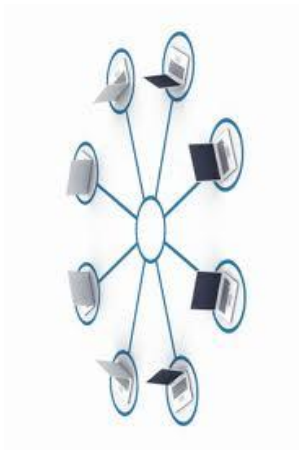
Findings

- General satisfaction with Datatel/WebAdvisor platforms

- WebAdvisor performance suffers from custom code and transaction volume

- Interface to Galaxy is limited

- Reporting is a weakness

Recommendations

- Continue using Datatel for time being

- Use third-party resource to evaluate customizations and impact to transaction processing

Enterprise Applications – Other

- **Findings**
  - Admin email is effective, student email is not
  - Current web development platforms are not modern
  - Finance users love Galaxy support; needs better integration
  - Needs better integration to Datatel (middleware)

- **Recommendations**
  - Continue best-value approach to enterprise apps
  - Implement single-sign-on (SSO) technology
  - Solve email account activation policies with Microsoft
  - Leverage SharePoint for web presence and intranet
  - Rollout document imaging to Finance and HR
  - Re-implement R25 scheduling software

Audiovisual and Instructional Media

- **Findings**
  - Projectors are beyond expected lifespan
  - Separate repositories for streaming media content
  - No strategic plan for AV technology and refresh
  - Rich media and video production growing fast

- **Recommendations**
  - Budget for standardized refresh of AV technology
  - Unify approach to media content creation and distribution
  - Implement a network-based AV management platform
  - Continue to prioritize video conferencing technology

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IT Organizational Structure
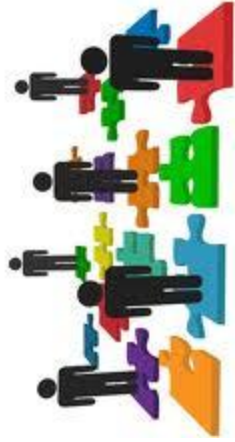
Findings

- Five IT service delivery groups

- College techs have limited system access

- Meetings with colleges on district initiatives are rare

Recommendations

- Restructure Instructional Media (IMC) units under district IS

- Centralized microcomputer support

- Add application support/analyst at each college

- Reinstitute academic dean of online education

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IT Shared Governance

- **Findings**
  - Colleges have Technology Plans; District does not
  - Technology advisory committees insufficiently inform planning processes

- **Recommendations**
  - Create district-wide governing bodies focused on functional areas, not locality
  - Information Services role is to staff the committee process
    - researching cost/benefit
    - identifying funding sources
    - providing consistent approach to project initiation
    - keeping community informed

16
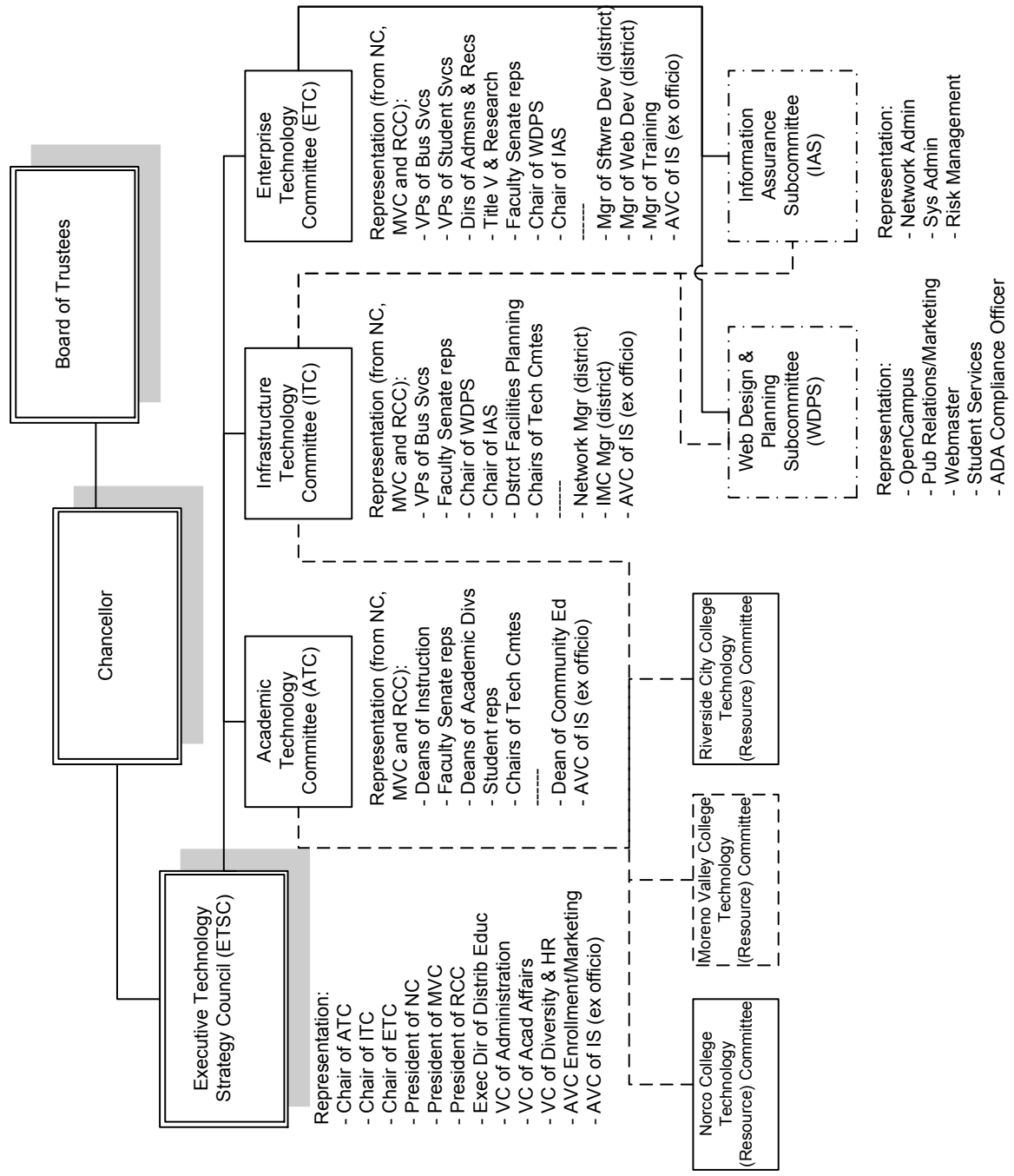
IT Operations

Findings

- Services not provided uniformly

- Colleges want independence

- No formal IT refresh program

- Only $^1/_3$ of faculty and $^1/_2$ of students satisfied with support

- Training of staff cited as top issue

- DR strategy not comprehensive

Recommendations

- Create an IT service catalog; define service level agreements

- Measure performance

- Enhance asset lifecycle management and incident response

- Pursue a cost-recovery model

- Shift from asset protection to customer satisfaction

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Physical Security

Findings

- No standards
- No backup or failover capability
- Distributed monitoring and contracts
- Security equipment in shared spaces

Recommendations

- Create Security master plan and Security governance committee
- Implement "layered" security
- Upgrade District Command Center
- Isolate security IDFs and restrict access

Roadmap

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Feb 2011	Oct 2011	Jan 2012	Jun 2011	Dec 2012

Priority 1 (*1 to 9 months*)

PI: 3 items
Net: 6 items
Apps: 4 items
Org: 5 items
Sec: 2 items

Priority 2 (*9 to 18 months*)

PI: 3 items
Net: 3 items
Sys: 3 items
AV: 2 items
Apps: 3 items
Ops: 6 items
Sec: 3 items

Priority 3 (*12 to 24 months*)

PI: 2 items
Net: 1 items
Sys: 4 items
AV: 2 items
Apps: 1 item
Ops: 1 item
Sec: 2 items

Priority 4 (*indefinite*)

PI: 1 item
Apps: 1 item
Ops: 2 items

PI = Physical Infrastructure
Net = Data/Voice Network
Sys = Systems Infrastructure
AV = Audiovisual
Apps = Enterprise Applications
Org = IT Org Structure and Governance
Ops = IT Operations
Sec = Physical Security

Roadmap – Priority 1: next 1 to 9 months

▲ = mandatory/fundamental

ACTION	ROM COST
▲ Engage third-party resource to evaluate Datatel tuning	$20,000
• Clarify student email account policies with Microsoft	$0
▲ Repair emergency phones at MVC	funded
• Update NOC plans based on technical issues in peer review	$75,000
▲ Implement backup and failover for physical security systems	$80,000
• Rollout Hershey document imaging to Finance and HR (third party scanning)	$35,000
▲ Local Area Network (LAN) upgrades	$4,000,000
▲ Wide Area Network(WAN) circuit upgrades	$65,000 ($120,000 recurring)
• Wireless 802.11n network upgrades	$520,000
• Application performance management tools	$200,000
▲ Voice system (unified comms) requirements study/specification	$50,000
• Upgrade NEC PBXs (Option A from requirements study)	$380,000 (option)
▲ Adopt formal IT infrastructure standards document	$20,000
• Expand into RCC Digital Library server room as needed	$
• Establish backup Datatel system at MVC	$7,500

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Roadmap – Priority 1: next 1 to 9 months (cont.)

ACTION	ROM COST
▲ Restructure college IMC units under District IS	$0
▲ Centralize microcomputer and systems support for Digital Library under District IS	$0
▲ Add application support/analysts at each college A&R office	(2 FTE w/ben $150,000 recurring)
▲ Add academic dean of online education	(1 FTE w/ben $85,000 recurring)
▲ Charter four new shared governance committees	$0

Roadmap – Priority 2: next 9 to 18 months

ACTION	ROM COST
▲ Upgrade approx 20 telecom rooms	$420,000
• Pursue option for dark fiber connectivity between campuses	$7,200 (recurring monthly)
▲ Complete existing NOC plans at Norco and Moreno Valley colleges	funded
▲ Establish MVC NOC as DR site for District operations, architect for warm-site failover	$60,000
• Create college-specific domains in Active Directory structure	$0
• Establish HA clusters for Exchange and SQL with additional nodes at MVC NOC	$40,000
▲ Replace end-of-life AV equipment (projectors)	$500,000
• Implement network-based AV management platform	$180,000
▲ Replace VPN concentrator	$110,000
• Replace NEC PBXs (Option B from requirements study)	$3,300,000 (option)
• Add phones in classrooms	incl.
• Evaluate Moodle as new hosted and managed LMS platform	$0
• Replace Adobe Contribute with SharePoint as web CMS	$
• Re-implement R25 at major release; conduct feature study prior	$17,000

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Roadmap – Priority 2: next 9 to 18 months (cont.)

ACTION	ROM COST
▲ Create an IT service catalog and define service level agreements	$0
• Implement mechanism for measuring and reporting IT Operations outcomes	$0
• Leverage Footprints Help Desk to enhance inventory reporting and incident analytics	$0
▲ Create and fund computer refresh model	$1,000,000 recurring
• Establish centralized training program governed by new Enterprise Tech Committee	$0
• Facilitate a business continuity initiative and develop a DR strategy/plan	150,000
▲ Create physical security Master Plan	$80,000
▲ Create Security Governance Committee	$0
• Implement "layered" security measures throughout District	
• RCC	$800,000
• MVC	$750,000
• Norco	$750,000
• District Offices	$250,000

Roadmap – Priority 3: next 12 to 24 months

ACTION	ROM COST
Upgrade conduit and building feeds to mesh/loop topology	funded
▲ Consolidate data center operations at RCC	
• Option A: Build new annex at MLK	$1,720,000
• Option B: Expand Digital Library Server Room	$1,460,000
• Option C: Build into planned IS space in renovated Physical Science Bldg	funded
Virtualize 50% of physical server environment with 10:1 ratio	$210,000
▲ Upgrade enterprise-class storage arrays, single management platform	$180,000
Implement VDI for computer labs	$1,500,000
▲ Implement single sign-on technology	$0
Consolidate to single platform for AV media content creation and distribution	$200,000
▲ Upgrade District security command center and satellite locations	$200,000
▲ Isolate security equipment rooms and restrict access	incl.
Perform minor upgrades and promote video conferencing for intra-District meetings	$50,000
Unify help desk and extend service hours during registration periods	$0
Centralize procurement of desk and mobile phones	$0
Revisit Datatel SIS platform decision	TBD

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Roadmap – *Priority 4: indefinite*

ACTION

ROM COST

- Pursue cost-recovery model to charge back services

  $0

- Reduce copper feed pairs during infrastructure upgrades and renovations

  $0

- Continue best-value approach to enterprise apps

  $0

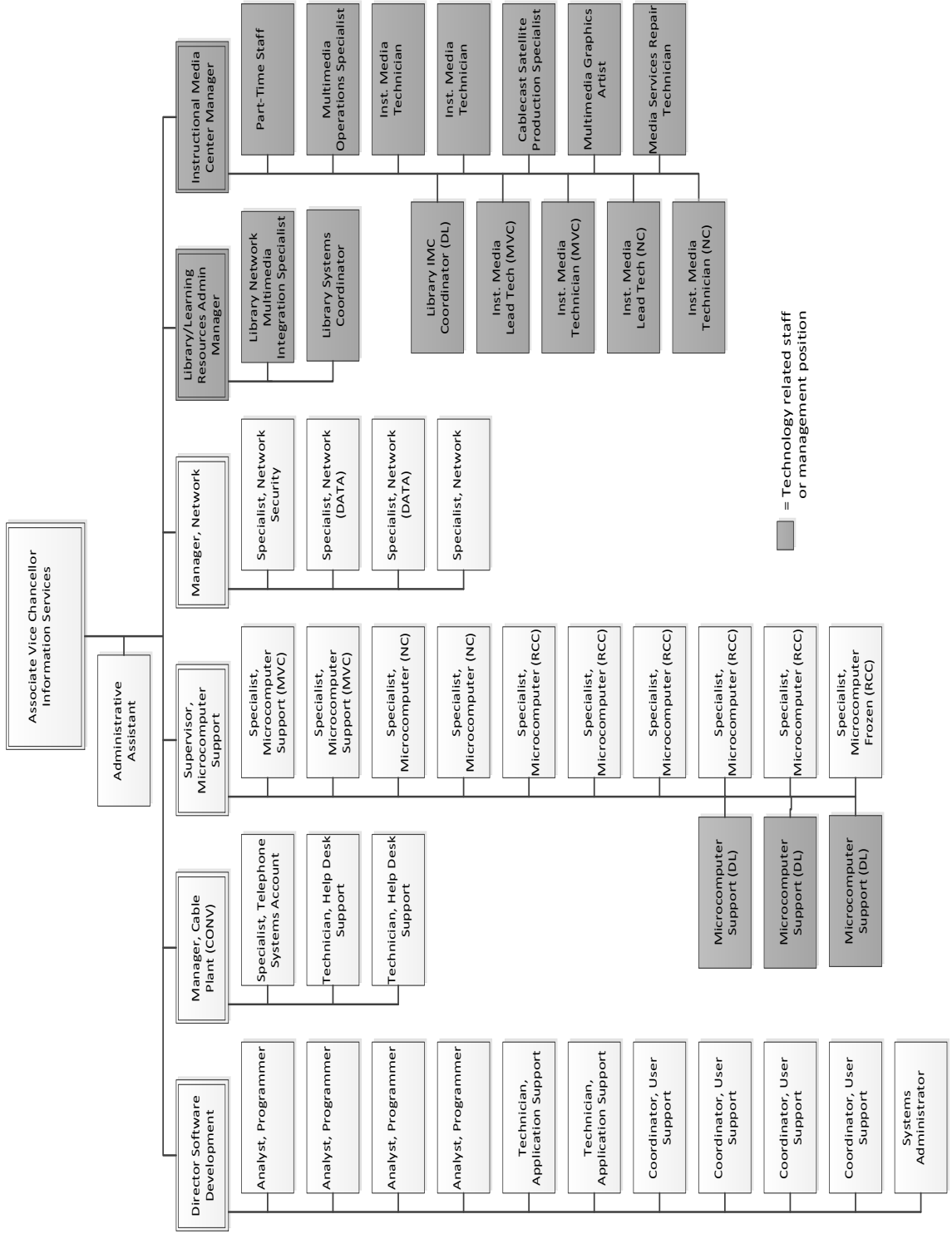▲ Establish operating principles for IT focused on customer satisfaction

  $0

Q & A

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Associate Vice Chancellor Information Services

Administrative Assistant

Director Software Development
- Analyst, Programmer
- Analyst, Programmer
- Analyst, Programmer
- Analyst, Programmer
- Technician, Application Support
- Technician, Application Support
- Coordinator, User Support
- Coordinator, User Support
- Coordinator, User Support
- Coordinator, User Support
- Systems Administrator

Manager, Cable Plant (CONV)
- Specialist, Telephone Systems Account
- Technician, Help Desk Support
- Technician, Help Desk Support

Supervisor, Microcomputer Support
- Specialist, Microcomputer Support (MVC)
- Specialist, Microcomputer Support (MVC)
- Specialist, Microcomputer Support (NC)
- Specialist, Microcomputer Support (NC)
- Specialist, Microcomputer Support (RCC)
- Specialist, Microcomputer Support (RCC)
- Specialist, Microcomputer Support (RCC)
- Specialist, Microcomputer Support (RCC)
- Specialist, Microcomputer Support (RCC)
- Specialist, Microcomputer Frozen (RCC)
- Microcomputer Support (DL)
- Microcomputer Support (DL)
- Microcomputer Support (DL)

Manager, Network
- Specialist, Network Security
- Specialist, Network (DATA)
- Specialist, Network (DATA)
- Specialist, Network

Library/Learning Resources Admin Manager
- Library Network Multimedia Integration Specialist
- Library Systems Coordinator
- Library IMC Coordinator (DL)
- Inst. Media Lead Tech (MVC)
- Inst. Media Technician (MVC)
- Inst. Media Lead Tech (NC)
- Inst. Media Technician (NC)

Instructional Media Center Manager
- Part-Time Staff
- Multimedia Operations Specialist
- Inst. Media Technician
- Inst. Media Technician
- Cablecast Satellite Production Specialist
- Multimedia Graphics Artist
- Media Services Repair Technician

= Technology related staff or management position

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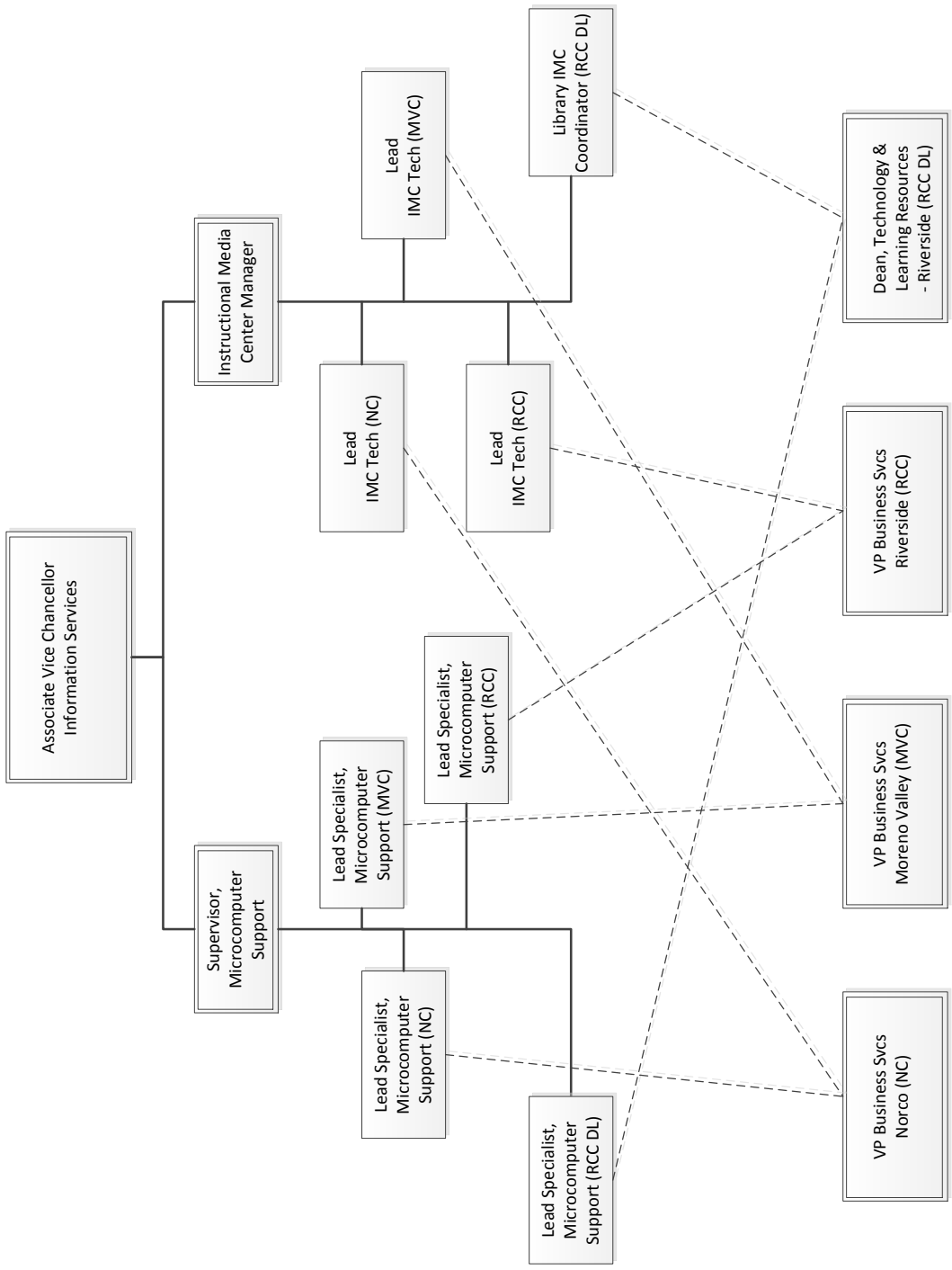
RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   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.

The Chancellor recommends approval for the following appointments:

a. Management

<u>Name</u>	<u>Position</u>	Effective <u>Date</u>	Salary <u>Placement</u>
NORCO COLLEGE			
Gustavo Oceguera	Associate Dean, Grants & College Support Programs/ Project Director	02/23/11	V-3

b. Contract Faculty

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Discipline</u>	Effective <u>Date</u>	Salary <u>Placement</u>
MORENO VALLEY COLLEGE			
VISITING INSTRUCTOR			
Cynthia Ovard	Dental Assisting	02/11/11	C-3
RIVERSIDE CITY COLLEGE			
VISITING ASSISTANT PROFESSOR			
Valerie Merrill	Mathematics	02/11/11	C-6

d. Coordinator Assignments, Academic Year 2010-2011
    Revisions/additions to the list submitted/approved by the Board of Trustees on June 15, 2010.

<u>Name</u>	<u>Activity</u>	<u>Effective</u>	<u>Stipend</u>
Carol Farrar	Honors Coordinator, Norco	07/01/10 to 11/16/10	$1,735.89 (revision)
Lyn Green	Honors Coordinator, Norco	11/17/10 to 06/30/11	$3,136.11 (addition)

<u>Subject</u>:   Academic Personnel

> e. Department Chairs 2010-11 Academic Year
>   Revisions/additions to the list submitted/approved by the Board of Trustees on June15, 2010.
>
>   NORCO COLLEGE
>
> | <u>Name</u> | <u>Department</u> | <u>Stipend</u> |
> |---|---|---|
> | Carol Farrar | Chair, Social and Behavioral Sciences | 35.63% ($1,899.79) (revision) |
> | Peter Boelman | Chair, Social and Behavioral Sciences | 64.37% ($3,432.21) (revision) |
> | Alexis Gray | Asst Chair, Social and Behavioral Sciences | 0% (addition) |

> f. Extra-Curricular Activities, Academic Year 2010-2011
>   Revision/additions to list submitted/approved by the Board of Trustees on June 15, 2010.
>
> | <u>Name</u> | <u>Activity</u> | <u>Effective</u> | <u>Stipend</u> |
> |---|---|---|---|
> | Jose Ortega | Assistant Softball Coach (100%) | 2011 Season | $3,898.00 |
> | Kristina Webb | Assistant Softball Coach (50%) | 2011 Season | $1,949.00 |
> | Emmett Mayne | Assistant Baseball Coach (100%) | 2011 Season | $3,898.00 |
> | David Nelson | Director, Theater | 02/14/11 | $1,789.00 |

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

    In compliance with Education Code Section 87470, the contract of the employees listed below will not be renewed for the 2011-12 academic year, and notice will be sent accordingly.

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Daniele Ramsey	Counseling (STEM)	Riverside City College
Garth Schultz	Counseling (STEM)	Riverside City College
Silvia Trejo	Counseling (STEM)	Moreno Valley College

3. Salary Placement Adjustment

    At their meeting of January 25, 2011, the Board of Trustees approved the appointment of the following faculty member. The employee has provided appropriate verification of experience and/or coursework completed that will affect her salary placement.

    It is recommended the Board of Trustees approve the adjustment of salary placement for the faculty member listed below, effective during the spring semester 2011.

<u>Name</u>	<u>From Column/Step</u>	<u>To Column/Step</u>
Vivian Harris	F-5	F-6

Report No.: V-A-1-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Academic Personnel

4. Recommendation Not to Reemploy – Educational Administrators in Categorically Funded
    Positions

    In compliance with Education Code Section 87470, the contract of the employees listed below
    may not be renewed for the entire 2011-12 academic year. Their employment may end on the
    effective date listed below, and notice will be sent accordingly.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
William Vega	Activity Director, CCRAA Hispanic Serving Institutions	06/30/2011
Maureen Chavez	Associate Dean, Grants and College Support Programs	09/30/2011
Jeanette LaPorte	Project Director, FIPSE Grant	09/30/2011
* Gustavo Oceguera	Associate Dean Grants and College Support Programs	09/30/2011
* Kevin Fleming	Associate Dean, Career and Technical Education	09/30/2011

5. Recommendation Not to Reemploy – Temporary Employees

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

    It is recommended the employees listed below not be reemployed and the Board of Trustees
    authorize the Chancellor or his designee to send a notice of non-reemployment for the 2011-12
    academic year.

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Stephanie Canfield	Nursing	Riverside City College
Gina Harold	Nursing	Riverside City College
Cynthia Ovard	Dental Assisting	Moreno Valley College
Valerie Merrill	Mathematics	Riverside City College

<div align="right">**AMENDED***</div>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Classified Personnel

1. Appointments

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

    a. Management/Supervisory

<u>Name</u>	<u>Position</u>	Effective <u>Date</u>	<u>Salary</u>	<u>Action</u>
NORCO COLLEGE				
Maria Gonzalez	Director, Student Financial Services	03/14/11	V-1	Appointment

    b. Management/Supervisory – Categorically Funded

NORCO COLLEGE				
*Julieta Mendez	Director, Upward Bound	03/07/11	R-1	Appointment
*Eva Amezola	Director, Upward Bound	03/14/11	R-1	Appointment

    c. Classified/Confidential

<u>Name</u>	<u>Position</u>	Effective <u>Date</u>	<u>Salary</u>	<u>Action</u>
MORENO VALLEY COLLEGE				
*Cassandra Hunter	Administrative Assistant I (Part-time, 48.75%) (Instruction)	03/01/11	E-1	Appointment
NORCO COLLEGE				
Vanessa Acosta	Admissions and Records Operations Assistant (Part-time, 48.75%)	02/23/11	C-1	Appointment
Joshua Cords	Computer Laboratory Assistant (Part-time, 47.5%)	02/23/11	G-1	Appointment
Brandy Robb	Computer Laboratory Assistant (Part-time, 47.5%)	02/23/11	G-1	Promotion
Cecilia Rodriguez- Ramirez	Admissions and Records Operations Assistant (Part-time, 48.75%)	02/28/11	C-1	Appointment
Jared Storar	Custodian (Part-time, 47.5%)	03/01/11	C-1	Appointment
*Jennifer Valencia	Assistant Cashier/Clerk (Part-time, 48.75%) (Admissions and Records)	02/28/11	G-1	Appointment
RIVERSIDE CITY COLLEGE				
(None)				

Report No.: V-A-1-b   Date: February 22, 2011

Subject: Classified Personnel

1.   Appointments (Continued)

      d.   Classified/Confidential – Categorically Funded

| | | Effective | | |
| Name | Position | Date | Salary | Action |

      NORCO COLLEGE
        Jacquelynn Warren   Admissions and Records Operations   02/28/11   C-1   Appointment
                            Assistant (Part-time, 48.75%)

2.   Request for Permanent Increase in Workload

      It is recommended the Board of Trustees approve the permanent increase in workload for the
      following employee. The request has the approval of the Dean, Public Safety Education & Training
      Department PSET (Moreno Valley College), and will be effective January 3, 2011:

| Name | Title | From Workload: | To Workload: |
| Barbara Williams | Clerk Typist | 40% | 48.75% |

3.   Request to Adjust Effective Date of Employment and Salary Placement

      On January 25, 2011 the Board of Trustees approved the appointment of Angelo Jackson, Officer,
      Safety & Police – Moreno Valley College, with salary placement at Grade N, Step 1and effective
      February 14, 2011. It is recommended the Board of Trustees adjust the February 14, 2011 effective
      date to reflect February 28, 2011 and adjust his salary placement to Grade N, Step 2.

4.   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:

Name	Title	Leave Type	Retroactive to:
Akins-Bratton, Malika	Information Support Operator	CFRA/FMLA	01/07/2011
Arellano, Martha	Human Resources Analyst	CFRA/FMLA	02/04/2011
Chambers, Ann	Administrative Assistant II	CFRA/FMLA	01/03/2011
Hanohano, Hanalei	Athletic Field Caretaker	CFRA/FMLA	01/19/2011
Morales, Jesus	Custodian	CFRA/FMLA	02/11/2011
Parra, Carmen	Student Employment Personnel Specialist	CFRA/FMLA	02/01/2011

Report No.: V-A-1-b   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Classified Personnel

5.   Elimination of Position Due to Lack of Funds

Board Policy and Administrative Procedure 7110 authorizes the Vice Chancellor, Diversity and
Human Resources, to perform personnel actions, subject to final approval by the Board of Trustees.
The position below is no longer needed due to lack of funds.

It is recommended the Board of Trustees approve the reduction in staffing through the elimination of
this position, effective at the end of the work day on March 23, 2011. The employee has bumping
rights into a lower level position which they formerly held within the District and will be placed on the
39 month reemployment list for the position currently held.

<u>ELIMINATION OF POSITION DUE TO LACK OF FUNDS</u>

<u>Position Title</u>   <u>District/College</u>
Executive Administrative Assistant   Riverside

<u>PLACEMENT ON 39-MONTH REEMPLOYMENT LIST</u> – Effective March 24, 2011
Kristen VanHala   Executive Administrative Assistant – 12 Months @ 100%

<u>BUMPING DUE TO SENIORITY RIGHTS</u> – Effective March 24, 2011
Kristen VanHala   IDS/SCE Program Coordinator – 12 Months @ 100%
                       Grade K, Step 5

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-c   Date: February 22, 2011

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.   Request for Health Leave Without Pay

     Under the Agreement between Riverside Community College District and the Riverside
     Community College District Employees Chapter #535, the Board of Trustees may grant a leave
     of absence for health reasons to a permanent employee for illness or injury which extends beyond
     the expiration of all other paid leaves. Sheri Corral, Senior Officer, has exhausted all paid leaves
     and has requested a leave without pay effective December 22, 2010 through March 18, 2011. It
     is recommended that the Board of Trustees approve/ratify the request for leave.

SUBSTITUTE ASSIGNMENTS

NAME	POSITION	DEPARTMENT	DATE	RATE
DISTRICT				
Bowser, Christine	Clerical, Sub (Conf)	Administrative Servs.	03/01/11-03/31/11	$27.66
MORENO VALLEY COLLEGE				
Mabon, Theo	Grounds Substitute	Facilities	03/01/11-06/09/11	$16.89
Plata, Guillermina	Custodian Substitute	Facilities	03/01/11-06/09/11	$15.45
Ramirez, Maria	Custodian Substitute	Facilities	03/01/11-06/09/11	$15.45
NORCO COLLEGE				
RIVERSIDE CITY COLLEGE				
*Cottingham, Susan	Clerical Substitute	Cosmetology	02/08/11-06/30/11	$18.51
*Hames, Lori	Clerical Substitute	Cosmetology	02/08/11-06/30/11	$18.51
Martinez, Steven	Grounds Substitute	Facilities	01/01/11-06/30/11	$16.89
Monroe, Carol	Cosmo Oper Ast, Sub	Cosmetology	02/07/11-04/07/11	$18.51

NAME	POSITION	DEPARTMENT	DATE	RATE
DISTRICT				
Alexander, Tameka	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Auman, Allen	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Bain, Debra	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Balboa, Daniel	Photographer II	Strategic Comm/ Relations	02/01/11-06/30/11	$20.50
Ball, Travis	Interpreter I	DSP&S	01/03/11-06/30/11	$18.00
Bayarsky, Nathan	Interpreter III	DSP&S	02/23/11-06/30/11	$27.00
Bow, James	Computer Operator	Information Services	01/03/11-04/29/11	$15.00
Burns, Sharon	Interpreter III	DSP&S	01/03/11-06/30/11	$27.00
Carpenter, Brittany	Interpreter I	DSP&S	01/03/11-06/30/11	$18.00
Castaneda, Alexandra	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Creehan, Joseph	Interpreter I	DSP&S	01/03/11-06/30/11	$18.00
De La Rosa, Jody	Chief Photographer	Strategic Comm/ Relations	02/01/11-06/30/11	$28.50
Eddy, Carmen	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Fero, Robert	Interpreter I	DSP&S	01/03/11-06/30/11	$18.00
Gibbins, Alpin	Interpreter III	DSP&S	01/03/11-06/30/11	$27.00
Granger, Jimmy	Interpreter II	DSP&S	02/14/11-06/30/11	$23.00
Groves, Sara	Interpreter III	DSP&S	01/03/11-06/30/11	$27.00
Hamilton, Denise	Interpreter III	DSP&S	01/03/11-06/30/11	$27.00
Hardin, Shelley	Special Projects Employee	CTA	02/23/11-06/30/11	$0.00
Hetzel, Daniel	Interpreter III	DSP&S	01/03/11-06/30/11	$27.00
Hopkins, Ye'Vell	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Katz, Breeann	Interpreter I	DSP&S	02/23/11-06/30/11	$18.00
Killen, Laura	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
King, Michelyn	Interpreter Apprentice	DSP&S	01/03/11-06/30/11	$11.00
Komori, Hiroko	Interpreter III	DSP&S	01/03/11-06/30/11	$27.00
Lopez, Joseph	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Lovingood, Vanita	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Millan, Lynsey	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Minkler, Jack	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Molina, Victoria	Interpreter I	DSP&S	02/23/11-06/30/11	$18.00
Napier, Napier	Office Assistant II	Economic Dev - TriTech	01/03/11-01/24/11	$10.50
Noltmann, Kelly	Interpreter I	DSP&S	01/03/11-06/30/11	$18.00
Partida, Henry	Interpreter I	DSP&S	01/03/11-06/30/11	$18.00
Solem, Loann	Reasearch Intern	Institutional Research	01/26/11-06/30/11	$14.22

NAME	POSITION	DEPARTMENT	DATE	RATE
Stout, Ann Marie	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Taylor, Jeanine	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Taylor, Jessica	Interpreter I	DSP&S	01/03/11-06/30/11	$18.00
Valentines, Sylvia	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Van Gorder, Matthew	Interpreter II	DSP&S	01/03/11-06/30/11	$23.00
Villanueva, Aron	Reasearch Intern	Institutional Research	01/26/11-06/30/11	$14.22
Whitehead, Robert	Photographer II	Strategic Comm/ Relations	02/01/11-06/30/11	$20.50

MORENO VALLEY COLLEGE

NAME	POSITION	DEPARTMENT	DATE	RATE
Abercromby, Tara	Role Player	PSET	02/23/11-06/30/11	$8.00
Aguirre, Marisela	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Barclift, Catherine	Office Assistant II	Health Services	03/01/11-03/31/11	$10.50
Boruff, Tyler	Role Player	PSET	02/23/11-06/30/11	$8.00
Dangelo, Joseph	Role Player	PSET	02/23/11-06/30/11	$8.00
Dennis, Tracey	Student Activities Advisor	Student Services/ Student Act.	03/01/11-03/31/11	$13.45
Duran, Jacqueline	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Enlow, Nancy	Role Player	PSET	02/23/11-06/30/11	$8.00
Flores, Adolfo	Role Player	PSET	02/23/11-06/30/11	$8.00
Gomez, Ismael	Role Player	PSET	02/23/11-06/30/11	$8.00
Lee-Holguin, Holly	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Lochard, Armone	Academy Coordinator	STEM Center	01/03/11-01/25/11	$25.00
Martinez, Joanna	Special Project Employee	Support Prog.	03/01/11-06/15/11	$0.00
Myers, Bethany	Instructional Aide I Supplemental	Writing & Reading Ctr	03/01/11-03/31/11	$8.00
Nungesser, Christina	Instructional Leader	Basic Skills	02/23/11-06/08/11	$12.00
Pacheco, Emma	Instructional Aide I Supplemental	Writing & Reading Ctr	03/01/11-03/31/11	$8.00
Snider, Chantel	Instructional Leader	Humanities & Social Sciences	02/23/11-06/08/11	$12.00
Wilbur, John	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00

NORCO COLLEGE

NAME	POSITION	DEPARTMENT	DATE	RATE
Alamilla, Jose	SI Leader	Title V	02/23/11-06/30/11	$12.00
Alexander, Kermit	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Bradford, Micestro	SI Leader	Coop Title V	02/23/11-06/30/11	$12.00
Dias, Gamaliel	Office Assistant I	Career/Transfer/JP Center	03/01/11-04/29/11	$9.00
Downing, Theresa	Office Assistant II	Health Services	03/01/11-03/31/11	$10.50

NAME	POSITION	DEPARTMENT	DATE	RATE
Duran, Yadira	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Gagliardi, Stephanie	Office Assistant I	Counseling	03/01/11-03/31/11	$9.00
Gamez, Michelle	Tutor IV	TRIO/Upward Bound	02/23/11-06/30/11	$10.00
Gonzalez, Lissette	Tutor IV	TRIO/Upward Bound	02/23/11-06/30/11	$10.00
Gonzalez, Steven	Office Assistant IV	Counseling	03/01/11-03/31/11	$14.00
Hanson, Desiree	Office Assistant I	Career/Transfer/JP Center	02/23/11-04/29/11	$9.00
Jones, Ruth	Student Activities Advisor	Student Activities	03/01/11-03/31/11	$13.45
Leon, Elaine	Office Assistant I	Counseling	03/01/11-03/31/11	$9.00
Lopez, Andrew	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Ochoa, Michael	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Ramirez Prieto, Lorena	Office Assistant I	Outreach	03/01/11-04/30/11	$9.00
Rubalcava, Ramon	SI Leader	V	02/23/11-06/30/11	$12.00
Serrato, Arlene	Office Assistant I	A&R/Assessment	03/01/11-04/30/11	$9.00
Williams, Mary	Office Assistant I	Counseling	03/01/11-03/31/11	$9.00
Williamson, Asia	Special Projects Employee	V	02/23/11-06/30/11	$0.00
Younathan, Rebecca	SI Leader	Title V	02/23/11-06/30/11	$12.00

RIVERSIDE CITY COLLEGE

NAME	POSITION	DEPARTMENT	DATE	RATE
Adams, James	Asst Swim Coach	Athletics	01/15/11-05/30/11	$3,614.00
Broerman, Michael	Office Assistant III	Facilities	01/03/11-06/30/11	$12.50
Brooks-Passalqua, Jana	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Culpepper, Leon	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Doran-Sheeran, Patrick	Accompanist III	Performing Arts	03/01/11-06/08/11	$30.00
Gomez, Salvador	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Harrison, Melvin	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Hartman, Gabriel	Accompanist III	Performing Arts	03/01/11-06/08/11	$30.00
Lopez, Victoria	Special Project Employee	Comm Learning Partn	02/23/11-06/30/11	$0.00
MaGee, Gregory	Asst Track Coach, Men	Athletics	01/15/11-05/30/11	$3,650.00
Mayne, Emmett	Asst Baseball Coach	Athletics	01/15/11-05/30/11	$3,898.00
Mercado, Concepcion	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Monks, Trevor	Accompanist III	Performing Arts	03/01/11-06/08/11	$30.00
Morceli, Abderrahmane	Asst Track Coach, Men	Athletics	01/15/11-05/30/11	$3,650.00
Morris, Christopher	Community Service Office	Safety & Police	01/03/11-02/28/10	$14.00
Perkio, Jacob	Special Project Employee	Comm Learning Partn	02/23/11-06/30/11	$0.00
Quinte, Sarah	Asst Women's Swim Cch	Athletics	01/15/11-05/30/11	$3,650.00
Reprieto, Adriana	Computer Technician	Library/Learning Res.	02/14/11-06/09/11	$10.00
Rowley, Antoinette	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Sanchez, Joseph	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00

SHORT-TERM POSITIONS

AMENDED*

NAME	POSITION	DEPARTMENT	DATE	RATE
Shipp, Daniel	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
Simpson, Kimberly	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
*Stowe, Kellie	Special Project Employee	Intn't Students/Prog	02/23/11-06/30/11	$0.00
Uriarte, Rodrigo	Community Service Office	Safety & Police	03/01/11-06/30/11	$14.00
West, Irene	Office Assistant II	Health Services	02/14/11-06/30/11	$10.50

Report No.: V-A-1-c   Date   February 22, 2011
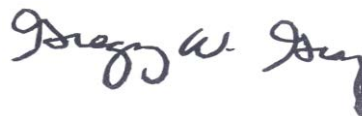
Subject: Classified Personnel

Submitted by: Transmitted to the Board by:

_____   ____   _____
Melissa Kane   Gregory W. Gray
Vice Chancellor, Diversity and Human   Chancellor
Resources

Concurred by: Concurred by:

_____   _____
Chris Carlson   Tom Harris
Chief of Staff/Executive Assistant to   Acting President, Riverside City College
   the Chancellor
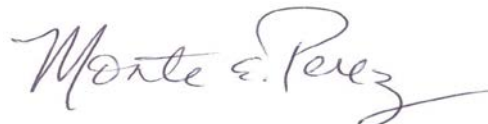
_____   _____
Ray Maghroori   Brenda Davis
Provost/Vice Chancellor, Educational Services   President, Norco Campus

_____   _____
James Buysse   Monte Perez
Vice Chancellor, Administration and Finance   President, Moreno Valley Campus
and Finance

DISTRICT FUNDS

NAME	POSITION	DEPARTMENT	DATE	RATE
RIVERSIDE COMMUNITY COLLEGE DISTRICT				
Zuniga Gomez, Wilber	Lab Aide II	BEIT	02/07/11	$ 10.00
MORENO VALLEY COLLEGE				
Apperson, Adam	Office Student Assistant	Puente	01/24/11	$ 10.00
Million, Kristian	Instructional Assistant	ECE	02/03/11	$ 8.00
Nelson, Jonathan	Food Service Worker	Food Services	02/08/11	$ 8.00
Porter, Christopher	Tutor III	Math Lab	01/20/11	$ 9.25
Roby, Wendy	Food Service Worker	Food Services	02/14/11	$ 8.00
Smith, Jonathan	Student Ambassador	Outreach	01/20/11	$ 8.00
NORCO COLLEGE				
Derbenev, Alexander	Tutor	Tutorial Services	02/10/11	$ 8.00
Gonzalez, Iliana	Lab Aide	BEIT	01/31/11	$ 10.00
Pasion, Ganymede	Tutor	Tutorial Services	02/07/11	$ 8.50
Rubio, Erika	Student Ambassador	Outreach	02/09/11	$ 8.00
Stevens, Chad	Tutor	Tutorial Services	02/10/11	$ 8.00
RIVERSIDE CITY COLLEGE				
Adams Jr., Lee	Football Quality Control	Stdt Services/Football	02/09/11	$ 8.00
Asencio, Rachel	Supplemental Inst. Leader	Academic Support	02/09/11	$ 12.00
Baker, J	Lab Aide II	Applied Tech / FTV	02/09/11	$ 10.00
Curry, Lauren	Supplemental Inst. Leader	Academic Support	02/02/11	$ 12.00
Inglett, James	Office Worker	PE / Pool	02/09/11	$ 8.00
Jones, Derek	Midi Lab Monitor	Peforming Arts / Music	02/11/11	$ 8.00
Kamoto, Kristin	Stdt Food Services Worker	Food Services	01/19/11	$ 8.00
Koch, Daren	Lab Aide	Bus Admin / IST	02/09/11	$ 8.00
Martin, Glenna	Supplemental Inst. Leader	Academic Support	01/25/11	$ 12.00
Nguyen, Julie	Receptionist	STEM Program	02/04/11	$ 8.00
Osekowsky, Tara	Lab Aide, Grade II	Physical Science/Geology	02/11/11	$ 10.00
Shepherd, Ryan	Mentor	STEM Program	01/19/11	$ 12.50
Shrader, Kristin	Office Assistant	Innovative Learning Ctr	02/09/11	$ 8.50
Stones, Aaron	Supplemental Inst. Leader	Academic Support	02/11/11	$ 12.00
Summers, Tanner	Lab Aide	Bus Admin / IST	02/02/11	$ 8.00

CATEGORICAL FUNDS

NAME	POSITION	DEPARTMENT	DATE	RATE
AMERICA READS PROGRAM				
Holloway, Amanda	Reading Tutor	The Growing Place	02/01/11	$ 9.00
COMMUNITY SERVICE PROGRAM				
Ponce, Isaias	Stdt Food Services Worker	Food Services - Norco	02/10/11	$ 8.00
MORENO VALLEY COLLEGE				
Garcia, Benjamin	Office Clerk	Middle College H.S Prog.	01/31/11	$ 8.00
McManus, Aaron	Academy Coordinator Assist	Fire Academy - BCTC	02/03/11	$ 12.00
Rosa-Figueroa	Circulation Assistant	Library	01/31/11	$ 8.00
NORCO COLLEGE				
Hinojosa, Michelle	Office Assistant	Assessment Center	01/31/11	$ 9.00
Reveles, Christopher	Office Assistant	Career Transfer Center	01/31/11	$ 8.00
RIVERSIDE CITY COLLEGE				
Barron, Karla	Student Clerical Worker	Foundation	01/25/11	$ 8.00
Bruno, Cynthia	Office Assistant	Innovative Learning Ctr	02/10/11	$ 8.50
Jones, Brittaney	Track & Field Manager	PE / Women's Track	02/01/11	$ 8.50
Talamaivao, Elaine	Accommodations Aide	DSPS	02/10/11	$ 8.00
Thomas, Robert	Track Assistant I	PE / Men's Track	01/25/11	$ 9.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-2   Date: February 22, 2011

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 $6,269,236 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 168929-170189) totaling $8,828,058 have been reviewed by
the Business Office to verify that monies are available in the appropriate funds for payment of
these warrants. These claims also have been reviewed, on a sample basis, by the Riverside
County Office of Education through its claim audit program.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the
Purchase Orders and Purchase Order Additions totaling $6,269,236 and District Warrant Claims
totaling $8,828,058.

                                                    Gregory W. Gray
                                                    Chancellor

Prepared by: Majd S. Askar
                    Purchasing Manager

Report of Purchases-All District Resources
Purchases Over $78,900
1/01/11 thru 1/31/11

PO#	Department	Vendor	Description	Amount
C0003279	Facilities - Moreno Valley	CW Driver	Moreno Valley Phase III	$2,008,473
C0003281	Facilities - Norco	Padilla & Associates, Inc	Norco Secondary Effects	156,888
C0003299	Information Services	SK Telecon, Inc.	Voice Data Cabling RFP	88,400
C0003306	Facilities -Moreno Valley	Shelton Construction Co, Inc	Moreno Valley Lion's Lot Bid Award	1,177,674
C0003307	Facilities - Moreno Valley	RIS Electrical Contractors, Inc	Moreno Valley Lion's Lot Bid Award	157,000
Additions to Approved/Ratify Purchases of $78,900 and Over				
C0001631	Public Safety Education and Training	Riverside County	Facilities Rental/Ben Clark	561,197
C0002124	Fire Academy	Riverside County Fire Department	Coordinator	136,087
C0002489	FPDC	River City Testing	Norco Student Support Center	160,913
C0002905	FPDC	Mission Pools of Escondido	Aquatics Complex Bid Award	81,395
C0002976	FPDC	LPA Inc.	Citrus Belt Savings & Loan Gallery	116,250
			Total	$4,644,277

All Purchase Orders, Contracts, and Additions
for the Period of 1/01/11 - 1/31/11

Contracts- C3279 - C3307		$605,875
Contract Additions- C1631 - C3199		
Purchase Orders- P26865 - P27265		908,948
Purchase Order Additions- P24621 - P26864		
Blanket Purchase Orders- B8137 - B8191		110,136
Blanket Purchase Order Additions- None		
Total		$1,624,959
Grand Total		$6,269,236

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Budget Adjustments

<u>Background</u>:   The 2010-11 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>

<u>Riverside</u>

R1. Transfer to provide for Cafeteria remodel design fees.

From: VP, Business	Administrative Contingency $	2,500
President	Administrative Contingency	18,000
To: Facilities	Remodel Project $	20,500

R2. Transfer to purchase supplies.

From: Art	Postage $	329
To: Art	Supplies $	329

R3. Transfer to provide for repairs and an adjudicator for the Vocal Jazz Festival.

From: Performing Arts - Music	Student Help - Instructional $	213
	Employee Benefits	3
	Instructional Supplies	744
	Copying and Printing	500
To: Performing Arts - Music	Repairs $	960
	Other Services	500

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account	Amount

R4.   Transfer to provide for supplies.

From:	Academic Affairs	Other Services	$ 866
To:	Library	Supplies	$ 866

R5.   Transfer to provide for copying, printing and supplies. (Fund 12, Resource 1190)

From:	Basic Skills/ESL 2008/2009	Conferences	$ 520
To:	Basic Skills/ESL 2008/2008	Copying and Printing	$ 277
		Supplies	243

R6.   Transfer to reallocate the Basic Skills/ESL 2010/2011 grant budget.
      (Fund 12, Resource 1190)

From:	Basic Skills/ESL 2010/2011	Supplies	$ 130,280
To:	Basic Skills/ESL 2010/2011	Classified FT	$ 8,173
		Classified FT Administrator	9,137
		Classified Perm PT	5,891
		Student Help - Instructional	42,174
		Instructional Aides, Hourly	6,795
		Academic FT Non-Instr	12,533
		Academic Special Project	12,657
		Academic PT Non-Instr	20,000
		Employee Benefits	9,620
		Conferences	1,500
		Equipment	1,800

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account	Amount

R7. Transfer to purchase computers.

From:	Academic Affairs	Administrative Contingency	$ 303
	President	Administrative Contingency	353
To:	Information Systems & Technology	Equipment	$ 656

R8. Transfer to purchase computers. (Fund 12, Resource 1190)

From:	CCRAA Access to Success	Rents and Leases	$ 19,565
To:	CCRAA Access to Success	Equipment	$ 19,565

R9. Transfer to provide for mileage.

From:	Academic Support	Supplies	$ 48
To:	Academic Support	Mileage	$ 48

R10. Transfer to purchase subscriptions and supplies and provide for academic and classified special projects.

From:	President	Administrative Contingency	$ 15,464
		Meeting Expenses	6,200
To:	President	Periodicals/Magazines	$ 200
		Supplies	6,000
	Honors Program	Academic Special Project	4,315
		Employee Benefits	518
	Applied Technology	Academic Special Project	5,000
		Employee Benefits	601
	Performing Arts	Academic Special Project	4,000
		Classified Special Project	500
		Employee Benefits	530

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>		<u>Amount</u>

R11. Transfer to purchase instructional supplies.

	From: Behavioral Science	Student Help - Non-Instr	$	2,234
		Employee Benefits		35
	To: Behavioral Science	Instructional Supplies	$	2,269

R12. Transfer to purchase supplies and office furniture.

	From: VP, Student Services	Administrative Contingency	$	2,339
	To: Student Services	Supplies	$	169
		Equipment		2,170

R13. Transfer to purchase supplies.

| | From: Student Financial Services | Memberships | $ | 500 |
| | To: Student Financial Services | Supplies | $ | 500 |

R14. Transfer to reallocate the EOPS grant budget. (Fund 12, Resource 1190)

	From: EOPS	Supplies	$	36,135
	To: EOPS	Cellular Telephone	$	700
		Equipment		435
		Book Grants		35,000

R15. Transfer to provide for an academic special project. (Fund 12, Resource 1190)

| | From: Matriculation | Short-Term Temporary | $ | 3,000 |
| | To: Matriculation | Academic Special Project | $ | 3,000 |

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account	Amount

R16. Transfer to reallocate the Foster and Kinship Care Education grant budget.
(Fund 12, Resource 1190)

From:	Foster and Kinship Care	Instructional Media Material	$ 1,261
		Copying and Printing	2,447
		Supplies	2,600
		Conferences	1,899
To:	Foster and Kinship Care	Classified Perm PT	$ 1
		Postage	80
		Lecturers	8,126

R17. Transfer to reallocate the Foster Parent and Kinship Provider Training grant budget.
(Fund 12, Resource 1190)

From:	Foster Parent and Kinship Provider	Supplies	$ 7,252
To:	Foster Parent and Kinship Provider	Classified FT Administrator	$ 4,904
		Employee Benefits	1,722
		Mileage	626

R18. Transfer to reallocate the Riverside County Pre-Emancipation Services grant budget.
(Fund 12, Resource 1190)

From:	Pre-Emancipation	Other Services	$ 9,375
To:	Pre-Emancipation	Supplies	$ 9,375

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

R19. Transfer to reallocate the Gateway to College Tech Prep Demo grant budget.
(Fund 12, Resource 1190)

From:	Gateway to College Tech Prep Demo	Other Services	$	4,145
		Transportation/Bus Passes		9,130
To:	Gateway to College Tech Prep Demo	Academic FT Administrator	$	1
		Academic PT Teaching		3,892
		Classified FT		42
		Employee Benefits		640
		Professional Services		8,700

R20. Transfer to purchase instructional supplies.

From:	Other Communications	Comp Software Maint/Lic	$	2,569
To:	Other Communications	Instructional Supplies	$	2,569

R21. Transfer to provide for repairs.

From:	Automotive Technology	Instructional Supplies	$	396
To:	Automotive Technology	Repairs	$	396

R22. Transfer to purchase a software maintenance agreement for a simulator.

From:	Nursing	Instructional Supplies	$	931
		Tests		3,941
To:	Nursing	Comp Software Maint/Lic	$	4,872

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

Program	Account		Amount

R23. Transfer to complete a computer purchase.

From: Admissions and Records	Supplies	$	15
To: Admissions and Records	Equipment	$	15

R24. Transfer to provide for statistical record keeping.

From: Athletics	Short-Term Temporary	$	4,030
	Employee Benefits		149
To: Athletics	Other Services	$	4,179

R25. Transfer to provide for student help.

From: Student Activities – Intramurals	Supplies	$	787
	Mileage		171
To: Student Activities – Intramurals	Student Help – Non-Instr	$	958

R26. Transfer to purchase office furniture and supplies.

From: Student Services	Administrative Contingency	$	2,339
To: Student Services	Supplies	$	169
	Equipment		2,170

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

Norco

N1. Transfer to provide for permanent part time classified staff and work study students.
     (Fund 12, Resource 1190)

	From: CalWorks	Academic PT Non-Instr	$	20,898
	To: CalWorks	Classified Perm PT	$	5,770
		Other Services		15,128

N2. Transfer to provide for classified hourly staff.

	From: Facilities	Custodial Supplies	$	389
		Equipment		1,641
	To: Facilities	Short-Term Temporary	$	2,030

N3. Transfer to provide for conferences and textbooks.

	From: Academic Affairs	Instructional Supplies	$	3,600
		Administrative Contingency		827
	To: Library	Books/New & Expd Library	$	4,427

N4. Transfer to provide for lecturers. (Fund 12, Resource 1190)

	From: President - Title V	Supplies	$	11,000
	To: President - Title V	Lecturers	$	11,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

N5. Transfer to provide for the purchase of a distribution amplifier.

	From: Instructional Media Center	Student Help – Non-Instr.	$	355
	To: Instructional Media Center	Equipment	$	355

N6. Transfer to provide for instructional software.

	From: Arts, Humanities & World Languages	Instructional Supplies	$	564
	To: Arts, Humanities & World Languages	Comp Software Maint/Lic	$	564

N7. Transfer to purchase furniture.

	From: Library	Repairs	$	1,671
	To: Library	Equipment	$	1,671

N8. Transfer to purchase furniture.

	From: Student Services	Administrative Contingency	$	2,030
	To: Counseling	Equipment	$	2,030

N9. Transfer to provide for employee benefits.

	From: Counseling	Academic Special Project	$	86
		Classified Overtime		107
	To: Counseling	Employee Benefits	$	193

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

N10. Transfer to provide for employee benefits.

From:	Student Activities-Intramurals	Short-Term Temporary	$	167
To:	Student Activities-Intramurals	Employee Benefits	$	167

N11. Transfer to purchase computer equipment.

From:	Matriculation	Telephone	$	2,563
To:	Matriculation	Equipment	$	2,563

N12. Transfer to purchase a golf cart battery charger. (Fund 12, Resource 1050)

From:	Safety & Police	Other Services	$	506
To:	Safety & Police	Equipment	$	506

N13. Transfer to reallocate the Heath Services budget. (Fund 12, Resource 1070)

From:	Health Services	Bank Charges	$	3,460
To:	Health Services	Health Supplies	$	1,460
		Supplies		2,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>		<u>Amount</u>

<u>Moreno Valley</u>

M1. Transfer to provide for conferences and memberships.

	From: Academic Senate	Academic Special Project	$	1,091
		Employee Benefits		131
	To: Academic Senate	Conferences	$	743
		Memberships		479

M2.   Transfer to provide for repairs and gas leak testing.

	From: Facilities	Repair Parts	$	10,000
	To: Facilities	Repairs	$	6,800
		Other Services		3,200

M3. Transfer to provide for electrical work. (Fund 12, Resource 1190)

	From: WIA Allied Health Program	Instructional Supplies	$	1,700
	To: WIA Allied Health Program	Fixtures & Fixed Equipment	$	1,700

M4. Transfer to purchase a scanner. (Fund 12, Resource 1190)

	From: WIA Allied Health Program Phase II	Office Supplies	$	360
	To: WIA Allied Health Program Phase II	Equipment	$	360

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Budget Adjustments (continued)

	Program	Account	Amount

M5. Transfer to provide for classified substitutes and a computer.

From:	President	Administrative Contingency	$	1,230
To:	Learning Resource Center	Classified Substitutes	$	1,178
		Equipment		52

M6. Transfer to reallocate the SSS Trio – Moreno Valley grant budget.
(Fund 12, Resource 1190)

From:	SSS Trio – Moreno Valley	Classified FT	$	850
To:	SSS Trio – Moreno Valley	Office Supplies	$	450
		Conferences		400

M7. Transfer to purchase new building signage and furniture.

From:	Administration of Justice	Repairs	$	560
		Instructional Supplies		4,000
To:	Administration of Justice	Fixtures & Fixed Equipment	$	560
		Equipment		4,000

M8. Transfer to provide additional budget for a full-time classified position.

From:	Vice President, Business Services	Administrative Contingency	$	2,430
	President	Conferences		2,794
To:	Student Financial Services	Classified FT	$	1,750
		Employee Benefits		3,474

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

M9. Transfer to purchase a phone.

	From:	Student Financial Services	Office Supplies	$	317
	To:	Student Financial Services	Equipment	$	317

District Office and District Support Services

D1. Transfer to purchase office supplies. (Fund 12, Resource 1190)

	From:	Institutional Effectiveness – Staff Dev	Academic Special Project	$	285
			Comp Software Maint/Lic		130
	To:	Institutional Effectiveness – Staff Dev	Office Supplies	$	415

D2. Transfer to provide for maintenance supplies.

	From:	Administration and Finance	Repairs	$	1,760
	To:	Administration and Finance	Maintenance Supplies	$	1,760

D3. Transfer to provide for supplies and travel.

	From:	Finance – Salary Savings	Classified FT	$	15,000
	To:	Chancellor	Supplies	$	5,000
			Meeting Expenses		5,000
			Travel Expenses		5,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

D4. Transfer to provide for software licensing.

	From: Open Campus	Short-Term Temporary	$	7,821
		Classified Overtime		1,850
		Supplies		2,424
		Repair Parts		1,800
	To: Open Campus	License Fees	$	13,895

D5. Transfer to provide for consulting services. (Fund 12, Resource 1190)

	From: Career and Tech Ed – Perkins I-C	Equipment	$	10,429
	To: Career and Tech Ed – Perkins I-C	Consultant	$	10,429

D6. Transfer to provide for repair parts and cellular telephone service.

	From: Information Services	Classified Overtime	$	4,000
	To: Information Services	Repair Parts	$	600
		Cellular Telephone		3,400

D7. Transfer to reallocate the NSF – Goods to Go grant budget. (Fund 12, Resource 1190)

	From: Workforce Preparation	Consultant	$	1,923
	To: Workforce Preparation	Classified FT Administrator	$	1,863
		Copying and Printing		60

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>

D8. Transfer to reallocate the CACT Seminars grant budget. (Fund 12, Resource 1190)

From: Economic Development	Other Services	$	6,209
To: Economic Development	Classified FT administrator	$	5,578
	Employee Benefits		631

D9. Transfer to provide for copying and printing.

From: Evaluators	Mileage	$	88
To: Evaluators	Copying and Printing	$	88

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

Gregory W. Gray
Chancellor

<u>Prepared by</u>:   Aaron S. Brown
                        Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments

Background: The 2010-11 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:

Program	Account	Amount

Riverside

R1.   Transfer to provide for Cafeteria remodel design fees.

	Program	Account	Amount
From:	VP, Business	Administrative Contingency	$ 2,500
	President	Administrative Contingency	18,000
To:	Facilities	Remodel Project	$ 20,500

R2.   Transfer to purchase supplies.

	Program	Account	Amount
From:	Art	Postage	$ 329
To:	Art	Supplies	$ 329

R3.   Transfer to provide for repairs and an adjudicator for the Vocal Jazz Festival.

	Program	Account	Amount
From:	Performing Arts - Music	Student Help - Instructional	$ 213
		Employee Benefits	3
		Instructional Supplies	744
		Copying and Printing	500
To:	Performing Arts - Music	Repairs	$ 960
		Other Services	500

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

R4.   Transfer to provide for supplies.

	From:	Academic Affairs	Other Services	$	866
	To:	Library	Supplies	$	866

R5.   Transfer to provide for copying, printing and supplies. (Fund 12, Resource 1190)

	From:	Basic Skills/ESL 2008/2009	Conferences	$	520
	To:	Basic Skills/ESL 2008/2008	Copying and Printing	$	277
			Supplies		243

R6.   Transfer to reallocate the Basic Skills/ESL 2010/2011 grant budget.
      (Fund 12, Resource 1190)

	From:	Basic Skills/ESL 2010/2011	Supplies	$	130,280
	To:	Basic Skills/ESL 2010/2011	Classified FT	$	8,173
			Classified FT Administrator		9,137
			Classified Perm PT		5,891
			Student Help - Instructional		42,174
			Instructional Aides, Hourly		6,795
			Academic FT Non-Instr		12,533
			Academic Special Project		12,657
			Academic PT Non-Instr		20,000
			Employee Benefits		9,620
			Conferences		1,500
			Equipment		1,800

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>	<u>Amount</u>

R7. Transfer to purchase computers.

From:	Academic Affairs	Administrative Contingency	$	303
	President	Administrative Contingency		353
To:	Information Systems & Technology	Equipment	$	656

R8. Transfer to purchase computers. (Fund 12, Resource 1190)

From:	CCRAA Access to Success	Rents and Leases	$	19,565
To:	CCRAA Access to Success	Equipment	$	19,565

R9. Transfer to provide for mileage.

From:	Academic Support	Supplies	$	48
To:	Academic Support	Mileage	$	48

R10. Transfer to purchase subscriptions and supplies and provide for academic and classified special projects.

From:	President	Administrative Contingency	$	15,464
		Meeting Expenses		6,200
To:	President	Periodicals/Magazines	$	200
		Supplies		6,000
	Honors Program	Academic Special Project		4,315
		Employee Benefits		518
	Applied Technology	Academic Special Project		5,000
		Employee Benefits		601
	Performing Arts	Academic Special Project		4,000
		Classified Special Project		500
		Employee Benefits		530

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>		<u>Amount</u>

R11. Transfer to purchase instructional supplies.

From:	Behavioral Science	Student Help - Non-Instr Employee Benefits	$	2,234 35
To:	Behavioral Science	Instructional Supplies	$	2,269

R12. Transfer to purchase supplies and office furniture.

From:	VP, Student Services	Administrative Contingency	$	2,339
To:	Student Services	Supplies Equipment	$	169 2,170

R13. Transfer to purchase supplies.

From:	Student Financial Services	Memberships	$	500
To:	Student Financial Services	Supplies	$	500

R14. Transfer to reallocate the EOPS grant budget. (Fund 12, Resource 1190)

From:	EOPS	Supplies	$	36,135
To:	EOPS	Cellular Telephone Equipment Book Grants	$	700 435 35,000

R15. Transfer to provide for an academic special project. (Fund 12, Resource 1190)

From:	Matriculation	Short-Term Temporary	$	3,000
To:	Matriculation	Academic Special Project	$	3,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account	Amount

R16. Transfer to reallocate the Foster and Kinship Care Education grant budget.
(Fund 12, Resource 1190)

	From: Foster and Kinship Care	Instructional Media Material	$	1,261
		Copying and Printing		2,447
		Supplies		2,600
		Conferences		1,899
	To: Foster and Kinship Care	Classified Perm PT	$	1
		Postage		80
		Lecturers		8,126

R17. Transfer to reallocate the Foster Parent and Kinship Provider Training grant budget.
(Fund 12, Resource 1190)

	From: Foster Parent and Kinship Provider	Supplies	$	7,252
	To: Foster Parent and Kinship Provider	Classified FT Administrator	$	4,904
		Employee Benefits		1,722
		Mileage		626

R18. Transfer to reallocate the Riverside County Pre-Emancipation Services grant budget.
(Fund 12, Resource 1190)

	From: Pre-Emancipation	Other Services	$	9,375
	To: Pre-Emancipation	Supplies	$	9,375

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

R19. Transfer to reallocate the Gateway to College Tech Prep Demo grant budget.
        (Fund 12, Resource 1190)

From:	Gateway to College Tech Prep Demo	Other Services	$	4,145
		Transportation/Bus Passes		9,130
To:	Gateway to College Tech Prep Demo	Academic FT Administrator	$	1
		Academic PT Teaching		3,892
		Classified FT		42
		Employee Benefits		640
		Professional Services		8,700

R20. Transfer to purchase instructional supplies.

From:	Other Communications	Comp Software Maint/Lic	$	2,569
To:	Other Communications	Instructional Supplies	$	2,569

R21. Transfer to provide for repairs.

From:	Automotive Technology	Instructional Supplies	$	396
To:	Automotive Technology	Repairs	$	396

R22. Transfer to purchase a software maintenance agreement for a simulator.

From:	Nursing	Instructional Supplies	$	931
		Tests		3,941
To:	Nursing	Comp Software Maint/Lic	$	4,872

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

R23. Transfer to complete a computer purchase.

From:	Admissions and Records	Supplies	$	15
To:	Admissions and Records	Equipment	$	15

R24. Transfer to provide for statistical record keeping.

From:	Athletics	Short-Term Temporary	$	4,030
		Employee Benefits		149
To:	Athletics	Other Services	$	4,179

R25. Transfer to provide for student help.

From:	Student Activities – Intramurals	Supplies	$	787
		Mileage		171
To:	Student Activities – Intramurals	Student Help – Non-Instr	$	958

Norco

N1. Transfer to provide for permanent part time classified staff and work study students.
(Fund 12, Resource 1190)

From:	CalWorks	Academic PT Non-Instr	$	20,898
To:	CalWorks	Classified Perm PT	$	5,770
		Other Services		15,128

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

N2. Transfer to provide for classified hourly staff.

From:	Facilities	Custodial Supplies	$	389
		Equipment		1,641
To:	Facilities	Short-Term Temporary	$	2,030

N3. Transfer to provide for conferences and textbooks.

From:	Academic Affairs	Instructional Supplies	$	3,600
		Administrative Contingency		827
To:	Library	Books/New & Expd Library	$	4,427

N4. Transfer to provide for lecturers. (Fund 12, Resource 1190)

From:	President - Title V	Supplies	$	11,000
To:	President - Title V	Lecturers	$	11,000

N5. Transfer to provide for the purchase of a distribution amplifier.

From:	Instructional Media Center	Student Help – Non-Instr.	$	355
To:	Instructional Media Center	Equipment	$	355

N6. Transfer to provide for instructional software.

From:	Arts, Humanities & World Languages	Instructional Supplies	$	564
To:	Arts, Humanities & World Languages	Comp Software Maint/Lic	$	564

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

N7.   Transfer to purchase furniture.

	From:	Library	Repairs	$	1,671
	To:	Library	Equipment	$	1,671

N8.   Transfer to purchase furniture.

	From:	Student Services	Administrative Contingency	$	2,030
	To:	Counseling	Equipment	$	2,030

N9.   Transfer to provide for employee benefits.

	From:	Counseling	Academic Special Project	$	86
			Classified Overtime		107
	To:	Counseling	Employee Benefits	$	193

N10. Transfer to provide for employee benefits.

	From:	Student Activities-Intramurals	Short-Term Temporary	$	167
	To:	Student Activities-Intramurals	Employee Benefits	$	167

N11. Transfer to purchase computer equipment.

	From:	Matriculation	Telephone	$	2,563
	To:	Matriculation	Equipment	$	2,563

Report No.:   V-A-3-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>		<u>Amount</u>

N12. Transfer to purchase a golf cart battery charger. (Fund 12, Resource 1050)

From:	Safety & Police	Other Services	$	506
To:	Safety & Police	Equipment	$	506

N13. Transfer to reallocate the Heath Services budget. (Fund 12, Resource 1070)

From:	Health Services	Bank Charges	$	3,460
To:	Health Services	Health Supplies	$	1,460
		Supplies		2,000

<u>Moreno Valley</u>

M1. Transfer to provide for conferences and memberships.

From:	Academic Senate	Academic Special Project	$	1,091
		Employee Benefits		131
To:	Academic Senate	Conferences	$	743
		Memberships		479

M2. Transfer to provide for repairs and gas leak testing.

From:	Facilities	Repair Parts	$	10,000
To:	Facilities	Repairs	$	6,800
		Other Services		3,200

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account	Amount

M3. Transfer to provide for electrical work. (Fund 12, Resource 1190)

From: WIA Allied Health Program   Instructional Supplies $ 1,700

To: WIA Allied Health Program   Fixtures & Fixed Equipment $ 1,700

M4. Transfer to purchase a scanner. (Fund 12, Resource 1190)

From: WIA Allied Health Program Phase II   Office Supplies $ 360

To: WIA Allied Health Program Phase II   Equipment $ 360

M5. Transfer to provide for classified substitutes and a computer.

From: President   Administrative Contingency $ 1,230

To: Learning Resource Center   Classified Substitutes $ 1,178
                                       Equipment   52

M6. Transfer to reallocate the SSS Trio – Moreno Valley grant budget.
(Fund 12, Resource 1190)

From: SSS Trio – Moreno Valley   Classified FT $ 850

To: SSS Trio – Moreno Valley   Office Supplies $ 450
                                       Conferences   400

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>		<u>Amount</u>

M7.   Transfer to purchase new building signage and furniture.

	From: Administration of Justice	Repairs	$	560
		Instructional Supplies		4,000
	To: Administration of Justice	Fixtures & Fixed Equipment	$	560
		Equipment		4,000

M8.   Transfer to provide additional budget for a full-time classified position.

	From: Vice President, Business Services	Administrative Contingency	$	2,430
	President	Conferences		2,794
	To: Student Financial Services	Classified FT	$	1,750
		Employee Benefits		3,474

M9.   Transfer to purchase a phone.

	From: Student Financial Services	Office Supplies	$	317
	To: Student Financial Services	Equipment	$	317

<u>District Office and District Support Services</u>

D1.   Transfer to purchase office supplies. (Fund 12, Resource 1190)

	From: Institutional Effectiveness – Staff Dev	Academic Special Project	$	285
		Comp Software Maint/Lic		130
	To: Institutional Effectiveness – Staff Dev	Office Supplies	$	415

Report No.: V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account		Amount

D2. Transfer to provide for maintenance supplies.

	From: Administration and Finance	Repairs	$	1,760
	To: Administration and Finance	Maintenance Supplies	$	1,760

D3. Transfer to provide for supplies and travel.

	From: Finance – Salary Savings	Classified FT	$	15,000
	To: Chancellor	Supplies	$	5,000
		Meeting Expenses		5,000
		Travel Expenses		5,000

D4. Transfer to provide for software licensing.

	From: Open Campus	Short-Term Temporary	$	7,821
		Classified Overtime		1,850
		Supplies		2,424
		Repair Parts		1,800
	To: Open Campus	License Fees	$	13,895

D5. Transfer to provide for consulting services. (Fund 12, Resource 1190)

	From: Career and Tech Ed – Perkins I-C	Equipment	$	10,429
	To: Career and Tech Ed – Perkins I-C	Consultant	$	10,429

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

Subject: Budget Adjustments (continued)

	Program	Account	Amount

D6. Transfer to provide for repair parts and cellular telephone service.

From:	Information Services	Classified Overtime	$	4,000
To:	Information Services	Repair Parts	$	600
		Cellular Telephone		3,400

D7. Transfer to reallocate the NSF – Goods to Go grant budget. (Fund 12, Resource 1190)

From:	Workforce Preparation	Consultant	$	1,923
To:	Workforce Preparation	Classified FT Administrator	$	1,863
		Copying and Printing		60

D8. Transfer to reallocate the CACT Seminars grant budget. (Fund 12, Resource 1190)

From:	Economic Development	Other Services	$	6,209
To:	Economic Development	Classified FT administrator	$	5,578
		Employee Benefits		631

D9. Transfer to provide for copying and printing.

From:	Evaluators	Mileage	$	88
To:	Evaluators	Copying and Printing	$	88

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-a   Date: February 22, 2011

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: February 22, 2011

Subject: Resolution to Amend Budget - Resolution No. 33-10/11
               2010-2011 Moreno Valley College Student/Academic Services Facility Project -
               Working Drawings

Background: The Riverside Community College District has received funding for the 2010-
2011 Moreno Valley College Student/Academic Services Facility Project - Working Drawings in
the amount of $238,000 from the California Community Colleges Chancellor's Office. The
funds will be used for working drawings.

Recommended Action: It is recommended that the Board of Trustees approve adding the
revenue and expenditures of $238,000 to the budget and authorize the Vice Chancellor,
Administration and Finance to sign the resolution.

                                    Gregory W. Gray
                                    Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 33-10/11

2010-2011 Moreno Valley College Student/Academic Services Facility Project - Working Drawings

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of $238,000 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 February 22, 2011.

_____
Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 33-10/11
2010-2011 Moreno Valley College Student/Academic Services Facility Project - Working Drawings

Year	County	District	Date	Fund
11	33	07	2/22/2011	41

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
41	000	4100	0	0000	0676	8659	238,000	00	REVENUE
									EXPENDITURES
41	FDD	4100	0	7125	0676	6213	238,000	00	Architect's Fees
							238,000	00	TOTAL INCOME
							238,000	00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-b-2   Date: February 22, 2011

Subject: Resolution to Amend Budget - Resolution No. 34-10/11
              2010-2011 Youth Empowerment Strategies for Success - Independent Living
              Program - Riverside City College

Background: The Riverside Community College District has received funding for the 2010-
2011 Youth Empowerment Strategies for Success - Independent Living Program - Riverside City
College in the amount of $1,000 from the Foundation for California Community Colleges. The
funds will be used for supplies for the program.

Recommended Action: It is recommended that the Board of Trustees approve adding the
revenue and expenditures of $1,000 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 & Resource Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 34-10/11

2010-2011 Youth Empowerment Strategies for Success - Independent Living Program -
Riverside City College

WHEREAS the governing board of the Riverside Community College District has
determined that income in the amount of $1,000 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 February 22, 2011.

_____
Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 34-10/11

2010-2011 Youth Empowerment Strategies for Success - Independent Living Program - Riverside City College

Year	County	District	Date	Fund
11	33	07	2/22/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	000	1190	0	0000	0239	8190	1,000	00	REVENUE
									EXPENDITURES
12	DCW	1190	0	6020	0239	4590	1,000	00	Office and Other Supplies
							1,000	00	TOTAL INCOME
							1,000	00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-b-3   Date: February 22, 2011

Subject: Resolution to Amend Budget - Resolution No. 36-10/11
              2010-2011 Bulletproof Vest Partnership

Background: The Riverside Community College District has received funding for the 2010-
2011 Bulletproof Vest Partnership in the amount of $12,914 from the United States Department
of Justice. The funds will be used to purchase bulletproof vests.

Recommended Action: It is recommended that the Board of Trustees approve adding the
revenue and expenditures of $12,914 to the budget and authorize the Vice Chancellor,
Administration and Finance to sign the resolution.

                                          Gregory W. Gray
                                          Chancellor

Prepared by: James Miyashiro
               Chief of Police

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 36-10/11

2010-2011 Bulletproof Vest Partnership

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of $12,914 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution
adopted by the governing board at
a regular meeting on February 22, 2011.

_____
Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 36-10/11
2010-2011 Bulletproof Vest Partnership

Year	County	District	Date	Fund
11	33	07	2/22/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	000	1190	0	0000	0386	8190	12,914	00	REVENUE
									EXPENDITURES
12	AZR	1190	0	6774	0386	6481	3,230	00	Equip Additional $200-$4999
12	DZR	1190	0	6774	0386	6481	3,228	00	Equip Additional $200-$4999
12	EZR	1190	0	6774	0386	6481	3,228	00	Equip Additional $200-$4999
12	FZR	1190	0	6774	0386	6481	3,228	00	Equip Additional $200-$4999
							12,914	00	TOTAL INCOME
							12,914	00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-b-4   Date: February 22, 2011

Subject: Resolution to Amend Budget - Resolution No. 37-10/11
               2010-2011 Active Minds/Mental Health Education and Awareness Program -
               Riverside City College

Background: The Riverside Community College District has received funding for the 2010-
2011 Active Minds/Mental Health Education and Awareness Program, Riverside City College in
the amount of $10,000 from the Riverside County Department of Mental Health. The funds will
be used for equipment and operational expenses of the program.

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

                                          Gregory W. Gray
                                          Chancellor

Prepared by: Paula McCroskey
                Dean, DSP&S

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 37-10/11

2010-2011 Active Minds/Mental Health Education and Awareness Program - Riverside City College

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 February 22, 2011.

_____
Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 37-10/11
2010-2011 Active Minds/Mental Health Education and Awareness Program -
Riverside City College

Year	County	District	Date	Fund
11	33	07	2/22/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount			Object Code Description
12	000	1190	0	0000	0185	8659	10,000	00		REVENUE
										EXPENDITURES
12	DZP	1190	0	6420	0185	4590	3,000	00		Office and Other Supplies
12	DZP	1190	0	6420	0185	4555	3,000	00		Copying/Printing
12	DZP	1190	0	6420	0185	5219	2,000	00		Other Travel
12	DZP	1190	0	6420	0185	6485	2,000	00		Comp Equip Addl $200-$4999
							10,000	00		TOTAL INCOME
							10,000	00		TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-3-c   Date: February 22, 2011

Subject: Contingency Budget Adjustments

Background: The 2010-11 adopted budget represents our best estimate of anticipated
expenditures necessary to address the educational needs of students pursuant to the District's
mission, goals and objectives. New initiatives and projects and unanticipated needs may be
identified subsequent to budget adoption, requiring that additional funds be established in the
budget. The additional funds can be provided by transferring budget from available contingency
balances. The following contingency budget adjustments have been requested:

	Program	Account	Amount

1. Transfer to provide for the relocation of March Dental Education Center utilities; approved
   by the Board of Trustees on January 25, 2011, Board Report No. II-B.
   (Fund 12, Resource 1180)

From:	Redevelopment Pass-Through Fund	Contingency	$ 250,000
To:	Facilities	March Air Force Base	$ 128,106
		Perris	121,894

2. Transfer to provide project budget for the Alumni Carriage House Restoration project;
   approved by the Board of Trustees on January 25, 2011, Board Report No. VI-E-1.
   (Measure C Funds)

From:	GO Bond Capital Project	Contingency	$ 114,000
To:	Facilities	District	$ 114,000

Recommended Action: It is recommended that the Board of Trustees, by a two-thirds vote of the
members, approve the contingency budget transfer 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-4-a   Date: February 22, 2011

Subject: Bid Award- Bid Number 2010/11-01 - Norco College Secondary Effects Project
                     - Interior/Exterior Improvements (Category 03)

Background: On February 10, 2011, the District received ten (10) bids in response to an
Invitation for Bid solicitation for the Norco College Secondary Effects Project - Interior/Exterior
Improvements (Category 03). This project consists of interior and exterior improvements to the
existing facilities at Norco College. The results were as follows:

Contractor	Business Location	Total Bid
PCN3, Inc	Los Alamitos	$5,782,000
Dumarc Corp	Placentia	$5,902,700
Rossetti Construction Services	Ontario	$6,324,590
USS Cal Builders, Inc	Stanton	$6,400,000
PW Construction	Chino	$6,467,000
Angeles Contractor, Inc	Buena Park	$6,591,000
Plyco Corp	Mira Loma	$6,600,000
Paul C Miller Construction	Rancho Cucamonga	$6,730,000
Inland Building Companies, Inc	San Bernardino	$6,949,000
Woodcliff Corp	Los Angeles	$7,313,000

Staff recommends awarding the bid to the lowest bidder, PCN3, Inc, for the total bid amount of
$5,782,000. References for PCN3, Inc were checked by Purchasing staff and found to be
satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees award Bid Number
2010/11-01 - Norco College Secondary Effects Project - Interior/Exterior Improvements
(Category 03), in the total amount of $5,782,000 to PCN3, Inc and authorize the Vice
Chancellor, Administration and Finance to sign the associated agreement.

                                                    Gregory W. Gray
                                                    Chancellor

Prepared by: Majd S. Askar
                     Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-4-b   Date: February 22, 2011

Subject: Bid Award - Bid Number 2010/11-02 - Norco College Secondary Effects Project
                - HVAC - (Category 07)

Background: On February 10, 2011, the District received ten (10) bids in response to an
Invitation for Bid solicitation for the Norco College Secondary Effects Project - HVAC -
(Category 07). This project consists of heating, ventilating, and air conditioning to the existing
facilities at Norco College. The results were as follows:

Contractor	Business Location	Total Bid
West Tech Mechanical	Montclair	$2,215,500
Couts Heating & Cooling	Corona	$2,449,000
Circulating Air, Inc	N Hollywood	$2,600,000
ACH Mechanical Contractors	Redlands	$2,615,000
Sheldon Mechanical Corp	Santa Clarita	$2,617,000
Air-Ex Air Conditioning, Inc	Pomona	$2,700,000
RAN Enterprises, Inc	Huntington Beach	$2,748,000
Athena Engineering, Inc	San Dimas	$2,766,000
Allison Mechanical	Redlands	$2,767,000
Aire Masters A/C	Santa Fe Springs	$2,798,000

Staff recommends awarding the bid to the lowest bidder, West Tech Mechanical, for the total bid
amount of $2,215,500. References for West Tech Mechanical were checked by Purchasing staff
and found to be satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees award Bid Number
2010/11-02 - Norco College Secondary Effects Project - HVAC - (Category 07), in the total
amount of $2,215,500 to West Tech Mechanical and authorize the Vice Chancellor,
Administration and Finance to sign the associated agreement.

                                        Gregory W. Gray
                                        Chancellor

Prepared by: Majd S. Askar
               Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-4-c   Date: February 22, 2011

Subject: Bid Award - Bid Number 2010/11-03 - Norco College Secondary Effects Project
               - Electrical (Category 09)

Background: On February 10, 2011, the District received twelve (12) bids in response to an
Invitation for Bid solicitation for the Norco College Secondary Effects Project - Electrical
(Category 09). This project consists of electrical work to the existing facilities at Norco College.
The results were as follows:

Contractor	Business Location	Total Bid
PCN3, Inc	Los Alamitos	$1,977,000
USS Cal Builders	Stanton	$1,980,000
WB Walton Electric	Beaumont	$2,199,000
RIS Electrical Contractors	Riverside	$2,248,000
Daniels Electrical	Fontana	$2,263,000
Carol Electric Company	Los Alamitos	$2,270,000
Performance Electric	Apple Valley	$2,294,571
Dynaelectric	Los Alamitos	$2,447,000
Baker Electric	Escondido	$2,459,116
Unison Electric	Huntington Beach	$2,596,000
Jam Corp	Los Angeles	$2,650,000
Electric Service & Supply Co	Pasadena	$2,855,000

Staff recommends awarding the bid to the lowest bidder, PCN3, Inc, for the total bid amount of
$1,977,000. References for PCN3, Inc were checked by Purchasing staff and found to be
satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees award of Bid Number
2010/11-03 - Norco College Secondary Effects Project - Electrical (Category 09), in the total
amount of $1,977,000 to PCN3, Inc and authorize the Vice Chancellor, Administration and
Finance to sign the associated agreement.

                                         Gregory W. Gray
                                         Chancellor

Prepared by: Majd S. Askar
                Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-4-d   Date: February 22, 2011

Subject: Using Competitively Bid Piggyback Contract for the Purchase, Installation and
                 Transfer of DSA Approved Classroom Buildings from Silver Creek Industries,
                 Incorporated

Background: The development of the Moreno Valley College Dental Education Center
(MDEC) requires the use of modular buildings for permanent housing of students. The project
scope includes the purchase and installation of three (3) modular buildings, consisting of three
(3) classrooms, thirteen (13) staff workstations/offices, thirty (30) dental operatories, one (1)
dental materials lab and associated support rooms (e.g. storage rooms).

San Gabriel Unified School District has awarded a competitively bid piggyback contract to
Silver Creek Industries, Incorporated for the purchase, installation and transfer of DSA approved
classroom buildings. Staff recommends utilizing this competitively bid piggyback contract for a
guaranteed maximum price, lower project costs and faster project completion. The term of the
contract is from March 28, 2006 and shall expire March 27, 2011. The contract has been
reviewed by Purchasing staff and meets District requirements.

Recommended Action: It is recommended that the Board of Trustees approve using the Silver
Creek Industries, Incorporated competitively bid piggyback Bid No. 16-04/05 contract from the
San Gabriel Unified School District for the Riverside Community College District for the
purchase, installation and transfer of DSA approved classroom buildings.

                                              Gregory W. Gray
                                              Chancellor

Prepared by: Majd S. Askar
                 Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-4-e   Date: February 22, 2011

Subject: Bid Award Riverside Community College District - Bid Number 2010/11-04 -
Quad Basement Remodel

Background: On January 27, 2011, the District received eight (8) bids in response to an
Invitation for Bid solicitation for the Riverside Community College District - Quad Basement
Remodel project. This project consists of the remodel and improvement of basement space into
faculty offices within the Quad Building on the Riverside City College campus. The results were
as follows:

Contractor	Business Location	Total Bid
Atom, Inc	Hemet	$244,979
R.P. General Contractor	Moreno Valley	$249,000
Delt Builders	Rancho Cucamonga	$249,800
De La Riva	Fullerton	$293,205
CJPRO, Inc	Fullerton	$325,800
Dalke & Sons	Riverside	$338,740
Rossetti Construction	Ontario	$351,497

Staff recommends awarding the bid to the second lowest bidder, Atom, Inc, for the total bid
amount of $244,979. References for Atom, Inc were checked by Purchasing staff and found to
be satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees award of the bid for the
Riverside Community College District - Quad Basement Remodel, in the total amount of
$244,979 to Atom, Inc and authorize the Vice Chancellor, Administration and Finance to sign
the associated agreement.

                                                    Gregory W. Gray
                                                    Chancellor

Prepared by: Majd S. Askar
                    Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-4-f   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Bid Award Riverside Community College District - Bid Number 2010/11-06 -
               Engine Generator - Norco College Secondary Effects Project

<u>Background</u>:   On February 3, 2011, the District received one (1) bid in response to an Invitation
for Bid solicitation for the purchase of an Engine Generator for the Norco Secondary Effects
Project. The Bid calls for the vendor to furnish, and deliver an engine generator set including
warranty, testing, and operations manual, for the Norco College Secondary Effects Project. The
bid response received was below the estimated cost. The results were as follows:

	Business	
<u>Contractor</u>	<u>Location</u>	<u>Total Bid</u>
Johnson Power Systems	Riverside	$110,950

Staff recommends awarding the bid to Johnson Power Systems, for the total bid amount of
$110,950. References for Johnson Power Systems were checked by Purchasing staff and found
to be satisfactory. This project will be funded from the approved Measure C budget.

<u>Recommended Action</u>: It is recommended that the Board of Trustees award of the bid for the
Engine Generator in the total amount of $110,950 to Johnson Power Systems, Inc and authorize
the Vice Chancellor, Administration and Finance to sign the associated agreement.

                                    Gregory W. Gray
                                    Chancellor

<u>Prepared by</u>:   Majd S. Askar
                Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.:   V-A-5   Date: February 22, 2011

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)   Ms. Ingrid Wicken, associate professor, physical education, Moreno Valley College,
        to travel to Telemark, Norway, February 19-28, 2011, to attend the Winter Sports and
        Outdoor Life Conference to present a ski history paper. There is no cost to the
        District. (The travel arrangements were not finalized until after the January Board
        meeting. Therefore, the travel request could not be included in the January Board
        report.)

Current:

Moreno Valley College

1)   Dr. Fabian Biancardi, associate professor, political science, to travel to Beijing, China,
        March 3 – May 14, 2011, to lead and teach courses in the spring 2011 semester study
        abroad program. There is no cost to the District.

2)   Dr. Lisa Conyers, vice president, academic affairs, to travel to Atlanta, Georgia,
        April 5-9, 2011, to attend the 22nd Annual National Service-Learning Conference to
        network and learn how to design an effective service learning program. Estimated
        cost: $1,939.48. Funding Source: Perkins Title 1-C Grant funds.

3)   Ms. Donna Lesser, assistant professor, career and technical education, to travel to
        Atlanta, Georgia, April 5-9, 2011, to attend the 22nd Annual National Service-Learning
        Conference to network and learn how to design an effective service learning program.
        Estimated cost: $1,824.00. Funding Source: Perkins Title 1-C Grant funds.

4)   Dr. Monte Perez, president, to travel to Washington, D.C., April 3-6, 2011, to attend
        the Hispanic Association of Colleges and Universities' (HACU) 16th Annual Capitol
        Forum. Estimated cost: $1,450.00. Funding source: the general fund (cost of airfare
        will be reimbursed by the Hispanic Association of Colleges and Universities).

5)   Mr. Greg Sandoval, vice president, student services, to travel to San Antonio, Texas,
        March 29-April 1, 2011, to attend the 2011 Air Force Recruiting Service Distinguished
        Educator Tour. There is no cost to the District.

Report No.:   V-A-5   Date: February 22, 2011

Subject: Out-of-State Travel (continued)

6)   Dr. Nick Sinigaglia, assistant professor, philosophy, to travel to Beijing, China, March 3-May 14, 2011, to lead and teach courses in the spring 2011 semester study abroad program. There is no cost to the District.

Norco College

None

Riverside City College

1)   Ms. Elizabeth Harvey, occupational educational specialist, to travel to Arlington, Virginia, April 10-15, 2011, to attend the National Alliance for Partnerships in Equity 2011 Professional Development Institute. Estimated cost: $2,905.28. Funding source: Perkins Tech Prep Grant funds.

2)   Ms. Aya Saito, international students and programs specialist or Mr. Miguel Reid, associate professor, English as a second language, to travel to Harrisonburg, Virginia, March 16-20, 2011, to accompany six (6) students participating in the International Student Leadership Conference. Estimated cost: $4,000.00. Funding source: ASRCC International Club budget funds.

3)   Ms. Jan Schall, coordinator, international education, to travel to Beijing, China, March 31-April 12, 2011, to visit and evaluate our first spring semester program in China, to visit two new university sites for future programs, and to explore options for increasing international students from China. Estimated cost: $3,234.00. Funding source: the general fund.

Riverside Community College District

None

Gregory W. Gray
Chancellor

Prepared by: Kathryn Tizcareno
                Administrative Assistant

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-6-a   Date: February 22, 2011

Subject: Contracts and Agreements Report Less than $78,900–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 $78,900. The attached listing of
contracts and agreements under $78,900 requested by campus and District staff has been
reviewed and verified that budgeted funds are available in the appropriate categories of
expenditure. Unless otherwise noted, the period covered by the contract or agreement is within
fiscal year 2010 - 2011. The contracts and agreements have been executed pursuant to the
Board's delegation of authority and are presented on this agenda for ratification.

Recommended Action: It is recommended that the Board of Trustees ratify contracts totaling
$605,875.

                                                    Gregory W. Gray
                                                    Chancellor

Prepared by: Majd S. Askar
                      Purchasing Manager

Contracts and Agreements Report-All District Resources
$78,900 and Under
1/01/11 thru 1/31/11

PO#	Department	Vendor	Business Location	Description	Amount
C0003280	Facilities - Moreno Valley	Padilla & Associates, Inc	Santa Ana	Moreno Valley Parking Structure & Surge Space	$15,007
C0003282	Community & Economic Development	Vantages	Newport Beach	Consulting Services	9,900
C0003283	Community & Economic Development	Redtail Capital	Temecula	Consulting Services	9,900
C0003284	Community & Economic Development	Resonnect Marketing	Carlsbad	Consulting Services	9,900
C0003285	Community & Economic Development	The Markus Group	Irvine	Consulting Services	8,250
C0003286	Community & Economic Development	Plenum Revenue Group	Laguna Niguel	Consulting Services	9,900
C0003287	Community & Economic Development	Kasle, Donald H	Dove Canyon	Consulting Services	9,900
C0003288	Community & Economic Development	Setzer, Edwin P	Riverside	Consulting Services	9,900
C0003289	FPDC	LSA Associates, Inc	Irvine	Culinary/DO Project	64,750
C0003290	Workforce Preparation	City of Riverside	Riverside	Emancipation Event	1,970
C0003291	Workforce Preparation	Ransford, Jamey Sue	Sebastopol	Technical Site Visits	20,500
C0003292	Workforce Preparation	Taylor, Dena	Soquel	Technical Site Visits	20,500
C0003293	Academic Affairs	Smarthinking, Inc	Washington, DC	Tutoring Services	413
C0003294	Workforce Preparation	Phillips, Carol J	Riverside	Lecturer	625
C0003295	Workforce Preparation	Cash, Karen Bryna	Rialto	Lecturer	1,675
C0003296	Performing Arts	Reyes, Victoria Lynne	Chula Vista	Dance Residency	8,710
C0003297	Community Ed & Senior Citizen Ed	Notary Public Seminars, Inc	Los Angeles	Community Ed Classes	600
C0003298	Customized Solutions	Ortman, Carolyn	Riverside	Training	500
C0003300	Allied Health	Linda Caputi, Inc	Saint Charles, IL	Consultant	3,000
C0003301	College Relations / Special Projects	Callas, Thomas W	Tustin	Collections Manager	11,000
C0003302	Facilities	Padilla & Associates, Inc	Santa Ana	Riverside Quad Basement Remodel	9,600
C0003303	Customized Solutions	Behavioral Momentum Associates, LLC	Corona	Training	304
C0003304	Performing Arts	Music Theatre International	New York, NY	Performance License	243
C0003305	Campus Student Services-Norco	Coronado, Heidi	Chatsworth	Parent Academy Sessions	1,500
N/A	Tri Tech	Cal State Fullerton Auxiliary Services Corp	Fullerton	SBA Cooperative Agreement	No Cost
N/A	Health, Human & Public Services	Juliana Carvalho, DDS	Moreno Valley	Student Studies	No Cost
N/A	Health, Human & Public Services	James S Minutello, DDS	Moreno Valley	Student Studies	No Cost
N/A	Health, Human & Public Services	Mohammad Zareh, DDS	Moreno Valley	Student Studies	No Cost
Additions to Approved/Ratify Contracts of $78,900 and Under					
C0002000	Finance	Magnon Property Management	Riverside	Property Management	3,220
C0002150	Facilities	Adecco USA, Inc.	Ontario	Transportation Services	10,000
C0002373	FPDC	AVRP Studios	San Diego	Amends/Extends Date to 4/30/11	No Cost
C0002489	FPDC	River City Testing	Riverside	Amends/Extends Date to 3/31/11	No Cost
C0002527	Economic Development Center	Image IV Systems, Inc.	Burbank	Maintanence Agreement	500
C0002697	Public Safety Education and Training	Department of California Highway Patrol	Sacramento	Classroom Space	35,900
C0002705	Academy / Criminal Services	Department of California Highway Patrol	Sacramento	Classroom Space	41,000
C0002760	FPDC	Dudek	Encinitas	Moreno Valley Parking Structure	26,840
C0002802	FPDC	The Solis Group	Pasadena	Nursing/Science Building Project	30,076
C0002834	FPDC	JBH Structural Concrete, Inc	Murrieta	Riverside Aquatics Center Bid Award	34,650
C0002840	FPDC	Kretschmar & Smith Inc	Riverside	Riverside Aquatics Center Bid Award	6,943
C0002897	FPDC	Wide Flange Steel, Inc	Fontana	Riverside Aquatics Center Bid Award	5,321
C0002996	Performance Riverside	Music Theatre International	New York, NY	Royalties for 'Little Shop of Horrors'	4,895
C0003058	Title V	UC Regents	Riverside	Student Housing	7,971
C0003066	Chancellor's Office	Best, Best & Krieger	Riverside	Legal Services	10,000
C0003071	Economic Development Center	Vantages	Newport Beach	Consulting Services	3,603

Contracts and Agreements Report-All District Resources
$78,900 and Under
1/01/11 thru 1/31/11

PO#	Department	Vendor	Business Location	Description	Amount
C0003073	Economic Development Center	Resonnect Marketing	Carlsbad	Consulting Services	2,186
C0003074	Community & Economic Development	The Markus Group	Irvine	Consulting Services	1,403
C0003078	Economic Development Center	Plenum Revenue Group	Laguna Niguel	Consulting Services	3,410
C0003079	Economic Development Center	Kasle, Donald H	Dove Canyon	Consulting Services	2,448
C0003080	FPDC	Tamra Kay Interior Design Consulting	Irvine	Nursing/Science Building Project	49,424
C0003087	Customized Solutions	Behavioral Momentum Associates, LLC	Corona	Training	100
C0003113	Workforce Preparation	Knight, Katherine	Temecula	Lecturer	4,650
C0003114	Workforce Preparation	Stephan, Victoria	Corona	Lecturer	3,350
C0003118	Community Ed & Senior Citizen Ed	Balloons by Alice Lyons	Diamond Bar	Presenter	425
C0003138	Workforce Preparation	Samano, Teresa	Hemet	Lecturer	2,175
C0003140	Workforce Preparation	Mocete, Luz	Moreno Valley	Lecturer	2,075
C0003142	Workforce Preparation	Crain, Dan	Yucaipa	Lecturer	4,000
C0003149	Health, Human & Public Services	March Joint Powers Authority	Riverside	Dental Lease Agreement	55,000
C0003150	Human Resources & Diversity	Professional Personnel Leasing Inc	South Lake Tahoe	Professional and Administrative Services	3,750
C0003151	Food Services - Norco	Provider Contract Food Service LLC	Riverside	Temp Assistant Manager	11,250
C0003178	Community Ed & Senior Citizen Ed	Education to Go	Temecula	Presenter	3,015
C0003183	Customized Solutions	Behavioral Momentum Associates, LLC	Corona	Training & Development	1,750
C0003199	Educational Services	Applied Development Resources	Carlsbad	Green Initiatives	6,000
				Total	$605,875

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.:   V-A-6-b   Date: February 22, 2011

Subject: Agreement with Professional Personnel Leasing, Inc.

Background: Attached for the Board's review and consideration is an agreement between
Riverside Community College District and Professional Personnel Leasing, Inc. The contractor
shall assign Laurens K. Thurman to consult and advise the President of Norco College and other
College and District personnel in matters pertaining to fiscal and budgetary management of the
College, advise on the College's academic schedule and strategic plan from a fiscal perspective,
serve as College liaison with District administrative services to advise the President and District
officers on such matters as accounting, facilities planning and operations, custodial and other
such services to be identified by the College President. The services provided by this agreement
will allow time for a full recruitment of a Vice President, Business Services for Norco College.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement with
Professional Personnel Leasing, Inc. for $97,398.10 to provide professional and administrative
services to the President of Norco College and other College and District personnel in matters
pertaining to the financial and administrative services of Norco College for the term of February
7, 2011 through August 31, 2011.

                                        Gregory W. Gray
                                        Chancellor

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

                Brenda Davis
                President, Norco College

AGREEMENT BETWEEN

PROFESSIONAL PERSONNEL LEASING, INCORPORATED.

And

RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made and entered into this 7th day of February, 2011, by and between Riverside Community College District (hereinafter "District") and Professional Personnel Leasing, Inc., a California Corporation (hereinafter "Contractor") to provide professional and administrative services to District.

IT IS MUTUALLY AGREED that Contractor will provide professional and administrative services under the following terms and conditions listed below and as shown in Appendix "A".

NOW, THEREFORE, it is agreed as follows:

1.   Assignment of Personnel. Contractor shall assign Laurens K. Thurman (hereinafter referred to as "Thurman") to perform the services described in this agreement and represents that he is fully qualified and competent to perform the enumerated duties. If at any time for any reason Thurman is unable to perform the services described in this agreement to the satisfaction of the District, the District may terminate this agreement upon 5 days notice to Contractor. Notice of termination may be given by mail, telephone or fax.

2.   District Support. When the District requests in writing that they wish Thurman to attend an educational conference, the District shall reimburse Thurman for necessary transportation, meals, lodging, and registration fees for such conference in accordance with existing District policy and regulations.

3.   Indemnification. Contractor agrees to defend indemnify and hold harmless the District and its officers, agents and employees from and against all claims, damages losses and expenses, including but not limited to attorney fees arising out of or resulting from the Contractor performance of this Agreement, which are not caused by District negligence, willful misconduct or lack of good faith.

District agrees to defend indemnify and hold harmless the Contractor and its officers, agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees arising out of or resulting from the Districts performance of this Agreement, which are not caused by Contractor's negligence, willful misconduct or lack of good faith.

4.   Contractor / Thurman Not Employee of District. It is understood that Contractor is responsible for the actions of its officers, employees, and servants; that District does not assume any liability under law for any act of Contractor, its officers, agent or employees, or for Thurman, while traveling to or performing the duties set forth in this Agreement. Furthermore, as a self employed independent contractor, neither the District nor PPL shall be responsible for the payment of any unemployment insurance, Workers' Compensation Insurance, Social Security or Medicare taxes, or contribution of federal or state income tax withholding for or on behalf of Thurman.

5.   Payment. Payment in consideration of this Agreement shall be Fourteen thousand three hundred twenty-three dollars and sixty-three cents ($14,323.25) per month of service rendered by Thurman which includes all PPL administrative fees. PPL will bill District at the end of each month for services performed by Thurman as outlined in Appendix "A". The District will reimburse Contractor within thirty days (30) of receipt of a valid invoice.

6.   Status of District and PPL. It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between District and Contractor, but is, rather, an agreement by and between independent contractors, these being District and Contractor.

7.   Limitations of Consultant Powers. Thurman shall perform the services as defined in Appendix "A". To the extent that the law allows, Thurman may discharge duties that are consistent with the services outlined in Appendix "A". The District shall designate an employee(s) to discharge those duties and exercise those powers which can only be vested in a person employed by the District, and in that capacity the designated employee(s) and Thurman shall coordinate to ensure the orderly and consistent administration of the area of consultation.

8.   Compliance with Laws. Contractor and Thurman shall comply with all applicable Federal/State/Local laws, administrative regulations, District policies, and executive orders including but not limited to laws prohibiting discrimination based on age, disability, sex, race, creed, national origin and marital status.

9.   Terms of Agreement. This Agreement shall remain in full force and effect beginning February 7, 2011 and ending August 31, 2011. This Agreement may be extended or canceled by mutual written agreement of all parties hereto.

CONTRACT # RCCD020111

TAX ID # 33-0205012

PROFESSIONAL PERSONNEL LEASING, INCORPORATED.

DATED: February 3, 2011   By: _____
                                   Guy F. Lease, Ed.D.
                                   Executive Vice President-Chief Financial Officer
                                   PO Box 17457
                                   South Lake Tahoe, CA 96151
                                   Tel: 530 544-3973
                                   guy.lease@gmail.com

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DATED: _____   By: _____
                               James L. Buysse, Vice Chancellor
                               Administration and Finance
                               Riverside Community College District
                               4800 Magnolia Avenue
                               Riverside, CA 92506
                               Tel: 951-222-8589

Thurman-Riverside CCD 02-11   3   2/7/2011

APPENDIX "A"
INDEPENDENT CONTRACTOR
PROFESSIONAL PERSONNEL LEASING, INCORPORATED.
LAURENS K. THURMAN
Principal Consultant

DESCRIPTION OF SERVICES:

Consult and advise the President of Norco College and other College and District personnel in matters pertaining to the financial and administrative services of the College. These matters include, but are not restricted to the following:

1.   Advise on the proper fiscal and budgetary management of the College.

2.   Advise on the College's academic schedule and strategic plan from a fiscal perspective.

3.   Serve as College liaison with District administrative services to advise the President and District officers on such matters as accounting, facilities planning and operations, human resources, custodial and other such services to be identified by the College President.

4.   Share information as needed for utilization by operational committees.

5.   Attend Governing Board meetings as a resource person as requested by the President.

The services of Thurman specifically do not include the evaluation, hiring, firing, or supervision of any District personnel. Also, Thurman shall not process any employee grievances in the course of fulfilling this Agreement, or sign any official District documents, nor perform any functions defined as "Creditable Service" by Education Code Section 22119.5.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-7-a   Date: February 22, 2011

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	SELECT 700	0017798181	015042
1	GATEWAY	CPU	SELECT 700	0017798182	015032
1	GATEWAY	CPU	SELECT 700	0017798186	015036
1	GATEWAY	CPU	SELECT 700	0017798188	015046
1	GATEWAY	CPU	SELECT 700	0017798189	015040
1	GATEWAY	CPU	SELECT 700	0017798194	015044
1	GATEWAY	MONITOR	EV910	190168078429	015041
1	HP	PRINTER	970C	MY0231824F	015893
1	UEBERT	UPS	700	0015900019AD1C1	015959
1	GATEWAY	COMPUTER - LAPTOP	SOLO 9300	0020975266	015882
1	GATEWAY	COMPUTER - LAPTOP	SOLO 9300	0020975267	015879
1	GATEWAY	COMPUTER - LAPTOP	SOLO 9300	0020975268	015880
1	GATEWAY	COMPUTER - LAPTOP	SOLO 9300	0020975270	015881
1	GATEWAY	CPU	SELECT 1000	0020135653	017255
1	SHARP	VCR	XA-905	011714717	016564
1	SHARP	VCR	XA-905	011715486	016568
1	GATEWAY	COMPUTER - LAPTOP	SOLO 9500	0024033952	017999
1	GATEWAY	CPU	E4600-SE	0022625685	017298
1	GATEWAY	CPU	E1400-850	0022355046	018121
1	SCANMARK	OPTICAL MARK READ	ES2260	EO-02306	018688
1	SHARP	VCR	XA-905	104718999	017699
1	APPLE	COMPUTER - LAPTOP	IBOOK-600	UV1513UTLLL	018560
1	GATEWAY	COMPUTER - LAPTOP	600YGR	0026905907	019018
1	GATEWAY	CPU	E4650	0026995864	019298
1	SONY	PROJECTOR	VPL-PX11	6509163	022733
1	UNIVERSAL	MULTI GYM	CENT II	540KL902	000680
1	GATEWAY	CPU	E4600-XL	0024149206	018028
1	GATEWAY	COMPUTER - LAPTOP	SOLO 9550	0025541845	018462
1	DELL	CPU	XPS B800	D912701	016070
1	GATEWAY	CPU W/MONITOR	E3400	0024895127	018386
1	HP	PRINTER	LJ5M	USKC045102	009592
1	GATEWAY	CPU W/MONITOR	E4200	0013997469	013721
1	GATEWAY	CPU W/MONITOR	E4200	0013997488	013731
1	HP	PRINTER	LJ8000DN	USBC008471	013754
1	HP	PRINTER	LJ8000DN	4781-60500	012036
1	GATEWAY	CPU W/MONITOR	E4200	0013992170	013746
1	APPLE	COMPUTER PERSONA	IBOOK	UV20415TMHL	020884
1	APPLE	COMPUTER PERSONA	IBOOK	UV20414TMHL	020885
1	APPLE	COMPUTER PERSONA	IBOOK	UV2050CFMHL	020886
1	APPLE	COMPUTER PERSONA	IBOOK	UV20414XMHL	020887
1	APPLE	COMPUTER PERSONA	IBOOK	UV2050FYMHL	020888
1	APPLE	COMPUTER PERSONA	IBOOK	UV2050GLMHL	020889
1	APPLE	COMPUTER PERSONA	IBOOK	UV20414LMHL	020890
1	APPLE	COMPUTER PERSONA	IBOOK	UV2050ERMHL	020891
1	APPLE	COMPUTER PERSONA	IBOOK	UV2050I3MHL	020893
1	APPLE	COMPUTER PERSONA	IBOOK	UV2050EJMHL	020894
1	APPLE	COMPUTER PERSONA	IBOOK	UV2050EUMHL	020895
1	APPLE	COMPUTER PERSONA	IBOOK	UV20414FMHL	020896
1	APPLE	COMPUTER PERSONA	IBOOK	UV20413FMHL	020897
1	STAIRMASTER	STAIRMASTER	4000T	52767	023680
1	GATEWAY	COMPUTER - LAPTOP	M675	0033269240	021370
1	GATEWAY	COMPUTER - LAPTOP	SOLO 5300	0022407928	016941

Surplus Property

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	COMPUTER - LAPTOP	M675PRR	0034807323	024509
1	GATEWAY	CPU	ESERIES	0034736966	024942
1	HP	PRINTER	Q5959A	CNGIG07932	025161
1	EPSON	PRINTER	B251A	FXUY574589	037854

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-A-7-b   Date: February 22, 2011

Subject: Phase III Student Academic Services Facility at the Moreno Valley College –
                Amend Unused Balance of Architect Agreement

Background: On March 21, 2006, the Board of Trustees approved an agreement with WWCOT
Architecture in the amount of $689,303 to provide preliminary plans and working drawings for
the Phase III Student Academic Services Facility at Moreno Valley College. On January 29,
2008, the Board approved Amendment No. 1 with WWCOT in the amount of $85,850 for
additional work, and on August 18, 2009, the Board of Trustees approved Amendment No. 2
with WWCOT in the amount of $159,850 for additional design services which were never
utilized. On October 19, 2010, the Board of Trustees approved terminating the remainder of the
original Agreement with WWCOT (unused balance of $483,247.75) and approved a new
agreement with WWCOT in the amount of $1,325,200 to develop a State approvable design for
the Phase III Student Academic Services Facility project at Moreno Valley College.

After final review of outstanding invoices for the original WWCOT Agreement, staff now
requests to amend the balance to be returned to the District Measure C project account to an
unused balance of $450,724.90.

Recommended Action: It is recommended that the Board of Trustees approve the amended
unused balance from the original Agreement with WWCOT in the amount of $483,247.75 to
$450,724.90 with said revised amount returned to the District Measure C project account for the
Phase III Student Academic Services Facility project at Moreno Valley College.

                                        Gregory W. Gray
                                        Chancellor

Prepared by: Monte Perez, President
               Moreno Valley College

               Claude Martinez, Interim Vice President Business Services
               Moreno Valley College

               Orin L. Williams, Associate Vice Chancellor
               Facilities Planning and Development

               Bart L. Doering, Director of Construction
               Facilities Planning and Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-B-1   Date: February 22, 2011

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for
the period July 1, 2010 through January 31, 2011. 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.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-B-1   Date: February 22, 2011

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 JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	$ 138,537,689	$ 141,356,700	$ 141,356,700	$ 79,765,299
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	0	3,390,000	3,390,000	0
District Bookstore (Resource 1110)	303,000	350,426	350,426	87,607
Total Revenues	$ 138,840,689	$ 145,097,126	$ 145,097,126	$ 79,852,906
Expenditures				
Academic Salaries	$ 65,646,759	$ 64,566,885	$ 64,656,125	$ 34,790,881
Classified Salaries	31,072,446	32,118,327	32,114,090	17,584,771
Employee Benefits	26,632,748	29,367,497	29,376,111	14,322,271
Materials & Supplies	1,854,577	2,313,618	2,346,913	1,178,371
Services	11,883,115	15,777,951	15,416,711	7,709,180
Capital Outlay	972,227	840,552	1,074,880	281,506
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	654,220	665,157	665,157	332,578
Federal Work Study (Resource 1190)	175,303	199,621	199,621	87,467
Instr. Equipment Match (Resource 1190)	9,002	13,002	13,002	13,002
Performance Riverside (Resource 1090)	193,257	0	0	0
ARRA Stimulus Backfill (Resource 1190)	454,608	73,434	73,434	58,361
General Fund Backfill (Resource 1190)	1,319,977	1,354,474	1,354,474	660,608
Interfund Transfer to:				
Resource 3200	0	0	0	0
Resource 3300	372,761	0	0	0
Resource 6100	250,000	250,000	250,000	125,000
Total Expenditures	$ 141,491,000	$ 147,540,518	$ 147,540,518	$ 77,143,996
Revenues Over (Under) Expenditures	$ (2,650,311)	$ (2,443,392)	$ (2,443,392)	$ 2,708,910
Beginning Fund Balance	13,822,759	11,172,448	11,172,448	11,172,448
Ending Fund Balance	$ 11,172,448	$ 8,729,056	$ 8,729,056	$ 13,881,358
Ending Cash Balance				$ 14,364,005

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 2,130,642	$ 2,144,000	$ 2,144,000	$ 1,146,093
Expenditures				
Classified Salaries	$ 1,072,224	$ 1,251,866	$ 1,251,866	$ 597,801
Employee Benefits	335,245	379,071	379,071	175,913
Materials & Supplies	39,302	76,700	76,700	24,389
Services	299,137	396,910	396,910	137,795
Capital Outlay	64,139	236,999	236,999	50,028
Total Expenditures	$ 1,810,047	$ 2,341,546	$ 2,341,546	$ 985,926
Revenues Over (Under) Expenditures	$ 320,595	$ (197,546)	$ (197,546)	$ 160,167
Beginning Fund Balance	306,710	627,305	627,305	627,305
Ending Fund Balance	$ 627,305	$ 429,759	$ 429,759	$ 787,472
Ending Cash Balance				$ 801,114

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 1,656,047	$ 1,690,000	$ 1,690,000	$ 830,036
Expenditures				
Academic Salaries	$ 257,055	$ 343,722	$ 329,143	$ 193,353
Classified Salaries	546,126	536,316	589,649	239,872
Employee Benefits	183,250	216,418	216,664	88,365
Materials & Supplies	101,521	141,725	145,185	54,695
Services	194,789	407,943	365,483	152,505
Capital Outlay	23,574	45,447	45,447	11,530
Total Expenditures	$ 1,306,315	$ 1,691,571	$ 1,691,571	$ 740,320
Revenues Over (Under) Expenditures	$ 349,732	$ (1,571)	$ (1,571)	$ 89,716
Beginning Fund Balance	1,673,008	2,022,740	2,022,740	2,022,740
Ending Fund Balance	$ 2,022,740	$ 2,021,169	$ 2,021,169	$ 2,112,456
Ending Cash Balance				$ 2,063,103

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 766,381	$ 725,800	$ 725,800	$ 523,734
Expenditures				
Academic Salaries	$ 4,300	$ 4,272	$ 4,272	$ 2,492
Classified Salaries	301,501	271,186	271,186	207,791
Employee Benefits	74,089	78,531	78,531	47,114
Materials & Supplies	4,696	3,200	3,200	2,042
Services	411,145	363,276	363,276	249,186
Total Expenditures	$ 795,731	$ 720,465	$ 720,465	$ 508,625
Revenues Over (Under) Expenditures	$ (29,350)	$ 5,335	$ 5,335	$ 15,109
Beginning Fund Balance	(61,340)	(90,690)	(90,690)	(90,690)
Ending Fund Balance	$ (90,690)	$ (85,355)	$ (85,355)	$ (75,581)
Ending Cash Balance				$ (72,368)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	$ 679,890	$ 921,691	$ 946,691	$ 512,658
Intrafund Transfer from				
General Operating (Resource 1000)	193,257	0	0	0
Total Revenues	$ 873,147	$ 921,691	$ 946,691	$ 512,658
Expenditures				
Classified Salaries	$ 312,362	$ 324,894	$ 324,894	$ 173,946
Employee Benefits	112,526	122,948	122,948	59,693
Materials & Supplies	25,088	28,200	28,200	14,865
Services	385,311	445,649	445,649	268,258
Total Expenditures	$ 835,287	$ 921,691	$ 921,691	$ 516,762
Revenues Over (Under) Expenditures	$ 37,860	$ 0	$ 25,000	$ (4,104)
Beginning Fund Balance	(768,842)	(730,982)	(755,982)	(755,982)
Ending Fund Balance	$ (730,982)	$ (730,982)	$ (730,982)	$ (760,086)
Ending Cash Balance				$ (751,280)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 826,496	$ 802,394	$ 802,394	$ 269,156
Expenditures				
Services	$ 43,751	$ 43,760	$ 43,760	$ 21,957
Interfund Transfer to				
Food Services (Resource 3200)	529,809	425,753	425,753	212,876
Intrafund Transfer to				
General Operating (Resource 1000)	303,000	350,426	350,426	87,607
Total Expenditures	$ 876,560	$ 819,939	$ 819,939	$ 322,440
Revenues Over (Under) Expenditures	$ (50,064)	$ (17,545)	$ (17,545)	$ (53,284)
Beginning Fund Balance	96,799	46,735	46,735	46,735
Ending Fund Balance	$ 46,735	$ 29,190	$ 29,190	$ (6,549)
Ending Cash Balance				$ (6,549)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 211,494	$ 156,400	$ 156,400	$ 5,708
Expenditures				
Classified Salaries	$ 66,418	$ 33,801	$ 33,801	$ 19,991
Employee Benefits	22,936	13,169	13,169	6,741
Materials & Supplies	3,840	7,200	7,200	958
Services	130,731	86,676	86,676	15,862
Total Expenditures	$ 223,925	$ 140,846	$ 140,846	$ 43,552
Revenues Over (Under) Expenditures	$ (12,431)	$ 15,554	$ 15,554	$ (37,844)
Beginning Fund Balance	83,604	71,173	71,173	71,173
Ending Fund Balance	$ 71,173	$ 86,727	$ 86,727	$ 33,329
Ending Cash Balance				$ 23,192

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 1,758,909	$ 1,738,700	$ 1,738,700	$ 297,417
Expenditures				
Services	$ 133,533	$ 200,200	$ 200,200	$ 93,320
Capital Outlay	147,066	4,190,484	4,190,484	411,389
Total Expenditures	$ 280,599	$ 4,390,684	$ 4,390,684	$ 504,709
Revenues Over (Under) Expenditures	$ 1,478,310	$ (2,651,984)	$ (2,651,984)	$ (207,292)
Beginning Fund Balance	7,564,112	9,042,422	9,042,422	9,042,422
Ending Fund Balance	$ 9,042,422	$ 6,390,438	$ 6,390,438	$ 8,835,130
Ending Cash Balance				$ 8,321,001

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	$ 21,557,659	$ 27,629,612	$ 32,801,318	$ 8,419,498
Intrafund Transfers from				
General Operating (Resource 1000)				
For CITD Grant	17,029	0	0	0
For CITD Statewide Leadership Grant	24,576	0	0	0
For CITD HUB FP3	2,378	0	0	0
For DSP&S	1,289,005	1,085,618	1,085,618	542,809
For EOPS	258,954	247,807	247,807	111,634
For Federal Work Study	177,603	199,621	199,621	87,467
For Instructional Equipment	9,002	13,002	13,002	13,002
For Matriculation	702,961	637,884	637,884	340,586
For Middle College High School	90,972	103,310	90,231	47,295
For Emancipation Services	40,631	18,446	18,446	9,223
Total Revenues	$ 24,170,770	$ 29,935,300	$ 35,093,927	$ 9,571,514
Expenditures				
Academic Salaries	$ 4,142,733	$ 5,717,109	$ 6,256,502	$ 2,272,393
Classified Salaries	8,334,839	9,301,595	10,177,539	4,796,838
Employee Benefits	3,386,757	3,952,647	4,266,857	1,774,986
Materials & Supplies	1,638,151	2,932,600	2,743,049	399,235
Services	4,272,025	5,296,668	6,118,432	1,347,780
Capital Outlay	2,061,270	2,101,978	2,978,957	334,039
Scholarships	33,572	0	0	0
Student Grants (Financial, Book, Meal, Transportation)	301,423	632,703	2,552,591	189,551
Total Expenditures	$ 24,170,770	$ 29,935,300	$ 35,093,927	$ 11,114,822
Revenues Over (Under) Expenditures	$ 0	$ 0	$ 0	$ (1,543,308)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	$ 0	$ 0	$ 0	$ (1,543,308)
Ending Cash Balance				$ (1,868,930)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	$ 1,605,079	$ 2,270,715	$ 2,270,715	$ 937,942
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	529,809	425,753	425,753	212,876
Total Revenues	$ 2,134,888	$ 2,696,468	$ 2,696,468	$ 1,150,818
Expenditures				
Classified Salaries	$ 765,199	$ 975,654	$ 966,328	$ 466,466
Employee Benefits	319,147	447,827	445,903	165,832
Materials & Supplies	815,271	1,139,447	1,138,462	512,315
Services	199,941	260,590	271,840	155,531
Capital Outlay	3,133	0	985	960
Total Expenditures	$ 2,102,691	$ 2,823,518	$ 2,823,518	$ 1,301,104
Revenues Over (Under) Expenditures	$ 32,197	$ (127,050)	$ (127,050)	$ (150,286)
Beginning Fund Balance	144,909	177,106	177,106	177,106
Ending Fund Balance	$ 177,106	$ 50,056	$ 50,056	$ 26,820
Ending Cash Balance				$ 21,610

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

Child Care was established to manage the finances of the District's child care centers at all three colleges.

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 1,357,833	$ 1,343,169	$ 1,343,169	$ 588,051
Interfund Transfer from				
General Operating (Resource 1000)	372,761	0	0	0
Total Revenues	$ 1,730,594	$ 1,343,169	$ 1,343,169	$ 588,051
Expenditures				
Academic Salaries	$ 1,040,869	$ 757,308	$ 757,308	$ 338,688
Classified Salaries	370,982	230,157	230,157	92,935
Employee Benefits	256,477	164,960	164,960	67,572
Materials & Supplies	58,519	44,542	44,542	17,665
Services	78,019	70,041	70,041	21,659
Capital Outlay	649	2,672	2,672	1,494
Total Expenditures	$ 1,805,515	$ 1,269,680	$ 1,269,680	$ 540,013
Revenues Over (Under) Expenditures	$ (74,921)	$ 73,489	$ 73,489	$ 48,038
Beginning Fund Balance	115,138	40,217	40,217	40,217
Ending Fund Balance	$ 40,217	$ 113,706	$ 113,706	$ 88,255
Ending Cash Balance				$ 94,054

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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). The State has suspended funding Scheduled Maintenance.

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 10,959,353	$ 40,044,855	$ 40,044,855	$ 7,982,554
Expenditures				
Services	$ 0	$ 94,900	$ 0	$ 0
Capital Outlay	11,921,211	39,949,955	40,044,855	14,461,373
Total Expenditures	$ 11,921,211	$ 40,044,855	$ 40,044,855	$ 14,461,373
Revenues Over (Under) Expenditures	$ (961,858)	$ 0	$ 0	$ (6,478,819)
Beginning Fund Balance	961,858	0	0	0
Ending Fund Balance	$ 0	$ 0	$ 0	$ (6,478,819)
Ending Cash Balance				$ (6,478,819)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 7	$ 1,662,076	$ 1,662,076	$ 1
Expenditures				
Capital Outlay	$ 0	$ 1,661,076	$ 1,661,076	$ 0
Total Expenditures	$ 0	$ 1,661,076	$ 1,661,076	$ 0
Revenues Over (Under) Expenditures	$ 7	$ 1,000	$ 1,000	$ 1
Beginning Fund Balance	545	552	552	552
Ending Fund Balance	$ 552	$ 1,552	$ 1,552	$ 553
Ending Cash Balance				$ 553

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 152,598	$ 100,000	$ 100,000	$ 23,021
Expenditures				
Services	$ (6,462)	$ 50,000	$ 50,000	$ 8,000
Capital Outlay	98,083	1,543,535	1,543,535	69,867
Interfund Transfer to				
General Operating (Resource 1000)	0	3,390,000	3,390,000	0
Total Expenditures	$ 91,621	$ 4,983,535	$ 4,983,535	$ 77,867
Revenues Over (Under) Expenditures	$ 60,977	$ (4,883,535)	$ (4,883,535)	$ (54,846)
Beginning Fund Balance	12,263,980	12,324,957	12,324,957	12,324,957
Ending Fund Balance	$ 12,324,957	$ 7,441,422	$ 7,441,422	$ 12,270,111
Ending Cash Balance				$ 11,820,111

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 6,629,828	$ 900,000	$ 1,362,277	$ 136,023
Proceeds from General Obligation Bond Series D	0	113,000,000	3,000,000	0
Total Revenues	$ 6,629,828	$ 113,900,000	$ 4,362,277	$ 136,023
Expenditures				
Classified Salaries	$ 212,038	$ 352,111	$ 352,111	$ 130,813
Employee Benefits	87,313	167,381	167,381	48,562
Materials & Supplies	0	0	0	0
Services	368,345	2,499,337	2,248,333	481,842
Capital Outlay	29,217,534	145,888,254	41,355,294	8,264,226
Total Expenditures	$ 29,885,230	$ 148,907,083	$ 44,123,119	$ 8,925,443
Revenues Over (Under) Expenditures	$ (23,255,402)	$ (35,007,083)	$ (39,760,842)	$ (8,789,420)
Beginning Fund Balance	68,004,405	44,749,003	43,746,726	43,746,726
Ending Fund Balance	$ 44,749,003	$ 9,741,920	$ 3,985,884	$ 34,957,306
Ending Cash Balance				$ 36,039,007

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

General Obligation Series 2010D Capital Appreciation Bonds was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4170 - General Obligation Bond Series 2010D Capital Appreciation Bonds

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget *	Year to Date Activity
Revenues	$ 0	$ 0	$ 40,000	$ 1,361
Proceeds from General Obligation Bond				
Series D	0	0	7,700,000	7,699,278
Total Revenues	$ 0	$ 0	$ 7,740,000	$ 7,700,639
Expenditures				
Classified Salaries	$ 0	$ 0	$ 0	$ 0
Employee Benefits	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Capital Outlay	0	0	7,478,605	39,508
Total Expenditures	$ 0	$ 0	$ 7,478,605	$ 39,508
Revenues Over (Under) Expenditures	$ 0	$ 0	$ 261,395	$ 7,661,131
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	$ 0	$ 0	$ 261,395	$ 7,661,131
Ending Cash Balance				$ 7,661,131

* The budget associated with Capital Appreciation Bond funded projects as shown above was established in the accounting records in December 2010 by transfering budget from Resource 4160.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

General Obligation Series 2010D Build America Bonds was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4180 - General Obligation Bond Series 2010D Build America Bonds

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget*	Year to Date Activity
Revenues	$ 0	$ 0	$ 500,000	$ 17,888
Proceeds from General Obligation Bond Series D	0	0	102,300,000	102,300,000
Total Revenues	$ 0	$ 0	$ 102,800,000	$ 102,317,888
Expenditures				
Classified Salaries	$ 0	$ 0	$ 0	$ 0
Employee Benefits	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	402,276	85,257
Capital Outlay	0	0	100,388,637	3,504,040
Total Expenditures	$ 0	$ 0	$ 100,790,913	$ 3,589,297
Revenues Over (Under) Expenditures	$ 0	$ 0	$ 2,009,087	$ 98,728,591
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	$ 0	$ 0	$ 2,009,087	$ 98,728,591
Ending Cash Balance				$ 98,728,591

* The budget associated with Build America Bond funded projects as shown above was established in the accounting records in December 2010 by transfering budget from Resource 4160.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 4,962,650	$ 4,890,000	$ 4,890,000	$ 3,056,199
Interfund transfer from				
General Operating (Resource 1000)	250,000	250,000	250,000	125,000
Total Revenue	$ 5,212,650	$ 5,140,000	$ 5,140,000	$ 3,181,199
Expenditures				
Classified Salaries	$ 163,955	$ 177,465	$ 177,465	$ 93,170
Employee Benefits	58,514	63,983	63,983	29,838
Materials & Supplies	1,852	3,200	3,200	337
Services	4,902,593	5,606,885	5,606,885	3,095,989
Capital Outlay	3,978	40,000	40,000	0
Total Expenditures	$ 5,130,892	$ 5,891,533	$ 5,891,533	$ 3,219,334
Revenues Over (Under) Expenditures	$ 81,758	$ (751,533)	$ (751,533)	$ (38,135)
Beginning Fund Balance	1,671,197	1,752,955	1,752,955	1,752,955
Ending Fund Balance	$ 1,752,955	$ 1,001,422	$ 1,001,422	$ 1,714,820
Ending Cash Balance				$ 4,183,256

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 1,551,863	$ 1,809,492	$ 1,809,492	$ 1,000,043
Expenditures				
Classified Salaries	$ 78,645	$ 89,220	$ 89,220	$ 38,372
Employee Benefits	29,943	33,188	33,188	14,445
Materials & Supplies	0	300	300	0
Services	1,418,714	1,404,100	1,404,100	643,167
Total Expenditures	$ 1,527,302	$ 1,526,808	$ 640,276	$ 695,984
Revenues Over (Under) Expenditures	$ 24,561	$ 282,684	$ 1,169,216	$ 304,059
Beginning Fund Balance	772,518	797,079	797,079	797,079
Ending Fund Balance	$ 797,079	$ 1,079,763	$ 1,966,295	$ 1,101,138
Ending Cash Balance				$ 3,954,946

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

Associated Students of RCCD 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 RCCD

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 709,781	$ 700,000	$ 700,000	$ 384,745
Expenditures				
Materials & Supplies	$ 677,880	$ 700,000	$ 700,000	$ 343,186
Total Expenditures	$ 677,880	$ 700,000	$ 700,000	$ 343,186
Revenues Over (Under) Expenditures	$ 31,901	$ 0	$ 0	$ 41,559
Beginning Fund Balance	898,134	930,035	930,035	930,035
Ending Fund Balance	$ 930,035	$ 930,035	$ 930,035	$ 971,594
Ending Cash Balance				$ 2,056,961

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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.

Student Financial Aid

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 36,424,698	$ 38,193,303	$ 38,193,303	$ 22,777,974
Expenditures				
Other				
Scholarships and Grant Reimbursements	$ 36,424,698	$ 38,193,303	$ 38,193,303	$ 22,111,672
Total Expenditures	$ 36,424,698	$ 38,193,303	$ 38,193,303	$ 22,111,672
Revenues Over (Under) Expenditures	$ 0	$ 0	$ 0	$ 666,302
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	$ 0	$ 0	$ 0	$ 761,297
Ending Cash Balance				$ 127,999

RIVERSIDE COMMUNITY COLLEGE DISTRICT
UNAUDITED MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2011

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

RCCD Development Corporation

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	$ 1	$ 0	$ 0	$ 1
Expenditures				
Services	$ 0	$ 0	$ 0	$ 0
Total Expenditures	$ 0	$ 0	$ 0	$ 0
Revenues Over (Under) Expenditures	$ 1	$ 0	$ 0	$ 1
Beginning Fund Balance	16,239	16,240	16,240	16,240
Ending Fund Balance	$ 16,240	$ 16,240	$ 16,240	$ 16,241
Ending Cash Balance				$ 16,241

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.:   V-B-2   Date: February 22, 2011

Subject: CCFS-311Q - Quarterly Financial Status Report for the Quarter Ended
                December 31, 2010

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. To
maintain comparability from year-to-year, the adopted budget has been reported on the FY 2010-
2011 CCFS-311Q for the quarter ended December 31, 2010. 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: Attached for the Board's review and information is a copy of the CCFS-311Q
- Quarterly Financial Status report for the quarter ended December 31, 2010.

                                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: 2010-2011

Quarter Ended: (Q2) Dec 31, 2010

District: (960) RIVERSIDE

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: James L. Buysse

CBO Phone: 951-222-8047

CBO Signature:

Date Signed: 2/11/11

Chief Executive Officer Name: Gregory W. Gray

CEO Signature:

Date Signed: 2/11/11

Electronic Cert Date: 02/10/2011

District Contact Person

Name: Bill J. Bogle, Jr.

Title: Controller

Telephone: 951-222-8041

Fax: 951-222-8021

E-Mail: Bill.Bogle@rccd.edu

View Quarterly Data - CCFS-311Q (Quarterly Financial Status Report)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

District: (960) RIVERSIDE

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q2) Dec 31, 2010

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

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	140,056,553	142,429,004	141,019,430	143,958,985
A.2	Other Financing Sources (Object 8900)	-930,061	-814,021	-2,610,591	1,088,312
A.3	Total Unrestricted Revenue (A.1 + A.2)	139,126,492	141,614,983	138,408,839	145,047,297
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,207,962	145,870,223	139,960,566	146,811,592
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,166,930	1,291,930	1,152,570	675,753
B.3	Total Unrestricted Expenditures (B.1 + B.2)	138,374,892	147,162,153	141,113,136	147,487,345
C.	Revenues Over/(Under) Expenditures (A.3 - B.3)	751,600	-5,547,170	-2,704,297	-2,440,048
D.	Fund Balance, Beginning	18,049,419	18,801,019	13,253,849	10,468,684
D.1	Prior Year Adjustments + (-)	0	0	-80,868	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	18,049,419	18,801,019	13,172,981	10,468,684
E.	Fund Balance, Ending (C. + D.2)	18,801,019	13,253,849	10,468,684	8,028,636
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.6%	9%	7.4%	5.4%

II. Annualized Attendance FTES:

Line	Description	As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
G.1	Annualized FTES (excluding apprentice and non-resident)	27,526	31,111	31,185	28,657

III. Total General Fund Cash Balance (Unrestricted and Restricted)

View Quarterly Data - CCFS-311Q (Quarterly Financial Status Report)

H.1	Cash, excluding borrowed funds	38,241,922	27,092,368	23,153,036
H.2	Cash, borrowed funds only	0	10,883,389	7,191,958
H.3	Total Cash (H.1+ H.2)	39,174,849	38,241,922	37,975,757	30,344,994

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)
I.	**Revenues:**				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	143,958,985	143,958,985	70,733,040	49.1%
I.2	Other Financing Sources (Object 8900)	1,088,312	1,088,312	-1,142,501	-105%
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	145,047,297	145,047,297	69,590,539	48%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	146,811,592	146,811,592	66,156,964	45.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	675,753	675,753	337,876	50%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	147,487,345	147,487,345	66,494,840	45.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-2,440,048	-2,440,048	3,095,699	
L	Adjusted Fund Balance, Beginning	10,468,684	10,468,684	10,468,684	
L.1	**Fund Balance, Ending (C. + L.2)**	8,028,636	8,028,636	13,564,383	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.4%	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	
	Permanent		Temporary		Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:										
Year 1:										
Year 2:										

View Quarterly Data - CCFS-311Q (Quarterly Financial Status Report)

	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.)?   **YES**

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

The State's failure to adopt a timely budget and the ensuing extended delay through the month of September 2010 and the State's deferral of July through September 2010 apportionment funding until late October 2010 caused severe cash flow difficulties. The District was forced to seek emergency cash flow alternatives such as internal borrowing, and a Tax and Revenue Anticipation Note (TRAN). During the latter part of December 2010, the Southern California area experienced sever rainstorms which resulted in flood damage of approximately $1.5 million to the District's three colleges. The District is working to secure reimbursement through FEMA, CALEMA and its insurance carrier.

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 2010-2011
State budget cuts in FY 09-10 contributed to a substantial budget shortfall for the District. As a result, the District was forced to make significant cuts in section offerings, decrease discretionary expenses, and institute a hiring freeze. Only marginal funding restoration in the form of growth apportionment occurred in FY 10-11. As a result, the District continued the budget mitigation measures that were enacted in FY 09-10, into FY 10-11. In addition, the District offered an early retirement incentive. 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 2011-2012
The Governor's proposed State budget identifies a structural deficit in on the order of $26.4 billion. The Governor's proposal contains net apportionment reductions to the system of $290 million, amounting to a reduction for the District of $6.8 million. If prior year tax increases are not extended by the voters, potential apportionment reductions for the District range from $12.1 million to $18.7 million. Finally, additional apportionment deferrals of $129.0 million for the System have been proposed resulting in deferrals for the District of approximately $2.8 million. The District will be exploring budget strategies to address the budget shortfall and 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, 2010

Cash Position - Unrestricted and Restricted

		YTD Activity
Beginning Cash, July 1, 2010	$	11,248,396
Net Change in Accounts Receivables		27,359,057
Net Change in Accounts Payables		(10,239,927)
Revenue and Other Financial Sources		79,719,706
Expenditures and Other Outgo		(77,742,239)
Ending Cash, September 30, 2010	$	30,344,994

Budget and Actual Activity - Unrestricted		Adopted Budget		Revised Budget		YTD Activity
Revenues						
Federal	$	219,332	$	219,332	$	70,481
State		99,943,326		99,943,326		51,784,505
Local		43,796,327		43,796,327		18,878,054
Total Revenues		143,958,985		143,958,985		70,733,040
Other Financing Sources		1,088,312		1,088,312		(1,142,501)
Total Revenues		145,047,297		145,047,297		69,590,539
Expenditures						
Academic Salaries	$	64,571,157	$	64,585,959	$	30,587,209
Classified Salaries		32,748,208		32,764,483		15,452,275
Employee Benefits		29,582,145		29,584,626		11,967,491
Materials & Supplies		2,352,218		2,406,809		953,900
Services		16,717,312		16,474,964		6,961,076
Capital Outlay		840,552		994,751		235,013
Total Expenditures		146,811,592		146,811,592		66,156,964
Other Outgo - Objects		675,753		675,753		337,876
Total Expenditures and Other Outgo		147,487,345		147,487,345		66,494,840
Revenues Over (Under)						
Expenditures	$	(2,440,048)	$	(2,440,048)	$	3,095,699
Beginning Fund Balances		10,468,684		10,468,684		10,468,684
Ending Fund Balances	$	8,028,636	$	8,028,636	$	13,564,383
Contingency						
Unrestricted	$	7,128,636	$	7,128,636	$	12,664,383
Reserve		900,000		900,000		900,000
Total Contingency/Reserve	$	8,028,636	$	8,028,636	$	13,564,383

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.:   VI-A-1   Date: February 22, 2011

Subject: Revised and New Board Policies – First Reading

Background: In keeping with our current process of updating our Board Policies and
Administrative Procedures, the items below come before the Board for first reading.

Business and Fiscal Affairs
BP 6150 – Designation of Authorized Signatures – This is a new Policy for the District.

BP 6250 – Budget Management – This is a new Policy for the District.

BP 6320 – Investments – This is a new Policy for the District.

BP 6400 – Audits – This is a new Policy for the District.

Recommended Action: It is recommended that the Board of Trustees accept for first reading
Board Policies 6150, 6250, 6320 and 6400.

                                                        Gregory W. Gray
                                                        Chancellor

Prepared by: Ruth W. Adams, Esq.
                      General Counsel

Riverside Community College District Policy **No. 6150**

**Business and Fiscal Affairs
DRAFT**

BP 6150   DESIGNATION OF AUTHORIZED SIGNATURES

References:
    Education Code Sections 81655, 85232, and 85233

The Secretary of the Board of Trustees, or the Chancellor, shall be authorized to sign official documents for the Board of Trustees (See AP 2210 titled Officers).

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor. *The Chancellor delegates items related to business and fiscal affairs to the Vice Chancellor, Administration and Finance.*

The authorized signatures shall be filed with the *Riverside* County Office of Education.

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

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

Riverside Community College District Policy   **No. 6250**

Business and Fiscal Affairs
DRAFT

BP 6250   BUDGET MANAGEMENT

References:
     Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

***Total r*evenue accruing to the District in excess of *total* budgeted *revenue* shall be added to the District's reserve for contingencies. *It is* available for appropriation only upon a resolution of the Board *of Trustees* that sets forth the need according to major budget classifications in accordance with applicable law.**

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

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

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

Riverside Community College District Policy   **No. 6320**

Business and Fiscal Affairs
DRAFT

BP 6320   INVESTMENTS

References:
        Government Code Sections 53600 et seq.

The Chancellor is responsible for ensuring that ~~the~~ funds ~~that are~~ not required for the immediate needs of the District are invested. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

This investment policy applies to all financial assets held by the District except those, if any, ~~that are~~ specifically exempted by statute or local policy. This policy applies to all transactions involving the financial assets and related activity of all funds of the District.

The primary investment objectives, in priority order, shall be:
- ***Safety;***
- ***Liquidity;***
- ***Return on investment.***

Management responsibility for the District's investment plan is hereby delegated to the Chancellor, who may designate to the Vice Chancellor, Administration and Finance, the authority to establish written procedures for the operation of the investment plan consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the investment plan established by the Chancellor, or designee.

The Chancellor, or designee, shall prepare and annually present to the Board as information the written investment plan related to this Board Policy, and shall during the course of the year update the Board of Trustees on the status of the District's investments.

Investments shall be made based on the following criteria:

- **The preservation of principal shall be of primary importance.**

- **The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.**
- **Transactions should be avoided that might impair public confidence.**

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

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

Riverside Community College District Policy   **No. 6400**

Business and Fiscal Affairs
DRAFT

BP 6400   AUDITS

References:
    Education Code Sections 15278 and 84040(b);
    Government Code Section 53060

There shall be an annual ~~outside~~ *external* audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Chancellor shall assure that an annual ~~outside~~ *external* audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

In addition, the Chancellor shall assure that annual audits are completed in compliance with the approval of ~~a~~ the District's general obligation bond measure (Measure C) authorized pursuant to Section 1 of Article XIII A of the California Constitution.

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.:   VI-C-1   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Moreno Valley College Dental Education Center – Mitigated Negative
                 Declaration

<u>Background</u>:   An Environmental Initial Study/Mitigated Negative Declaration was completed
by DUDEK in January 2011 for the Moreno Valley College Dental Education Center. Based
upon staff's analysis and professional judgment the Final Initial Study/Mitigated Negative
Declaration is in accordance with District Guidelines for implementing the California
Environmental Quality Act (CEQA). The Initial Study was undertaken for the purpose of
deciding whether the project would have a significant adverse effect on the environment. If no
substantial evidence for such an effect exists, or if the potential effect can be reduced to a level
of insignificance through project revisions, a Negative Declaration can be adopted.

On the basis of the Environmental Initial Study/Mitigated Negative Declaration staff has
concluded that the project, with mitigation measures incorporated, will have no significant
adverse effect on the environment and has therefore prepared a Mitigated Negative Declaration
based on the following:

1. The proposed project is in conformance with the Riverside Community College
    District – Moreno Valley College Educational Master Plan (January 2008).

2. The proposed project is designed to protect public health, safety and general
    welfare.

3. The proposed project is compatible with present and future logical development
    of the area.

4. The Environmental Initial Study/Mitigated Negative Declaration has been
    prepared for the proposed project to document reasons to support the finding.

5. The Environmental Initial Study finds that the project with proposed mitigation
    will not have a significant effect on the environment and a Notice of Public
    Hearing and Notice to Adopt a Mitigated Negative Declaration should be posted.

The Environmental Initial Study/Mitigated Negative Declaration (Exhibit A) and the Mitigation
Monitoring and Reporting Program (Exhibit B) are attached for the Board's review and
consideration. The documents and any comments received constitute the record of proceedings
on which these findings have been based and are located at the Riverside Community College
District System Offices, 3845 Market Street, Riverside, California 92501. The custodian for
these records is the Associate Vice Chancellor of Facilities Planning and Development.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.:   VI-C-1   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Moreno Valley College Dental Education Center – Mitigated Negative
                   Declaration (continued)

<u>Recommended Action</u>: It is recommended that the Board of Trustees:

1. Adopt a Mitigated Negative Declaration based on the findings incorporated in the
    Initial Study and the conclusion that with the proposed mitigation measures, the
    project will not have a significant effect on the environment.

2. Approve the Moreno Valley College Dental Education Center Project, subject to
    the mitigation measures and conditions of approval based upon the findings and
    conclusions incorporated in the Environmental Initial Study/Mitigated Negative
    Declaration (Exhibit A) and the Mitigation Monitoring and Reporting Program
    (Exhibit B).

3. Approve the Associate Vice Chancellor of Facilities Planning and Development
    to sign the Notice of Determination.

4. Direct staff to post the Notice of Determination and Mitigated Negative
    Declaration with the Riverside County Clerk's Office.

5. Direct staff to post the Notice of Determination in the Riverside Community
    College District Facilities Planning and Development office.

                                  Gregory W. Gray
                                  Chancellor

<u>Prepared by</u>:   Monte Perez
                   President, Moreno Valley College

                   Claude Martinez, Interim Vice President
                   Business Services, Moreno Valley College

                   Orin L. Williams, Associate Vice Chancellor
                   Facilities Planning and Development

                   Bart L. Doering, Director of Construction
                   Facilities Planning and Development

Exhibit A

ENVIRONMENTAL INITIAL STUDY
and
MITIGATED NEGATIVE DECLARATION
for the
MARCH DENTAL EDUCATION CENTER

Prepared for:

Riverside Community College District — Moreno Valley Campus

3845 Market Street
Riverside, California 92501
Contact: Bart Doering, Capital Program Administrator
951.222.8962
Bart.Doering@rcc.ecu

Prepared by:

DUDEK

1650 Spruce Street, Suite 240
Riverside, California 92507
Contact: Aaron Gettis, Esq.
951.300.2100 ext. 3714
agettis@dudek.com

JANUARY 2011

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APPENDIX

A   Air Quality

LIST OF FIGURES

LIST OF TABLES

ACRONYMS AND ABBREVIATIONS

AB	Assembly Bill
ADA	Americans with Disabilities Act
afy	acre-feet per year
amsl	above mean sea level
APN	Assessor's Parcel Number
BMP	best management practice
CA-91	California State Route 91
Caltrans	California Department of Transportation
CARB	California Air Resources Board
CCAR	California Climate Action Registry
CDC	California Department of Conservation
CEQA	California Environmental Quality Act
cf	cubic feet
cy	cubic yards
CH_4	methane
City	City of Moreno Valley
CNEL	community noise equivalent level
CO	carbon monoxide
CO_2	carbon dioxide
CO_2E	carbon dioxide equivalent
CWA	Clean Water Act
dB	decibel
EIR	Environmental Impact Report
EMWD	Eastern Municipal Water District
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
GHG	greenhouse gas
GIS	geographic information system
gpm	gallons per minute
I-15	Interstate 15
I-215	Interstate 215
IS	Initial Study

LOS	level of service
mgd	million gallons per day
MND	Mitigated Negative Declaration
MSHCP	Multiple Species Habitat Conservation Plan
N_2O	nitrous oxide
NO_2	nitrogen dioxide
NO_x	nitrogen oxides
NPDES	National Pollutant Discharge Elimination System
O_3	ozone
P	Public Facilities/Public District
PM_{10}	respirable particulate matter
$PM_{2.5}$	fine particulate matter
PVC	polyvinyl chloride
RCCD	Riverside Community College District
RCFCWCD	Riverside County Flood Control and Water Conservation District
RCWMD	Riverside County Waste Management Department
RWQCB	Regional Water Quality Control Board
SCAB	South Coast Air Basin
SCAQMD	South Coast Air Quality Management District
sf	square feet
SO_x	sulfur oxides
SWPPP	Stormwater Pollution Prevention Plan
SWRCB	State Water Resources Control Boards
TAC	toxic air contaminant
UWMP	Urban Water Management Plan
VOC	volatile organic compound
WQMP	Water Quality Management Plan

1.0   INTRODUCTION

1.1   California Environmental Quality Act Compliance

This document serves as the Initial Study and Mitigated Negative Declaration (IS/MND) for the Moreno Valley College's March Dental Education Center proposed by the Riverside Community College District (RCCD) located within the City of Moreno Valley (City). This IS/MND has been prepared in accordance with the California Environmental Quality Act (CEQA), California Public Resources Code (Pub. Res. Code) Section 21000 et seq., and Title 14 of the California Code of Regulations (hereinafter, "State CEQA Guidelines"), Section 15000 et seq.

An initial study is prepared by a lead agency to determine whether a project may have a significant impact on the environment (State CEQA Guidelines, Section 15063(a)) and thereby to identify the appropriate environmental document to be prepared by the lead agency. The RCCD is the lead agency responsible for the review and approval of the proposed project. Based on the environmental evaluation contained in this Environmental IS, the RCCD has made the determination that an MND is the appropriate environmental document to be prepared in compliance with CEQA. Pursuant to Pub. Res. Code, Section 21064.5, an MND may be prepared for a project subject to CEQA when an "initial study has identified potentially significant effects on the environment, but (1) revisions in the project plans or proposals made by, or agreed to by, the applicant before the proposed negative declaration and initial study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effect on the environment would occur, and (2) there is no substantial evidence in light of the whole record before the public agency that the project, as revised, may have a significant effect on the environment."

This IS/MND has been prepared by the RCCD and is in conformance with State CEQA Guidelines, Section 15070(a). The purpose of the IS/MND is to determine any potentially significant impacts associated with the proposed project and incorporate mitigation measures into the project design as necessary to reduce or eliminate the potentially significant effects of the project.

1.2   Public Review Process

In reviewing the IS/MND, affected public agencies and the interested public should focus on the sufficiency of the document in identifying and analyzing the possible impacts on the environment, as well as ways in which the significant effects of the project are proposed to be avoided, reduced, or mitigated.

Comments can be made on the IS/MND in writing before the end of the comment period. The City has established a 30-day review and comment period in accordance with Section 15105(b) of the State CEQA Guidelines. Following the close of the public comment period, the RCCD
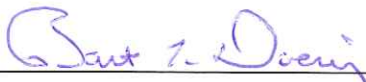
will consider the IS/MND and comments thereto in determining whether to approve the proposed project. Written comments on the IS/MND should be sent to the following address by the close of the comment period.

Bart Doering, Capital Program Administrator
Facilities Planning, Design, & Construction
Riverside Community College District
3845 Market Street
Riverside, California 92501
Bart.Doering@rcc.edu

1.3   Results of Public Review

☒ No comments were received during the public input period.

☐ Comments were received during the public input period, but they do not address the Draft Mitigated Negative Declaration findings or the accuracy or completeness of the Initial Study. No response is necessary. The letters are attached.

☐ Comments addressing the findings of the Draft Mitigated Negative Declaration and/or accuracy or completeness of the Initial Study were received during the public input period. The letters and responses are presented in this Final MND.

Copies of the Draft MND and any IS materials are available in the Riverside Community College District Headquarters at 3845 Market Street, Riverside, California 92501 for review, or for purchase at the cost of reproduction.

_____   _____
Bart Doering, Capital Program Administrator   Date of Report
Facilities Planning, Design, & Construction
Riverside Community College District

2.0   SUMMARY OF FINDINGS

The RCCD finds that the project would not have a significant adverse effect on the environment. Potentially significant effects have been identified, and mitigation measures have been incorporated to ensure that these effects remain below a level of significance. An MND is therefore proposed to satisfy the requirements of CEQA pursuant to the State CEQA Guidelines, Section 15000 et seq. and Pub. Res. Code, Section 21000 et seq.

2.1   No Impact or Less than Significant Impact

Based on the environmental discussion contained in Section 4.3 of this IS/MND, the RCCD has determined that the proposed project would have no impact, or a less than significant impact, in the following environmental issue areas:

- Aesthetics (Sec 4.3.1)
- Mineral Resources (Sec 4.3.11)
- Agricultural Resources (Sec 4.3.2)
- Population and Housing (Sec 4.3.13)
- Air Quality (Sec 4.3.3)
- Public Services (Sec 4.3.14)
- Biological Resources (Sec 4.3.4)
- Recreation (Sec 4.3.15)
- Greenhouse Gas Emissions (Sec 4.3.7)
- Transportation and Traffic (Sec 4.3.16)
- Geology and Soils (Sec 4.3.6)
- Utilities and Service Systems (Sec 4.3.17).
- Land Use and Planning (Sec 4.3.10)

2.2   Less than Significant Impact with Mitigation Incorporated

Based on the environmental discussion contained in Section 4.3 of this IS/MND, the RCCD has determined that impacts of the proposed project would be less than significant with mitigation incorporated in the following environmental issue areas:

- Cultural Resources (Sec 4.3.5)
- Hazards and Hazardous Materials (Sec 4.3.8)
- Hydrology and Water Quality (Sec 4.3.9)
- Noise (Sec 4.3.12)
- Mandatory Findings of Significance (Sec 4.3.18)

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3.0   PROJECT DESCRIPTION

3.1   Background

The RCCD proposes to relocate their dental education program from the decommissioned portion of the March Air Reserve Base to the Moreno Valley Campus. The project will include the addition of 10 portables to be incorporated within the boundaries of the existing RCCD Moreno Valley College located at 16130 Lasselle Street in the City of Moreno Valley, California.

Currently, the site is paved with asphalt as part of Parking Lot C. In order to continue to improve the high quality teaching opportunities to students in the greater Moreno Valley area, the RCCD has determined that moving the program to the Moreno Valley Campus would further this goal.

3.2   Project Location and Environmental Setting

The proposed building site is located at the approximate corner of Lasselle Street and Cahuilla Drive on the existing Parking Lot C on the western border of the college. The north and east of the site is a mix of parking lots and campus structures. To the south is the Lasselle Elementary School and residential homes are located west of the site.

The project site includes the college Assessor's Parcel Number (APN) 308-030-002. Interstate 215, located west of the project site, and State Route 60, located north of the project site, provide regional access to the project site (Figure 1). The project site is located at the corner of Lasselle Street and Cahuilla Drive, with major site access from Cahuilla Drive in the City of Moreno Valley, California (Figure 2 and Figure 3). Immediate site access to that section of the parking lot already exists and will not need to be enlarged or improved.

The college has roughly 7,000 students and is nationally recognized for its academic programs in health science and public safety. The RCCD and associated Moreno Valley College confer associate degrees and act as a major feeder of students to traditional four-year colleges and universities. In this capacity, given the reduced enrollment at four-year colleges and universities and the increasing tuition at such institutions, the RCCD fulfills a critical role in providing students with needed education and skills. The college is relatively new, approximately 20 years old, and recently became accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges in October of 2009.

The existing site is slightly sloped, but relatively flat and entirely asphalted. The site is currently used for parking services as part of Parking Lot C within the college boundaries. Based on numerous geotechnical evaluations around the college, the site is predominantly underlain by undocumented artificial fill materials and alluvial soils consisting of reddish-brown silty to clayey sand with varying amounts of gravel, and granitic bedrock. The site has existing on site drainage that drains the parking lot that delivers the runoff to the Perris Valley Storm Drain system.

The majority of the surrounding community to the north, west, and south of the college boundaries are developed primarily for residential purposes. The area to the east of the college is comprised of land designated as Open Space by the City. The land beyond that area designated as Open Space is part of the Lake Perris State Recreational Area. Additionally, the College Park Fire Station is located just northwest of the college. The Lasselle Elementary School exists south of the southernmost border of the college.

The project site is designated under the City's General Plan as Public Facilities. Aside from the land designated as Open Space east of the college, the surrounding area north, west, and south of the site are designated as Residential, ranging from various densities from R5 (maximum of 5 units per acre) to R20 (maximum of 20 units per acre).

3.3   Project Purpose and Main Features

In order to further improve the project and education opportunities to the surrounding community, the RCCD is relocating the March Dental Education Center to the Moreno Valley College campus location in the City of Moreno Valley. The RCCD has determined that the proposed project is a necessary project to enhance existing student needs as well as planning for the future in order to continue to provide the City and region with superior educational opportunities for all students.

Figure 1   Regional Map

FIGURE 1
Regional Map

DUDEK

6822-01
DECEMBER 2010

MARCH DENTAL EDUCATION CENTER
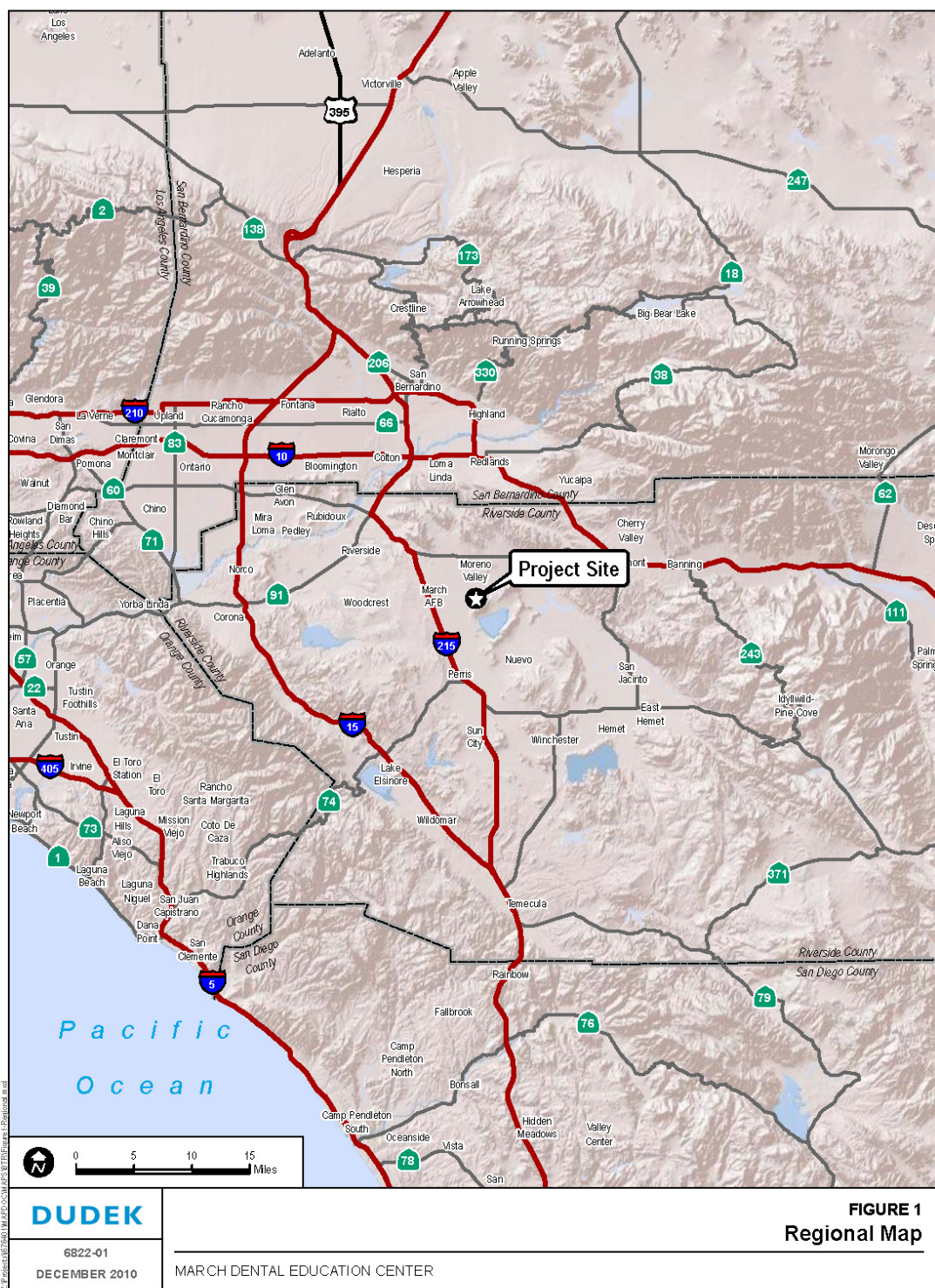
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Figure 2   Vicinity Map

FIGURE 2
Project Vicinity

MARCH DENTAL EDUCATION CENTER

SOURCE: County of Riverside, Digitalglobe

DUDEK

6822-01
DECEMBER 2010

Project Boundary

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AREA OF CONCRETE WALK
850 SQ FT

AREA OF ASPHALT CONCRETE PATCH AND REPAIR AROUND SITE:
23,070 SQ FT

TOTAL AREA OF ALL NEW PLANTERS:
4,400 SQ FT

TOTAL AREA OF ALL NEW BUILDINGS:
17,760 SQ FT

AREA OF CONCRETE WALK / PAVING AROUND BUILDINGS
12,012 SQ FT

PARKING STALLS REMOVED: **147**
PARKING STALLS ADDED: **34**
NET PARKING STALLS REMOVED: **113**

COLLEGE DRIVE

PARKING LOT "C"

PARKING LOT "B"

PARKING LOT "D"

LASSELLE STREET

CAHUILLA DRIVE

3

13

DUDEK
6822-01
DECEMBER 2010

SOURCE: HMC Architects 2010

MARCH DENTAL EDUCATION CENTER

FIGURE 3
Remodel Site Plan

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RAW CUT: **850 CY**
RAW FILL: **50 CY**
RAW EXPORT: **800 CY**

COLLEGE DRIVE

③

5'-0" WIDE AREA OF
PLANTER REMOVED
TO CREATE CONCRETE
WALK:
850 SQ FT

AREA OF ASPHALT
CONCRETE REMOVED:
54,340 SQ FT

AREA OF PLANTERS
REMOVED IN
PARKING LOT:
3,080 SQ FT

PARKING LOT "C"

PARKING LOT "B"

LASSELLE STREET

PARKING LOT "D"

⑬

CAHUILLA DRIVE

DUDEK

SOURCE: HMC Architects 2010

6822-01
DECEMBER 2010

MARCH DENTAL EDUCATION CENTER

FIGURE 4
Demolition Site Plan

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The key features of the project include the following details:

- The proposed project will include the incorporation of 10 portables to this portion of Parking Lot C at the Moreno Valley College. The project will remove the existing asphalt and incorporate the portables into the college campus. Some minor grading and irrigation for landscaping will be incorporated into the site. The portables are approximately 24 X 40 feet in size and will encompass approximately 17,760 square feet in area. Approximately 54,340 square feet of asphalt and concrete will need to be removed from the site in order to grade the site for appropriate placement of the portables and to incorporate the structures into the college's surroundings. A total of 113 parking stalls will be permanently removed from the site.

The proposed project will have numerous access points from the college and sufficient parking is already provided on-site. The present facility is designed to handle about 90 students (40 Dental Hygiene, 30 Dental Assistants, and about 20 Dental Laboratory technologists). The RCCD has secured grants with a commitment to expand the enrollment and the new facility at the Moreno Valley College should accommodate about 120 students (60 Dental Hygiene, 40 Dental Assistants, and 20 Dental Laboratory Technologists).

The existing parking lot is already lighted and the addition of the new program will not increase any lighting impacts in the surrounding area. Regardless, as needed the RCCD will ensure appropriate use of shielding to reduce any potential impacts related to nighttime glow as well as glare. The anticipated hours of operation for the program would follow typical college hours, running from approximately 6:00 a.m. to 10:00 p.m. The portable structures will be incorporated into the college campus in order to provide a consistent design and aesthetic balance with the other existing campus structures. Further, while some existing ornamental landscaping will need to be removed consisting primarily of existing small palm trees in order to create a dedicated concrete pathway to the site, the RCCD will incorporate into the design approximately 4,400 square feet of decorative planters into the design of the portable structures to further integrate the portables into the campus.

Typical equipment utilized during construction will include bulldozers, haul trucks, and graders. The site will be graded and it is anticipated that approximately 850 cubic yards of cut will be generated and 50 cubic yards of fill needed. Therefore, 800 cubic yards of fill will need to be exported from the site. This corresponds to approximately 40 haul trucks required to remove this amount of cut from the project site. The bulk of the asphalt and concrete removed from the site will stay within the campus boundaries to be used as riprap for various RCCD projects.

The overall benefits of the project include the following:

- The program already exists at the March base location. In order to expand and improve the program, the RCCD will relocate the dental program to the Moreno Valley College.

This will further centralize the teaching opportunities on the existing college campus, adding greater opportunities for students and staff.

- Locating the program on the existing college campus will reduce the need for students and staff to potentially travel between the college and the previous location at the March reserve base location.

- The project will provide new facilities in order to improve the level of education as well as the number of students, which is particularly important given the existing and proposed future need for health care professionals.

Due to the previous use of the project site by the college and the presence of existing infrastructure within the site, including electrical, sewer, and stormwater facilities, sufficient capacity for domestic water, electricity, and sewer is reasonably expected. The project is not anticipated to create a large amount of waste, nor will it consume large amounts of water during either construction or operations. Based on the site engineering and design plans, the RCCD will construct all necessary infrastructure extensions of existing lines to the site in order to meet any water, electrical, and sewer demands for the project. Any potential impacts related to such infrastructure are anticipated to be minimal. The RCCD will also install any necessary fire service with backflow device lines and fire hydrants to ensure a reliable and appropriate water source exists on site for firefighting purposes. Existing fire department connections already exist along both Lasselle Street and Cahuilla Drive, as well as within the existing college campus. In addition, the RCCD will pay any applicable connection fees and monthly usage charges that may be required for the use of such utilities. The RCCD will also determine whether additional electrical connections, meters, or infrastructure is required to meet the electrical demand of the project.

4.0   ENVIRONMENTAL INITIAL STUDY

1. Project Title:

March Dental Education Center

2. Lead Agency Name and Address:

Riverside Community College District
3845 Market Street
Riverside, California 92501

3. Contact Person and Phone Number:

Bart Doering, Capital Program Administrator
951.222.8962
Bart.Doering@rcc.edu

4. Project Location:

The project site is located at 16130 Lasselle Street, on the existing Parking Lot C at the corner of Lasselle Street and Cahuilla Drive in the City of Moreno Valley, California.

5. Project Sponsor's Name and Address:

Riverside Community College District
3845 Market Street
Riverside, California 92501

6. General Plan Designation:

Public Facilities (P)

7. Zoning:

Public District (P)

8. Description of Project:

The proposed project will relocate the existing dental education program at the March Air Reserve Base to the Moreno Valley College, which will include the incorporation of 10 portables to a portion of the existing Parking Lot C at the Moreno Valley College in Moreno Valley, California. The present facility is designed to handle about 90 students (40 Dental Hygiene, 30 Dental Assistants, and about 20 Dental Laboratory technologists). The RCCD

has secured grants with a commitment to expand the enrollment and the new facility at the Moreno Valley College should accommodate about 120 students (60 Dental Hygiene, 40 Dental Assistants, and 20 Dental Laboratory Technologists). The project will remove the existing asphalt and incorporate the portables into the college campus. Some minor grading and irrigation for landscaping will be incorporated into the site. The portables are approximately 24 X 40 feet in size and will encompass approximately 17,760 square feet in area. Approximately 54,340 square feet of asphalt and concrete will need to be removed from the site in order to grade the site for appropriate placement of the portables and to incorporate the structures into the college's surroundings. A total of 113 parking stalls will be permanently removed from the site.

9. **Surrounding Land Uses and Setting:**

The Moreno Valley College site is surrounded on three sides by predominantly residential uses. The entire eastern boundary of the college is dedicated as open space. Land use designations around the site include R5 (Residential: Maximum 5 units per acre), R10 (Residential: Maximum 10 units per acre), R20 (Residential: Maximum 20 units per acre), and OS (Open Space). The college itself is designated as P (Public Facilities).

10. **Other public agencies whose approval is required:**

None.

4.1 Environmental Factors That Could Result in a Potentially Significant Impact

The environmental factors listed below are not checked because the proposed project would not result in a "potentially significant impact" after mitigation has been included as indicated by the checklist on the following pages and supported by substantial evidence provided in this document.

☐ Aesthetics ☐ Agriculture and Forestry Resources ☐ Air Quality

☐ Biological Resources ☐ Cultural Resources ☐ Geology/Soils

☐ Greenhouse Gas Emissions ☐ Hazards and Hazardous Materials ☐ Hydrology/Water Quality

☐ Land Use/Planning ☐ Mineral Resources ☐ Noise

☐ Population/Housing ☐ Public Services ☐ Recreation

☐ Transportation/Traffic ☐ Utilities/Services Systems ☐ Mandatory Findings of Significance

☒ None with Mitigation
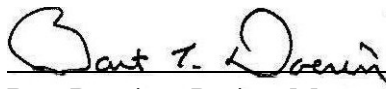
4.2 Environmental Determination

On the basis of this initial evaluation:
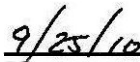
☐ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

☒ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because the mitigation measures described in Sections 4.3 and summarized in Section 5.0 have been incorporated into the project. A MITIGATED NEGATIVE DECLARATION will be prepared.

☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

☐ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has

been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Bart T. Doering   _9/25/10_

Bart Doering, Project Manager   Date
Riverside Community College District

4.3   Evaluation of Environmental Impacts

1. A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).

2. All answers must take account of the whole action involved including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.

3. Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.

4. "Negative Declaration: Less Than Significant With Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less Than Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from "Earlier Analyses," as described in (5) below, may be cross-referenced).

5. Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. State CEQA Guidelines, section 15063(c)(3)(D). In this case, a brief discussion should identify the following:

    a. Earlier Analysis Used. Identify and state where they are available for review.

    b. Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.

    c. Mitigation Measures. For effects that are "Less than Significant with Mitigation Measures Incorporated," describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.

6. Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.

7. Supporting Information Sources. A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.

8. This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.

9. The explanation of each issue should identify:

    a. The significance criteria or threshold, if any, used to evaluate each question.

    b. The mitigation measure identified, if any, to reduce the impact to less than significant.

4.3.1   Aesthetics

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect on a scenic vista?	☐	☐	☒	☐
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	☐	☐	☐	☒
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	☐	☐	☒	☐
d) Create a new source of substantial light or glare which would adversely affect day- or night-time views in the area?	☐	☐	☐	☒

Discussion

a)   Have a substantial adverse effect on a scenic vista?

Less than Significant Impact. The Scenic Resources section of the *City of Moreno Valley General Plan* (2006) recognizes the importance of certain vista points within the City. The major aesthetic resources within the study area include views of the mountain as well as southerly views to the valley. The *City of Moreno Valley General Plan* states the major scenic resources within Moreno Valley are visible along State Route 60. According to the City's General Plan, as well as specific site visits of the college, there are no scenic vistas in the immediate area, and the proposed project will not significantly impact any local views of the area. The proposed site will be visible from Lasselle Street, however the structures are single story and will be incorporated into the existing site in order to blend with the surrounding college. Further, the entire length of Lasselle Street along this section of the college is screened with eighteen-foot trees that will further reduce any view of the project site.

Current views of the project site are of an existing surface parking lot. There are no unique visual resources in the specific area that would be impacted by the proposed project. Development of the new portable structures would not result in a substantial increase in bulk or scale compared to the surrounding college structures and would not block any scenic views of surrounding hillsides or ridgelines. Therefore, implementation of the proposed project would result in a less than significant impact on a scenic vista.

Mitigation Measure(s)

No mitigation measures are required.

b) *Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?*

No Impact. According to the California Department of Transportation (2009), there are no officially designated or eligible state scenic highways located adjacent to or near the project site. The closest segments of state scenic highway are CA-74, located a significant distance south of the project site. Implementation of the proposed project would not impact scenic resources within a state scenic highway.

Mitigation Measure(s)

No mitigation measures are required.

c) *Substantially degrade the existing visual character or quality of the site and its surroundings?*

Less than Significant Impact. As discussed under a) above, the existing visual site consists of a surface parking lot. The addition of single-story portable structures will not substantially degrade the visual character of the existing site. The structures will be designed to integrate into the existing surroundings and would not negatively impact the overall aesthetic qualities of the existing college campus. Approximately 4,400 square feet of new planters will be incorporated into the site to improve the visual quality of the new program and incorporate the site into the existing college campus. Much of the site is already screened from the surrounding community via trees that run along the boundary of the parking lot and Lasselle Street. Overall, the visual contrast will be minimal and impacts would be less than significant.

Construction activities would cause short-term visual quality impacts to nearby residents, motorists, and college users. Due to the temporary nature of changes in visual character and quality resulting from construction, impacts are expected to be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

d) *Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?*

No Impact. The proposed project would result in the addition of lighting for the actual portable structures. However, under the existing conditions, the entire site for parking is already illuminated for such uses. In no way will the addition of these structures add to any impacts related to glare of light that would adversely affect either daytime or nighttime views in the area. The project will comply with the City's Municipal Code

(2009), Sections 19.10.110 (Light and Glare) and 19.08.100 (Lighting), which require that all lights be directed, oriented, and shielded to prevent light from shining onto adjacent residential properties. Additionally, as directed by the City's Municipal Code, on site lighting will not exceed .5 foot-candle beyond the property line and shall not blink, flash, oscillate, or be of unusually high intensity or brightness. Lighting will conform to the City's requirements regarding coverage, intensity, and adherence to the City's Municipal Code. No impacts are anticipated.

Mitigation Measure(s)

No mitigation measures are required.

4.3.2   Agricultural and Forest Resources

In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project. Forest carbon measurement methodology is provided in the Forest Protocols adopted by the California Air Resources Board (CARB).

	Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a)	Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	☐	☐	☐	☒
b)	Conflict with existing zoning for agricultural use, or a Williamson Act contract?	☐	☐	☐	☒
c)	Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?	☐	☐	☐	☒
d)	Result in the loss of forest land or conversion of forest land to non-forest use?	☐	☐	☐	☒
e)	Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	☐	☐	☐	☒

Discussion

a) ***Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?***

No Impact. The proposed project does not contain Prime Farmland, Unique Farmland, or Farmland of Statewide Importance, and the property is not designated for agricultural resources as shown on Figure 2-2 or Figure 4-1 of the *City of Moreno Valley General Plan* (2006). According to the Farmland Mapping and Monitoring Program of the California Resource Agency, the project and its vicinity are classified as "Urban and Built-up Land" (California Department of Conservation 2008). This classification applies to land occupied by structures and is used for residential, industrial, commercial, construction, institutional, and other developed purposes, and is not applied to Prime Farmland, Unique Farmland, or Farmland of State or Local Importance. Therefore, no impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

b) ***Conflict with existing zoning for agricultural use, or a Williamson Act contract?***

No Impact. The project site is currently designated as Public Facilities (P) under the City's General Plan and zoned as Public District, which is not an agricultural zoning designation. The Public Facilities and District designations purpose and intent is to provide for the conduct of public and institutional activities, including providing protected designated areas for public and institutional facilities (City of Moreno Valley 2009). In addition, the project site is not subject to any Williamson Act contracts. Therefore, no impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

c)   *Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?*

d)   *Result in the loss of forest land or conversion of forest land to non-forest use?*

e)   *Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?*

> *No Impact.* As described in responses (a) and (b) above, no portion of the project is located within or adjacent to existing agricultural areas, nor would facilities necessary for project implementation or operation result in any impacts to ongoing agricultural operations or the conversion of farmland to non-agricultural use. According to Figure 2-2 and Figure 4-1 of the *City of Moreno Valley General Plan*, open space areas exist to the east of the eastern border of the college. While the General Plan discusses the use of open space for some agricultural or forest resource purposes (Section 4.2.3, Open Space for the Production of Resources), open space devoted to such purposes only encompasses today a small amount of land within the City and does not exist in or around the college area. Moreover, the proposed project site is not located within a zoning area for forest land or timberland, and the project will not have any impact on any forest land or timber production. The site is zoned for public facilities, and no agricultural land or timberland will be physically impacted in any way. Therefore, conversion of existing farmland or forest land to non-agricultural or non-forest uses would not occur due to the proposed project; the project will not result in the loss of any forest land; and the proposed project will not conflict with any zoning provisions for either agriculture or forest land and timberland. There will be no impact on such resources.

Mitigation Measure(s)

No mitigation measures are required.

4.3.3 Air Quality

Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations.

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Conflict with or obstruct implementation of the applicable air quality plan?	☐	☐	☒	☐
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	☐	☐	☒	☐
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions, which exceed quantitative thresholds for ozone precursors)?	☐	☐	☒	☐
d) Expose sensitive receptors to substantial pollutant concentrations?	☐	☐	☒	☐
e) Create objectionable odors affecting a substantial number of people?	☐	☐	☒	☐

Discussion

a) *Conflict with or obstruct implementation of the applicable air quality plan?*

> ***Less than Significant Impact.*** For reference purposes, details for the proposed project air quality assessment, including modeling and calculations, are included as Appendix A of the IS/MND.

> The South Coast Air Quality Management District (SCAQMD) is the regional agency responsible for the regulation and enforcement of federal, state, and local air pollution control regulations in the South Coast Air Basin (SCAB), where the proposed project is located. The SCAQMD sets forth quantitative emission significance thresholds below which a project would not have a significant impact on ambient air quality. Refer to Appendix A for more information regarding significance thresholds and background air quality.

> Construction of the proposed project would result in a temporary addition of pollutants to the local airshed caused by soil disturbance, dust emissions, and combustion pollutants from on-site construction equipment during demolition and removal of existing pavement, as well as from off-site trucks hauling construction materials. The transport of the portables from the manufacturer to the Moreno Valley Campus would also result in pollutant emissions generated by off-site trucks. Fugitive dust emissions (respirable particulate matter (PM_{10})) would be minimized with the incorporation of standard construction measures and adherence with the SCAQMD rules and requirements.

Emissions from the construction phase of the project were estimated using the URBEMIS 2007, Version 9.2.4, land use and air emissions model and emission factors from the SCAQMD (SCAQMD 2008).

For the purposes of modeling, it is assumed that construction of the proposed project would commence in summer 2011 and would last approximately 3 weeks. Construction would consist of two construction phases: demolition (2 weeks) and mass grading (1 week). The equipment mix, which includes equipment type, horsepower, and hours of operation, anticipated for construction activity was based on URBEMIS 2007 default data for typical construction practices and is described in Appendix A. The equipment mix is meant to represent a reasonably conservative estimate of project construction activity. To account for dust control measures in the calculations, it was assumed that the active sites would be watered at least three times daily, resulting in a reduction of approximately 61%, to comply with Rule 403.

New portables would be delivered to the project site from the manufacturer, Silver Creek, located at 195 E. Morgan Street, Perris, California, approximately 4.71 miles south of the college campus. For the purposes of this analysis, it is assumed that the 10 portables would be delivered in 2 days with 5 portables delivered each day. Additional assumptions regarding the delivery of the portables were based on a reasonable scenario given the project details, as presented here and in Appendix A.

The portables would be delivered by a heavy-heavy-duty diesel truck (HHDT). It is assumed that additional vehicles would travel behind or near the HHDTs hauling the portables as a general safety precaution to warn nearby drivers of an oversized load on the roadway. Each portable would require one HHDT round-trip and one associated safety vehicle round-trip. Air pollutant emissions generated during transport of the portables to the project site were calculated based on the round-trip travel distance (9.42 miles), trips per day per vehicle, and the SCAQMD emissions factors for HHDTs and delivery trucks, respectively, (2008) measured in pounds per mile per vehicle. The portables would be delivered to the college campus after site preparation is complete.

Table 4.3.3-1, Estimated Daily Maximum Construction Emissions, shows the estimated maximum unmitigated daily construction emissions associated with the construction of the proposed project. Maximum daily emission would occur because of the onsite construction emissions during site preparation for the portables.

Table 4.3.3-1
Estimated Daily Maximum Construction Emissions
(lbs/day unmitigated)

Construction Activity	VOC	NO$_x$	CO	SO$_x$	PM$_{10}$	PM$_{2.5}$
Site Preparation	2.89	23.87	13.08	0.01	9.20	2.53
Delivery of Portables	0.25	2.52	1.32	0.00	0.11	0.10
Maximum Daily Emissions	2.89	23.87	13.08	0.01	9.20	2.53
Pollutant Threshold	*75*	*100*	*550*	*150*	*150*	*55*
Threshold Exceeded?	No	No	No	No	No	No

Source: URBEMIS 2007; SCAQMD 2010.
See Appendix A.

As shown in Table 4.3.3-1, daily construction emissions would not exceed the thresholds for VOC, NOx, CO, SOx, PM$_{10}$, or PM$_{2.5}$. As such, the proposed project would result in a less-than-significant impact.

The SCAQMD recommends the evaluation of localized NO$_2$, CO, PM$_{10}$, and PM$_{2.5}$ impacts because of construction activities to sensitive receptors in the immediate vicinity of the project site. The proposed project would not result in substantial onsite pollutant emissions that would have the potential to affect residences located north, west, and south of the college or sensitive receptors at Lasselle Elementary School located south of the college. As such, site-specified localized significance impact analysis would not be necessary to determine that the proposed project would have a less-than-significant impact on sensitive receptors in the vicinity of the project site.

Operation of the proposed project would produce VOC, NO$_x$, CO, SO$_x$, PM$_{10}$ and PM$_{2.5}$ emissions from area sources, which include space heating, and motor vehicle trips associated with community college students, staff, and faculty. As the project consists of continued operation of the dental education program, and would not result in a change of use or a substantial increase in intensity of use, it would not result in new regional air emissions.

The project would accommodate an increase in future enrollment of the dental program from 90 students to 120 students. It is reasonable to assume that current students at the college or prospective students in the regional vicinity of the college would occupy the majority of additional enrollment openings. For current students that attend classes at the community college and the existing dental program at the March Air Reserve Base, there is a potential for reduced vehicle miles traveled, as these students may not have to travel off-campus to attend dental school classes. Similarly, future students that desire to take courses offered by the RCCD and the dental program could make one daily round-trip to the college for school activities. As the expanded admission opportunities would not likely result in substantial increased vehicular operational emissions, impacts would be less than significant.

Area emissions may result from energy use required for space and water heating for the proposed portables. Although not specified, it is reasonable to assume that the portables would be serviced by electrical utilities. As stated above, the proposed project consists of continued operation of the March dental program, though relocated from the reserve air base to the Moreno Valley College. The proposed project site would utilize new portables, which would operate at a greater energy efficiency compared to the existing, older portables currently utilized by the dental program at the air base. The new portables would most likely include insulated walls and windows and other energy saving design features. The proposed project would not result in a substantial increase in area source emissions and could potentially reduce emissions associated with improved structural design and energy efficiency; therefore, operational impacts would be less than significant.

The applicable air quality plan for the project area is SCAQMD's 2007 Air Quality Management Plan (AQMP). The AQMP is based on growth forecasts by the Southern California Association of Governments (SCAG) for the region, and it incorporates measures to meet state and federal requirements. The significance of this air quality impact is based on the degree to which the project is consistent with SCAG's growth forecasts. If a project is consistent with growth forecasts and its resulting impacts are anticipated in the AQMP, then project emissions would be considered less than significant. Growth forecast in the AQMP is based on approved general plans, community plans, and redevelopment plans.

The types and quantities of construction equipment that would be used for the proposed project would be typical of the industry and would not be of sufficient magnitude in quantity to exceed those assumptions used in the preparation of construction equipment emissions in the AQMP. Because the AQMP has accounted for construction-related emissions, construction emissions generated by the Proposed Project would be consistent with those included in the emissions inventory of the AQMP and, therefore, would be consistent with construction-related emissions projected in the AQMP.

Operation of the new dental program at the college would not differ substantially from that of the current facility at the March Air Reserve Base. Therefore, due to absence of any substantial increase in operational emissions compared to existing conditions, the proposed project would not conflict with the AQMP.

The analysis illustrates that the proposed project will not cause substantial emissions to be released either during project construction or during operation of the proposed building and that such emissions would not conflict with or obstruct implementation of the AQMP. Impacts are therefore less than significant.

Mitigation Measure(s)

No mitigation measures are required.

b) *Violate any air quality standard or contribute substantially to an existing or projected air quality violation?*

Less than Significant Impact. Refer to response (a) above. The proposed project would not result in significant emissions that would violate or contribute substantially to an existing or projected air quality violation. This potential impact would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

c) *Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions, which exceed quantitative thresholds for ozone precursors)?*

Less than Significant Impact. In analyzing cumulative impacts from the proposed project, the analysis must specifically evaluate a project's contribution to the cumulative increase in pollutants for which the SCAB is listed as nonattainment for the NAAQS or CAAQS. If the proposed project does not exceed thresholds and is determined to have less-than-significant project-specific impacts, it may still have a cumulatively considerable impact on air quality if the emissions from the project, in combination with the emissions from other proposed or reasonably foreseeable future projects, are in excess of established thresholds. However, the project would only be considered to have a cumulative impact if the project's contribution accounts for a significant proportion of the cumulative total emissions.

PM_{10} and $PM_{2.5}$ emissions associated with construction generally result in near-field impacts. As discussed above under response (a), the emissions of all criteria pollutants, including PM_{10} and $PM_{2.5}$, would be well below the significance levels. Construction would be short-term and consistent with the size and scale of the proposed project. Construction activities required for the implementation of the proposed project would be considered minor and not intensive. It is unlikely that construction would be conducted for the proposed project at the same time and in the same general vicinity as other major construction projects given the surrounding nature of the already built environment as well as the dedicated open space tied to the Lake Perris State Recreational Area. Therefore, project construction is not anticipated to result in a cumulatively significant impact on air quality.

With regard to cumulative impacts associated with O_3 precursors, in general, if a project is consistent with the community and general plans, it has been accounted for in the O_3 attainment demonstration contained within the State Implementation Plan. As such, it would not cause a cumulatively significant impact on the ambient air quality for O_3. The proposed relocation of the dental program would not generate new regional air pollutant emissions; therefore, the proposed project would not result in a cumulatively significant impact on O_3 concentrations.

As a result, implementation of the proposed project would not result in any cumulatively considerable impacts to air quality.

Mitigation Measure(s)

No mitigation measures are required.

d)   *Expose sensitive receptors to substantial pollutant concentrations?*

Less than Significant Impact. Air quality problems arise when the rate of pollutant emissions exceeds the rate of dispersion. Reduced visibility, eye irritation, and adverse health impacts upon those persons termed sensitive receptors are the most serious hazards of existing air quality conditions in the area. Some land uses are considered more sensitive to changes in air quality than others, depending on the population groups and the activities involved. People most likely to be affected by air pollution, as identified by the California Air Resources Board (CARB), include children, the elderly, athletes, and people with cardiovascular and chronic respiratory diseases. Sensitive receptors include residences, schools, playgrounds, childcare centers, athletic facilities, long-term health care facilities, rehabilitation centers, convalescent centers, and retirement homes.

The greatest potential for toxic air contaminant (TAC) emissions during construction would be diesel particulate emissions from heavy equipment operations and heavy-duty trucks and the associated health impacts to sensitive receptors. The nearest sensitive receptors are single-family residences to the north, west, and south of the project site and Lasselle Elementary School located south of the college. Health effects from carcinogenic air toxics are usually described in terms of cancer risk. The SCAQMD recommends an incremental cancer risk threshold of 10 in 1 million. "Incremental Cancer Risk" is the likelihood that a person continuously exposed to concentrations of TACs resulting from a project over a 70-year lifetime will contract cancer based on the use of standard risk-assessment methodology. The project would not require the extensive use of heavy-duty construction equipment, which is subject to a CARB Airborne Toxics Control Measure for in-use diesel construction equipment to reduce diesel particulate emissions, and would not involve extensive use of diesel trucks. The construction period for proposed project would total less than one month, after which project-related TAC

emissions would cease. Thus, the proposed project would not result in a long-term (i.e., 70 years) source of TAC emissions. No residual TAC emissions and corresponding cancer risk are anticipated after construction. As such, the exposure of project-related TAC emission impacts to sensitive receptors during construction would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

e) *Create objectionable odors affecting a substantial number of people?*

Less than Significant Impact. Odors are a form of air pollution that is most obvious to the public. Odors can present significant problems for both the source and surrounding community. Although offensive odors seldom cause physical harm, they can be annoying and cause concern.

Construction Odor Impacts. Potential sources that may emit odors during construction activities include diesel equipment and gasoline fumes. Odors from these sources would be localized and generally confined to the project site. The release of potential odor-causing compounds would tend to be during the work day, when many residents would not be at home. The proposed project would utilize typical construction techniques in compliance with SCAQMD rules. Additionally, the odors would be temporary. As such, proposed project construction would not cause an odor nuisance, and odor impacts would be less than significant.

Operational Odor Impacts. Land uses and industrial operations that are associated with odor complaints include agricultural uses, wastewater treatment plants, food-processing plants, chemical plants, composting, refineries, landfills, dairies and fiberglass molding. The proposed project entails the operation of an educational facility, specifically a dental school, which would not likely result in odor emissions. As such, project operations would result in a less-than-significant odor impact.

Mitigation Measure(s)

No mitigation measures are required.

4.3.4   Biological Resources

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) *Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?*	☐	☐	☐	☒
b) *Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?*	☐	☐	☐	☒
c) *Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?*	☐	☐	☐	☒
d) *Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of wildlife nursery sites?*	☐	☐	☐	☒
e) *Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?*	☐	☐	☐	☒
f) *Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?*	☐	☐	☐	☒

Discussion

a)   ***Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?***

No Impact. The proposed project site is not known to contain habitat for any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service. There is no on site vegetation that will be impacted as the entire site is currently asphalt. The area around the site has been primarily developed for residential and college uses. The proposed project will not interfere with any open space or potential species in that area given the location of the proposed structure within the boundaries of the existing college. Therefore, no impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

b) *Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?*

No Impact. Refer to response (a) above. No riparian habitat or other sensitive natural communities exist on the project site. The entire site is currently paved and utilized for surface parking. Moreover, as discussed previously, the site does not support any other sensitive natural communities and will not interfere with any such communities. Therefore, no impacts on riparian habitat or other sensitive natural community would occur.

Mitigation Measure(s)

No mitigation measures are required.

c) *Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?*

No Impact. Refer to response (a) above. No federally protected wetlands as defined from Section 404 of the Clean Water Act exist on the project site. Implementation of the proposed project would not result in impacts to any wetlands within the project vicinity. Moreover, the construction or operation of the proposed project will have no off-site or downstream impacts to protected wetlands. No impacts to federally protected wetlands are anticipated to occur.

Mitigation Measure(s)

No mitigation measures are required.

d) *Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of wildlife nursery sites?*

No Impact. The entire site is paved and utilized as for surface parking. As a result, no impacts would occur, and the proposed project will not interfere substantially with the movement of any native resident or migratory fish or wildlife species and will not interfere with established wildlife corridors or nursery sites.

Mitigation Measure(s)

No mitigation measures are required.

e) *Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?*

No Impact. Title 9, Planning and Zoning, of the City's Municipal Code contains policies regarding street trees and vegetation (City of Moreno Valley 2009, Chapters 9.14 and 9.17). Currently, as designed, the proposed project will only be removing existing asphalt and approximately 850 square feet of decorative planters at the site, which is primarily comprised of ornamental palm trees. The removal of the existing ornamental landscaping would not violate any of these provisions. Additionally, any future landscape planting would conform to the City's Municipal Code. No additional local policies or ordinances protecting biological resources would apply. No impact would result.

Mitigation Measure(s)

No mitigation measures are required.

f) *Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?*

No Impact. The proposed project does not conflict with an adopted habitat conservation plan, natural community conservation plan, or any other locally approved regional or state habitat conservation plans. The Western Riverside Multiple Species Habitat Conservation Plan (MSHCP) (County of Riverside 2003) is the adopted local habitat conservation plan for this area of western Riverside County. The area falls within the Reche Canyon/Badlands Area Plan; however, the proposed project is not located within an existing cell, cell group, proposed habitat core, or wildlife linkage (City of Moreno Valley 2006b, Figure 5.9-4). While the Lake Perris State Recreational Area exists east of the college boundary, in no way would this proposed project impact that recreational area or the open space identified on Figure 2-2, Land Use, or Figure 4-1, Open Space, of the *City of Moreno Valley General Plan.* Additionally, while the area located east of the college boundary has been identified as public/quasi-public (PQP) lands pursuant to the MSHCP, the proposed project will not negatively impact that land, and no part of the college has been identified a PQP lands. The RCCD will pay any required MSHCP and Stephens' kangaroo rat (*Dipodomys stephensi*) fees applicable to the proposed project. No other approved local, regional, or state habitat conservation plans would apply to the project area. Therefore, no impacts would occur.

Mitigation Measure(s)

No mitigation measures are required.

4.3.5   Cultural Resources

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?	☐	☐	☐	☒
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	☐	☒	☐	☐
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	☐	☒	☐	☐
d) Disturb any human remains, including those interred outside of formal cemeteries?	☐	☒	☐	☐

Discussion

a)   *Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?*

No Impact. The *City of Moreno Valley General Plan Environmental Impact Report (EIR)* (2006b) provides a listing of historic resource inventory structure on Table 5.10-1, along with Figure 5.10-1 that illustrates their exact location on a map. The closest structure to the proposed project is in the Moreno Community, located northeast of the project site on Alessandro Boulevard. According to the Conservation Element of the City's General Plan (2006a), there are no historic sites located at or around the project area. Section 7.2.2 of the General Plan states there are no sites within the Moreno Valley study area listed as a state landmark or any sites listed on the National Register of Historic Places. The project will also not interfere with any of the City designated landmarks such as The Old Moreno Valley Schoolhouse located on the northwest corner of Alessandro Boulevard and Wilmot Street or the First Congregational Church of Moreno, built in 1891.

As discussed in the State CEQA Guidelines, Section 15064.5, a historic resource need not only include such resources already identified as being listed on the California Register of Historic Resources, but it may include such resources deemed by the lead agency to be eligible of such a listing. It can be a structure, building, place, or area that may have been associated with an event or person, or it may represent distinctive characteristics of a type, period, region, or method of construction; or it may reveal additional information important to our understanding of history. Thus, there is any number of potential qualities that would identify an area as a potential historic resource. Regardless, the proposed project is not located within any identified historic districts and will not impact any

identified or potentially eligible historic resources in the area or areas of potential historic value. No historic structures will be removed from the proposed project site, and the proposed project will not damage any area of particular historic value. Due to the lack of historic resources in and around the project site, no impacts are anticipated.

Mitigation Measure(s)

No mitigation measures are required.

b)   *Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?*

Less than Significant Impact with Mitigation Incorporated. According to the Conservation Element of the City's General Plan, in 1987 the Archaeological Research Unit of the University of California conducted an inventory of archaeological sites within the City of Moreno Valley. It found 168 recorded sites, the majority of which were located in surrounding hillsides. Most of the identified artifacts related to milling and food processing by native peoples, likely ancestors of the Luiseno and Cahuilla Indian tribes that were the first inhabitants of the greater area. The inventory also found rock art and the remains of an adobe structure. According to the General Plan EIR, over 190 potential sites exist within the City. As stated in the EIR, in order to organize the sites into a meaningful and useful patter, the City created "complexes" that typically contained one or more habitation areas and scattered milling stations. Figure 5.10-2 of the General Plan EIR illustrates these complexes and their location throughout the City. The two closest "complexes" to the proposed project appear to be the Wolfskill Ranch North and the Wolfskill Ranch West complexes, the latter being the closest to the college.

The General Plan EIR states that the Wolfskill Ranch North complex appears to have four habitation areas will a number of milling features and stations, midden (typically a domestic refuse heap), and rock paintings and pictographs. The closer of the two complexes (Wolfskill Ranch West) is comprised of a habitation area and 19 additional milling stations. These complexes have been primarily preserved by the City's decision to designate these areas as Open Space.

According to a number of preliminary geotechnical evaluations prepared for projects in the similar area, artificial fill materials as well as alluvial soil locally underlie much of the college campus. The undocumented fills are likely associated with previous grading across the project site when the site was originally graded as part of the overall campus development in 1990. Although unlikely given the existing grading of the site that has already taken place, grading activities do have the potential to impact any unknown cultural resources at the site.

The proposed site, as previously discussed has been graded, scraped, and asphalted. The area is highly disturbed, and no archaeological resources are anticipated to be located on site. In addition, the proposed project will not impact the existing Wolfskill Ranch complexes. However, despite the anticipated less than significant impact finding, given the unknown potential for buried resources to be located typically during grading activities, Mitigation Measure CR-1 will be implemented. Implementation of this measure will be consistent with the mitigation provided in the General Plan EIR and will minimize or eliminate potential impacts to unknown archaeological resources that may be buried underneath the project site. Impacts would therefore be less than significant with mitigation incorporated.

Mitigation Measure(s)

CR-1:   In the event that archaeological resources or sites containing human remains or artifacts are inadvertently discovered during construction activities (including grading), all construction work shall be halted in the vicinity of the discovery until the Riverside Community College District can contact a registered professional archaeologist to visit the site of discovery and assess the significance and origin of the archaeological resource. If the resource is determined to be of Native American origin, the appropriate Native American tribe shall be consulted. Treatment of encountered archeological resources and sites may include monitoring, resource recovery, and documentation. For any human remains discovered, the county coroner will be contacted, and all procedures shall comply with California Health and Safety Code, Section 7050.5, and Public Resources Code, Section 5097.98.

c)   *Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?*

       Less than Significant Impact with Mitigation Incorporated. As indicated on Figure 5.10-3 of the General Plan EIR, the project site is located in an area determined to be of low potential for paleontological resources. Yet, a search of the County of Riverside's land information system identified the area as having a High B, which corresponds to a high potential or sensitivity for such resources (County of Riverside 2010). The City's General Plan EIR states that the Moreno Valley area contains sedimentary rock with the potential to contain such resources and which may be subject to significant impacts during ground disturbance. However, it also found that much of the area is covered by recent alluvium that overlies such sedimentary rock of the Mt. Eden and San Timoteo Formations and that typical excavation depths for most developments would not likely penetrate such depths to reach these resources. Additionally, according to the General

Plan EIR, the areas of the highest potential for paleontological resources are located within the hills in the Badlands planning area.

As discussed under b) above, due to the potential to encounter unknown resources during grading activities, implementation of Mitigation Measure CR-2 is required. By retaining a qualified paleontologist to monitor for these resources if inadvertently discovered, the RCCD will ensure that a proper inspection of exposed surfaces is conducted to determine if fossils are present and that appropriate treatment of any paleontological resources is implemented. Impacts would therefore be less than significant with mitigation incorporated.

Mitigation Measure(s)

CR-2:   In the event that paleontological resources are inadvertently discovered during construction activities (including grading), all construction work shall be halted in the vicinity of the discovery until a qualified paleontologist retained by the Riverside Community College District can visit the site and assess the significance of the potential paleontological resource. Specifically, the qualified paleontologist shall conduct on-site paleontological monitoring for the project site to include inspection of exposed surfaces to determine if fossils are present. The monitor shall have authority to divert grading away from exposed fossils temporarily in order to recover the fossil specimens.

d)   ***Disturb any human remains, including those interred outside of formal cemeteries?***

Less than Significant Impact with Mitigation Incorporated. Refer to the response to b) above. There is no indication that development on the project site would disturb any human remains; however, the potential exists to uncover human remains during grading. Although unlikely, the discovery of human remains would be a potentially significant impact without mitigation.

Due to the potential to uncover human remains during grading activities, implementation of Mitigation Measure CR-1 is required. By ceasing all construction work in the vicinity of any potential discovery of human remains until a registered professional archaeologist can visit the site of discovery and assess the significance and origin of the archaeological resource, as well as contacting the county coroner and complying with required state law regarding the discovery of human remains, any potential impacts related to human remains will be substantively reduced. Impacts would therefore be less than significant with mitigation incorporated.

Mitigation Measure(s)

Implement Mitigation Measure CR-1.

4.3.6   Geology and Soils

	Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a)	Expose people or structures to potential substantial adverse effects, including the risk of loss, injury or death involving:				
	i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	☐	☐	☒	☐
	ii) Strong seismic ground shaking?	☐	☐	☒	☐
	iii) Seismic-related ground failure, including liquefaction?	☐	☐	☒	☐
	iv) Landslides?	☐	☐	☐	☒
b)	Result in substantial soil erosion or the loss of topsoil?	☐	☒	☐	☐
c)	Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	☐	☐	☒	☐
d)	Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	☐	☐	☒	☐
e)	Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	☐	☐	☐	☒

Discussion

a)   *Expose people or structures to potential substantial adverse effects, including the risk of loss, injury or death involving:*

   i)   *Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.*

   Less than Significant Impact. According to the *City of Moreno Valley General Plan EIR* (2006a), the City lies primarily on bedrock known as the Perris Block. This structural unit is located within the Peninsular Range Geomorphic Province, one of the major geologic provinces of Southern California. The Perris Block is a large mass of granitic rock generally bounded by the San Jacinto Fault, the Elsinore Fault, the Santa Ana River, and a non-defined southeast boundary. The

nearest fault zone is the San Jacinto Fault, which is located approximately 5 miles northeast of the project site. This fault zone has experienced significant activity in the recent geologic past. Additionally, the San Andreas Fault is located approximately 16 miles northeast of the site. According to the City's General Plan and the General Plan EIR, the site is not located within an existing fault zone, and no faults appear to run under the project area (City of Moreno Valley 2006b, Figure 6-3, Geologic Faults & Liquefaction; City of Moreno Valley 2006a, Figure 5.6-2, Seismic Hazards). No active or potentially active fault is known to exist at the project site, nor is the site situated within an Alquist-Priolo Earthquake Fault Zone, a State of California Special Studies Zone, or a County of Riverside designated fault zone.

Upon review of a number of geotechnical investigation prepared for various projects at the college campus by Leighton Consulting, Inc., the site is not located over any known faults and is not located near a pressure ridge or within a current State of California designated Earthquake Fault Zone, and the potential for future surface rupture of active faults on site is considered to be very low. Additionally, the portable structures are constructed offsite and must meet specific building and seismic requirements upon fabrication. Therefore, damage resulting from surface rupture or fault displacement is not expected at the project site. Impacts are considered less than significant.

Mitigation Measure(s)

No mitigation measures are required.

ii)   *Strong seismic ground shaking?*

Less than Significant Impact. Because the project site is located in seismically active Southern California, it is subject to moderate to severe ground shaking in the event of a major earthquake along any of the active faults in the region. The known regional active faults that could produce the most significant ground shaking at the site include the San Jacinto, San Andreas, and the Elsinore-Glen Ivy faults. The closest fault to the site appears to be the San Jacinto fault roughly 8 kilometers (5 miles) away from the site. The site, however, does not possess any greater seismic risk than that of the surrounding developments. The portable structures will be designed according to specific seismic standards in accordance with the Uniform Building Code guidelines, and as a result structural damage resulting from ground shaking would be less than significant. Additionally, while a specific geotechnical evaluation has not been completed for the site, prior to incorporating the portables into the project site, a full evaluation will be

completed and grading and attachment of the units will need to be appropriately designed prior to occupancy.

Mitigation Measure(s)

No mitigation measures are required.

iii)   *Seismic-related ground failure, including liquefaction?*

Less than Significant Impact. Liquefaction is the loss of soils strength or stiffness due to a buildup of pore-water pressure during strong ground shaking activity and is typically associated with loose, granular, and saturated soils. While a geotechnical report has not been completed, according to both the City's General Plan and the Riverside County Land Information System, the site is designated as having a low liquefaction potential. Therefore, the potential for liquefaction, or other effects of liquefaction including lateral spreading or induced settlement, is considered low and any potential impacts are anticipated to be less than significant. Regardless, prior to incorporation of the portables on site, a full geotechnical evaluation should be completed as needed based upon requirements related to these portable structures.

Mitigation Measure(s)

No mitigation measures are required.

iv)   *Landslides?*

No Impact. The site is not located near any areas that would create the potential for damage related to landslides. The project site is located within the existing developed college campus and no hillsides or other such geologic features exist to create a risk related to landslides. The project will only require minimal grading and no steep slopes will be created to cause undue risks during construction. No impacts are anticipated.

Mitigation Measure(s)

No mitigation measures are required.

b)   *Result in substantial soil erosion or the loss of topsoil?*

Less than Significant Impact with Mitigation Incorporated. Construction activities such as grading may have the potential to cause soil erosion or the loss of topsoil. As required in Mitigation Measure HYD-1 related to BMPs and HYD-2 in Section 4.3.8 the grading

and erosion control plan will include erosion control measures such as silt fencing and sand bagging to prevent on- and off-site erosion. Additional erosion control measures may be used as appropriate depending on field conditions to prevent erosion and/or the introduction of dirt, mud, or debris into existing public streets and/or onto adjacent properties during construction. As part of the plan, topsoil will be stockpiled and covered on the project site for reuse.

Short-term erosion effects during the construction phase of the project would be prevented through implementation of BMPs and a grading and erosion control plan as provided in Mitigation Measure HYD-1 and HYD-2, which would incorporate BMPs to reduce project-related hydrology and water quality impacts. The BMPs provided in the WQMP prepared for the project would prevent the discharge of pollutants that could contaminate nearby water resources and cause erosion, thereby addressing both short- and long-term erosion impacts. Impacts would therefore be less than significant with mitigation incorporated.

Mitigation Measure(s)

Implement Mitigation Measure HYD-1 and HYD-2.

c) *Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?*

Less than Significant Impact. Refer to responses (a) (i) through (a) (iv) regarding the risk of strong seismic shaking, lateral spreading, landslides, subsidence, and liquefaction. While a preliminary geotechnical report has not yet been completed, evaluating numerous other reports for recent projects located on the campus illustrate that much of the campus is locally underlain by artificial fill materials, alluvial soils, and granitic bedrock. Only minimal grading is anticipated and the site will be appropriately evaluated and designed to ensure the suitable use of these portable structures on site. Therefore, impacts are anticipated to be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

d) *Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?*

Less than Significant Impact. Refer to response a) through c) above. Based upon a number of preliminary geotechnical reports performed on campus, the proposed project is

not anticipated to be located on expansive soils that would create a substantial risk to life
or property. Regardless, the RCCD will ensure that the site and underlying fill is
appropriately designed to ensure any impacts related to expansive soils remain less than
significant and therefore, impacts would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

e)   *Have soils incapable of adequately supporting the use of septic tanks or alternative*
     wastewater disposal systems where sewers are not available for the disposal
     of wastewater?

     No Impact. Implementation of the proposed project would not result in the need for a septic
     tank or alternative wastewater disposal system. Future development would connect to the
     public sewer system where adequate sewer capacity is anticipated. No impact would result.

     Mitigation Measure(s)

     No mitigation measures are required.

4.3.7   Greenhouse Gas Emissions

	Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a)	Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	☐	☐	☒	☐
b)	Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	☐	☐	☒	☐

Discussion

a)   *Generate greenhouse gas emissions, either directly or indirectly, that may have a*
     significant impact on the environment?

     Less than Significant Impact. Global climate change is a cumulative impact, and a
     project participates in this potential impact through its incremental contribution combined
     with the cumulative increase of all other sources of greenhouse gases (GHGs). There are
     currently no established thresholds for measuring the significance of a project's
     cumulative contribution to global climate change; however, all reasonable efforts should
     be made to minimize a project's contribution to global climate change.

While the proposed project would result in emissions of GHGs during construction and operation, no guidance exists to indicate what level of GHG emissions would be considered substantial enough to result in a significant adverse impact on global climate. However, it is generally the case that an individual project is of insufficient magnitude by itself to influence climate change or result in a substantial contribution to the global GHG inventory. Thus, GHG impacts are recognized as exclusively cumulative impacts; there are no non-cumulative GHG emission impacts from a climate change perspective. Accordingly, further discussion of the project's GHG emissions and their impact on global climate are addressed below.

Construction of the proposed project would result in GHG emissions, which are primarily associated with use of off-road construction equipment and vehicles and on-road construction and worker vehicles. In addition, delivery of the portables from the manufacturer to the project site would result in GHG emissions. The URBEMIS 2007 model was used to calculate the annual CO_2 emissions based on the construction scenario described in Section 4.3.3 Air Quality and Appendix A. The model results were adjusted to estimate CH_4 and N_2O emissions in addition to CO_2. The CO_2 emissions from off-road equipment, on-road trucks, and off-site delivery trucks, which are assumed by URBEMIS 2007 to be diesel fueled, were adjusted by a factor derived from the relative CO_2, CH_4, and N_2O for diesel fuel as reported in the California Climate Action Registry's (CCAR) *General Reporting Protocol* for transportation fuels and the GWP for each GHG. The CO_2 emissions associated with construction worker trips were multiplied by a factor based on the assumption that CO_2 represents 95% of the CO_2E emissions associated with passenger vehicles (EPA 2005). The results were then converted from annual tons per year to metric tons per year. Table 4.3.7-1, Estimated Construction Greenhouse Gas Emissions, presents construction emissions for the proposed project in the year 2011 from off-road equipment, on-road trucks, employee vehicles, and off-site delivery trucks.

Table 4.3.7-1
Estimated Construction Greenhouse Gas Emissions

	MT CO_2E/year
Construction Year 2011	
Off-Road Equipment	8.7
On-Road Trucks	5.9
Employee Vehicles	1.0
Off-site Delivery Trucks (Portable Transport)	0.2
Total for 2011	15.8*

Source: URBEMIS 2007. See Appendix A for complete results
MT/year = metric tons per year. 1 metric ton = 1.1023 tons
*Total reflects sum of rounded numbers.

As shown above, the estimated total GHG emissions during construction would be 15.8 metric tons of CO_2E in the year 2011.

Similar to the analysis presented in Section 4.3.3, Air Quality, the proposed project is not anticipated to generate significant operational GHG emissions associated with direct or indirect area sources (space heating and cooling), power generation, or vehicular traffic generated by students, staff, and faculty of the dental program. As the proposed project consists of continued operation of the program, the project would not result in new GHG emissions.

While global climate change is, by definition, a cumulative environmental impact and the impacts of climate change on California human and natural systems would also be substantial, there currently is no agreed-upon methodology to adequately identify, under CEQA, when project-level GHG emissions contribute considerably to this cumulative impact.

For comparative purposes, the proposed project's contribution to the State's total emissions (484 million metric tons CO_2 equivalent, including out-of-state electrical generation, in 2004 [CARB 2007]) would be less than 0.00004% in 2011 during the construction phase of the project. As the project would not generate new operational GHG emissions, the project would not result in additional annual contributions to the State's total emissions. In addition, the proposed project will be subject to many of the measures to be adopted pursuant to the AB 32 Scoping Plan, including but not limited to GHG emission standards for passenger vehicles and light trucks, the Low Carbon Fuel Standard, and more stringent energy conservation standards.

The Moreno Valley College instituted a Green Initiative as part of a District-wide effort aimed at establishing environmentally sensitive and sustainable practices across the RCCD campuses. Five sub-committees focus on greening of the campus and curriculum, green outreach, resource and energy conservation, and fundraising. The resource and energy conservation sub-committee's role is to develop recommendations and guidelines that will facilitate a reduction in electricity usage, utilization of recycled water, incorporation of solar panels as an energy source, and plantings of drought-resistant vegetation. Implementation of these campus-wide green strategies and design guidelines will result in reductions of GHG emissions generated by college operation, and thus, will help reduce the Moreno Valley College campus's contribution to global climate change.

While all sources of GHG emissions contribute to some extent to global climate change, the amount of GHG emissions generated by the proposed project will not likely impede or conflict with the State's ability to achieve the goals of AB 32. Accordingly, the proposed project would not result in a cumulatively considerable contribution, and the

project would result in less than significant construction and operational impacts on global climate change.

Mitigation Measure(s)

No mitigation measures are required.

b) *Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?*

Less than Significant Impact. Refer to answer (a) and the discussion in Section 4.3.3 regarding air quality. The amount of GHG emissions generated by the proposed project will not likely impede or conflict with the state's ability to achieve the goals of AB 32. Accordingly, the proposed project would not result in a cumulatively considerable contribution, and the project would result in a less than significant impact on global climate change. The proposed project will not conflict with any plan, policy, or regulation adopted for the purpose of reducing the emissions of GHGs.

Mitigation Measure(s)

No mitigation measures are required.

4.3.8 Hazards and Hazardous Materials

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	☐	☐	☒	☐
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the likely release of hazardous materials into the environment?	☐	☒	☐	☐
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	☐	☐	☒	☐
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or environment?	☐	☐	☐	☒
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☐	☒

f)	For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☐	☒
g)	Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	☐	☐	☒	☐
h)	Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	☐	☐	☒	☐

Discussion

a)   *Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?*

Less than Significant Impact. Construction activities on the project site would not result in the routine transport of, emission, or disposal of hazardous materials, and no acutely hazardous materials would be used on site during project construction. All activities involving toxic, flammable, or explosive materials (including refueling construction vehicles and equipment) will be conducted with adequate safety and fire suppression devices readily accessible on the project site, as specified by the City's fire department and per the Uniform Building Code.

Relatively small amounts of commonly used hazardous substances, such as gasoline, diesel fuel, lubricating oil, grease, and solvents would be used on site for construction and maintenance. These materials would be transported and handled in accordance with all federal, state, and local laws regulating the management and use of hazardous materials. Consequently, use of these materials for their intended purpose would not pose a significant risk to the public or environment. Once construction is complete, fuels and other petroleum products would no longer remain on site. The transport, use, or disposal of hazardous materials would be limited to common hazardous materials. Although limited quantities of these hazardous materials (e.g., cleaning agents, paints and thinners, fuels, insecticides, and herbicides) will potentially be used during both construction and operation of the proposed project, these activities generally do not entail the use of such substances in quantities that would present a significant hazard to the public or the environment. There are no anticipated hazardous chemicals or materials required as part of the dental teaching activities that would result in any particular risks or hazards to the surrounding area. Impacts are considered to be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

b)   *Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the likely release of hazardous materials into the environment?*

Less than Significant Impact with Mitigation Incorporated. As described in response (a) above, construction activities on the project site would involve the transport of gasoline and other materials to the site during construction. Relatively small amounts of commonly used hazardous substances, such as gasoline, diesel fuel, lubricating oil, grease, and solvents would be used on site for construction and maintenance. The materials alone and use of these materials for their intended purpose would not pose a significant risk to the public or environment; however, accidental spills of hazardous materials during construction could potentially result in soil contamination or water quality impacts. To minimize/eliminate fuel spillage, all construction vehicles will be adequately maintained and equipped. All equipment maintenance work, including refueling, will occur off site or within the designated construction staging area. All potentially hazardous construction waste, including trash, litter, garbage, other solid wastes, petroleum products, and other potentially hazardous materials, will be removed to a hazardous waste facility permitted to treat, store, or dispose of such materials. Once construction is complete, fuels and other petroleum products would no longer remain on site.

By incorporating the project design features described above, developing a hazardous materials management plan as provided for in Mitigation Measure HAZ-1, and implementing BMPs to address the accidental spillage of hazardous materials as provided for in Mitigation Measure HYD-1, potential hazards to the public or the environment resulting from foreseeable upset or accidental conditions related to hazardous materials will be substantially minimized or eliminated. Impacts would therefore be less than significant with mitigation incorporated.

Mitigation Measure(s)

HAZ-1:   Prior to approval of final construction plans, a hazardous materials management plan for the construction phase of the proposed project shall be created. The plan shall identify all hazardous materials that will be present on any portion of the construction site, including, but not limited to, fuels, solvents, and petroleum products. A contingency plan shall be developed to identify potential spill hazards, how to prevent their occurrence, and how to address any spills that may occur. The plan shall also identify materials that will be on site and readily accessible to clean up small spills (i.e., spill kit, absorbent pads, and shovels). The hazardous materials management plan shall be included as part of all contractor specifications and final construction plans to the satisfaction of the Riverside Community College District.

Implement Mitigation Measure HYD-1.

c)   *Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?*

Less than Significant Impact. Lasselle Elementary School is located south of the proposed project site. As noted in response (a) and (b), limited amounts of hazardous materials could be used during construction and operation of the project, including the use of standard construction materials (e.g., lubricants, solvents, and paints), cleaning and other maintenance products (used in the maintenance of buildings, pumps, pipes, and equipment), diesel and other fuels (used in construction and maintenance equipment and vehicles), and the limited application of pesticides associated with any landscaping. These materials would be transported and handled in accordance with all federal, state, and local laws regulating the management and use of hazardous materials. None of these activities would result in the routine transport of, emission, or disposal of hazardous materials, and no acutely hazardous materials would be used on site during construction or operation of the project.

While construction equipment will release emissions including diesel particulate matter, given the distance from the school and the small scale of the proposed project, this would be a less than significant impact (see Air Quality, Section 4.3.3). All construction activity would be performed in compliance with City regulations, and compliance with these regulations would ensure that the general public would not be exposed to any unusual or excessive risks related to hazardous materials during construction on the project site. Impacts would be less than significant. All equipment maintenance work, including refueling, will occur off site or within the designated construction staging area. All potentially hazardous construction waste, including trash, litter, garbage, other solid wastes, petroleum products, and other potentially hazardous materials, will be removed to a hazardous waste facility permitted to treat, store, or dispose of such materials. Once construction is complete, fuels and other petroleum products would no longer remain on site, and the use of the site for student activities and office space would not release any hazardous materials or emissions that would negatively affect the school.

Mitigation Measure(s)

No mitigation measures are required.

d) *Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or environment?*

No Impact. As indicated on Figure 5.5-1 of the *City of Moreno Valley General Plan EIR*, the project site is not located on a hazardous waste site (City of Moreno Valley 2006a, Figure 5.5-1, Hazardous Materials Sites). The site has been vacant and no previous land uses warrant additional hazardous evaluations. The closest hazardous waste handlers are located along Perris Blvd, a distance of over 3.5 miles from the college site. Therefore, the project would not result in a significant hazard to the public or to the environment. While no impacts are anticipated due to contaminated soils on the project site, if contaminated soils are located during the course of construction for the proposed project, all standard hazardous remediation and removal procedures would be followed. No impacts related to on-site hazardous materials are anticipated.

Mitigation Measure(s)

No mitigation measures are required.

e) *For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?*

No Impact. The proposed project site is located approximately 2 miles east of the March Air Reserve Base area of flight operations. However, as identified on Figure 6-5 of the City's General Plan, the site is not located within an Accident Potential Zone (City of Moreno Valley 2006b, Section 6.10). No impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

f) *For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?*

No Impact. The proposed project is not located within the vicinity of a private airstrip. No impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

g) ***Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?***

Less Than Significant Impact. Implementation of the proposed project would not result in an interference with any existing emergency response plan or emergency evacuation plan. The major roadway to access the site is via Lasselle Street and Cahuilla Drive, with additional access to the college campus from College Drive and Krameria Avenue. While not identified in the City's General Plan as a major evacuation route, Lasselle Street would likely act as a major thoroughfare for the immediate area under such circumstances since it travels south to Ramona Expressway, as well as numerous roads towards the north of the campus towards Highway 60. Neither the construction nor operations of the proposed project would interfere substantially with the use of Lasselle Street and is not anticipated to result in any actions that would impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan. Multiple entry and evacuation routes would remain at the college and any potential impacts are anticipated to be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

h) ***Expose people or structures to a significant risk of loss, injury, or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?***

Less than Significant Impact. The proposed project is located in an area where urban development currently exists and is not susceptible to the threat of fire from wildlands. While Figure 5.5-2 of the General Plan EIR (2006a) does identify areas of substantial wildfire risk east of the college primarily around the open areas of Lake Perris, the proposed project itself is not located within a fire hazard area. Additionally, numerous access points to the college exist, and the College Park Fire Station is located due north of the college. Less than significant impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

4.3.9   Hydrology and Water Quality

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Violate any water quality standards or waste discharge requirements?	☐	☒	☐	☐
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	☐	☐	☒	☐
c) Substantially alter the existing drainage pattern of area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	☐	☒	☐	☐
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	☐	☐	☒	☐
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	☐	☒	☐	☐
f) Otherwise substantially degrade water quality?	☐	☐	☒	☐
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	☐	☐	☒	☐
h) Place within a 100-year flood hazard area structures, which would impede or redirect flood flows?	☐	☐	☒	☐
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	☐	☐	☒	☐
j) Inundation by seiche, tsunami, or mudflow?	☐	☐	☐	☒

Discussion

a)   Violate any water quality standards or waste discharge requirements?

> *Less than Significant Impact with Mitigation Incorporated.* Currently the site drains to existing storm drains from the parking lot. The proposed project will not increase the level of runoff to this site as opposed to the existing conditions and will actually reduce some the key sources of potential waste discharge by eliminating around 113 existing parking spaces. Much of the runoff generated on site during storm events merely collects on the parking lot until such time as the water evaporates. The proposed project will improve this existing design to incorporate improved storm drains to reduce this amount

of pooling water. Ultimately, water that enters the existing on site storm drains will drain to the Kitching Channel, a large open channel that drains in a southerly direction to the Perris Valley Storm Drain and ultimately to the San Jacinto River Watershed. The RCCD has numerous ongoing projects around the college that will improve the existing stormwater drainage system, including enhanced stormwater catch basins, channels, and chambers to capture and filter water prior to entering the municipal storm drain system.

During construction, gasoline, diesel fuel, lubricating soil, grease, and solvents may be used on the project site. Although only small amounts necessary to maintain the construction equipment will be on site at any one time, accidental spills of these materials during construction could potentially result in water quality impacts. In addition, soil loosened during grading or miscellaneous construction materials or debris could also degrade water quality if mobilized and transported off site via water flow. As construction activities may occur during the rainy season or during a storm event, construction of the project could result in impacts to water quality without implementation of appropriate BMPs.

Once operational, the primary source of pollutants will be from the small amount of employee service cars helping maintain the site and potential deliveries to the building, as well as potential sources of trash from people utilizing the site and cars parking around the new program. Potential pollutants of concern for a commercial project would include trash and debris, oil and grease, organic compounds, and heavy metals. In addition, the following are considered potential pollutants due to incorporation of landscaping into the site design: sediment, nutrients, oxygen demanding substances, bacteria and viruses, and pesticides. However, only approximately 4,400 square feet of contained planters are proposed for the site, which represents a minimal amount of landscaping incorporated into the final design.

The project will improve the existing on site drainage as needed during the final design to reduce on site pooling of water and will not increase the amount of runoff or pollutants from the site beyond the existing conditions. In fact, the project will likely reduce on site pollutants with the elimination of approximately 113 parking spaces that currently exist. The planters will be designed to contain any runoff or pesticides as may be required and the portables will not increase the amount of impervious surface beyond what already exists.

By incorporating site, source, and treatment control BMPs into the project, implementing BMPs to address the accidental spillage of hazardous materials as provided for in Mitigation Measure HYD-1, and preparing a grading and erosion control plan as required in Mitigation Measure HYD-2, the project would be consistent with the City's water quality and waste discharge requirements. Impacts would therefore be less than significant with mitigation incorporated.

Mitigation Measure(s)

To reduce potentially significant water quality impacts related to construction and operation of the proposed project, the following mitigation is provided:

HYD-1: Best management practices shall be incorporated into the final construction and design plans to be reviewed and approved by the Riverside Community College District and shall include, but not be limited to, the following:

- All construction vehicles shall be adequately maintained and equipped to minimize/eliminate fuel spillage. All equipment maintenance work shall occur off site or within the designated construction staging area.

- Any construction materials that need to be temporarily stockpiled or equipment/supplies that need to be stored on site shall be kept within the construction staging areas and shall be covered when not in use.

- The access road and access points will be swept to maintain cleanliness of the pavement.

- Informational materials to promote the prevention of urban runoff pollutants are included in the Water Quality Management Plan for the project. These materials include general working site practices that contribute to the protection of urban runoff water quality and best management practices that eliminate or reduce pollution during property improvements.

- All trash enclosure areas proposed at the site shall be appropriately designed and maintained to ensure functionality.

- The Riverside Community College District will perform a visual inspection annually of the project site to ensure that proper litter/debris controls are maintained and that proper landscaping, fertilizer, and pesticide practices are upheld.

HYD-2: Prior to approval of final construction plans, if it is determined to be necessary given the small size and footprint of the proposed project, a grading and erosion control plan shall be reviewed and approved by the Riverside Community College District. The plan shall be implemented for all construction activities associated with the proposed project. The plan shall include measures to stabilize the soil to prevent erosion and retain sediment where erosion has already occurred. Stabilization measures may include temporary seeding, permanent seeding, or mulching if needed. Structural control measures may include silt fencing, sand bagging, sediment traps, or

sediment basins. Additional erosion control measure (e.g., hydroseeding, mulching of straw, diversion ditches, and retention basins) may be necessary as determined by field conditions to prevent erosion and/or the introduction of dirt, mud, or debris into existing public streets and/or onto adjacent properties during any phase of construction operations. Particular attention shall be given to additional erosion control measures during the rainy season, generally from October 15 to April 15. Topsoil shall be stockpiled and covered on the project site for reuse. The grading and erosion control plan, if deemed necessary, shall be included as part of all contractor specifications and final construction plans to the satisfaction of the Riverside Community College District.

b)   *Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?*

Less than Significant Impact. As discussed in the *City of Moreno Valley General Plan*, groundwater only provides a small fraction of the local water supply. Nonetheless, it is a valuable natural resource that needs to be protected (City of Moreno Valley 2006, Section 6.7, Water Quality). The proposed project would not increase the amount of impervious surface area, and will not reduce infiltration of precipitation into the groundwater table.

The proposed project will use only limited amounts of water resources during construction and once operational only minimal water use will be required during teaching activities. The City has adequate supply to meet their municipal, commercial, and industrial demands, as described in Section 4.3.16.

The project is not expected to encounter groundwater and would not involve permanent pumping of groundwater; therefore, the project would not substantially deplete groundwater supplies. At this time, the site is only anticipated to be graded at two feet below surface grade in an effort to improve the visual quality of the site. Due to the incorporation of structural and treatment control BMPs, the proposed project would not substantially interfere with groundwater recharge. Impacts would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

c)   *Substantially alter the existing drainage pattern of area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?*

Less than Significant Impact with Mitigation Incorporated. See the discussion in a) above. As discussed, the proposed project will not increase the level of runoff from the site and will actually improve the existing on site drainage facilities.

Construction activities such as grading may have the potential to cause erosion or siltation. Short-term erosion effects during the construction phase of the project would be prevented through, if deemed necessary given the small footprint of the site, implementation of a grading and erosion control plan, which would incorporate BMPs to reduce project-related hydrology and water quality impacts (Mitigation Measure HYD-2). In addition, implementation of BMPs designed to prevent discharge of other construction-related pollutants that could contaminate nearby water resources will be incorporated into the proposed project.

The existing drainage pattern of the site will not be altered due to an increase of impervious surfaces beyond what already exists under present conditions. Impacts would therefore be less than significant with mitigation incorporated.

Mitigation Measure(s)

Implement Mitigation Measure HYD-2.

d)   *Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?*

Less than Significant Impact. Refer to response a) and c) above. The proposed project will not substantially alter the existing drainage pattern of the site or area or substantially increase the rate or amount of runoff. The impact is considered to be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

e)   *Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?*

Less than Significant Impact with Mitigation Incorporated. Refer to responses a) and c) above. The impact is considered less than significant and the proposed project will not

create or contribute runoff water that would exceed the capacity of existing drainage systems or provide substantial sources of polluted runoff.

Mitigation Measure(s)

Implement Mitigation Measures HYD-1 and HYD-2.

f) *Otherwise substantially degrade water quality?*

Less than Significant Impact. Refer to the previous responses from a) to e) above. The project as proposed will not substantially degrade water quality.

Mitigation Measure(s)

No mitigation measures are required.

g) *Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?*

Less than Significant Impact. According to the *City of Moreno Valley General Plan*, Figure 6-4 Flood Hazards, and the County of Riverside Land Information System (County of Riverside 2010), the proposed project site is not located within a flood hazard zone. Federal Emergency Management Agency (FEMA) mapping indicates that the project site is not located within a special flood hazard area that could be inundated by a 100-year flood (FEMA 2008). The project also does not include any housing elements. Impacts would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

h) *Place within a 100-year flood hazard area structures, which would impede or redirect flood flows?*

Less than Significant Impact. As stated in the response to g) above, the proposed project is not within a designated flood hazard area; therefore, the project would not impede or redirect flood flows. The impact is considered to be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

i)   *Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?*

Less than Significant Impact. As stated in the response to g) above, the proposed project is not within a designated flood hazard area; therefore, the project would not expose people or structures to a significant risk of loss, injury, or death involving flooding. According to Figure 6-4 Flood Hazards from the *City of Moreno Valley General Plan*, the project is not located within a potential inundation area due to failure of the Lake Perris Dam. Impacts would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

j)   *Inundation by seiche, tsunami, or mudflow?*

No Impact. The project site is located inland and not located sufficiently near Lake Perris or the ocean to be impacted by a seiche or tsunami. The topography of the site and project area is relatively flat would not be subject to significant impacts from mudflow.

Mitigation Measure(s)

No mitigation measures are required.

4.3.10   Land Use and Planning

	Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a)	Physically divide an established community?	☐	☐	☐	☒
b)	Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	☐	☐	☒	☐
c)	Conflict with any applicable habitat conservation plan or natural communities conservation plan?	☐	☐	☐	☒

Discussion

a) *Physically divide an established community?*

No Impact. The proposed project is located within the existing Moreno Valley College campus on an area of land that has already been graded and covered with asphalt. The site has always been contemplated based upon the developed nature of the site and the surrounding structures to be used as either a parking lot or a potential future building site. The proposed project is compatible with adjacent land uses for further campus use. The proposed project will not divide the established community and is not expected to result in additional physical barriers between nearby land uses. Thus, no impact will occur.

Mitigation Measure(s)

No mitigation measures are required.

b) *Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?*

Less than Significant Impact. According to the City's General Plan, Objective 2.15 commands that the "Moreno Valley residents have access to high-quality educational facilities, regardless of their socioeconomic status or location within the City" (City of Moreno Valley 2006). The entire campus is designated under the City's General Plan as Public Facilities. The expansion of the site as a new structure to support a new dental program are consistent with the RCCD's plan for the Moreno Valley College and to further the overall goal of providing the City's residents with quality education. The proposed project is consistent with the *City of Moreno Valley General Plan*.

The project site is currently zoned as Public District uses, which is established to create and preserve areas for public uses of property and related activities, including civic center, public schools, public buildings, and parks. While as a designated college district the RCCD is not specifically bound to the actual land use requirements from the City, the City's Municipal Code does allow for such uses as the proposed project and the project is consistent with the code. According to geographic information system (GIS) maps on the City's website, the Moreno Valley College is located within a Specific Plan identified as SP193CF. This designation as Community Facilities (CF) allows, among others, the principal use of the site as a community college and accessory buildings, structures, and uses related and incidental to this use of the site.

Thus, the new portable structures and dental program are consistent with the City's municipal code and general plan, as well as the goals of Specific Plan SP193CF. Therefore, the proposed project would not conflict with any applicable land use plan, policy, or regulation and would not constitute a significant impact.

Mitigation Measure(s)

No mitigation measures are required.

c)   ***Conflict with any applicable habitat conservation plan or natural communities conservation plan?***

No Impact. The proposed project does not impede upon a habitat conservation plan, natural community conservation plan, or any other locally approved regional or state habitat conservation plans. The Western Riverside MSHCP is the adopted local habitat conservation plan, and the proposed project is not located within an existing or proposed habitat core or linkage. Therefore, no impacts would occur.

Mitigation Measure(s)

No mitigation measures are required.

4.3.11 Mineral Resources

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	☐	☐	☐	☒
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	☐	☐	☐	☒

Discussion

a)   ***Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?***

No Impact. The proposed project site, as well as the entire college campus boundaries, has been designated as MRZ-3 according to the County of Riverside's General Plan (2003). This designation indicates that the State of California has determined this is an area where mineral deposits are likely; however, their significance has not been determined. Further, according to the *City of Moreno Valley General Plan EIR* (2006a), the California

Department of Conservation, Division of Mines and Geology, has not identified significant mineral resources within the City of Moreno Valley. The City's General Plan (2006b) does not identify any mineral recovery sites within the City or any active mining areas beyond the Jack Rabbit Canyon Quarry located northeast of Jack Rabbit Trail and Gilman Springs Road next to the Quail Ridge Golf Course, which has been inactive since 2001. The proposed project site is located within the designated boundary of the Moreno Valley College and is part of the RCCD's plans for continued growth and improvement of the college in order to enhance higher education opportunities to the surrounding area. No mining operations will be impacted by this development and the site would likely never be used for any mining operations in the future. No impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

b) ***Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan, or other land use plan?***

No Impact. Refer to response a) above. The proposed project would not result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan, or other land use plan.

Mitigation Measure(s)

No mitigation measures are required.

4.3.12   Noise

	Environmental Issues *Would the project result in:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a)	Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	☐	☒	☐	☐
b)	Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	☐	☐	☒	☐
c)	A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☐	☒	☐
d)	A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☒	☐	☐
e)	For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	☒
f)	For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	☒

Discussion

a)   *Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?*

Less than Significant Impact with Mitigation Incorporated. The City has established noise criteria within both the City's General Plan and the City's Municipal Code. While the RCCD is not required to comply with local noise standards, the initial study did consider local noise standards as they relate to compatibility with the proposed project in order to take a conservative approach towards potential impacts regarding noise.

The City has also adopted a quantitative noise ordinance to control excessive noise generated in the City. The City's noise ordinance limits are in terms of a maximum sound level. The allowable noise limits depend upon the City's land use classification as defined in the City's noise ordinance and time of day. The applicable noise ordinance limits for this project for nonimplusive sound are that the maximum noise level shall not exceed 65 decibels (dB) between the hours of 7:00 a.m. to 7:00 p.m. and 60 dB between the hours of 7:00 p.m. to 7:00 a.m. at a distance of 200 feet or more from the real property line of the source of the sound. Regarding construction noise, the City requires that no person shall operate or cause the operation of any tools or equipment used in construction, drilling, repair, alteration, or demolition work between the hours of 8:00 p.m. and 7:00 a.m. the following day such that the sound there from creates a noise disturbance. The evaluation compared a number of recent noise studies completed for various projects throughout the campus, including the Lion's Lot parking lot project that is in close proximity to the proposed project.

Construction activities would occur during the City's allowable hours of operation. The noise levels generated by construction equipment would vary greatly depending upon factors such as the type and specific model of the equipment, the operation being performed and the condition of the equipment. The average sound level of the construction activity also depends upon the amount of time that the equipment operates and the intensity of the construction during the time period. Construction of the proposed project would focus on removing the existing asphalt and grading of the site. Once the site has been prepared for the delivery of the portables, the majority of the potential noise impacts will have subsided (the portables are built offsite and delivered mostly in tact). Given the small size of the proposed project, much of this work would be done in a short timeframe and would focus on the use of graders, bulldozers, and trucks. The construction would impact the neighboring elementary school and the residential homes in the area and may represent a potentially significant impact. Therefore, in order to reduce this potential short-term impact, the project would be required to limit

construction hours, place mufflers on equipment engines, and orient stationary sources to direct noise away from sensitive uses.

The heavier pieces of construction equipment used at this site could include bulldozers, graders, and loaded trucks. Information from Caltrans indicates that continuous vibrations with a peak particle velocity of approximately 0.1 inch/second begin to annoy people. Groundborne vibration is typically attenuated over short distances. However, vibration is very subjective, and some people may be annoyed at continuous vibration levels near the level of perception (or approximately a peak particle velocity of 0.01 inch/second). Regardless, given the short duration and small footprint of the proposed project, construction activities are not anticipated to result in continuous vibration levels that typically annoy people or interfere with any surrounding structures, and the vibration impact would be less than significant.

The proposed project will only have minimal operational impacts and will only entail the additional cars that may enter the site as part of the new program. The new program is only anticipated to have up to 120 dental students during any given program year. Similar to the noise report performed for the Lion's Lot parking lot project which included an additional 140 parking spaces resulting in less than 1 dB along the associated traffic roadways, this project would also contribute less than 1 dB to the surrounding noise levels. A plus or minus 1 dB change is typically within the tolerance limit of traffic noise prediction models. In community noise assessments a 1 dB increase is not noticeable to the human ear. A noise level change of 3 dB CNEL is generally considered to be a just perceptible change in environmental noise. A noise level increase of up to 3 dB is generally not considered significant. The additional project-generated traffic volume along the roads would not substantially increase the ambient noise level. Therefore, the traffic noise impact associated with the project is less than significant. Additionally, the cumulative traffic noise would increase by up to 1 dB CNEL along the various roads similar to the evaluation performed for the Lion's Lot parking lot. This additional cumulative plus project-generated traffic volume along the roads would not substantially increase the ambient noise level. Thus, the future near-term cumulative traffic noise level increase would continue to be less than significant. The project's contribution to the near-term cumulative noise level increase would likely be less than 1 dB CNEL and would be less than significant. Furthermore, this evaluation envisions all of these students to be new students to the campus, when in reality it is envisioned that a number of the students will be existing students that are already coming to the college for other studies. Therefore, impacts are likely to be even less than evaluated under this report.

Impact related to operations of the site and anticipated increases in traffic will not result in a significant impact. However, potential short-term noise impacts may exist during construction of the site. Through implementation of mitigation such as the use of

appropriate measures, reduced idling, and acoustic barriers if needed, such impacts during construction will be reduced to less than significant. Additionally, the project will comply with the City's designated and allowable times for construction of the site.

Mitigation Measure(s)

To reduce potentially significant impacts related to construction of the proposed project, the following mitigation is provided:

NOI-1:   During and prior to construction activities, the RCCD shall ensure the following:

- All construction equipment, fixed or mobile, shall be equipped with properly operating and maintained mufflers.

- Construction noise reduction methods such as shutting off idling equipment, installing temporary acoustic barriers around stationary construction noise sources, maximizing the distance between construction equipment staging areas and occupied residential areas, and use of electric air compressors and similar power tools, rather than diesel equipment, shall be used where feasible.

- During construction, stationary construction equipment shall be placed such that emitted noise is directed away from or shielded from sensitive noise receivers.

- During construction, stockpiling and vehicle staging areas shall be located as far as practical from noise sensitive receptors.

- Construction activities should be limited to the hours of 8:00 a.m. to 5:00 p.m., Monday through Saturday.

b)   *Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?*

Less than Significant Impact. Refer to response a) above. Construction activities are not anticipated to result in continuous vibration levels that typically annoy people, and the vibration impact would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

c)   *A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?*

Less than Significant Impact. Refer to response a) above. The proposed project will not have a significant impact related to noise once the proposed project is operational.

Mitigation Measure(s)

No mitigation measures are required.

d)   *A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?*

Less than Significant Impact with Mitigation Incorporated. Refer to response a) above specifically related to construction impacts. Once the proposed project is operational, any impacts would be less than significant.

Mitigation Measure(s)

Implement Mitigation Measures NOI-1.

e)   *For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?*

No Impact. The proposed project site is located approximately 2 miles east of the March Air Reserve Base area of flight operations. However, as identified on Figure 6-5 of the City's General Plan, the site is not located within an Accident Potential Zone. The proposed project would not expose people residing or working in the project area to excessive noise levels. No impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

f)   *For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?*

No Impact. The proposed project is not located within the vicinity of a private airstrip. No impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

4.3.13   Population and Housing

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Induce substantial population growth in an area, either directly (e.g., by proposing new homes and businesses) or indirectly (e.g., through extension of roads or other infrastructure)?	☐	☐	☒	☐
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒
c) Displace substantial numbers of people necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒

Discussion

a)   ***Induce substantial population growth in an area, either directly (e.g., by proposing new homes and businesses) or indirectly (e.g., through extension of roads or other infrastructure)?***

Less than Significant Impact. The project would not induce substantial population growth in the area, as no residential units are proposed. While providing more availability for classes as part of the dental program will further improve the services offered by the college, this in turn may encourage regional growth through increased enrollment or attractiveness to future employees and/or staff. The RCCD, as the lead agency, has anticipated this growth and the growth is part of their process to improve the services offered to the surrounding community and region. The program is only anticipated to enroll 120 students or so per program and this will not induce substantial growth in the area either directly or indirectly. Impacts are anticipated to be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

b)   ***Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?***

No Impact. The proposed project consists of the grading and placement of portable units for approximately 120 future dental students within the college boundaries. The proposed project would not displace existing housing and would not necessitate the construction of replacement housing elsewhere. Therefore, there would be no impact.

Mitigation Measure(s)

No mitigation measures are required.

c)   ***Displace substantial numbers of people necessitating the construction of replacement housing elsewhere?***

No Impact. See discussion under a) above. The proposed project would not displace existing housing or result in the displacement of existing residents. Therefore, no impact would result.

Mitigation Measure(s)

No mitigation measures are required.

4.3.14   Public Services

Environmental Issues	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
a) Fire Protection?	☐	☐	☒	☐
b) Police Protection?	☐	☐	☒	☐
c) Schools?	☐	☐	☐	☒
d) Parks?	☐	☐	☐	☒
e) Other public facilities?	☐	☐	☐	☒

Discussion

a)   ***Fire Protection?***

Less than Significant Impact. The closest fire station to the proposed project site is Station 91 (College Park Fire Station), located at 16110 Lasselle Street, which was opened in 2003 and is located approximately one block north and one block west of the project site. The station houses one 75-foot ladder truck, one second-line engine, and a breathing support unit. Additionally, the City contracts with the County of Riverside Fire Department in order to provide fire services to the City, including the proposed project site. The City is served by five stations within its boundary, along with another station that is shared with the City of Riverside. According to the City's General Plan (2006), there are a total of five first-line municipal fire engines, three second-line municipal fire engines, one wildland fire engine, two aerial ladder trucks, five rescue squads, and a

breathing support unit. The project would not result in the need for new or physically altered fire facilities, or result in the station's inability to maintain acceptable service ratios, response times, or other performance objectives. Given the proposed project's location in the existing parking lot of the college, suitable access to the site will remain during both construction and operations, along with sufficient emergency water connections and water pressure. The addition of 120 dental students at this location or the teaching of this program will not pose significant fire hazards to either the college or surrounding community. The increase in demand for fire protection services due to the proposed project would result in a less than significant impact.

Mitigation Measure(s)

No mitigation measures are required.

b)   *Police Protection?*

Less than Significant Impact. The proposed project site is currently served by the City of Moreno Valley Police Department. The Moreno Valley Police Department has adopted a "Zone Policing" strategy. The intent of "Zone Policing" is to improve response times to calls for service, make officers more familiar with community areas, and connect the department with citizens and business owners within their assigned zones. To facilitate this concept, the City has been divided into four zones and police officers are assigned to a specific zone. Each zone is comprised of a team that consists of a Zone Commander, Zone Supervisor, and Zone Coordinator. The proposed project falls within Zone 4. According to the department website (2010), the City of Moreno Valley Police Department has an Administrative Division, Patrol Division, Special Enforcement Division, Traffic/Community Services Division, and a Detective Division. The Patrol Division has 2 lieutenants, 10 supervising sergeants, 57 sworn patrol officers, 2 K-9 teams, and 12 non-sworn officers.

According to previous discussions on March 13, 2010 with Sergeant Jack Kohlmeier from the Riverside Community College Police Department, the RCCD has its own police department, with over 20 sworn officers, 6 reserve officers, 5 reserve detectives, and 19 community service officers (non-sworn). The bulk of these resources are located at the main college in Riverside; however, there are four full-time officers assigned to the Moreno Valley College, as well as a number of community service officers and part-time officers for shift overlap and special services. Moreover, once the new Moreno Valley Parking Garage – Learning Gateway Building project is complete, a new police substation will be constructed which will further improve public safety services for the entire college campus.

While the proposed project would require police protection services, the project is not expected to result in the need for new or physically altered police facilities, or result in an inability to maintain acceptable service ratios, response times, or other performance objectives. The increase in demand for police protection services due to the proposed project would result in a less than significant impact.

Mitigation Measure(s)

No mitigation measures are required.

c)   *Schools?*

No Impact. The construction and operation of the proposed project would either not increase the population within the area, or would only contribute a very small addition to the greater community. While the proposed project is adding to the depth of college's curriculum, there was already an existing program at the March Reserve Base location and, while being expanded in size, the limited number of students would not greatly affect changes in local population or schools. Therefore, the project would not generate the need for additional school capacity and no impact would result.

Mitigation Measure(s)

No mitigation measures are required.

d)   *Parks?*

No Impact. The construction and operation of the proposed project would not substantially increase the population within the area. The proposed project will not be eliminating any parks or recreational opportunities. Therefore, the project would not generate the need for additional parks or significantly impact the use of any existing parks in the area. No impacts to parks are anticipated.

Mitigation Measure(s)

No mitigation measures are required.

e)   *Other public facilities?*

No Impact. The proposed project would not result in adverse impacts related to the provision of other public facilities, including emergency medical services or libraries. The proposed project will not exert undue pressure on public facilities. No impacts to other public facilities are anticipated.

Mitigation Measure(s)

No mitigation measures are required.

4.3.15   Recreation

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	☐	☐	☐	☒
b) Include recreational facilities or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment?	☐	☐	☐	☒

Discussion

a)   *Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?*

No Impact. The project does not propose any residential uses that may increase the utilization of existing neighborhood parks in the vicinity such that substantial physical deterioration of the facility or an increase in park facilities would occur or be accelerated. No impacts related to the increase of use to existing parks will occur.

Mitigation Measure(s)

No mitigation measures are required.

b)   *Include recreational facilities or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment?*

No Impact. The proposed project will not include any recreational facilities and will not require the expansion of any recreational facilities elsewhere that may have a physical impact on the environment. No impacts due to recreational facilities will occur.

Mitigation Measure(s)

No mitigation measures are required.

4.3.16   Transportation and Traffic

Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	☐	☐	☒	☐
b) Conflict with an applicable congestion management program, including, but not limited to level of service (LOS) standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	☐	☒	☐	☐
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	☐	☐	☐	☒
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	☐	☐	☒	☐
e) Result in inadequate emergency access?	☐	☐	☒	☐
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	☐	☐	☐	☒

Discussion

a)   *Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?*

Less than Significant Impact. In traffic engineering methodology, roadway operations are described in terms of level of service (LOS), ranging from LOS A (light traffic, minimal delays) to LOS F (significant traffic congestion). The City's traffic guidelines allow LOS D to be used as the maximum threshold for the study intersections and roadway segments. Previous analysis conducted for the Lion's surface parking lot project concluded that the surface parking lot project would not generate significant traffic in order to impact the LOS of the existing or future roadways. Evaluating this information, given the fact that much of the dental program is anticipated to come from the existing students and will only comprise of 120 students in the future, the proposed project will

not cause the surrounding roadways or intersections to operate below a level of LOS D. Impacts will remain less than significant.

Mitigation Measure(s)

No mitigation measures are required.

b)   *Conflict with an applicable congestion management program, including, but not limited to level of service (LOS) standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?*

Less than Significant Impact with Mitigation Incorporated. Refer to response a) above. The proposed project will not result in either or a cumulative impact to an existing level of service within the applicable study area. Impacts are less than significant.

Mitigation Measure(s)

No mitigation measures are required.

c)   *Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?*

No Impact. The proposed project site is located approximately 2 miles east of the March Air Reserve Base area of flight operations. However, as identified on Figure 6-5 of the City's General Plan, the site is not located within an Accident Potential Zone (City of Moreno Valley 2006, Section 6.10). The proposed project will not result in any changes to air traffic patterns. No impacts would result.

Mitigation Measure(s)

No mitigation measures are required.

d)   *Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?*

Less than Significant Impact. The project proposes major access from the existing Lasselle Street to the existing surface parking lot. The construction of the proposed project will not interfere with this access and no roads or are planned as part of the development process. All construction will be appropriately staged and construction controls including temporary signage, access, detours, and fencing will be provided during construction activities as needed. The use of the new buildings will be for continued college uses by students and staff. Therefore, the proposed project will not

substantially increase any hazards due to design features, incompatible uses, or construction of the project during college hours of operation. Impacts will remain less than significant.

Mitigation Measure(s)

No mitigation measures are required.

e)   *Result in inadequate emergency access?*

Less than Significant Impact. The proposed building at the site has existing access roads and the project will include an additional access road to the east of the proposed building. Numerous ingress and egress points exist for emergency access. Neither construction nor operation of the new building will unduly affect access from Lasselle Street to the college. Any potential impacts are anticipated to be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

f)   *Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?*

No Impact. The proposed project is a series of new buildings at the existing college site. In no way will the development of the site conflict with any policies, plans, or programs related to public transit, bicycle, or pedestrian facilities. No impacts are anticipated.

Mitigation Measure(s)

No mitigation measures are required.

4.3.17   Utilities and Service Systems

	Environmental Issues *Would the project:*	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a)	Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	☐	☐	☒	☐
b)	Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☒	☐
c)	Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☒	☐
d)	Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	☐	☐	☒	☐
e)	Result in a determination by the wastewater treatment provider, which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	☐	☐	☒	☐
f)	Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	☐	☐	☒	☐
g)	Comply with federal, state, and local statutes and regulations related to solid waste?	☐	☐	☒	☐

Discussion

a)   *Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?*

Less than Significant Impact. The Eastern Municipal Water District (EMWD) manages wastewater for the proposed project service area. According to the EMWD's updated Urban Water Management Plan (UWMP) (2005), the district's wastewater collection system includes upwards of 1,534 miles of gravity sewer lines, 53 lift stations, and 5 regional water reclamation facilities. According to the City's General Plan (2006a), the EMWD's Moreno Valley Regional Water Reclamation Facility, located in the southwestern portion of the City, has a capacity to treat 16 million gallons of wastewater per day and a capacity to expand to 48 million gallons per day. The utilization in the year 2000 was 10 million gallons per day. The Moreno Valley regional reclamation facility produces tertiary effluent as part of its processes and is suitable for subsequent uses such as irrigation.

The college has existing sewer infrastructure throughout the college and around the proposed project site and is anticipated to have adequate capacity to serve the proposed

project. With the inclusion of only 120 students, many of which are anticipated to come from the existing student population, the proposed project will only minimally increase the college's volume of wastewater through student use. The proposed project will not require substantial upgrades or improvements to the existing infrastructure serving the project site.

The project would not result in the need for additional wastewater treatment capacity or infrastructure beyond what is already planned as part of the EMWD and City planning efforts. The RCCD will construct all necessary infrastructure extensions of existing lines to the site in order to meet the sewer demands of the project. In addition, the RCCD will pay all applicable connection fees and monthly usage charges that may be necessary as part of the final project. Any potential impacts related to wastewater will be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

b)   *Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?*

Less than Significant Impact. Refer to the response to a) above and to d) below. The proposed project would not require or result in the construction or expansion of new water or wastewater treatment facilities. Impacts would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

c)   *Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?*

Less than Significant Impact. Refer to the response to 4.3.8 a) above. As discussed previously, the proposed project already has existing onsite drainage. The proposed project is being built within and already existing paved area and will not contribute in any way to the amount of stormwater runoff. Construction of the site will also not significantly contribute stormwater to the existing infrastructure. Therefore, impacts will be less than significant and will not result in the need for new offsite drainage facilities or infrastructure.

Mitigation Measure(s)

No mitigation measures are required.

d)   *Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?*

Less than Significant Impact. The California Urban Water Management Planning Act (California Water Code, Section 10610–10656) requires water utilities providing water for municipal uses to more than 3,000 customers or supplying more than 3,000-acre feet per year to prepare a UWMP every 5 years. The 2005 plan is currently in the process of being updated by the agency. The EMWD last updated their UWMP on December 21, 2005 (Resolution No. 4379). The updated 2005 UWMP describes the EMWD's service area projected water demand and supply through 2030 and concludes that the service area, with the proposed plans for additional water supply, has adequate supply to meet municipal, commercial, and industrial demands through 2030.

A water supply assessment for the proposed project is not required pursuant to California Water Code, Section 10910, since the project as proposed does not meet the criteria under California Water Code, Section 10912, nor does it meet the definition of a "water demand project" pursuant to CEQA Guidelines, Section 15155(a). Based on the site engineering and design plans, the RCCD will construct all necessary infrastructure extensions of existing lines to the site in order to meet the water and sewer demands of the project. The RCCD will also install all necessary fire service with backflow device lines and fire hydrants to ensure a reliable and appropriate water source exists on site for firefighting purposes. In addition, the RCCD will pay all applicable connection fees and monthly usage charges to the City for the provision of water to the project site.

Due to the limited water requirements for the proposed project, sufficient capacity for both domestic water and sewer is reasonably expected. Moreover, based on EMWD's 2005 UWMP, the City's projected water supplies through 2030 (with proposed plans) are anticipated to be sufficient to meet the additional water demand resulting from the proposed project and all planned projects as identified in Long Range Master Plan, in addition to existing and planned future uses. The new dental program will only hold approximately 120 students, many of which will come from already existing students at the college. Additionally, the dental program is being relocated from the March Air Reserve Base location, effectively offsetting the already ongoing water use for that program. Impacts would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

e) *Result in a determination by the wastewater treatment provider, which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?*

Less than Significant Impact. Refer to the response to a) above. The proposed project would not result in the determination by the wastewater treatment provider (EMWD) that it does not have sufficient capacity to serve the proposed project's anticipated wastewater demand. As previously discussed, the EMWD maintains sufficient wastewater infrastructure and service capacity and the proposed project will produce only minimal wastewater. Impacts would be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

f) *Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?*

Less than Significant Impact. The Riverside County Waste Management Department (RCWMD) manages Riverside County's solid waste system through the provision of facilities and programs that meet or exceed all applicable local, state, federal, and land use regulations. The department manages seven Riverside County Sanitary Landfills: Badlands, Blythe, Desert Center, El Sobrante, Lamb Canyon, Mecca II, and Oasis. Each of these landfills has sufficient capacity to accommodate the project's minimal solid waste disposal needs and the landfills are permitted to receive non-hazardous municipal solid waste. According to the General Plan EIR (2006b), solid waste generated within the City planning area is typically deposited in the RCWMD's Badlands Landfill. However, other landfills typically utilized by the City include the Lamb Canyon Landfill and the El Sobrante Landfill. The Badlands Landfill is anticipated to reach capacity between 2018 and 2020; however, the landfill site has potential for further expansion. Additionally, both the Lamb Canyon and El Sobrante Landfills have additional storage capacity beyond the Badlands Landfill.

Construction of the proposed project will include only minimal construction debris from the demolition of the existing surface area, consisting primarily dirt, asphalt, and some ornamental landscaping material. The site will be graded and it is anticipated that approximately 850 cubic yards of cut will be generated and 50 cubic yards of fill needed. Therefore, 800 cubic yards of fill will need to be exported from the site. This corresponds to approximately 40 haul trucks required to remove this amount of cut from the project site. The bulk of the asphalt and concrete removed from the site will stay within the campus boundaries to be used as riprap for various RCCD projects. The RCCD will make a good faith effort to recycle as much of the demolition material as feasible. Any number

of local landfills typically utilized by the City and college has sufficient capacity to accommodate this volume of non-hazardous waste. Moreover, there is sufficient capacity to accommodate the operational waste anticipated for this building. Given the small number of students and staff for this program, operational waste is not anticipated to be substantial. Additionally, since the program is being relocated, at least a portion of that waste that was being created from the original program will offset the waste from the proposed project. Therefore, this will not represent substantial new amounts of waste once the dental program is operational and any impacts related to solid waste will be less than significant.

Mitigation Measure(s)

No mitigation measures are required.

g)   *Comply with federal, state, and local statutes and regulations related to solid waste?*

Less than Significant Impact. The proposed uses for the project site are consistent with surrounding educational uses of the site. The proposed project will not violate any adopted federal, state, or local policies and regulations related to solid waste. Compliance with these regulations would result in a less than significant impact.

Mitigation Measure(s)

No mitigation measures are required.

4.3.18   Mandatory Findings of Significance

Environmental Issues	Potentially Significant Impact	Less Than Significant With Mitigation	Less Than Significant Impact	No Impact
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory?	☐	☒	☐	☐
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.)	☐	☒	☐	☐
c) Does the project have environmental effects, which will cause substantial adverse effects on human beings, either directly or indirectly?	☐	☒	☐	☐

Discussion

a) *Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory?*

Less than Significant Impact With Mitigation Incorporated. As described in Sections 4.3.4 and 4.3.5 of this IS/MND, the proposed project would not substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife species population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory. Mitigation measures related to cultural resources are provided to avoid or reduce adverse effects that would potentially degrade the quality of the environment. The RCCD will implement all required mitigation measures, thereby reducing all environmental impacts to below a level of significance.

Mitigation Measure(s)

Refer to Mitigation Measures CR-1 and CR-2 related to the potential discovery of cultural resources during grading activities.

b) *Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.)*

Less than Significant Impact With Mitigation Incorporated. In addition to direct impacts resulting from the project, this IS/MND (as described in Sections 4.3.1 through 4.3.16) considers the project's potential incremental effects that may be cumulatively considerable. Mitigation measures identified in the applicable sections of this IS/MND would reduce both project-specific impacts, as well as any cumulatively considerable impacts attributable to the project's incremental environmental effects. With implementation of these mitigation measures, there is no substantial evidence that there are cumulatively considerable impacts associated with the project.

Mitigation Measure(s)

Implementation of mitigation measures described in Section 4.3.1 through 4.3.16.

c)   *Does the project have environmental effects, which will cause substantial adverse effects on human beings, either directly or indirectly?*

Less than Significant Impact With Mitigation Incorporated. The potential for adverse direct or indirect impacts to human beings was considered in this IS/MND in Section 4.3.1, Aesthetics; Section 4.3.3, Air Quality; Section 4.3.6, Geology and Soils; Section 4.3.7, Hazards and Hazardous Materials; Section 4.3.8, Hydrology and Water Quality; Section 4.3.11, Noise; Section 4.3.12, Population and Housing; and Section 4.3.15, Transportation and Traffic. Based on this evaluation, there is no substantial evidence that construction or operation of the proposed project would result in a substantial adverse effect on human beings.

Mitigation Measure(s)

Implementation of mitigation measures described in Sections 4.3.1 through 4.3.16 and summarized in Section 5.0 of this IS/MND.

5.0 LIST OF MITIGATION MEASURES

CR-1: In the event that archaeological resources or sites containing human remains or artifacts are inadvertently discovered during construction activities (including grading), all construction work shall be halted in the vicinity of the discovery until the Riverside Community College District can contact a registered professional archaeologist to visit the site of discovery and assess the significance and origin of the archaeological resource. If the resource is determined to be of Native American origin, the appropriate Native American tribe shall be consulted. Treatment of encountered archeological resources and sites may include monitoring, resource recovery, and documentation. For any human remains discovered, the county coroner will be contacted, and all procedures shall comply with California Health and Safety Code, Section 7050.5, and Public Resources Code, Section 5097.98.

CR-2: In the event that paleontological resources are inadvertently discovered during construction activities (including grading), all construction work shall be halted in the vicinity of the discovery until a qualified paleontologist retained by the Riverside Community College District can visit the site and assess the significance of the potential paleontological resource. Specifically, the qualified paleontologist shall conduct on-site paleontological monitoring for the project site to include inspection of exposed surfaces to determine if fossils are present. The monitor shall have authority to divert grading away from exposed fossils temporarily in order to recover the fossil specimens.

HAZ-1: Prior to approval of final construction plans, a hazardous materials management plan for the construction phase of the proposed project shall be created. The plan shall identify all hazardous materials that will be present on any portion of the construction site, including, but not limited to, fuels, solvents, and petroleum products. A contingency plan shall be developed to identify potential spill hazards, how to prevent their occurrence, and how to address any spills that may occur. The plan shall also identify materials that will be on site and readily accessible to clean up small spills (i.e., spill kit, absorbent pads, and shovels). The hazardous materials management plan shall be included as part of all contractor specifications and final construction plans to the satisfaction of the Riverside Community College District.

HYD-1: Best management practices shall be incorporated into the final construction and design plans to be reviewed and approved by the Riverside Community College District and shall include, but not be limited to, the following:

- All construction vehicles shall be adequately maintained and equipped to minimize/eliminate fuel spillage. All equipment maintenance work shall occur off site or within the designated construction staging area.

- Any construction materials that need to be temporarily stockpiled or equipment/supplies that need to be stored on site shall be kept within the construction staging areas and shall be covered when not in use.

- The access road and access points will be swept to maintain cleanliness of the pavement.

- Informational materials to promote the prevention of urban runoff pollutants are included in the Water Quality Management Plan for the project. These materials include general working site practices that contribute to the protection of urban runoff water quality and best management practices that eliminate or reduce pollution during property improvements.

- All trash enclosure areas proposed at the site shall be appropriately designed and maintained to ensure functionality.

- The Riverside Community College District will perform a visual inspection annually of the project site to ensure that proper litter/debris controls are maintained and that proper landscaping, fertilizer, and pesticide practices are upheld.

HYD-2: Prior to approval of final construction plans, if it is determined to be necessary given the small size and footprint of the proposed project, a grading and erosion control plan shall be reviewed and approved by the Riverside Community College District. The plan shall be implemented for all construction activities associated with the proposed project. The plan shall include measures to stabilize the soil to prevent erosion and retain sediment where erosion has already occurred. Stabilization measures may include temporary seeding, permanent seeding, or mulching. Structural control measures may include silt fencing, sand bagging, sediment traps, or sediment basins. Additional erosion control measure (e.g., hydroseeding, mulching of straw, diversion ditches, and retention basins) may be necessary as determined by field conditions to prevent erosion and/or the introduction of dirt, mud, or debris into existing public streets and/or onto adjacent properties during any phase of construction operations. Particular attention shall be given to additional erosion control measures during the rainy season, generally from October 15 to April 15. Topsoil shall be stockpiled and covered on the project site for reuse. The grading and erosion control plan shall be included as part of all contractor specifications and final construction plans to the satisfaction of the Riverside Community College District.

NOI-1: Prior to grading permit issuance, the RCCD shall ensure the following:

- All construction equipment, fixed or mobile, shall be equipped with properly operating and maintained mufflers.

- Construction noise reduction methods such as shutting off idling equipment, installing temporary acoustic barriers around stationary construction noise sources, maximizing the distance between construction equipment staging areas and occupied residential areas, and use of electric air compressors and similar power tools, rather than diesel equipment, shall be used where feasible.

- During construction, stationary construction equipment shall be placed such that emitted noise is directed away from or shielded from sensitive noise receivers.

- During construction, stockpiling and vehicle staging areas shall be located as far as practical from noise sensitive receptors.

- Construction activities should be limited to the hours of 8:00 a.m. to 5:00 p.m., Monday through Saturday.

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6.0   INFORMATIONAL SOURCES

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7.0   LIST OF PREPARERS

This IS/MND was prepared by Dudek. The following individuals participated in its preparation.

Riverside Community College District (Lead Agency)

Orin Williams, Associate Vice Chancellor

Bart Doering, Project Manager

Dudek (IS/MND Preparation)

Aaron Gettis, Senior Project Manager

Dave Deckman, Director of Air Quality Services

Jennifer Pace, Environmental Planner

Sheila Sapalicio, Publications Assistant

Technical Analyses

Air Quality Assessment

      Dudek, Jennifer Pace, Dave Deckman

Exhibit B

MITIGATION MONITORING AND REPORTING PROGRAM
for the
MARCH DENTAL EDUCATION CENTER

Prepared for:

Riverside Community College District

3845 Market Street
Riverside, California 92501
Contact: Bart Doering, Capital Program Administrator
951-222-8962
Bart.Doering@rcc.ecu

Prepared by:

DUDEK

1650 Spruce Street, Suite 240
Riverside, California 92507
Contact Aaron Gettis, Esq.
951.300.2100 ext. 3714
agettis@dudek.com

JANUARY 2011

**Mitigation Monitoring and Reporting Program
for the March Dental Education Center**

MITIGATION MONITORING AND REPORTING PROGRAM

The Mitigation Monitoring and Reporting Program (MMRP) will be used by the Riverside Community College District (District) as Lead Agency to ensure compliance with adopted mitigation measures associated with the development of the proposed project. The District, as Lead Agency pursuant to the State CEQA Guidelines, will ensure that all mitigation measures are carried out.

The MMRP consists of a checklist that identifies the mitigation measures associated with the proposed project. The table identifies the mitigation monitoring and reporting requirements, including the person(s) responsible for verifying implementation of the mitigation measure, timing of verification (prior to, during, or after construction) and responsible party. Space is provided for sign-off following completion/implementation of the design feature or mitigation measure.

for the March Dental Education Center

Mitigation Measure No.	Mitigation Measures/ Design Features	Method of Verification	Timing of Verification			Responsible Party	Completed		Comments
			Pre Const.	During Const.	Post Const.		Initials	Date	
CR-1	In the event that archaeological resources or sites containing human remains or artifacts are inadvertently discovered during construction activities (including grading), all construction work shall be halted in the vicinity of the discovery until the Riverside Community College District can contact a registered professional archaeologist to visit the site of discovery and assess the significance and origin of the archaeological resource. If the resource is determined to be of Native American origin, the appropriate Native American tribe shall be consulted. Treatment of encountered archeological resources and sites may include monitoring, resource recovery, and documentation. For any human remains discovered, the county coroner will be contacted, and all procedures shall comply with California Health and Safety Code, Section 7050.5, and Public Resources Code, Section 5097.98.	Environmental Monitor (District)		X		District			
CR-2	In the event that paleontological resources are inadvertently discovered during construction activities (including grading), all construction work shall be halted in the vicinity of the discovery until a qualified paleontologist retained by the Riverside Community College District can visit the site and assess the significance of the potential paleontological resource. Specifically, the qualified paleontologist shall conduct on-site paleontological monitoring for the project site to include inspection of exposed surfaces to determine if fossils are present. The monitor shall have authority to divert grading away from exposed fossils temporarily in order to recover the fossil specimens.	Environmental Monitor (District)		X		District			
HAZ-1	Prior to approval of final construction plans, a hazardous materials management plan for the construction phase of the proposed project shall be created. The plan shall identify all hazardous materials that will be present on any portion of the construction site, including, but not limited to, fuels, solvents, and petroleum products. A contingency plan shall be developed to identify potential spill hazards, how to prevent their occurrence, and how to address any spills that may occur. The plan shall also identify materials that will be on site and readily accessible to clean up small spills (i.e., spill kit, absorbent pads, and	Environmental Monitor (District)	X	X		District			

DUDEK

January 2010

for the March Dental Education Center

Mitigation Measure No.	Mitigation Measures/ Design Features	Method of Verification	Timing of Verification			Responsible Party	Completed		Comments
			Pre Const.	During Const.	Post Const.		Initials	Date	
	shovels). The hazardous materials management plan shall be included as part of all contractor specifications and final construction plans to the satisfaction of the Riverside Community College District.								
HYD-1	Best management practices shall be incorporated into the final construction and design plans to be reviewed and approved by the Riverside Community College District and shall include, but not be limited to, the following: -All construction vehicles shall be adequately maintained and equipped to minimize/eliminate fuel spillage. -All equipment maintenance work shall occur off site or within the designated construction staging area. -Any construction materials that need to be temporarily stockpiled or equipment/supplies that need to be stored on site shall be kept within the construction staging areas and shall be covered when not in use. -The access road and access points will be swept to maintain cleanliness of the pavement. Informational materials to promote the prevention of urban runoff pollutants are included in the Water Quality Management Plan for the project. These materials include general working site practices that contribute to the protection of urban runoff water quality and best management practices that eliminate or reduce pollution during property improvements. -All trash enclosure areas proposed at the site shall be appropriately designed and maintained to ensure functionality. -The Riverside Community College District will perform a visual inspection annually of the project site to ensure that proper litter/debris controls are maintained and that proper landscaping, fertilizer, and pesticide practices are upheld.	Environmental Monitor (District)	X	X		District			
HYD-2	Prior to approval of final construction plans, if it is determined to be necessary given the small size and footprint of the proposed project, a grading and erosion control plan shall be reviewed and approved by the Riverside Community College District. The plan shall be implemented for all construction activities associated with the proposed project. The plan shall include measures to stabilize the soil to prevent erosion and	Environmental Monitor (District)	X	X		District			

DUDEK

January 2011

Mitigation Monitoring and Reporting Program
for the March Dental Education Center

Mitigation Measure No.	Mitigation Measures/ Design Features	Method of Verification	Timing of Verification			Responsible Party	Completed		Comments
			Pre Const.	During Const.	Post Const.		Initials	Date	
	retain sediment where erosion has already occurred. Stabilization measures may include temporary seeding, permanent seeding, or mulching. Structural control measures may include silt fencing, sand bagging, sediment traps, or sediment basins. Additional erosion control measure (e.g., hydroseeding, mulching of straw, diversion ditches, and retention basins) may be necessary as determined by field conditions to prevent erosion and/or the introduction of dirt, mud, or debris into existing public streets and/or onto adjacent properties during any phase of construction operations. Particular attention shall be given to additional erosion control measures during the rainy season, generally from October 15 to April 15. Topsoil shall be stockpiled and covered on the project site for reuse. The grading and erosion control plan shall be included as part of all contractor specifications and final construction plans to the satisfaction of the Riverside Community College District.								
NOI-1	Prior to grading permit issuance, the RCCD shall ensure the following: -All construction equipment, fixed or mobile, shall be equipped with properly operating and maintained mufflers. -Construction noise reduction methods such as shutting off idling equipment, installing temporary acoustic barriers around stationary construction noise sources, maximizing the distance between construction equipment staging areas and occupied residential areas, and use of electric air compressors and similar power tools, rather than diesel equipment, shall be used where feasible. -During construction, stationary construction equipment shall be placed such that emitted noise is directed away from or shielded from sensitive noise receivers. -During construction, stockpiling and vehicle staging areas shall be located as far as practical from noise sensitive receptors. Construction activities should be limited to the hours of 8:00 a.m. to 5:00 p.m., Monday through Saturday.	Environmental Monitor (District)	X	X					

DUDEK

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.:   VI-C-2   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Final Project Proposal Design Services Agreements for Moreno Valley College
                 and Riverside City College for State Capital Outlay Funding

<u>Background</u>:   On August 17, 2010, the Board of Trustees approved the 2012-2016 Five-Year
Capital Construction Plan, Initial Project Proposals (IPPs) and Final Project Proposals (FPP) for
Moreno Valley, Norco and Riverside City colleges. The IPPs included three projects: Library
Learning Center (Moreno Valley College), Center for Human Performance and Kinesiology –
Phase II (Norco College) and Student and Workforce Development Services Building (Riverside
City College). The FPPs included the Center for Human Performance (Moreno Valley College),
Health Science Center (Moreno Valley College), Cosmetology Building (Riverside City College)
and the Life Science/Physical Science Reconstruction (Riverside City College).

In order to meet the California Community College Chancellor's Office FPP July 1, 2011
submission deadline an architect is required for a thorough proposal submission.

Staff now requests approval of two FPP design services agreements with HMC Architects for the
Library Learning Center located at the Moreno Valley College (MVC) and the Student Services
and Workforce Development Building project located at the Riverside City College (RCC). The
agreement for the MVC Library Learning Center is in an amount not to exceed $127,000. The
agreement for the RCC Student Services and Workforce Development Building is in an amount
not to exceed $142,000. Detailed scope of work is identified in the attached agreements.

Additionally, due to three of four FPPs submitted September 1, 2010, were not State approved:
MVC Center for Human Performance, RCC Cosmetology Building and RCC Life
Science/Physical Science Reconstruction; staff would like to revise and resubmit these projects
for State approval. Staff therefore requests approval of design services agreements with
Steinberg Architects and HMC Architects for these three projects. Steinberg Architects and
HMC Architects provided the original FPP design services. With their knowledge of the
projects, design changes would be at a minimal fee. The agreement with Steinberg Architects
for the MVC Center for Human Performance is in an amount not to exceed $7,800. The
agreements with HMC Architects for the RCC Cosmetology Building in an amount not to exceed
$6,000 and RCC Life Science/Physical Science Reconstruction in an amount not to exceed
$6,000. Detailed scope of work is identified in the attached agreements.

To be funded by the College Allocated Measure C Funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.:   VI-C-2   Date: February 22, 2011

Subject: Final Project Proposal Design Services Agreements for Moreno Valley College
               and Riverside City College for State Capital Outlay Funding (continued)

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

1. Approve the agreement with HMC Architects for the Moreno Valley College Library
    Learning Center in an amount not to exceed $127,000;

2. Approve the agreement with HMC Architects for the Riverside City College Student
    Services and Workforce Development Building in an amount not to exceed $142,000;

3. Approve the agreement with Steinberg Architects for the Moreno Valley College Center
    for Human Performance in an amount not to exceed $7,800;

4. Approve the agreement with HMC Architects for the Riverside City College
    Cosmetology Building in an amount not to exceed $6,000;

5. Approve the agreement with HMC Architects for the Riverside City College Life
    Science/Physical Science Reconstruction in an amount not to exceed $6,000;

6. Approve the use of Measure C funds as the funding source for the agreements;

7. Authorize the Vice Chancellor, Administration and Finance to sign the agreements.

                            Gregory W. Gray
                            Chancellor

Prepared by: Monte Perez, President, Moreno Valley College

               Tom Harris, Acting President, Riverside City College

               Claude Martinez, Interim Vice President Business Services
               Moreno Valley College

               Norm Godin, Vice President Business Services, Riverside City College

               Orin L. Williams, Associate Vice Chancellor
               Facilities Planning and Development

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HMC ARCHITECTS

THIS AGREEMENT is made and entered into on the 23rd day of February, 2011, by and between HMC 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.

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 College.

3. The services rendered by the Architect are subject to review by the Associate Vice Chancellor of Facilities Planning and Development or his designee.

4. The term of this agreement shall be from February 23, 2011, to the estimated completion date of July 31, 2011, 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 $127,000 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor of Facilities Planning and Development, 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 and Development.

6. All data prepared by Architect hereunder specific only to this project, 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 and defended 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 and Development, 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 upon adjudicated 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 actual negligence, recklessness or willful misconduct and only in proportion thereto. 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 actual 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 upon any adjudicated 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 actual negligence, recklessness, or willful misconduct and only in proportion thereto. 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 actual 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.

HMC Architects   Riverside Community College District

_____   _____
Chris R. Taylor, AIA   James L. Buysse
Executive Vice President   Vice Chancellor
3546 Concours St.   Administration and Finance
Ontario, CA 91764

Date: _____   Date: _____

Exhibit I

Scope of Services

A.   SCOPE OF WORK

HMC Architects will collaborate with the Riverside Community College District (RCCD) and the college's user groups to develop the building program and the schematic design. Once established we will prepare the cost estimate, the outline specification and the response to the State Administrative Manual (SAM). All information will be developed to include in the form of a Final Project Proposal (FPP) in order to meet your submittal deadline to the California Community College Chancellor's Office (CCCCO) of July 1, 2011. The FPP will be prepared in both hard copy and electronic versions to meet the CCCCO requirements, and ensure accuracy between all data regardless of submittal format.

The following is a summary of the scope of services:
1. Review existing space uses and needs of the Library Learning Center Program.
2. Conduct meetings with the College, User Groups and RCCD to review, identify and confirm space needs of the facility.
3. Identify future space use needs and related site development to be accommodated in the Library Learning Center Program.
4. Prepare conceptual design, including related site requirements, for review and approval by College, User Groups and RCCD.
5. Confirm final space needs with the College, User Groups and RCCD.
6. Review and solicit feedback on the proposed space needs with the CCCCO and make space needs recommendations to RCCD based on CCCCO comments.
7. Prepare and coordinate final FPP documents for the College and RCCD review and submittal to the CCCCO.

B.   COMPENSATION

HMC Architects FPP design services for the Library Learning Center project will be provided at a fixed fee of One Hundred Twenty-Seven Thousand dollars. The breakdown is as follows:

HMC	$ 94,000
Linda Demmers, Library Consulting	$ 10,000
FPACS (Eric Mittlestead)	$ 23,000
Total	$127,000

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HMC ARCHITECTS

THIS AGREEMENT is made and entered into on the 23rd day of February, 2011, by and between HMC 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.

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, Riverside City College.

3. The services rendered by the Architect are subject to review by the Associate Vice Chancellor of Facilities Planning and Development or his designee.

4. The term of this agreement shall be from February 23, 2011, to the estimated completion date of July 31, 2011, 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 $142,000 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor of Facilities Planning and Development, 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 and Development.

6. All data prepared by Architect hereunder specific only to this project, 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 and defended 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 and Development, 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 upon adjudicated 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 actual negligence, recklessness or willful misconduct and only in proportion thereto. 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 actual 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 upon any adjudicated 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 actual negligence, recklessness, or willful misconduct and only in proportion thereto. 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 actual 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.

HMC Architects   Riverside Community College District

_____   _____
Chris R. Taylor, AIA   James L. Buysse
Executive Vice President   Vice Chancellor
3546 Concours St.   Administration and Finance
Ontario, CA 91764

Date: _____   Date: _____

Exhibit I

Scope of Services

A.   SCOPE OF WORK

HMC Architects will collaborate with the Riverside Community College District (RCCD) and the college's user groups to develop the building program and the schematic design. Once established we will prepare the cost estimate, the outline specification and the response to the State Administrative Manual (SAM). All information will be developed to include in the form of a Final Project Proposal (FPP) in order to meet your submittal deadline to the California Community College Chancellor's Office (CCCCO) of July 1, 2011. The FPP will be prepared in both hard copy and electronic versions to meet the CCCCO requirements, and ensure accuracy between all data regardless of submittal format.

The following is a summary of the scope of services:
1. Review existing space uses and needs of the Student Services & Workforce Development Program.
2. Conduct meetings with the College, User Groups and RCCD to review, identify and confirm space needs of the facility.
3. Identify future space use needs and related site development to be accommodated in the Student Services & Workforce Development Program.
4. Prepare conceptual design, including related site requirements, for review and approval by College, User Groups and RCCD.
5. Provide third party Structural and MEP reports.
6. Confirm final space needs with the College, User Groups and RCCD.
7. Review and solicit feedback on the proposed space needs with the CCCCO and make space needs recommendations to RCCD based on CCCCO comments.
8. Prepare and coordinate final FPP documents for the College and RCCD review and submittal to the CCCCO.
9. It is our understanding that this project will replace the existing Riverside City College Administration Building (O.W. Noble).
10. It is our understanding that the College will consist of four (4) User Groups plus Administrators.

B.   COMPENSATION

HMC Architects FPP design services for the Student Services and Workforce Development Building project will be provided at a fixed fee of One Hundred Forty-Two Thousand ($142,000) dollars. The breakdown is as follows:

HMC	$ 94,000
Structural (Saiful/Bouquet)	$ 15,000
MEP (P2S)	$ 10,000
FPACS (Eric Mittlestead)	$ 23,000
Total	$142,000

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

STEINBERG ARCHITECTS

THIS AGREEMENT is made and entered into on the 23rd day of February, 2011, 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.

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 College.

3.   The services rendered by the Architect are subject to review by the Associate Vice Chancellor of Facilities Planning and Development or his designee.

4.   The term of this agreement shall be from February 23, 2011, to the estimated completion date of July 31, 2011, 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 $7,800 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor of Facilities Planning and Development, 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 and Development.

6.   All data prepared by Architect hereunder specific only to this project, 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 and defended 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 and Development, 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 upon adjudicated 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 actual negligence, recklessness or willful misconduct and only in proportion thereto. 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 actual 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 upon any adjudicated 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 actual negligence, recklessness, or willful misconduct and only in proportion thereto. 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 actual negligent acts are fully and finally barred by the applicable statute of limitations.

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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, AIA   James L. Buysse
Executive Vice President   Vice Chancellor
523 West 6th Street, Suite 245   Administration and Finance
Los Angeles, CA 90014

Date: _____   Date: _____

Exhibit I

Scope of Services

Project Understanding

Riverside Community College District intends to update and resubmit the Final Project Proposal (FPP) for capital outlay funding allocation from the California Community College Chancellor's Office (CCCCO) for the Center for Human Performance building project at the Moreno Valley College.

To facilitate this, the District has asked Steinberg Architects and its consultants to prepare the necessary information for the District's submittal to the CCCCO.

Project Scope

1. Compile all updated documents into the final FPP workbook.
2. Deliver one hard copy of FPP to the District.
3. Send electronic FPP to the CCCCO.
4. Update of the following required documents: 1.1, 2.1, 3.1, 3.2, 4.1, 5.1, 5.2 (with architect's updated estimate), 6.1, 8.1, 10.1, 11.1, 14.1 and 16.1 (equipment list).
5. Update of the State Administrative Manual (SAM) narrative statement, 7.1
6. Coordinate with Chancellors Office to obtain support of the project.
7. Enter updated project information into the State's FUSION database.
8. Make recommendations on how much of a District contribution is needed.
9. This proposal does not include site visits.

Exclusions

Please note that the responsibilities and costs for this updated FPP assume that there are absolutely no scope changes that will require the architect to change the space and floor plans for this project.

Efforts and/or deliverables required by our Mechanical, Electrical, Plumbing, Telecommunications, and Civil consultants are not included as part of this fee proposal.

The Capital Outlay process is a competitive process. There is no guarantee that the FPP will be approved and funded.

District Responsibilities

The District will send three wet signature FPP documents to the CCCCO.

Compensation

Steinberg Architects and its consultants will perform the above described services for a fixed fee of Seven Thousand Eight Hundred Dollars ($7,800), 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, 2011 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		

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HMC ARCHITECTS

THIS AGREEMENT is made and entered into on the 23rd day of February, 2011, by and between HMC 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.

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, Riverside City College.

3.   The services rendered by the Architect are subject to review by the Associate Vice Chancellor of Facilities Planning and Development or his designee.

4.   The term of this agreement shall be from February 23, 2011, to the estimated completion date of July 31, 2011, 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 $6,000 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor of Facilities Planning and Development, 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 and Development.

6.   All data prepared by Architect hereunder specific only to this project, 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 and defended 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 and Development, 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 upon adjudicated 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 actual negligence, recklessness or willful misconduct and only in proportion thereto. 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 actual 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 upon any adjudicated 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 actual negligence, recklessness, or willful misconduct and only in proportion thereto. 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 actual 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.

HMC Architects   Riverside Community College District

_____   _____

Chris R. Taylor, AIA   James L. Buysse
Executive Vice President   Vice Chancellor
3546 Concours St.   Administration and Finance
Ontario, CA 91764

Date: _____   Date: _____

Exhibit I

Scope of Services

A.   SCOPE OF WORK

HMC Architects will revise and resubmit the Final Project Proposal (FPP) for the Riverside City College Cosmetology Building. Specific services will include updating the JCAF 32 and supporting budget forms to match current construction cost index, update project schedules and funding years, update all State Administrative Manual (SAM) Narrative budget and cost tables. Assemble, print and deliver five (5) hard copies to the District.

B.   COMPENSATION

HMC Architects FPP design services for the Cosmetology Building project will be provided at a fixed fee of Six Thousand dollars. The breakdown is as follows:

HMC	$ 2,000
FPACS (Eric Mittlestead)	$ 4,000
Total	$ 6,000

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HMC ARCHITECTS

THIS AGREEMENT is made and entered into on the 23rd day of February, 2011, by and between HMC 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.

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, Riverside City College.

3. The services rendered by the Architect are subject to review by the Associate Vice Chancellor of Facilities Planning and Development or his designee.

4. The term of this agreement shall be from February 23, 2011, to the estimated completion date of July 31, 2011, 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.

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6. All data prepared by Architect hereunder specific only to this project, 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 and defended 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 and Development, who will obtain approval from the Board of Trustees before releasing the information requested.

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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 upon adjudicated 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 actual negligence, recklessness or willful misconduct and only in proportion thereto. 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 actual 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 upon any adjudicated 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 actual negligence, recklessness, or willful misconduct and only in proportion thereto. 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 actual negligent acts are fully and finally barred by the applicable statute of limitations.

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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.

HMC Architects   Riverside Community College District

_____   _____
Chris R. Taylor, AIA   James L. Buysse
Executive Vice President   Vice Chancellor
3546 Concours St.   Administration and Finance
Ontario, CA 91764

Date: _____   Date: _____

Exhibit I

Scope of Services

A.   SCOPE OF WORK

HMC Architects will revise and resubmit the Final Project Proposal (FPP) for the Riverside City College Life Science/Physical Science Reconstruction. Specific services will include updating the JCAF 32 and supporting budget forms to match current construction cost index, update project schedules and funding years, update all State Administrative Manual (SAM) Narrative budget and cost tables. Assemble, print and deliver five (5) hard copies to the District.

B.   COMPENSATION

HMC Architects FPP design services for the Life Science/Physical Science Reconstruction project will be provided at a fixed fee of Six Thousand dollars. The breakdown is as follows:

HMC	$ 2,000
FPACS (Eric Mittlestead)	$ 4,000
Total	$ 6,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.:   VI-D-1   Date: February 22, 2011

Subject: Riverside City College Facilities Master Plan Update – Professional Services
              Agreement with MDA Johnson Favaro

Background: On February 21, 2006, the Board of Trustees adopted a planning process that
included the development of Long Range Education Program, Growth, and Capital Master Plans
for the District's three colleges. On February 20, 2007, the Board of Trustees approved
agreements with three architectural consultant firms; MDA Johnson Favaro (Norco College),
Steinberg Architects (Riverside City College), Maas Companies, Inc. (Moreno Valley College),
to prepare the Long Range Education Program, Growth, and Capital Master Plan. On March 18,
2008, the Board's Planning Committee was presented with Riverside City College's (RCC) Long
Range Education Program, Growth and Facilities Master Plan.

As requested by the College, on October 11, 2010, the District advertised a Request for
Qualifications (RFQ) for Riverside City College Facilities Master Plan Update Consultant
Services (Exhibit A). The services would include an update to the existing Facilities Master Plan
(FMP) in an effort to:

   a. Update the existing FMP, including standards, strategies and infrastructures;
   b. Evaluate viability of existing parking resources, along with potential parking
      opportunities to support the College's vision and growth objectives;
   c. Recommend replacement, and mitigation strategies for physical resources to
      sustainably support future growth demands at RCC;
   d. Recommend methodology to maximize state funding through the discrete
      sequencing of campus building planning, in collaboration with the District's
      State Specialist;
   e. Recommend methodology to plan and maximize the competitiveness of the
      Initial Program Proposal and Final Project Proposal process required for the
      college to participate in the State Capital Facilities Bond program;
   f. Collaborate and integrate the District's branding goals and objectives into the
      updated FMP for integration.

On November 10, 2010, the District received three responses to the RFQ. After evaluation based
on each firm's qualifications, relevant experience with similar work, and location, and college
review, staff requests approval to enter into the attached agreement with MDA Johnson Favaro
for Riverside City College Facilities Master Plan Update in a total amount not to exceed
$77,000; using District Allocated Measure C Funds. The agreement is attached for the Board's
review and consideration.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.:   VI-D-1   Date: February 22, 2011

Subject: Riverside City College Facilities Master Plan Update – Professional Services
            Agreement with MDA Johnson Favaro (continued)

Recommended Action: It is recommended that the Board of Trustees approve the agreement
with MDA Johnson Favaro for the Riverside City College Facilities Master Plan Update in the
amount not to exceed $77,000, using District Allocated Measure C Funds; and authorize the Vice
Chancellor, Administration and Finance, to sign the agreement.

                            Gregory W. Gray
                            Chancellor

Prepared by: Tom Harris, Acting President
                Riverside City College

                Norm Godin, Vice President
                Business Services, Riverside City College

                Orin L. Williams
                Associate Vice Chancellor
                Facilities Planning and Development

                Michael J. Stephens, Director of Construction
                Facilities Planning and Development

Exhibit A

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Request for Qualifications
RIVERSIDE CITY COLLEGE FACILITIES MASTER PLAN UPDATE
CONSULTANT SERVICES

Information Package

October 11, 2010

The Riverside Community College District's (RCCD) Facilities Planning, Design & Construction (FPD&C) office, on behalf of the RCCD Board of Trustees is seeking to identify qualified consultants that can, if selected, provide Riverside City College Facilities Master Plan Update Consultant Services.

Questions should be addressed to: Michael J. Stephens, AIA, Capital Program Administrator for Facilities Planning, Design & Construction (FPD&C) at (951) 222-8946.

Statements of Qualification (SOQ) must be received by 2:00 PM, on November 5, 2010, at the District's Purchasing Office, Attention:

Purchasing Office
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299

NO LATE SUBMISSIONS WILL BE ACCEPTED; LATE SUBMISSIONS WILL BE RETURNED UNOPENED.

The Riverside Community College District is located in the County of Riverside, in what is referred to as the Inland Empire, the fastest growing area in California. In the past eight years the District has grown by more than 50% in Weekly Student Contact Hours (WSCH). The District operates three separate colleges: Riverside City College, Moreno Valley College, and Norco College, and four other Learning Centers in the surrounding communities. The District serves 38,395 students each semester.

Riverside City College is the oldest of the colleges and is the site of the original college. Located in the City of Riverside, the campus opened in 1916 and today serves more than 23,522 students each semester and has 52 buildings and a Systems Office Building in downtown Riverside.

A. SELECTION PROCESS

Following the Statement of Qualification submittal deadline, those firms selected as "short-list" District Consultation Firms will be required to attend a mandatory informal interview. The informal interview will be held with the intended purpose of introducing those firms to the District primary contacts and provide information about the expectations required of the selected firm.

Only those firms selected to participate in the interview will be considered for District Consultation Services.

1. The District will solicit State of Qualifications from prospective firms.
2. The District will screen proposals and establish a short list of "finalists" to be interviewed.

3. The District will conduct informal interviews of the finalist(s).
4. The District will negotiate fees and agreed upon services.
5. District staff will recommend appointment of the firm to the Board of Trustees.
6. Upon action by the Board, District will execute agreement with the firm.

The following RFQ Process/Interview Schedule is provided as a courtesy, and is subject to change at the discretion of the District:

Task	Date
RFQ Issue Date	10/11/10
RFP Response Due Date	11/05/10
Interview (During the Week of)	11/15/10

B. OVERVIEW

The FPD&C office is seeking qualified Architectural Consultant firms that can assist the Riverside Community College District's FDC staff in providing higher education Facilities Master Planning services for the UPDATE of an existing Facilities Master Plan (FMP).

The existing FMP for Riverside City College is available for download and review on the District's website at http://www.rcc.edu/district/index.cfm

C. PROJECT DESCRIPTION AND BASIC SERVICES

This project will consist of an update to the existing Facilities Master Plan (FMP) in an effort to:

a. Investigate existing FMP, including standards, strategies and infrastructures;
b. Evaluate viability of existing parking resources, along with potential parking opportunities to support the College's vision and growth objectives;
c. Recommend replacement, and mitigation strategies for physical resources to sustainably support future demands at RCC;
d. Recommend methodology to maximize state funding through the discrete sequencing of campus building planning, in collaboration with the District's State Specialist;
e. Recommend methodology to plan and maximize the competitiveness of the IPP and FPP process at the CCCCO.
f. Collaborate and integrate the district's branding goals & objectives into the updated FMP for integration.

The basic services for this project include the following components:

- Facility Master Plan design standard update recommendations;
- Short and long range parking solutions;
- Facility Master Plan diagrams and renderings as required to convey concepts to Strategic Planning Committee;
- Develop 2-3 scenarios related to potential adjacent property acquisition(s);

- Facility Master Plan sequencing matrix update recommendations, coordinated with District and College goals, as well as maximizing the District's strategic leverage with State funding.

D. TENTATIVE PROJECT SCHEDULE

Phase	Start Date	Completion Date
Assessment	January 3, 2011	February 4, 2011
Draft Report/Presentation	--	March 7, 2011
Final Report	--	April 8, 2011

E. RFQ RESPONSE REQUIREMENTS

In order to be considered for selection, the response to this RFQ shall provide the information necessary for evaluation of your firm/team. The District intends to select a firm that has demonstrated significant experience in higher education facilities of similar size, scope and complexity. The information below describes the criteria that will impact the selection committee's decision.

1. Cover Letter
   Provide a cover letter expressing interest, availability to provide services and a summary of the firm's qualifications.

2. Firm Profile
   Provide a brief description of your firm's history, firm size, office location(s), and your firm's capabilities to perform the requirements of this scope of work. Demonstrate the firm's knowledge of and experience with innovative and progressive educational facilities.

3. Experience
   Describe the firm's experience with higher education projects of similar size and complexity. Highlight three projects that demonstrate the firm's experience and ability to complete the services identified in this RFQ.

4. Team Members Experience
   Provide a list of key personnel to be assigned to the project including their roles and responsibilities. Include individual's qualifications and project experience. Describe each team member's experience with higher education projects of similar size and complexity.

5. Project Approach and Philosophy
   Describe your approach and philosophy in implementing this project.

6. Project Fee Structure
   Provide hourly rates for all to be assigned to the project, and provide summary of anticipated costs and hours for entire effort required, as outlined within this RFQ, to complete the project.

7. Additional Information
   Provide any additional information or suggestions you believe would assist the District in consideration of your firm for this project.

F. RFQ SUBMITTAL REQUIREMENTS

The individual or official of the firm who has the authority to bind the firm contractually must sign the RFQ.

Interested firms should submit eight (8) copies of their bound proposal, including one original with original signatures, to RCCD by the due date. Proposals should be clearly labeled "Request for Qualifications RIVERSIDE CITY COLLEGE FACILITIES MASTER PLAN UPDATE" and delivered to RCCD.

G. BASIS OF AWARD AND RFQ MODIFICATION

The RFQs will be evaluated based on each firm's qualifications, relevant experience with similar work, and location. This Request for Qualifications does not commit the District to awarding a Contract, to paying any costs incurred in the preparation of the submittal for this request, or to procuring or contracting for services. The District reserves the right to cancel in whole or in part this RFQ, to reject any and all submittals, to accept the firm it considers most favorable to the District's interest in its sole discretion, and to waive irregularities or informalities in any submittal. The District also reserves the right to reject all submissions and seek new submissions when such procedure is considered by it to be in the best interest of the District. The District further reserves the right to withdraw, modify or discontinue this RFQ process at any time. If one of these events should occur, participating candidates will be notified as soon as practically possible. The District may at its option revise the schedule of events or anticipated date of award or may request further information from any firm.

All submittals become the property of the Riverside Community College District.

H. AGREEMENT

The firm selected by the District to perform the services outlined in this RFQ will be required to execute an Agreement for Professional Services (Agreement) with the RCCD. Attention will be directed at the time of contract negotiation to the specific types and amounts of insurance that the selected firm will be required to maintain under the Agreement with the District, in consideration of those outlined under Section K.

I. FEE

Fees will be negotiated following the tentative selection of a firm to perform Consultant Services on the project. If fee negotiations with that firm are not successful, and/or the fees discussed are outside the budgetary constraints for the project, the District reserves the right to suspend negotiations with that firm, and proceed to negotiate with another firm on the shortlist.

J. CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code Sections 6250, et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between the District and Proposer shall be available to the public.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal or Bid as confidential. Additionally, Proposer may not designate its Price Proposal or other Proposal Forms as confidential.

If Proposer requests that District withhold from disclosure information identified as confidential and District complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless District from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Proposer information), and pay any and all cost and expenses related to withholding Proposer information. Proposer shall not make a claim, sue or maintain any legal action against District or its directors, officers, employees or agents in connection with the withholding from disclosure of Proposer information.

If the Proposer does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without liability to the District.

K. INSURANCE

The selected Consultant shall, at all times during the term of the Agreement, carry, maintain and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance in accordance with District Policy, with minimum limits of $1,000,000 each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by the Consultant.

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

MDA JOHNSON FAVARO

THIS AGREEMENT is made and entered into on the 23rd day of February, 2011, by and between MDA JOHNSON FAVARO hereinafter referred to as "Consultant" 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.

2.   The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College District's, Riverside City College.

3.   The services rendered by the Consultant are subject to review by the Associate Vice Chancellor of Facilities Planning and Development or his designee.

4.   The term of this agreement shall be from February 23, 2011, to the estimated completion date of December 31, 2011, 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 Consultant.

5.   Payment in consideration of this agreement shall not exceed $77,000 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor of Facilities Planning and Development, 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 and Development.

6.   All data prepared by Consultant hereunder specific only to this project, 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 Consultant shall have the right to retain copies of all such data for Consultant 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 Consultant shall be indemnified and defended against any damages resulting from such use. In the event the Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall make the request in writing through the office of the Associate Vice Chancellor of Facilities Planning and Development, 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 Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant 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.   Consultant 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 upon adjudicated any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant 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 actual negligence, recklessness or willful misconduct and only in proportion thereto. 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 actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.

9.   District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated 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 Consultant), Consultant, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.

10.   Consultant 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 Consultant'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 Consultant, in which case District will pay Consultant 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 Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.

12.   Consultant 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. Consultant 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.   Consultant is an independent contractor and no employer-employee relationship exists between Consultant 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.

MDA Johnson Favaro   Riverside Community College District

_____   _____

Jim Favaro   James L. Buysse
Principal   Vice Chancellor
5898 Blackwelder St.   Administration and Finance
Culver City, CA 90232

Date: _____   Date: _____

Exhibit I

ARCHITECTURE + URBAN DESIGN

JOHNSON FAVARO

December 2, 2010

Mr. Michael J. Stephens, AIA, Capital Program Administrator
Facilities Planning, Design & Construction (FPD&C)
Riverside Community College District
c/o Purchasing Office
4800 Magnolia Avenue
Riverside, CA 92506-1299

RE: **Riverside Community College District**
        Riverside City College Facilities Master Plan Update

Dear Mr. Stephens,

We will complete the scope of this project as described in the October 11, 2010 RFQ including all tasks and deliverables, providing all necessary technical expertise, district, college and community outreach within the schedule required by the district and college for a fixed fee of **$77,000**.

Thank you again for your consideration of our team for this opportunity to continue to serve the district.

Feel free to call for question and/or comments.

Sincerely,

Jim Favaro, Principal
MDA Johnson Favaro

5898 BLACKWELDER STREET CULVER CITY CA 90232 T 310.559.5720 F 310.559.8220 www.johnsonfavaro.com

Scope of Services included from RCCD RFQ Dated 10/11/2011:

C. PROJECT DESCRIPTION AND BASIC SERVICES

This project will consist of an update to the existing Facilities Master Plan (FMP) in an effort to:

a. Investigate existing FMP, including standards, strategies and infrastructures;
b. Evaluate viability of existing parking resources, along with potential parking opportunities to support the College's vision and growth objectives;
c. Recommend replacement, and mitigation strategies for physical resources to sustainably support future demands at RCC;
d. Recommend methodology to maximize state funding through the discrete sequencing of campus building planning, in collaboration with the District's State Specialist;
e. Recommend methodology to plan and maximize the competitiveness of the IPP and FPP process at the CCCCO.
f. Collaborate and integrate the district's branding goals & objectives into the updated FMP for integration.

The basic services for this project include the following components:

- Facility Master Plan design standard update recommendations;
- Short and long range parking solutions;
- Facility Master Plan diagrams and renderings as required to convey concepts to Strategic Planning Committee;
- Develop 2-3 scenarios related to potential adjacent property acquisition(s);
- Facility Master Plan sequencing matrix update recommendations, coordinated with District and College goals, as well as maximizing the District's strategic leverage with State funding.

D. TENTATIVE PROJECT SCHEDULE

Phase	Start Date	Completion Date
Assessment	January 3, 2011	February 4, 2011
Draft Report/Presentation	--	March 7, 2011
Final Report	--	April 8, 2011

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.:   VI-E-1   Date: February 22, 2011

Subject: Norco College Secondary Effects Project - Inspection and Testing Services Agreements
              with Inland Inspections and Consulting and River City Testing

Background: On October 20, 2009, the Board of Trustees approved a tentative project budget in the
amount of $16,009,004 for the Norco College Secondary Effects project using District Measure C funds.
This Secondary Effects project is planned to repurpose and rehabilitate 31,000 square feet of space and
will provide students and faculty with: a new Biology Lab, Chemistry Lab, a remodeled Physics Lab,
Chemistry Lab, a new Art Gallery, Learning Center including Integrated Instructional Support Labs,
remodeled office spaces, and expanded College Police office, an enlarged Assessment Center, and an
enlarged Admissions and Records Services area.

Staff is now requesting approval to enter into the attached agreement with Inland Inspections and
Consulting for DSA Inspection Services for the Norco College Secondary Effects project. Services under
this agreement would include all on-site DSA required Inspector of Record (IOR) services and District
specialty and quality control inspections for a total amount not to exceed $264,528.

Additionally, staff is requesting approval to enter into an agreement with River City Testing to provide
DSA Special Inspection and Testing Laboratory Services for the Norco College Secondary Effects
project. Services under this agreement would include all specialty and material testing for a total amount
not to exceed $60,371.50. The proposed agreements are attached for the Board's review and
consideration.

Agreements to be funded by the Board-approved Secondary Effects Project budget, Norco College
Allocated Measure C Funds.

Recommended Action: It is recommended that the Board of Trustees approve the attached agreements
for the Norco College Secondary Effects project with Inland Inspections and Consulting in the amount of
$264,528 for DSA Inspector of Record services; and River City Testing in the amount of $60,371.50 for
DSA Special Inspection and Testing Laboratory Services; and authorize the Vice Chancellor,
Administration and Finance, to sign the agreements.

                                        Gregory W. Gray
                                        Chancellor

Prepared by: Brenda Davis
                President
                Norco College

                Orin L. Williams
                Associate Vice Chancellor
                Facilities Planning and Development

                Michael J. Stephens, Director of Construction
                Facilities Planning and Development

INSPECTOR SERVICES AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
INLAND INSPECTIONS & CONSULTING

This agreement is made and entered into this 23rd day of February, 2011, between Riverside Community College District, hereinafter referred to as "DISTRICT", and Inland Inspections & Consulting, hereinafter referred to as "INSPECTOR", do hereby contract and agree as follows:

(A)   The INSPECTOR shall at all times be qualified and approved by the Division of the State Architect, Department of General Services, State of California, and shall at all times maintain proper qualifications, to perform the duties of and act as General Building Inspector on school building construction projects and modification of the type for which he/she agrees to perform inspection services.

(B)   The INSPECTOR agrees to discharge the duties of an inspector as specified in California Education Code Sections 17309 and 17311 and Sections 4-333 and 4-342 of Title 24 of the California Code of Regulations. These duties include, but are not limited to, the following:

(1)   General. The INSPECTOR shall act under the direction of the architect and/or registered engineer.

(2)   Duties. The general duties of the INSPECTOR in fulfilling his/her responsibilities are as follows:

(a)   Continuous Inspection Requirement. The INSPECTOR must have actual personal knowledge, which is obtained by his or her personal and continuous inspection of the work of construction in all stages of its progress, as set forth in California Education Code Sections 17309 and 81141, that the requirements of the approved plans and specifications are being completely executed.

Continuous inspection means complete inspection of every part of the work. Work, such as concrete work or brick work which can be inspected only as it is placed, shall require the constant presence of the INSPECTOR. Other types of work which can be completely inspected after the work is installed may be carried on while the INSPECTOR is not present. In any case, the INSPECTOR must personally inspect every part of the work. In no case shall the INSPECTOR have or assume any duties which will prevent him/her from providing continuous inspection.

(b)   Relations with Architect and Engineer. The INSPECTOR shall work under the general direction of the architect and/or registered engineer. All inconsistencies or seeming errors in the plans and

specifications shall be reported promptly to the architect and/or registered engineer for interpretation and instructions. In no case, however, shall the instruction of the architect and/or registered engineer be construed to cause work to be done which is not in conformity with approved plans, specifications, and change orders. Interpretations received by the INSPECTOR which cause deviations from the approved drawings and specifications shall be referred to the responsible architect for preparation of change orders to cover the required work.

(c)   Job File. The INSPECTOR shall keep a file of approved plans and specifications (including all approved addenda or change orders) on the job at all times, and shall immediately return any unapproved documents to the architect for proper action. The inspector, as a condition of his employment, shall have, and maintain, on the job at all times, all codes and documents referred to in the plans and specifications.

(d)   Inspector's Semimonthly Reports. The INSPECTOR shall keep the architect and/or registered engineer thoroughly informed as to the progress of the work by making semimonthly reports in writing as required in Section 4-342 of Title 24 of the California Code of Regulations.

(e)   Inspector's Daily Report to District. The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting daily reports in writing to the DISTRICT.

(f)   Notifications to Division of the State Architect. The INSPECTOR shall notify the Division of the State Architect:

(i)   When work is started on the PROJECT.

(ii)   At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms.

(iii)   At least 48 hours in advance of the first pour of concrete.

(iv)   When work is suspended for a period of more than two weeks.

(g)   Construction Procedure Records. The INSPECTOR shall keep a record of certain phases of construction procedure including, but not limited to, the following:

(i)   Concrete pouring operations. The record shall show the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.

(ii)   Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.

(iii)   Penetration under the last ten (10) blows for each pile when piles are driven for foundations.

All records of construction procedure shall be kept on the job until the completion of the work. All records kept by the INSPECTOR arising out of or in any way connected with the PROJECT shall be and remain the property of the DISTRICT.

Audit. Inspector shall maintain auditable books, records, documents, and other evidence pertaining to costs and expenses in this Agreement. These records shall be maintained for a period of at least three (3) years after final payment has been made, subject to any applicable rules, regulations or statutes.

District's authorized representative(s) shall have access, with reasonable notice, to any books, documents, papers, electronic data, and other records which they determine to be pertinent to this Agreement for performing an audit, evaluation, inspection, review, assessment, or examination. These representative(s) are authorized to obtain excerpts, transcripts, and copies, as they deem necessary.

Should Inspector disagree with any audit conducted by District, Inspector shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with District a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. Inspector shall not be reimbursed by District for such an audit.

In the event Inspector does not make available its books and financial records at the location where they are normally maintained, Inspector agrees to pay all necessary and reasonable expenses, including legal fees, incurred by District in conducting any audit.

(h)   Deviations. The INSPECTOR shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to his/her attention. Copies of such notice shall be forwarded immediately to the architect and/or registered engineer, and to the Division of the State Architect.

Failure on the part of the INSPECTOR to notify the contractor of deviations from the approved plans and specifications shall in no way relieve the contractor of any responsibility to complete the work covered by his/her contract in accordance with the approved plans and specifications and all laws and regulations.

(i)   Verified Reports. The INSPECTOR shall make and submit to the Division of the State Architect verified reports pursuant to Section 3-342 of Title 24 of the California Code of Regulations. The INSPECTOR shall prepare and deliver to the Division of the State Architect detailed statements of fact regarding materials, operations, etc., when requested.

(j)   Violations.   Failure, refusal, or neglect on the part of the INSPECTOR to notify the contractor of any work which does not comply with the requirements of the approved plans and specifications, or failure, refusal, or neglect to report immediately, in writing, any such violation to the architect and/or registered engineer, to the DISTRICT, and to the Division of the State Architect shall constitute a violation of the Field Act and shall be cause for the Division of the State Architect to take action.

(k)   Insurance. The INSPECTOR shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect the INSPECTOR and DISTRICT from claims which may arise out of or result from the INSPECTOR's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

>   (i)   Worker's Compensation and Employers Liability Insurance in accordance with the laws of the State of California.
>
>   (ii)   Comprehensive general and auto liability insurance with limits of not less than $250,000 for contract amounts less than or equal to $10,000 and limits of not less than $500,000 for contract amounts greater than $10,000 combined single limit, bodily injury and property damage liability per occurrence, including:
>
>>   a.   Owned, non-owned and hired vehicles;
>>   b.   Blanket contractual;
>>   c.   Broad form property damage;
>>   d.   Products/completed operations; and
>>   e.   Personal injury.

      (iii)   Each policy of insurance required in (ii) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of the INSPECTOR hereunder, such policy is primary and any insurance carried by the DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. The INSPECTOR shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the INSPECTOR shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the INSPECTOR fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of the INSPECTOR, and in such an event, the INSPECTOR shall reimburse DISTRICT upon demand for the cost thereof.

(l)   Assignment. INSPECTOR shall not assign or transfer this AGREEMENT or any interests of INSPECTOR herein without the prior written approval of the DISTRICT. Any such attempt by the INSPECTOR to assign or transfer this AGREEMENT or any of its interests herein without DISTRICT approval shall be void and of no force or effect. No individual person assigned to provide the services hereunder for the PROJECT may be changed or substituted without prior written consent of the DISTRICT. Such consent may be given or withheld in the DISTRICT's absolute discretion.

(m)   Administration. The INSPECTOR shall produce, or shall hire the necessary independent contractors and/or consultants needed to produce, a clerically smooth product for the DISTRICT and for the INSPECTOR's routine correspondence with the DISTRICT. These clerical services shall be provided at no additional expense to the DISTRICT.

(n)   Conflict of Interest. The INSPECTOR hereby represents, warrants and covenants that: (i) at the time of execution of this AGREEMENT, the INSPECTOR has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of services under this AGREEMENT; and (ii) the INSPECTOR shall not employ in the performance of services under this AGREEMENT any person or entity having such an interest.

(C)   Compensation. The DISTRICT agrees to pay the INSPECTOR a total not to exceed amount of $264,528, for these services, payable upon monthly billings submitted by the INSPECTOR. Such payments shall commence on February 23, 2011.

(D)   The INSPECTOR agrees to discharge the duties as set out in this contract in a manner satisfactory to the Division of the State Architect and the Architect retained by the DISTRICT. The INSPECTOR shall devote each working day to the inspection of the Norco College Secondary Effects project which has and will be referred to throughout this AGREEMENT as the "PROJECT(S)".

(E)   Term of Contract.

    (1)   The term of this contract shall be from February 23, 2011 until one of the following occurs:

        (a)   The PROJECT or PROJECT(S) are completed;

        (b)   The PROJECT or PROJECT(S) are suspended or abandoned prior to completion as provided in Section (F) of this contract;

        (c)   Funding for the PROJECT is not received or denied by the State Allocation Board or Office of Public School Construction; or

        (d)   The DISTRICT decides that the INSPECTOR's performance under the contract is unsatisfactory as provided in Section (F) of this contract.

(F)   Termination. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of the INSPECTOR; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

    (1)   In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the INSPECTOR for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and other documents whether delivered to the DISTRICT or in the possession of the INSPECTOR. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased inspection and replacement costs shall be deducted from payments to the INSPECTOR.

    (2)   In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Paragraph (F)(3) below, and INSPECTOR shall have no greater rights than it would have had if a termination for

convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by INSPECTOR.

(3)   This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days of written notice to INSPECTOR. In the event of a termination without cause, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the INSPECTOR for Board approved extra services.

(4)   In the event of a dispute between parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, the INSPECTOR agrees to continue the work diligently to completion. If the dispute is not resolved, the INSPECTOR agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but the INSPECTOR's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

(H)   Hold Harmless. To the fullest extent permitted by law, the INSPECTOR agrees to indemnify, defend and hold the DISTRICT entirely harmless from all liability arising out of:

(1)   Any and all claims under Worker's Compensation acts and other employee benefit acts with respect to the INSPECTOR's employees or the INSPECTOR's subcontractor's employees arising out of INSPECTOR's work under this AGREEMENT; and

(2)   Liability for damages for (a) death or bodily injury to person; (b) injury to, loss or theft of property; (c) any failure or alleged failure to comply with any provision of law or (d) any other loss, damage or expense arising under either (a), (b), or (c) herein this paragraph, sustained by the INSPECTOR or any person, firm or corporation employed by the INSPECTOR upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent consultants who are directly employed by the DISTRICT;

(3)   Any loss, injury to or death of persons or damage to property caused by any act, neglect, default or omission of the INSPECTOR, or any person, firm or corporation employed by the INSPECTOR, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by the sole or active negligence, or willful misconduct of the DISTRICT.

INSPECTOR, at INSPECTOR's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees on account of or founded upon any of the causes, damages or injuries identified herein Section H and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

(I) Nothing contained in this AGREEMENT shall create a contractual relationship with or cause of action in favor of any third party against either the DISTRICT or the INSPECTOR.

(J) The DISTRICT and the INSPECTOR, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The INSPECTOR shall not assign this AGREEMENT.

(K) This AGREEMENT shall be governed by the laws of the State of California.

(L) Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and INSPECTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the INSPECTOR.

(M) The rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this AGREEMENT.

The parties, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

INSPECTOR: DISTRICT:
Inland Inspections & Consulting   Riverside Community College

By: _____   By: _____

Robert E. Schumacher   James L. Buysse, Vice Chancellor,
Director of Operations   Administration and Finance
7338 Sycamore Canyon Blvd. Ste. 4
Riverside, CA 92508

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

RIVER CITY TESTING

THIS AGREEMENT is made and entered into on the 23rd day of February, 2011, by and between RIVER CITY TESTING hereinafter referred to as "Consultant" 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.

2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College District's Norco College.

3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor of Facilities Planning and Development or his designee.

4. The term of this agreement shall be from February 23, 2011, to the estimated completion date of June 30, 2012, 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 Consultant.

5. Payment in consideration of this agreement shall not exceed $60,371.50 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor of Facilities Planning and Development, 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 and Development.

6. All data prepared by Consultant hereunder specific only to this project, 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 Consultant shall have the right to retain copies of all such data for Consultant 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 Consultant shall be indemnified and defended

against any damages resulting from such use. In the event the Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall make the request in writing through the office of the Associate Vice Chancellor of Facilities Planning and Development, 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 Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant**.** Such materials shall not, without the written consent of District, be used by Consultant 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. Consultant 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 upon adjudicated any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant 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 actual negligence, recklessness or willful misconduct and only in proportion thereto. 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 actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.

9. District shall indemnify and hold Consultant**,** its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated 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 Consultant), Consultant, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.

10. Consultant 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 Consultant'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 Consultant, in which case District will pay Consultant 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 Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.

12.   Consultant 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. Consultant 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.   Consultant is an independent contractor and no employer-employee relationship exists between Consultant 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.

River City Testing   Riverside Community College District

_____   _____
Robert E. Schumacher   James L. Buysse
Director of Operations   Vice Chancellor
7338 Sycamore Canyon Blvd., Ste. 4   Administration and Finance
Riverside, CA 92508

Date: _____   Date: _____

Exhibit I

Scope of Services

River City Testing
7338 Sycamore Canyon Blvd., Ste. 4 ~ Riverside, CA 92508
(951) 697-0800 ~ fax (951) 697-5744

January 13, 2011

Mr. Michael Stephens
Capital Program Administrator
Facilities Planning Design and Construction
Riverside Community College District
3845 Market St.
Riverside, CA 92501

RE: Norco College Secondary Effects Project
        DSA Application Number 04-111234, DSA File Number 33-C1
        DSA Special Inspection and Testing Laboratory Services

Pursuant to your request, I am providing this proposal for the referenced services. The proposal is based on a review of the DSA-approved plans and specifications. It is our understanding that this project is scheduled for 16 months beginning in March 2011.

Our estimated fee for the referenced services for these projects is $60,371.50. We will submit monthly invoices as work on this project progresses.

NOTE REGARDING OVERTIME RATES:

Normal hours:	eight hours Monday-Friday, excluding any Holiday
Overtime hours:	first 4 overtime hours Monday-Friday, excluding any Holiday
(1½ x hourly rate)	first 12 hours on Saturday, excluding any Holiday
Double-time hours:	all hours over 12 on Monday-Saturday
(2 x hourly rate)	all hours on Sunday or Holiday

Please contact me if you have any questions regarding our services or fees.

Sincerely,

Robert E Schumacher

Robert E. Schumacher
Director of Operations

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.:   VI-E-2   Date: February 22, 2011

Subject: Emergency Repairs and Replacement Associated with December 2010 Flood
               Damage at Riverside Community College District Facilities – Resolution No. 32-
               10/11

Background: Heavy storms in late December caused flooding damage at the following
Riverside Community College District facilities:

Riverside City College campus – Wheelock Stadium and Field

- Water overflowed from the arroyo flood control channel onto the Wheelock Field and
  into the Stadium, leaving both facilities partially submerged and jeopardizing the timely
  start of educational programs. The flooding caused damage to the track and artificial turf,
  and ruined athletic equipment, washers and dryers, supplies and uniforms. The flooding
  also damaged boilers, computers, office equipment and furniture and electrical equipment
  beyond repair.

Alumni House

- The heavy downpour overwhelmed rooftop drains causing leakage into the second story
  office areas, damaging the walls and wood flooring.

Corona – Office of Economic Development

- A storm drain located on the street in front of the facility backed-up into the first floor
  administrative offices, ruining flooring, drywall, and computer equipment and caused
  disruption to operations of the office.

Norco College campus – Library and Applied Technology Building

- The heavy downpour overwhelmed rooftop drains causing leakage into the buildings and
  resulted in damage to the walls.

Moreno Valley College campus – Parking Lights and Emergency Lighting

- Water inundated an electrical box feeding power to lights in parking lot B causing an
  electrical short that irreparably damaged the electrical wiring. In addition, the electrical
  short destroyed a motherboard controlling emergency lighting in some buildings.

To mitigate the damage and prevent further disruption, the District hired several licensed,
experienced contractors to immediately clean, restore and make necessary repairs. The District
has also started the process of filing insurance claims through Alliance of Schools for

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-E-2   Date: <u>February 22, 2011</u>

<u>Subject</u>:   Emergency Repairs and Replacement Associated with December 2010 Flood
                 Damage at Riverside Community College District Facilities – Resolution No. 32-
                 10/11 (continued)

Cooperative Insurance Programs (ASCIP), Federal Emergency Management Agency (FEMA)
and CalFEMA. On January 26, 2011, President Barrack Obama signed a disaster declaration for
the December storms. The federal declaration will permit reimbursement of qualifying costs up
to 75% of the loss. In addition, the State also declared an emergency which will permit
reimbursement of 75% of the remaining 25% of qualifying costs.

As permitted under Public Contract Code (PCC) 20654, the District may authorize the initiation
of emergency repairs. PCC reads as follows:

> 20654. (a) In an emergency when any repairs, alterations, work, or improvement is
> necessary to any facility of the college, or to permit the continuance of existing
> college classes, or to avoid danger to life or property, the board by unanimous vote,
> with the approval of the county superintendent of schools, may do either of the
> following:
>
>   1) Make a contract in writing or otherwise on behalf of the district for the
>   performance of labor and furnishing of materials or supplies for the purpose
>   without advertising for bids.
>
>   2) Notwithstanding Section 20655, authorize the use of day labor or force account
>   for the purpose.

Staff is now requesting the Board to declare that an emergency exists and requests authorization
to enter into contracts on behalf of the District for the performance of labor and furnishing of
materials or supplies without advertising for or inviting bids for the repair and clean-up of the
flooding damage described above.

Additionally, staff is requesting the Board to approve funding the cost of the repairs, replacement
and restoration currently estimated at $1.5 million from Resource 6100 – Self-
Insurance – Liability and Health. As noted above, the District is actively pursuing insurance,
FEMA and third-party reimbursement options.

It also is requested that the Board approve the attached Resolution No. 32-10/11 authorizing the
emergency repairs and purchases.

<u>Recommended Action</u>: It is recommended that the Board declare that an emergency exists and
authorize entering into contracts on behalf of the District for the performance of labor and

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.:   VI-E-2   Date: February 22, 2011

Subject: Emergency Repairs and Replacement Associated with December 2010 Flood
            Damage at Riverside Community College District Facilities – Resolution No. 32-
            10/11 (continued)

furnishing of materials and supplies without advertising for or inviting bids for the repair,
replacement and clean-up of the flooding damage that occurred at Riverside City College, the
Alumni House, Norco College, Moreno Valley College, and the Riverside Community College
District Office of Economic Development in Corona. It is further recommended that the Board
approve funding for the emergency repairs and replacement in the approximate amount of $1.5
million from Resource 6100 – Self-Insurance Liability and Health. Finally, it is recommended
that the Board approve attached Resolution No. 32-10/11 authorizing the emergency repairs and
replacement.

Gregory W. Gray
Chancellor

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

                Majd S. Askar
                Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION No. 32-10/11

Emergency Repairs and Replacement Associated with December 2010 Flood Damage at
Riverside Community College District Facilities

WHEREAS Riverside Community College District (RCCD) is the owner of facilities on the Riverside City College, Norco College and Moreno Valley College campuses and the Alumni House; and is the lessee of office space from the City of Corona for the RCCD Office of Economic Development; and

WHEREAS heavy storm and flood waters damaged the District's owned and leased facilities on or adjacent to the Riverside City College, Norco College, Moreno Valley College campuses; and in the City of Corona ; and

WHEREAS the estimated cost of repairs will exceed State bid requirements; and

WHEREAS the Board of Trustees of the Riverside Community College District has determined that the above condition constitutes a danger to life and property; and

WHEREAS Public Contract Code Section 20654 (a) (1) authorizes community colleges, with the approval of the County Superintendent of Schools, to make contracts on behalf of the District for the performance of labor and furnishing of materials or supplies without advertising for or inviting bids in the event of an emergency in order to avoid danger to life and property;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Riverside Community College District as follows:

Section 1: The Board of Trustees of the Riverside Community College District hereby declares that a danger to life and property exists at District owned or leased facilities located on or adjacent to the Riverside City College, Norco College and Moreno Valley College campuses; and in the City of Corona.

Section 2: The Vice Chancellor, Administration and Finance of RCCD, or designee, is authorized to seek the approval of the Riverside County Superintendent of Schools to make the necessary contracts to avoid danger to life and property from this condition without advertising or inviting bids.

This is an exact copy of the resolution
adopted by the governing board at
a regular meeting on February 22, 2011.

_____
Clerk or Authorized Agent