



**Board of Trustees - Regular Meeting
Tuesday, April 17, 2012 6:00 PM
Rooms 101 and 107 Student Services, Moreno
Valley College 16130 Lasselle Street, Moreno
Valley CA 92551**

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 records 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. COMMENTS FROM THE PUBLIC
- II. APPROVAL OF MINUTES
 - A. [Minutes of the Board of Trustees March 6, 2012 Regular/Committee Meeting](#)
Recommend approving the March 6, 2012 Regular/Committee Board of Trustees minutes as prepared.
 - B. [Minutes of the Board of Trustees March 20, 2012 Regular Meeting](#)
Recommend approving the March 20, 2012 Regular Board of Trustees minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

- A. [Chancellor's Communications](#)
Information Only
- B. [Moreno Valley College Chorale](#)
Information Only
- C. [Moreno Valley College Student Government Represents in Washington, D.C., Spring 2012](#)
Information Only
- D. [Presentation of Distinguished Professor and Professors](#)
Information Only
- E. [Budget Reduction Plan Presentation](#)
Information Only
- F. [Resolution No. 39-11/12 – Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service](#)
Recommend adopting Resolution No. 39-11/12, authorizing the Chancellor, or designee, of the district to layoff and reduce hours of the classified service.
- G. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)
Information Only

V. STUDENT REPORT

- A. [Student Report](#)
Information Only

VI. CONSENT AGENDA ACTION

- A. Diversity/Human Resources
 - 1. [Academic Personnel](#)
Recommend approving/ratifying academic personnel actions.
 - 2. [Classified Personnel](#)
Recommend approving/ratifying classified personnel actions.
 - 3. [Other Personnel](#)
Recommend approving/ratifying other personnel actions.
- B. District Business
 - 1. [Purchase Order and Warrant Report - All District Resources](#)
Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$3,749,298 and District Warrant Claims totaling \$9,389,666.
 - 2. Budget Adjustments
 - a. [Budget Adjustments](#)

Recommend approving the budget transfers as presented.

3. Resolution(s) to Amend Budget
 - a. [Resolution No. 37-11/12 - 2011-2012 Perkins IV, Title I-C](#)
Recommend approving adding the revenue and expenditures of \$18,433 to the budget.
4. Contingency Budget Adjustments (None)
5. Bid Awards
 - a. [Bid Award for the Moreno Valley College Emergency Phone Replacement Project \(Bid No. 2011/12-60\)](#)
Recommend awarding the bid for the project in the total amount of \$319,800 to RDM Electric Company, Inc.
6. Grants, Contracts and Agreements
 - a. [Contract Amendment for Hal Fischer Associates](#)
Recommend approving the Contract Amendment for Hal Fischer Associates.
 - b. [Memorandum of Understanding for the Center for Social Justice and Civil Liberties, with the City of Riverside accepting \\$250,000 in support.](#)
Recommend the Board approve the Memorandum of Understanding for the Center for Social Justice and Civil Liberties with the City of Riverside accepting \$250,000 over a period of ten years.
 - c. [Contracts and Agreements Report Less than \\$81,000 - All District Resources](#)
Recommend ratifying contracts totaling \$712,912.
7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
8. Other Items
 - a. [Authorization to Encumber Funds - Resolution No. 38-11/12](#)
Recommend adopting Resolution No. 38-11/12, Authorization to Encumber Funds.
 - b. [Notices of Completion](#)
Recommend the Board (1) accept the projects listed as complete, (2) approve the execution of the Notices of Completion (under Civil Code Section 3093 - Public Works).

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance

1. [Revised and New Board Policies - First Reading](#)
Recommend accepting Board Policy and Administrative Procedure 2100 and Policies 7360 and 7365 for first reading.
 2. [Revised and New Board Policies - Second Reading and Approval](#)
Recommend approving Board Policies 3810, 4000, and 5010.
 3. [Resolution to Amend the Conflict of Interest Code of the Riverside Community College District](#)
Recommend adopting Resolution No. 34-11/12, adopting the District's Amended Conflict of Interest Code, pursuant to the Political Reform Act of 1974.
- B. Teaching and Learning
1. [Proposed Curricular Changes](#)
Recommend the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and schedule of class offerings.
- C. Planning and Operations (None)
- D. Facilities (None)
- E. Resources
1. [Establishment of the New Student Services Building Project Budget](#)
Recommend approving the initial project budget for the new Student Services Building and ancillary projects in the amount of \$32,000,000.
- IX. ADMINISTRATIVE REPORTS
- A. Vice Chancellors
 1. [Summer Workweek](#)
 - B. Presidents
- X. ACADEMIC SENATE REPORTS
- A. Moreno Valley College/Riverside Community College District
 - B. Norco College
 - C. Riverside City College
- XI. BARGAINING UNIT REPORTS
- A. CTA - California Teachers Association
 - B. CSEA - California School Employees Association
- XII. BUSINESS FROM BOARD MEMBERS
- A. [Update on Various Subjects of Interest Information Only](#)

- B. Update from Members of the Board of Trustees on Business of the Board.

Information Only

XIII. CLOSED SESSION

- A. Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor

To Be Determined

- B. Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release

To Be Determined

XIV. ADJOURNMENT



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[Agenda Item](#)

Agenda Item (II-A)

Meeting	4/17/2012 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees March 6, 2012 Regular/Committee Meeting
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving minutes prepared for the March 6, 2012 Regular/Committee Board of Trustees Meeting.

Prepared By: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[March 6, 2012 Minutes](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
FACILITIES, AND RESOURCES COMMITTEES
OF MARCH 6, 2012

President Green called the Board of Trustees meeting to order at 6:00 p.m., in the Hall of Fame, Riverside City College, 4800 Magnolia Avenue, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, Vice President (via teleconference)
Sam Davis, Secretary
Mary Figueroa, Board Member
Janet Green, President
Mark Takano, Board Member
Nick Bygon, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Dr. Cynthia Azari, President, Riverside City College
Dr. James Buysse, Vice Chancellor, Administration and Finance
Dr. Debbie DiThomas, Interim President, Norco College
Dr. Tom Harris, Acting President, Moreno Valley College
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications
and Relations

Student Rikki Hix led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Student Rikki Hix addressed the budget; Student Jose Reynoso made comments on the March for Higher Education and student success programs; Mr. Leo Truttman made comments regarding the Nursing/Science building; and Student Leah Baliel made comments about her college experience.

COMMENTS FROM THE PUBLIC

CHANCELLORS REPORTS

Ms. Chris Carlson and Mr. Justin Rich of the Dolinka Group led the committee review of the process and maps for districting of trustee areas and provided an update on the three public sessions which were held the week of February 27th that will be presented to the Board at the March 20th regular Board meeting. Discussion followed.

Update on Districting of Trustees

The Teaching and Learning Committee Chair Sam Davis convened the meeting at 6:30 p.m. Committee members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Academic Affairs; Academic Senate Representatives: Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College) and Ms. Peggy Campo (Norco College); ASRCCD Representative: Mr. Nick Bygon; Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Diane Dieckmeyer.

TEACHING AND LEARNING
COMMITTEE

Dr. Ed Bush, Vice President, Student Services, Riverside City College, led the committee review of the student eligibility requirements and two year guaranteed student contract for the Completion Counts program offered at Riverside City College. Discussion followed.

Completion Counts – 2 Year
Completion Guarantee

The committee adjourned at 7:02 p.m.

Adjourned

The Planning and Operations Committee Chair Mary Figueroa convened the meeting at 7:03 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff; Academic Senate Representatives: Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College), Mr. Lee Nelson (Riverside City College), and Mr. Tom Wagner (Norco College); ASRCCD Representative: Mr. Kushang Patel; Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Carlos Torres.

PLANNING AND OPERATIONS
COMMITTEE

Dr. Tom Harris and Mr. Bart Doering, Director, Construction, led the committee review of the postponement of the Learning Gateway Building at Moreno Valley College that will be presented to the Board for approval at the March 20th regular Board meeting. Discussion followed.

Postponement of Learning
Gateway Building

Mr. Bart Doering led the committee review of the agreement with Johnson Favaro for the Moreno Valley College Facilities Master Plan Update that will be presented to the Board for approval at the March 20th regular Board meeting. Discussion followed.

Agreement for Facilities Master
Plan Update with Johnson Favaro

Mr. Orin Williams led the review of the addendum to the Environment Impact Report for the Culinary Arts Academy and District Office Building that will be presented to the Board for approval at the March 20th regular Board meeting. Discussion followed.

Addendum to Environmental
Impact Report for the Market
Street Properties

The committee adjourned at 7:11p.m.

President Janet Green convened the Facilities Committee meeting at 7:12 p.m. Committee members in attendance: Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning and Development; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College) and Mr. Tom Wagner (Norco College); ASRCCD Representative: Mr. George Escutia; Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Norm Godin.

FACILITIES COMMITTEE

Mr. Michael Stephens, Director, Construction, led the committee review of the budget revision, amendment, and agreements for the Norco Operations Center project that will be presented to the Board for approval at the March 20th regular Board meeting. Discussion followed.

Norco Operations Center for Budget Revision, Amendments and Agreements

Chancellor Gray and Mr. Orin Williams reviewed with the committee the budget transfer, amendment, and construction payment retention reductions for the Nursing building project that will be presented to the Board for approval at the March 20th regular Board meeting. Discussion followed

Nursing/Science Building Project for Budget Transfer, Amendment and Retention Reductions

The committee adjourned at 7:17 p.m.

Adjourned

The Resources Committee Chair Mark Takano convened the meeting at 7:18 p.m. Committee members in attendance: Dr. James Buysse, Vice Chancellor, Administration and Finance; Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources; Academic Senate Representative: Mr. Sal Soto (Moreno Valley College), Mr. Jason Rey (Norco College), and Mr. Lee Nelson (Riverside City College); ASRCCD Representative: Mr. Francisco Ramos (Moreno Valley College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Nancy Melendez.

RESOURCES COMMITTEE

Mr. Michael Stephens led the review of the tentative project budget that will be presented to the Board of Trustees on March 20th for approval. Discussion followed.

Project Budget Approval for Physicians Assistant Laboratory Remodel

Mr. Orin Williams led the discussion of the amendment for project scope changes with LPA that will be presented to the Board for approval at March 20th regular Board meeting. Discussion followed.

Amendment for Culinary Arts Academy and District Office Building Project with LPA

Dr. James Buysse and Mark Farrell, managing director of Piper Jaffray & Company, presented information on the borrowing of funds for fiscal year 2012-2013 and the issuance and sale of a 2012-2013 Tax and Revenue Anticipation Note that will be presented to the Board for approval at the March 20th regular Board meeting. Discussion followed.

2012-2013 – Tax and Revenue Anticipation Note (TRAN) – Resolution No. 30-11/12

Mr. Mark Farrell led the discussion of the Measure C Bond Program and facilitated a presentation including assessed valuations, debt service requirements, and projected tax rates. Discussion followed.

Measure C Bond Program Update

The committee adjourned at 8:10 p.m.

Adjourned

The Board adjourned the meeting at 8:11 p.m.

ADJOURNED



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[Agenda Item](#)

Agenda Item (II-B)

Meeting	4/17/2012 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees March 20, 2012 Regular Meeting
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving minutes prepared for the March 20, 2012 Regular Board of Trustees Meeting

Prepared By: Greg Gray, Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[March 20, 2012 Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF MARCH 20, 2012

President Green called the regular meeting of the Board of Trustees to order at 6:00 p.m., in the O.W. Noble Administrative Center, Board Room AD 122, Riverside City College, 4800 Magnolia Avenue, Riverside, California 92506

CALL TO ORDER

Trustees Present

Virginia Blumenthal, Vice President
Sam Davis, Secretary
Mary Figueroa, Board Member
Janet Green, President
Mark Takano, Board Member (arrived at 6:07 p.m.)
Nick Bygon, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Dr. Cynthia Azari, President, Riverside City College
Dr. Debbie DiThomas, Interim President, Norco College
Dr. Tom Harris, Acting President, Moreno Valley College
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
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations
Ms. Chris Carlson, Chief of Staff
Dr. Travis Gibbs, President, Academic Senate, District and Moreno Valley College
Dr. Sharon Crasnow, Academic Senate Representative, Norco College
Dr. Lee Nelson, Academic Senate Representative, Riverside City College
Dr. Dariush Haghghat, President, CTA
Mr. Eric Muehlebach, President, CSEA

Student Ryan Sendejas led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Davis/Blumenthal moved that the Board of Trustees approve moving closed session Agenda Item No. XIII-A, "Conference with Legal Counsel – Existing Litigation (CA Government Code 54956.9(a) – Radford v. Riverside Community College District, et.al." to be considered first on the agenda. Motion carried. (4 ayes, 1 absent [Takano])

AMEND AGENDA

Blumenthal/Davis moved that the Board of Trustees approve moving Item II-B, Business From Board Members – "Select Trustee Area Plan and Adopt Correlating Resolution Establishing Trustee Areas from which District Trustee Board Members will be Elected and Approving the Election of the Board Members in a By-Trustee Area Election Process" to be held after Public Comment. Motion carried. (4 ayes, 1 Absent [Takano])

AMEND AGENDA

The Board adjourned to closed session at 6:05 p.m. and reconvened at 6:50 p.m. announcing that the Board approved the Settlement Agreement and Release between Tracie Radford and Riverside Community College District in the amount of \$159,385, by a vote of 5 ayes and 0 nays.

ADJOURN TO CLOSED
SESSION/RECONVENE

Blumenthal/Figueroa moved that the Board of Trustees select and adopt Scenario A and adopt Resolution No. 33-11/12, establishing trustee areas from which District Governing Board Members will be elected, and approve the election of such Board Members in a by-trustee area election process; and, approve Filing the Waiver with the Board of Governors of the California Community College System. Motion carried. (5 ayes)

Select Trustee Area Plan, Adopt Correlating Resolution Establishing Trustee Areas From Which District Trustee Board Members will be Elected, and Approve the Election of Board Members in a By-Trustee Area Election Process

Faculty members Mr. Doug Bowen, Dr. Mark Sellick, Dr. Richard Mahon, and Ms. Carla Reible, and students Ms. Gloria Wells, Mr. Harold Roberts, Ms. Yuk Ching Ng, spoke about proposed cuts to ESL and basic skills classes and requested that the Board consider whether or not to cut these classes. A request was made that faculty have some access to decision making on what classes are cut.

PUBLIC COMMENTS

Ms. Rikki Hix, student, reported that students have complained about police behavior when responding to non-emergency calls and when patrolling RCC. Students feel that sometimes officers are too aggressive in the way they question and approach students. She also mentioned that students have reported that police dispatch is sometimes unaware of the location where officers should report when calls are made for their assistance.

A resolution signed by the Mayor Eugene Montanez, Corona, was read by Trustee Green supporting a trustee area that would encompass the city of Corona.

A letter from Mayor Kevin Bash, Norco, gave support to the concept of by-district elections and requested that whatever district boundaries are chosen, Norco be in one single district.

Mr. Al Lopez, a resident of Corona, asked the Board to try to keep Corona whole and said he favored Scenarios C and E.

Mr. Bobby Spiegel, who is a member of the Board of Directors of the Corona Chamber of Commerce, took the scenarios to the members of the Chamber, and, they voted in favor of Scenario E.

Figueroa/Blumenthal moved that the Board of Trustees approve the minutes of the Board of Trustees of the Regular/Committee Meeting of February 7, 2012. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF FEBRUARY 7, 2012

Figueroa/Blumenthal moved that the Board of Trustees approve the minutes of the Board of Trustees Joint Meeting with the Corona-Norco Unified School District and the Riverside Community College School District of February 21, 2012. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES JOINT MEETING WITH THE CORONA-NORCO UNIFIED SCHOOL DISTRICT OF FEBRUARY 21, 2012

Figueroa/Blumenthal moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of February 21, 2012. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 21, 2012

Figueroa/Blumenthal moved that the Board of Trustees approve the minutes of the Board of Trustees Special Meeting of February 28, 2012. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING OF FEBRUARY 28, 2012

CHANCELLOR'S REPORTS

Presentations

Dr. Azari introduced CSEA 2011-12 Employee of the Year, Michelle Davila, who was honored for her dedication to Riverside City College and her many contributions to RCC and the District.

Dr. Ward Schinke, Associate Professor, Political Science, discussed the MUN program and the successes they had this year receiving Honorable Mentions in Washington, Washington DC, and in France where they were also honored for two position papers. Students shared their experiences and their thoughts on the club.

Riverside City College Model United Nations

Dr. Azari introduced RCC Dean Sandra Baker who spoke about the garden presently located in an open area by the Assessment Center at RCC. An enclosed area at the new Nursing building was set aside for relocation of the garden during the building's planning phase.

The Poison Garden at Riverside City College

Trustee Davis stated his opposition to the poison garden and its location.

Figueroa/Blumenthal moved that the Board of Trustees approve the Side Letter of Agreement No. 1 between RCCD and the RCCD Faculty Association CCA/CTA/NEA. Motion carried. (5 ayes)

Side Letter of Agreement No. 1 between the Riverside Community College District and the Riverside Community College District Faculty Association CCA/CTA/NEA

The Board of Trustees received information on documents that are used to monitor and review upcoming action items, information items, and presentations, as well as planning for the monthly committee and Board meetings.

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

Student Trustee Nick Bygon presented the report about recent and future student activities at Moreno Valley College, Norco College, and Riverside City College.

STUDENT REPORT

CONSENT ITEMS

Action

Takano/Figueroa moved that the Board of Trustees:

Approve/ratify the listed academic appointments, and assignment and salary adjustments;

Academic Personnel

Approve/ratify the listed classified appointments, and assignment and salary adjustments;

Classified Personnel

Approve/ratify the listed other personnel appointments, and assignment and salary adjustments;

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$7,181,027;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$60,300 to the budget and authorize the Vice Chancellor of Administration and Finance to sign the resolution;

Resolution No. 31-11/12
2011-2012 Moreno Valley College Public Safety Education and Training, Fire Technology Program – State Fire Marshal Certificate Fees

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 No. 32-11/12
2011-2012 Youth Entrepreneurship Program – Riverside City College

Award the Norco College Operations Center trade category bids 1-19, for the total bid amount of \$7,214,389 to the contractors listed and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreements;

Bid Awards for the Norco College Operations Center Trade Categories 1-19

Award the Moreno Valley College Phase III Student Academic Services Facility trade category bids 2-21, for the total bid amount of \$12,824,339 to the contractors listed and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement contingent upon State approval of the bids;

Bid Awards for the Moreno Valley College Phase III Student Academic Services Facility - Trade Categories 2-21

Approve ratifying contracts totaling \$618,437;

Contracts and Agreements Report (Less than \$81,000) – All District Funds

Grant out-of-state travel requests;

Out-of-State Travel

Declare the property listed to be surplus, find that the property does not exceed the total value of \$5,000 and authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District;

Surplus Property

Accept the project listed as complete, approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works), and authorize the Board President and the Vice Chancellor, Administration and Finance, to sign the Notice.

Notice of Completion

Motion carried. (5 ayes)

Information

In accordance with Board Policy 7350, the Chancellor has accepted the following resignations: Ms. Tara McCarthy, Educational Advisor, effective April 15, 2012, and Mr. Jesse Mejia, Facilities Utilization Specialist, effective February 29, 2012.

Separations

The Board received the summary of financial information for the period of February, 2012.

Monthly Financial Report

BOARD COMMITTEE REPORTS

Planning and Operations

Figueroa/Blumenthal moved that the Board of Trustees approve the postponement of the Learning

Postponement of Learning Gateway Building

Gateway Building project at the Moreno Valley College and return the project budget's unused project balance in the amount of \$26,530,693 to the funding account. Motion carried. (5 ayes)

Figueroa/Blumenthal moved that the Board of Trustees approve an agreement for the Moreno Valley College Facilities Master Plan Update with Johnson Favaro in an amount of \$132,500. Motion carried. (5 ayes)

Agreement for Facilities Master Plan Update with Johnson Favaro

Figueroa/Blumenthal moved that the Board of Trustees approve the Addendum to the Environmental Impact Report for the Market Street Properties (Culinary Arts Academy and District Office Building) located in downtown Riverside. Motion carried. (5 ayes).

Addendum to Environmental Impact Report for Market Street Properties

Facilities

Blumenthal/Figueroa moved that the Board of Trustees approve the following items for the Norco Operations Center project: (1) Revision of the project budget to the amount of \$11,775,000; (2) Amendment No. 2 with Tilden-Coil Constructors, Inc., in the amount of \$261,630; (3) Agreement with Inland Inspections and Consulting in the amount of \$139,300; and (4) Agreement with River City Testing in the amount of \$116,577. Motion carried. (5 ayes)

Norco Operations Center for Budget Revision, Amendment and Agreements

Green/Blumenthal moved that the Board of Trustees approve the following items for the Nursing/Science Building project: (1) Budget transfer in the amount of \$2,600,000; (2) Amendment No. 8 with GKK Works in the amount of \$34,726; (3) Construction payment retention reduction by five percent for firms Alpha Mechanical, Inc. and Communication Wiring Specialist, Inc. Motion carried. (5 ayes)

Nursing/Science Building Project for Budget Transfer, Amendment and Retention Reductions

Resources

Takano/Figueroa moved the Board of Trustees approve (1) Resolution No. 30-11/12 authorizing the borrowing of funds to a maximum amount of \$25 million for fiscal year 2012-2013; (2) The issuance and sale of a 2012-2013 Tax and Revenue Anticipation Note; (3) Participation in the California School Cash Reserve Program; (4) Request by the Board of Supervisors of the County to issue and sell said note; and (5) Authorize the Board's President and Secretary, the District Chancellor; Vice

2012-2013 – Tax and Revenue Anticipation Note (TRAN) – Resolution No. 30-11/12

Chancellor, of Administration and Finance; and the Associate Vice Chancellor of Finance to sign the appropriate documents. Motion carried. (5 ayes)

Takano/Blumenthal moved the Board of Trustees approve Amendment No. 1 for the Culinary Arts Academy and District Office Building project with LPA in the amount of \$465,407. Motion carried. (5 ayes)

Takano/Blumenthal moved that the Board of Trustees approve a project budget in the amount of \$120,000 for the Physician's Assistant Laboratory Remodel project. Motion carried. (5 ayes)

Amendment for Culinary Arts Academy and District Office Building Project with LPA

Project Budget Approval for Physician's Assistant Laboratory Remodel

ACADEMIC SENATE REPORTS

Dr. Travis Gibbs presented the report on behalf of the District and Moreno Valley College.

Moreno Valley College and Riverside Community College District

Dr. Sharon Crasnow presented the report on behalf of Norco College.

Norco College

Mr. Lee Nelson presented the report on behalf of Riverside City College.

Riverside City College

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

Mr. Erick Muehlebach, President, CSEA, presented the report on behalf of the CSEA.

CSEA – Classified Staff Employees Association

BUSINESS FROM BOARD MEMBERS

Figueroa/Blumenthal moved that the Board of Trustees approve recommending the CCCT incumbents and the nominee from Rio Hondo Community College District for election to the 2012 fdCCCT Board as follows: Ms. Janet Chaniot, Mendocino-Lake Community College District; Mr. Doug Otto, Long Beach Community College District; Mr. Manny Ontiveros, North Orange County Community College District; Mr. Bernard "Bee Jay" Jones, Mr. Allan Hancock Joint Community College District, Ms. Marcia Zableckis, Barstow Community

California Community College Trustees (CCCT) Board of Directors Election - 2012

College District, Mr. Chris Stampolic, West Valley-Mission Community College District; and Ms. Angela Acosta-Salazar, Rio Hondo Community College District. Motion carried. (4 ayes; 1 no [Davis])

The meeting adjourned at 9:43 p.m.

ADJOURNED



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[Agenda Item](#)

Agenda Item (IV-A)

Meeting 4/17/2012 - Regular
Agenda Item Chancellor's Reports (IV-A)
Subject Chancellor's Communications
College/District District
Information Only

Background Narrative:

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

Prepared By: Greg Gray, Chancellor



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-B)

Meeting 4/17/2012 - Regular
Agenda Item Chancellor's Reports (IV-B)
Subject Moreno Valley College Chorale
College/District Moreno Valley
Information Only

Background Narrative:

The Moreno Valley College Chorale will lead the April 17th Regular Board meeting in singing the national anthem.

Prepared By: Tom Harris, Acting President, Moreno Valley College
Angie Arballo, Executive Administrative Assistant



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-C)

Meeting 4/17/2012 - Regular
Agenda Item Chancellor's Reports (IV-C)
Subject Moreno Valley College Student Government Represents in Washington, D.C., Spring 2012
College/District Moreno Valley
Information Only

Background Narrative:

Kushang Patel, Student President, Associated Students Moreno Valley College, will be reporting on ASMVC's participation in the National Student Advocacy Conference, March 17-20, 2012, in Washington, D.C.

Prepared By: Tom Harris, Acting President, Moreno Valley College
Angie Arballo, Executive Administrative Assistant

Attachments:

[Moreno Valley College Student Government Represents in Washington, D.C.](#)



MORENO VALLEY COLLEGE
STUDENT GOVERNMENT
REPRESENTS IN
WASHINGTON





National Student Advocacy Conference

Conference Highlights

- STUDENT AID UNDER ATTACK! DEFEND IT FOR YOUR STUDENTS!
- Advocacy, Leadership and Citizenship Training and Discussions
- Dozens of exciting workshops and breakout sessions



March 17-20, 2012
Washington DC

CONFERENCE FOCUS

ENDANGERED: Pell Grants and Student Aid

Students across the nation should be most interested in the current Washington D.C. climate and the upcoming election. In 2011, ASACC and its partners successfully saved the Pell Grant maximum and even convinced Congress to slightly increase its investment in the program. However, Congress and President Obama are still looking for places to balance the budget and community college students need to make sure that balancing is not done on the backs of students! We are at a critical junction in history, the economy is struggling, state support for students is down and enrollments are up. Investment in education and the future must be a priority or we face an uncertain future. Because of these issues it is even more important for students to be civically involved. As the opportunity affords we will invite all the major players to speak to our attendees or to send a representative from their office to share their vision for higher education, community colleges, ways to balance the budget, and the 2012 election.

There are 12 million community college students in the nation, many who depend on these critical programs to assist them in obtaining workforce training. As elected officers of the student body, student leaders have a responsibility to represent their constituents on issues of concern. What issues impact community colleges more than Pell Grants, Student Loan Interest Rates and availability, and other programs that assist them in securing education and training?

The conference will also feature speakers from the U.S. Department of Education, the American Association of Community Colleges, the Association of Community College Trustees, and the Student Aid Alliance. These experts will share with students the top issues facing community colleges and students during 2012. Recently, ASACC and its partner organizations have shared success in increasing the Pell Grant maximum, lowering student interest rates, passing the Higher Education Act Reauthorization and advocating an investigation into textbook prices but the battle never ends.

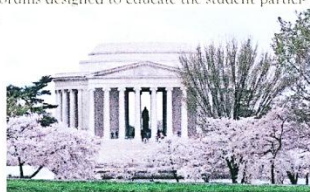
The Congress and Administration are continuing to face many concerns that divert their attention from investing in the future. Students cannot assume that a visit to Congress or a letter every few years will keep their eye on the educational priorities that will continue to help this nation compete in the global economy. There are far too many distractions and other groups who constantly push their message. Students must do the same!!

Register for this conference, represent your constituents, make a long term difference! **GET YOUR VOICE HEARD!**

Learn the Issues and Meet With Your Members of Congress

The conference will provide general sessions, keynote speakers, workshops and forums designed to educate the student participants on the major issues that are critical to community colleges. Some of those issues include:

- Pell Grants
- Student Loan Availability
- Federal Work/Study Funding
- Perkins Funding for Community Colleges
- Textbook Prices
- Student Debt Relief
- AND MORE!!



While attending and participating in the conference students are given time to meet with their Representatives and Senators or their staff members regarding these important issues and other campus issues that have been coordinated with campus administration. The conference serves as a very strong educational experience which teaches the values espoused by ASACC: **LEADERSHIP, CITIZENSHIP, and ADVOCACY!** Register early as there is only enough space at the hotel for 375 participants!

CONFERENCE SCHEDULE

SATURDAY MARCH 17, 2012

8:00 - 12:00 ASACC Service Learning Project
10:00 - 6:00 Conference Registration
12:30 - 2:40 Pre-Conference Workshops (for Students & Advisors)

CONFERENCE KICK-OFF

3:00 - 3:30 Conference Welcome & Association Report
3:30 - 4:30 Kickoff Keynote
4:30 - 5:30 General Session
5:30 - 6:00 Idea Forums
6:00 - 6:10 Break
6:10 - 6:40 REPEAT IDEA FORUMS
6:40 - 7:30 Break
7:30 - 9:00 Dinner
9:00 - 11:00 Regional Meetings

SUNDAY MARCH 18, 2012

9:00 - 10:30 Plenary Session
10:30 - 12:00 Brunch
12:00 - 1:00 Keynote Speaker
1:00 - 2:00 Concurrent Workshops
2:00 - 2:15 Break
2:15 - 3:15 REPEAT CONCURRENT WORKSHOPS
3:15 - 3:30 Break
3:30 - 4:30 REPEAT CONCURRENT WORKSHOPS
3:30 - 4:30 Advisors Network Session
4:30 - 8:00 Sightseeing & Dinner (on your own)
8:00 - 11:00 Walking Tour of Washington D.C.

MONDAY MARCH 19, 2012

8:30 - 9:00 Breakfast
9:00 - 10:30 Keynote Speaker
10:30 - 12:30 Visits to Your Congressional Leaders or Key Staff Members
12:30 - 2:00 Light Lunch & Speakers
2:00 - 6:00 Visits to Your Congressional Leaders or Key Staff Members
6:00 Dinner and Recreation (on your own)

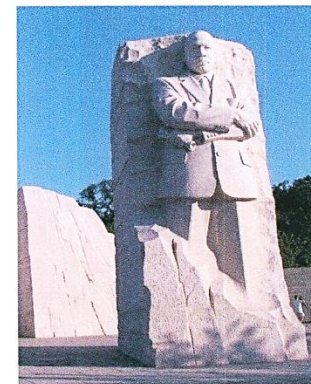
TUESDAY MARCH 20, 2012

8:30 - 9:30 Coffee & Donuts
9:30 - 11:45 Visits to Your Congressional Leaders or Key Staff Members
11:45 - 1:00 Light Lunch & Speakers
1:00 - 5:00 Visits to Your Congressional Leaders or Key Staff Members
5:00 Conference Adjournment

REGISTER TODAY!

Conference Registration &
Hotel Room Block Deadline
February 22, 2012

Get the registration forms and
hotel reservation forms on our
website at: www.asacc.org



Registration and hotel reservation forms available on the ASACC website at
www.asacc.org



National Student Advocacy Conference March 17-20, 2012 Washington DC

The Associated Students of
Moreno Valley College actively
participated in this event
hosted by the American
Student Association of
Community Colleges

Attendees: (from left to right)
Senator Charmaine Williams
Senator Pro-Tem Allan Malapitan
President Kushang Patel
Vice-President Michelle Christenson



Conference Registration



With Chef Art Smith

Guest Speakers at the conference



Speakers: (from left to right)
Ralph Nader
William G. Shannon
Frank Mensel
Clayton Pell



Walking Tour of
Washington, DC



“Monuments by Moonlight”



“Monuments by Moonlight”



OUT OF THE MOUNTAIN OF DESPAIR,
A STONE OF HOPE



“Monuments by
Moonlight”

Time to get to
work...



BUT WAIT...

IS THAT...

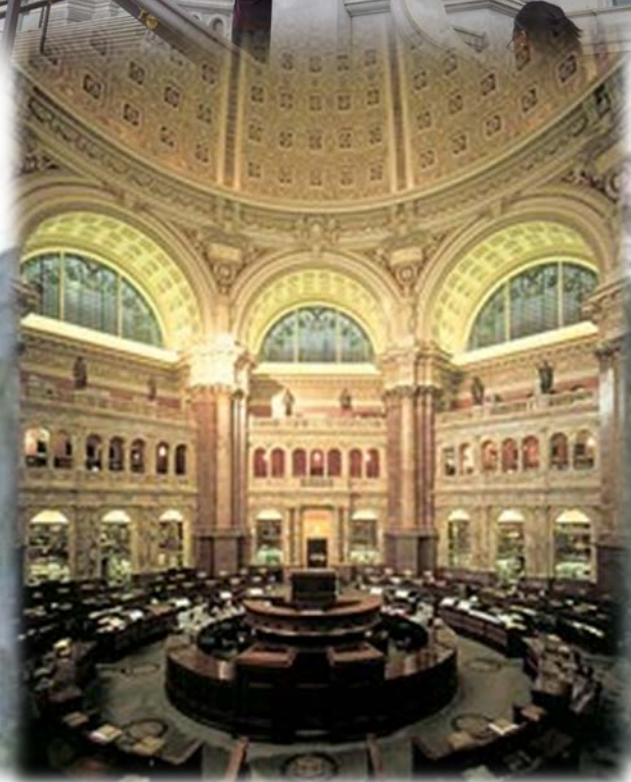


The President???



moving along...






Quick stop at the
Library.



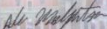
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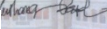
ALLAN MALAPITAN

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CHARMAINE WILLIAMS

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FRANKIE MOORE

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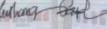
MICHELLE CHRISTENSON

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KUSHANG PATEL

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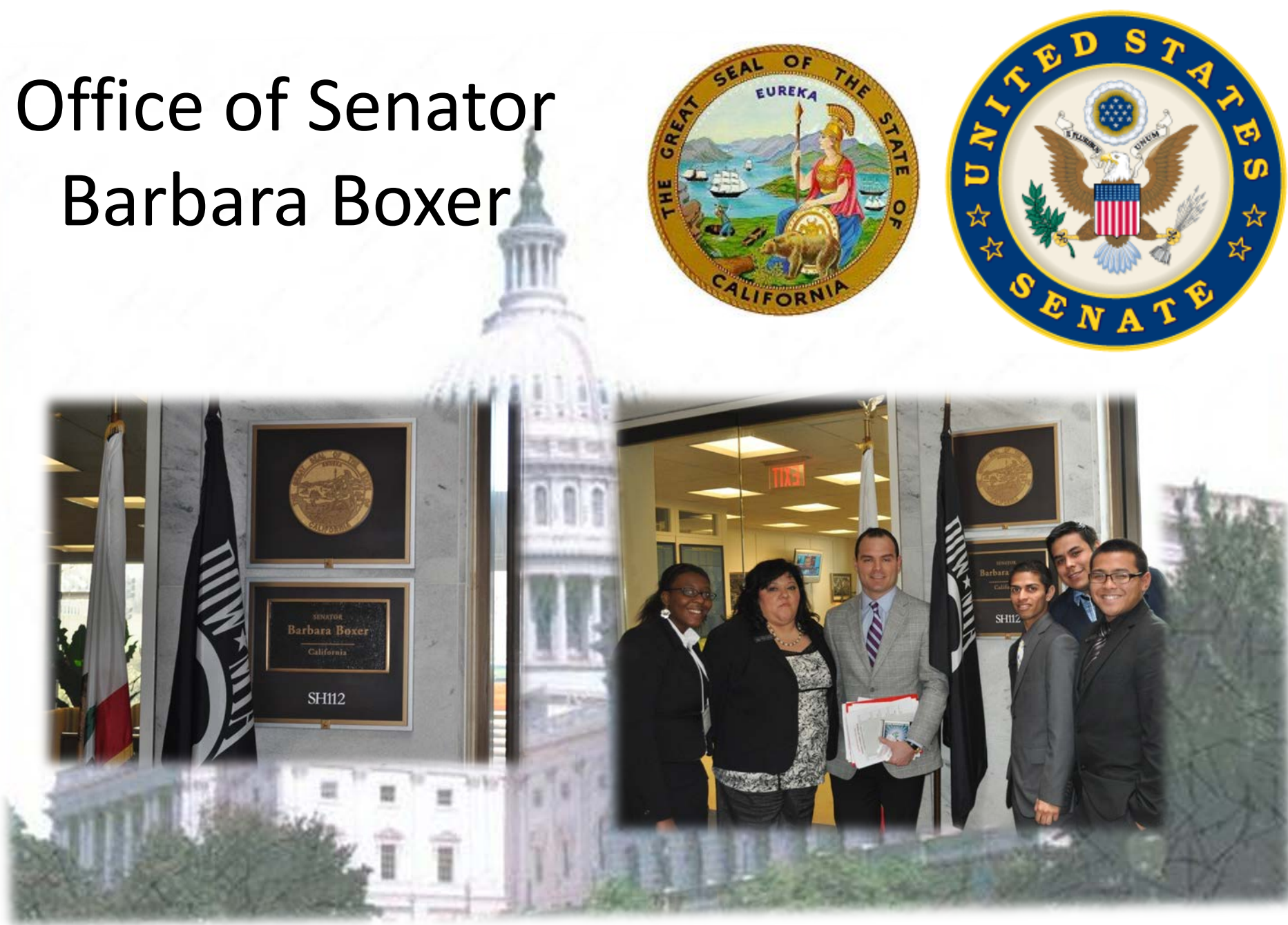
now, onto the
legislative visits...



HART
SENATE OFFICE BUILDING



Office of Senator Barbara Boxer




Office of Senator Dianne Feinstein




Finishing up at the conference...





**The Economy is
struggling, state support
for students is down and
enrollments are up.
Because of these issues,
it is even more important
for students to be
civically involved.**



We would like to thank Dr. Tom Harris and Dr. Greg Sandoval for giving us this opportunity to be able to advocate for MVC in the nation's Capitol.





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[Agenda Item](#)

Agenda Item (IV-D)

Meeting 4/17/2012 - Regular
Agenda Item Chancellor's Reports (IV-D)
Subject Presentation of Distinguished Professor and Professors
College/District District
Information Only

Background Narrative:

Presentation of Certificates to faculty awarded the title of Distinguished Professor and Professor for 2012-2013.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-E)

Meeting 4/17/2012 - Regular
Agenda Item Chancellor's Reports (IV-E)
Subject Budget Reduction Plan Presentation
College/District District
Information Only

Background Narrative:

Chancellor will lead a presentation with the Presidents on the budget reduction plan to address the growing state funding gap and its impact on the district

Prepared By: Greg Gray, Chancellor

Attachments:

[Budget Reduction Plan](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT BUDGET REDUCTION PLAN FOR 2012-13

Three consecutive years of state funding reductions for higher education have brought California community colleges to the brink and imperiled institutions' ability to educate students and prepare the workforce of today and the future. Fueled by the extended national economic recession and the state's longstanding budget imbalances, this disinvestment in higher education has forced colleges throughout the state to cut thousands of class sections, reduce services in student support and categorical programs, and lay off staff and faculty. The impact has been catastrophic.

In 2011-12 alone, total cuts in state funding for community colleges reached \$564 million. Of that number, \$313 million relates directly to "workload reduction." Simply stated, this means fewer classes offered and fewer students served. Worse, still, these cuts have been measured out in doses, like medicine that not only doesn't taste good, it's not good for you. Three rounds of budget cuts, including a \$102 million January trigger cut and a \$149 million mid-year surprise, stripped community colleges of any certainty and severely impacted colleges' abilities to plan for the future.

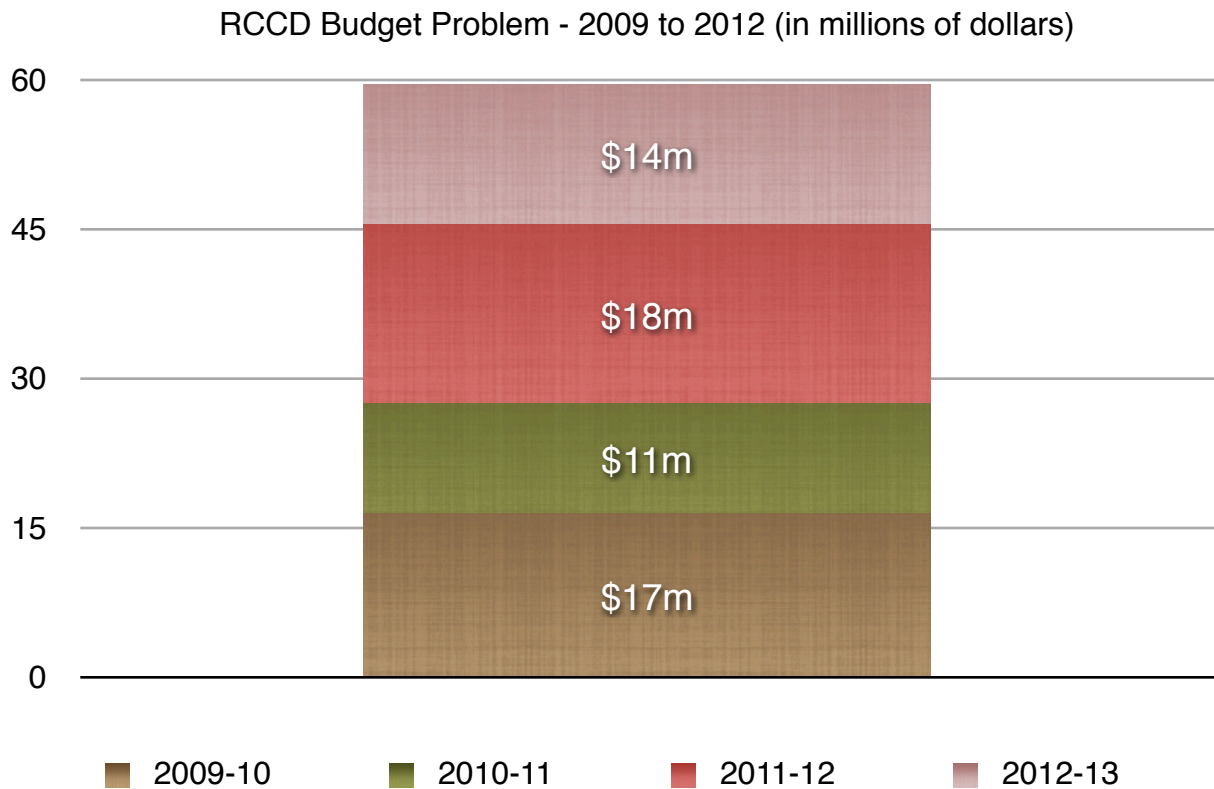
The State Chancellor's Office estimates that more than 300,000 students have been shut out of college classes since 2009. In 2009/10 alone, California community college offered 38,000 fewer course sections. It is estimated that just this past fall, community colleges were forced to cut another 20,000 course sections statewide.

Pressures on community colleges will continue to grow, ramped up by recent events including the California State Universities decision to close enrollment for spring 2013 and a looming potential mid-year state funding cut of another \$292 million should Governor Brown's tax initiative fail in November.

The Impact on Riverside Community College District

Riverside Community College District, while in better financial shape than many other community college districts, is not immune from these statewide economic forces, and our colleges and district have not escaped from the budget wars unscathed. Since 2009, RCCD has faced cumulative budget problems approaching \$60 million, including projections for 2012-13. These problems are a combination of state funding reductions, fixed and rising costs, and an underlying budget imbalance from previous years. (Note: RCCD's share of projected state funding cuts for next year could be as much as \$7 million if the Governor's

tax proposal is not approved by the voters, and as much as twice that amount if projected state and redevelopment revenues also aren't fully realized.)



RCCD and its colleges, with Board of Trustees' approval, addressed the budget problems in 2009-11 through a series of measures: district reorganization, hiring freeze, operating budget reductions, early retirement incentives, management furloughs, class section reductions, inter-fund transfers/loans, and drawing down reserves.

Significant effort was made to keep severe impacts away from the classroom and instruction. As a result of these efforts, year-to-year reductions on the instruction side averaged 12% of budget reductions in 2009-11, and are estimated at 8% for the 2012-13 year. Even these percentages, however, had significant impacts on students. Many were unable to get classes they needed to earn a degree or certificate, transfer to a four-year college or university, or simply progress in their studies. Teaching assignments for associate faculty were reduced, and departments had to adjust service and support.

Instructional and instruction support and services departments and employees also were affected. Hiring freezes and early retirement incentives reduced the number of regular full-time classified and confidential staff, faculty, and managers by 145 positions--more than 80% of which were not filled. The result is that all employees at the colleges and the district offices are required to do more with significantly fewer resources.

In the midst of the 2009-11 reductions, RCCD colleges have risen to the challenge and maintained active, dynamic learning environments. Thanks to Measure C, construction of critically needed buildings, classrooms, and laboratories has continued, not only preparing our institutions for the future, but providing state-of-the-art resources for current students. Grants continue to bring new dollars into our institutions, offsetting some of the effects of funding reductions, and allowing existing academic and student services programs to grow, and new programs to develop. And our students continue to excel as individuals and in groups, bringing state and national honors in the arts, athletics, forensics, MUN, and other areas back to their colleges.

We always will continue to work toward maintaining excellence, but we also must realistically deal with the very serious financial challenges ahead. If 2011-12 has been a rainy year, 2012-13 looks to be a deluge.

In the best case scenario, presented by Vice Chancellor Buysse at the April 3 Board of Trustees committee meeting, RCCD faces a \$14.3 million budget problem based on the Governor's January budget proposal.

With little firm information available given that the bulk of the state budget process has yet to play out, the District and Colleges have decided to focus efforts on solving the immediate (and identifiable) \$14.3 million problem.

Based upon several factors, including funded FTES projections, available district-wide solutions, and the budget allocation model, the District and the Colleges were allocated a specific budget reduction target. Those numbers appear in Table A.

Districtwide	\$ 9.48 million
Moreno Valley College	\$ 1.15 million
Norco College	\$.98 million
Riverside City College	\$ 2.68 million
TOTAL	\$14.29 million

Table A

The Colleges were given control over their budget reductions. As indicated in the attached budget reduction plans submitted by the college presidents, each college approached the challenge in a manner that aligned with their college culture, organizational structure, and past practices. Two important similarities to all of the plans are that each college conducted the process in association with the college strategic planning committee, and participated in open budget forums.

Budget Reduction Plans

Accommodating another \$14.3 million in reductions following previous multi-year, multi-million budget reductions is an extremely difficult task. The colleges considered every feasible budget reduction solution and worked hard to avoid impacts on personnel through layoffs, just as they continued to work hard to minimize class section reductions and other impacts on the classroom, students, and services. Unfortunately, faced with the magnitude of the financial problem, most of the “easier” solutions already have been implemented in previous years or significant enough operational savings did not exist that would prevent layoffs. I regret the fact that RCCD and the colleges are forced now into a position to have to propose limited layoffs for the 2012-13 year.

The attached budget reduction plans succeed in closing the \$14.3 million financial problem RCCD faces. I encourage you to review the documents thoroughly.

As a community of educators and college-minded individuals, none of us will be happy with the proposed reductions. Still, we must face reality head-on. We must take the hard, previously unimaginable steps now in order to prepare RCCD for the the future. It will be a very different future--one that will see a smaller district and colleges. Our challenge is to build the best multi-college system possible given available resources, and to do so relying on the strategic planning processes in place through the district.

Despite the tough financial situation and the hard decisions represented by this budget reduction plan, RCCD continues to honor all contractual obligations with employees and will accommodate approximately 400 unfunded FTES next year. Additionally, the District continually explores new sources of external funding. Several initiatives are underway that

will help us maintain positive momentum--a newly launched Invest in Excellence: 100@100 Campaign, increasing grants opportunities, and prospective partnerships through such groups as the Chancellor's Circle on Innovation. Together with advocating regulatory and other state governance and funding changes, it will be these types of initiatives that eventually will allow us to control our own destiny.

In the meantime, we must continue to take action to maintain our financial viability and our capacity for excellence.

**RIVERSIDE COMMUNITY COLLEGE
BUDGET REDUCTION 2012
AT-A-GLANCE SOLUTIONS**

FY 2012-2013

Plan A

Estimated Budget Problem* \$ (14.3)

Potential Solutions - District

Reduce Contingency from 5% to 3%	\$	2.96	
Defer Repayment of La Sierra Capital Loans		1.00	
Personnel Transfers and Savings/Funding Shifts		1.06	
New Loan from La Sierra Capital		2.00	
Reduce BCTC Costs		1.00	
Mandatory Use of Vacation Time		0.24	
Health Care Savings		1.22	
Total Potential Solutions - District			9.48

* Assumption - Tax increases pass.

Moreno Valley College \$1.15
(see attached)

Norco College \$.98
(see attached)

Riverside City College \$2.68
(see attached)

\$14.29M

**Moreno Valley College
2012/13 Budget Reducation Plan**

Enrollment Management/Instructional	\$.28M
Discretionary Funds/Operational	\$.87M
TOTAL	\$1.15M

General Fund

Management

		Position	
Instructor/Dean Health Sciences Programs	178,545	1-081-001	Leave position vacant
Dean of Instruction	89,339	1-006-001	Leave position vacant when Interim appointment ends 6/30/12
Interim Vice President, Business Services	84,789	2-383-001	Split position with Norco starting 7/1/12
Associate Dean, Grants and College Support Programs	14,132	1-065-001	General funded portion (10%) charged to STEM Grant starting 7/1/12
Director, Law Enforcement Training Programs	124,348	2-239-001	Eliminate position starting 7/1/12
	<u>491,153</u>		

Classified

Enrollment Services Ass't	18,147	2-588-004	Move funding of part-time employee from general fund to EOPS grant
Administrative Assistant II	82,711	2-452-019	Position to remain vacant
	<u>100,858</u>		

**Services and Supplies
Reductions**

Comm. and Web Dev. Manager	50,476	2-353-001	Funded from services and supplies 2011/12*
Dental Assistant Instructor	100,885	1-557-002	Funded from services and supplies 2011/12* position cut
Other services and supplies cuts	126,628		
	<u>277,989</u>		

Total 870,000

* These amounts were "one time" funding of positions in 2011/12 from services and supplies budget that would revert to MVC services and supplies budgets in 2012/13. Rather than have these savings revert to services and supplies, MVC is using the funding as part of the 2012/13 budget solution.

Norco College
2012-2013 Budget Reduction Plan

Enrollment Management/Instructional	\$.28M
Discretionary Funds/Operational	\$.70M
TOTAL	\$.98M

Recognizing the budget reductions that were likely to come in 2012-2013, Norco College looked at priorities as early as Spring 2011. Strategic Planning (now known as the Institutional Strategic Planning Committee) and other groups conducted exercises to identify those functions that were most core to the mission of the college. The budget reduction process at Norco College began in earnest in the fall of 2011. The President and Vice Presidents met regularly and discussed various options before the target reduction for the college was known. Guiding Principles were established and have been shared with the college at planning session and other meeting where the budget reductions have been discussed. Those principles are:

1. Have as little impact on students as possible.
2. Reduce discretionary budgets to fund only essential items/functions.
3. Evaluate processes and procedures to find every possible efficiency.
4. Increase opportunities for revenue self-generation.
5. Consider layoffs as a last resort.

In order to effectively determine possible budget reductions to discretionary funds, the Vice Presidents of Academic Affairs and Student Services met with the Vice President of Business Services and reviewed spending patterns in discretionary budgets over the last four years. All Vice Presidents worked with their administrative teams to identify budget reductions that met the guiding principles the college had established. Budgets were identified where funds could be reduced without long-term effect. The discretionary budget reductions were concentrated in areas such as travel, cell phone, supplies and budget reductions to some services such as printing. The budget proposal developed by the President and Vice-Presidents and other administrators was then presented to Norco College through the Strategic Planning Process at the following meetings:

Business and Facilities Planning Council (first draft)	March 8, 2012
Institutional Strategic Planning Council (first draft)	March 14, 2012
Business and Facilities Planning Council (submittal draft)	March 19, 2012
Institutional Strategic Planning Council (submittal draft)	March 21, 2012

At each meeting it was emphasized that these budget reductions could change if conditions changes. The college was still actively looking for other budget reductions that would save positions and if possible the number of positions being laid off would be reduced. In fact one .475 FTE position was removed between the first draft and the submittal draft.

The proposal includes the elimination of the following positions:

1/2 VP Business Services	0.5 shared with Moreno Valley Construction coordination and Energy Initiatives to Measure C
PT Reading Paraprofessional	0.5
PT College Receptionist	0.575
PT College Receptionist	0.475
Senior Groundsperson	1

Food services staff reduction to 10 months at 80% see narrative below

Net loss in Financial Aid reorganization 1 see narrative

The positions on the list were those deemed to have the least impact on college operations.

The VP of Business Services would be shared between Norco and Moreno Valley, cutting the FTE from 1.0 to .5, saving half of the position. In order to reduce the workload on the split VP, the construction coordination and energy initiatives will be funded by Measure C.

Two Food Services staff positions would be reduced to 10 months at 80%. The decision was made based on the lack of business on Friday in the Corral as well as a lack of consistent business throughout the year. The reduction in summer and winter (see percentage FTES allocation at end of this section) has reduced the workload. The losses in food services also mean the funds for these positions are lacking. It is proposed that the Bookstore contribution be reduced by the amount of the 80% workload and instead placed in fund 11, making this a fund 11 savings. The savings from the move to 10-month contract (about \$18,000) will reduce the deficit in Food Services and is not shown in the totals on this plan. Other measures are under discussion to eliminate the Food Services deficit.

A reorganization of Student Financial Services results in a net savings to fund 11 of \$57,288. The reorganization results in the loss of two FT classified positions and the addition of one FT classified position. The new position will help reduce a bottleneck that has limited the effectiveness of Student Financial Services. The reorganization results in no change in the BFAP fund 12 budget which funds part of all positions listed. The net savings will all be in fund 11.

The need for having lab instructors on duty in the Learning Resource Center is predicated on the requirement of TBA lab hours in Course Outlines of Record. Supervision of students fulfilling their TBA hours requires a faculty member to be on duty who meets minimum qualifications in that subject area. This is the case for CIS and ENG course; however, since there are no TBA lab hour requirements in math courses, it is not necessary to have a math faculty member present working with students. Instead, math tutors can meet the needs of math students in the lab. This created a net savings of \$84,702.

In spring 2011, Norco College hired two full-time tenure-track Counselors to backfill two vacant positions. The addition of two full-time counselors over this last year allows for a budget reduction of \$45,168 in associate faculty (counseling) without an interruption of services to students.

Included in the reduction of the facilities department is a savings of \$49,864 in electrical cost. The current budget is \$519,496. Norco College began instituting changes in how the Energy Management System is used in January. Month-to-month comparisons with last year show a savings of almost \$6000 in February. There are still more steps to initiate that should result in more savings and the largest savings would be in the summer. The estimate of savings is conservative if weather this summer is the same as last year. Savings from Utility Infrastructure Upgrade (Edison estimates savings at \$30,000 to \$100,000 a year depending on final design) is not included as construction dates have not been established. If completion occurs during the year the savings in electrical cost would be higher than included here.

To address the reduction of FTES, the Institutional Strategic Planning Council appointed an FTES Sub-Committee, comprised of faculty, students, and administrators to develop a recommendation for the distribution of FTES during the 2012-13 academic year. The FTES Sub-Committee reviewed extensive data including the college's current distribution of FTES across transfer, basic skills, and CTE; success and persistence data; the recommendations of the Student Success Task Force; and the hindrances to degree/certificate completion. The following proposal for 2012-13 FTES distribution was recommended to the ISPC, which approved it as a recommendation to the president, and it was approved by the president for implementation for 2012 - 2013.

12 Sum = 173.78 (3% of total FTES)

12 Fall = 2838.46 (49% of total FTES)

13 WIN = 115.86 (2% of total FTES)

13 SPR = 2664.68 (46% of total FTES)

FTES target for 2012-2013 = 5792.78. This reduction should result in the \$280,000 savings allocated to Norco College.

**Discretionary Fund Budget
Reductions**

	Norco	College Budget reduction
Budget	"College"	
Academic Affairs		
Conservatory Theater	ECT	\$551.00
Academic Affairs	EJA	\$3,746.00
Dean Of Instruction	EMB	\$3,651.00
Student Success	EJB	\$4,500.00
Communications	ENC	\$7,949.00
Social & Behavioral Sciences	EOA	\$5,052.00
Arts, Humanities & World Languages	EOC	\$29,085.00
Math, Physical & Life Sciences*	EQE	\$86,839.00
Business, Engineering and IT	ESB	\$33,931.00
Library	EYA	\$13,000.00
Business Services		
Business Services	EDB	\$29,005.00
Facilities	EDD	\$66,582.00
President		
	EMA	\$10,763.00
Student Services		
Admissions	EZB	\$2,688.00
Counseling*	EZC	\$46,522.00
DOSS	EZG	\$826.00
Outreach	EZJ	\$493.00
Puente	EZC	\$1,006.00
Student Activities	EZK	\$643.00
Student Financial Svc	EZE	\$1,891.00
Student Equity	EZG	\$651.00
T3p	EZG	\$813.00
Transfer	EZC	\$728.00
VPSS	EZA	\$3,933.00
Commencement	EZB	\$2,580.00
Total Discretionary		\$357,428.00

* Includes non-instructional associate faculty and overload. See narrative.

Personnel	Norco	College	2012-2013
Position	FTE	Budget	Savings
1/2 VP Business Services	0.5	EDB	\$87,090.00
PT Reading Paraprofessional	0.5	ENC	\$32,852.91
PT College Receptionist	0.575	EMB	\$33,384.48
PT College Receptionist	0.475	EZC	\$18,742.41
Senior Groundsperson	1	EDD	\$86,334.86
Financial Aid Reorganization	1	EZE	Net loss 1 FTE
Sr. Financial Aid Advisor		EZE	Position eliminated
Financial Aid Advisor		EZE	Position eliminated
Sr. Financial Aid Analyst		EZE	New position
Net Savings			\$57,287.52
Food Services IV to 10 months at 80%	0.2	EZM	\$13,401.00
Food Services III to 10 months at 80%			\$13,478.50
Total position savings			\$342,571.68

Total reduction for Norco College

Total Discretionary	\$357,428.00
Total Positions	\$342,572.00
Total	\$700,000.00

Riverside City College 2012-13 Budget Reduction Plan

Enrollment Management/Instructional	\$.64M
Discretionary Funds/Operational	\$ 2.04M
TOTAL	\$ 2.68M

The budget reduction planning process began in spring 2011 at the Riverside City College Strategic Planning Retreat with an exercise designed to look at the core mission of the college as well as programs and activities and their relationship to the core mission. This exercise was replicated at the management retreat in October 2011 and management teams at each college participated in their own process. Several RCC councils went through the exercise and the results were compiled and shared with the Strategic Planning Executive Council.

During the fall 2011 semester, the President’s Leadership Team began to look at budget reduction ideas as the statewide economic situation forecasted continued budget reductions for community colleges. Each vice president began the process of reviewing their respective areas and identifying potential cutbacks. The following dates and activities reflect the level of involvement of the college community in the budget reduction and communication process since the February 21 Budget Forum:

February 24 Strategic planning retreat - preliminary budget reduction information was shared

March 1 Strategic Planning Executive Council meeting - budget reduction by area provided

March 2 College-wide Budget Update from President

March 15 Resources Council meeting – review of budget allocation model

March 20 Strategic Planning Executive Council meeting – VP’s review budget reduction process

Riverside City College was asked to reduce its general fund by \$2.68 million for the 2012-13 fiscal year. We propose to meet the requested amount by taking reductions in administration, academic support, instructional course offerings, student services operations, athletics, categorical backfill, Performance Riverside and maintenance and operations. The proposal includes the elimination of the following positions:

3 full time administrators – one academic and two classified

13 full-time classified (excluding one grant funded; neutral impact to general fund)

3 part-time classified

In addition, the proposal includes reducing six full time positions (one is vacant) to 47.5% or 80%, freezing one part-time and one full-time position and transferring all or a portion of salaries from three classified positions to grant funds.

Maintenance and Operations

The plan includes the addition of one full time custodian. RCC Custodial Services is tasked with cleaning over 800,000 gross square feet inclusive of some District Offices. In 2008 the District adopted labor standards for Maintenance & Operations personnel (see attached). The Standards are based on industry metrics. Presently, RCC is 11 positions short of the labor standard metric for custodians. Hence, this request to use budgetary savings in excess of RCC's target to be reallocated to fund a custodial position.

Instruction

Instructional program cuts include a significant reduction in the ILA-800 supplemental instruction offerings, course reductions and limitations placed on large lecture stipends. Academic support reductions include reducing three support positions from full time to part time and the elimination of four full time and three part-time positions; two positions will be partially funded by grant funds. Two positions from Performance Riverside will be eliminated in an effort to reduce costs.

International Students

With the elimination of the Director position the employees in the department would report to the Dean of Enrollment Services. Currently, two staff members in the department have student recruitment responsibilities and they would continue.

Student Services

Categorical program allocations were significantly reduced in 2009-10, and the district elected to backfill the categorical programs. To bring the programs in line with state funding, a reduction of \$381,332 of the categorical backfill is proposed. Student Service operations eliminates the summer special projects and reduces one position to part-time.

Athletics

In early January the Athletics Department was asked to reduce their budget as well. The full-time coaches met with the Vice President for Student Services several times in January and submitted their proposal on January 30. The recommendations were reviewed and most are included in this report. The recommendations include the elimination of one position, the men's and women's soccer teams and non-contractual coaches' stipends.

Early Childhood Studies Lab/Child Care Center

To eliminate the short-fall in the child care center the following steps will be taken:

1. All teachers will be hired at pre-school teacher level.
2. The Instructional Department Specialist position will be eliminated.
3. Part of the Associate Dean position will be reallocated to the general fund as she will take on additional responsibilities at the college.
4. The center will be open an additional two weeks in the summer.
5. The site supervisor position will be reviewed and restructured to include part-time supervision and associate faculty responsibilities.
6. An aggressive marketing strategy will be developed and implemented to increase enrollment.

Business Services

Business Services wishes to position itself to provide enhanced services to students and employees in a more cost efficient manner. The major resources required are people, technology and space. We have all three. We are fortunate to have an abundance of technology that if used correctly will enhance productivity and effectiveness. However, the positions we have do not align with the emerging needs of our college community. Given the budgetary constraints the solution is to consolidate services and reallocate resources.

The proposal is to relocate a component of duplication services to Production Printing (PP). PP possesses the human and technical resources to absorb the additional workload. The full time Document Services Coordinator would no longer be needed by RCC. However, rather than freeze the position, the savings will be used to create an accounting clerk/cashier position to provide enhanced accounting and cashiering services for students and employees.

The following table lists the savings, including personnel in each area.

Estimated Savings	FTE	Employee Title/Item	Department	Comments
172,723	1.00	Dean, Academic Support	Academic Affairs	Eliminate Position
125,598	1.00	Director, International Students	Student Services	Eliminate Position
114,421	1.00	Director, Sports Information	Student Services	Eliminate Position
80,166	1.00	Document Services Coordinator	Administrative Support Center	Eliminate Position to reallocate funds for new accounting services position.
(79,430)	(1.00)	Accounting Services Clerk	ABS/Cashier	
413,478	3.00	Total Administration		

43,181	0.50	Senior Tool Room Attendant	Auto Tech	Reduce FTE from 1.0 to .475
13,483	0.17	Television Studio Technician	Film/TV	Reduce FTE from 1.0 to .834
13,419	0.17	Television Production Studio Specialist	Film/TV	Reduce FTE from 1.0 to .834
(32,450)	(0.20)	Associate Dean, ECE	Academic Affairs	Increase FTE from .375 to .575
8,073	0.10	Administrative Assistant III	Rubidoux Annex	Transfer .1 FTE to Perkins Grant
19,958	0.20	Multi-Media Operations Spec	Instructional Media Center	Reduce FTE from 1.0 to .80 (to Title V)
75,366	1.00	Instructional Support Specialist	Academic Affairs	Eliminate Position
99,241	1.00	Cable Satellite Specialist	Instructional Media Center	Eliminate Position
75,010	1.00	Administrative Assistant II	Academic Affairs	Eliminate Position
89,091	1.00	Instructional Department Specialist	Academic Affairs (ECE)	Eliminate Position
30,000	0.48	Network Specialist – Server Admin.	Library	Eliminate Position (transferred from Information Services)
14,305	0.40	Library Clerk I	Library	Eliminate Position
14,305	0.40	Library Clerk I	Library	Eliminate Position
462,982	6.12	Total Academic Support		
298,856	n/a	ILA-800	Instruction	Reduce
280,801	n/a	Course Reductions	Instruction	Reduce
68,507	n/a	Large Lecture Stipends	Instruction	Reduce
648,164	-	Total Instruction		
25,951	n/a	Associate Faculty (1439)	Student Activities	Eliminate Summer Special Projects
92,153	1.00	Outreach Specialist	Outreach	Transfer to CLIP Funds (ONE YR ONLY)
47,216	0.50	Student SS Site Coordinator	Student Srv Rubidoux	Reduce to .5 FTE
66,402	n/a	Reduction in Part Time Counseling	Counseling	Reduce by 20%
231,722	0.50	Total Student Services Operations		
29,099	n/a	Hourly – Athletics	Athletics	Reduce
96,343	1.00	Athletic Equipment Manager	Athletics	Eliminate Position
16,200	n/a	Men's & Women's Soccer	Athletics	Eliminate Sport

845	n/a	Intramural Director O/T	Athletics	Eliminate Overtime
26,000	n/a	Non-contractual Coaching Stipends	Athletics	Eliminate Special Projects
31,000	n/a	Dean of Athletics	Athletics	Reduce to director from dean position
14,778	n/a	Overtime	Athletics	Eliminate
4,500	n/a	Entry Fees	Athletics	Reduction in Entry Fees
218,765	1.00	Total Athletics		
85,894	1.00	Counselor	EOPS	Freeze Vacant Position - Eliminate Backfill
13,452	n/a	Associate Faculty, Counselors	EOPS	Reduce Backfill
30,313	0.33	Educational Advisor	EOPS	Reduce Backfill - Reduce to 67%
8,000	n/a	Student Hourly	EOPS	Reduce Backfill
529	n/a	Eliminate O/T	EOPS	Reduce Backfill
21,210	n/a	Reduction in Benefits	EOPS	Reduce Backfill
2,347	n/a	Copy/Printing	EOPS	Reduce Backfill
6,850	n/a	Office Supplies	EOPS	Eliminate Backfill
2,260	n/a	Food	EOPS	Eliminate Backfill
700	n/a	Cell Phone	EOPS	Reduce Backfill
15,000	n/a	Student Supplies	EOPS	Reduce Backfill
73,891	1.00	Counseling Clerk II	Matriculation	Reduce Matriculation Backfill
540	n/a	Copy/Printing	CARE	Reduce Backfill
3,500	n/a	Office Supplies	CARE	Reduce Backfill
3,000	n/a	Equipment	CARE	Reduce Backfill
9,175	n/a	Book Grants	CARE	Reduce Backfill
18,500	n/a	Transportation	CARE	Reduce Backfill
1,600	n/a	Student Supplies	CARE	Reduce Backfill
84,571	1.00	Student Services Technician	A&R	Reduce Matriculation Backfill
381,332	3.33	Total Categorical Backfill		
98,228	1.00	Job Placement Technician	Workforce Development	Eliminate Position
98,228	1.00	Total Workforce Development		
25,691	0.30	Properties and Outreach Specialist	Landis Performing Arts Center	Eliminate Position
76,793	1.00	Auditorium Specialist	Landis Performing Arts Center	Eliminate Position

102,484	1.30	Total Performance Riverside		
(62,145)	(1.00)	Custodian	Maintenance & Operations	Add Position
91,389	1.00	Maintenance Mechanic (Painter)	Maintenance & Operations	Eliminate Position
93,601	1.00	Maintenance Mechanic (Painter)	Maintenance & Operations	Eliminate Position
122,845	1.00	Total Maintenance & Operations		
2,680,000	17.25			



Agenda Item (IV-F)

Meeting	4/17/2012 - Regular
Agenda Item	Chancellor's Reports (IV-F)
Subject	Resolution No. 39-11/12 – Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 39-11/12, authorizing the Chancellor, or designee, of the District to layoff and reduce hours of the classified service.

Background Narrative:

Recognizing that the State of California's financial constraints continue to impact the District budget for 2012-2013, projected funding levels and/or work load will not be sufficient to meet and/or justify the payroll costs for all current classified positions. Recommendations for the elimination and reduction of specific positions were determined by the colleges through their strategic planning processes as part of the overall budget reduction plan.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20120417_Res No 39 11-12_Layoff and Reduce Hours_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 39-11/12

Resolution of the Board of Trustees of Riverside Community College District Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

WHEREAS, the State of California's financial constraints continue to impact the District budget; and

WHEREAS, funds and/or work load have been reduced/eliminated; and

WHEREAS, projected funding levels and/or work load will not be sufficient to meet and/or justify the payroll costs for specified classified positions, the Governing Board of the Riverside Community College District ("District") hereby finds it necessary and in the best interests of the District to eliminate and/or reduce the classified services as specified below:

Eliminations:

<u>Position Title</u>	<u>Department</u>	<u>FTE</u>
Moreno Valley College:		
Director, Law Enforcement Training Programs	PSET/Ben Clark Training Center	1.0
Food Service III	Food Services	1.0
Norco College:		
Financial Aid Advisor	Student Financial Services	1.0
Senior Financial Aid Advisor	Student Financial Services	1.0
Senior Groundsperson	Facilities (Grounds)	1.0
College Receptionist	Faculty Resource Center	0.575
College Receptionist	Career & Job Placement Ctr.	0.475
Reading Paraprofessional	Communications	0.5
Riverside City College:		
Director, Center for International Students & Prg.	International Students	1.0
Director, Sports Info. Athletic Events Supervisor	Sports Information	1.0
Administrative Assistant I	Workforce & Resource Dev.	1.0
Administrative Assistant II	Student Services	1.0
Athletic Equipment Manager	Kinesiology & Athletics	1.0
Auditorium Specialist	Performance Riverside	1.0
Cablecast/Satellite Specialist	Instructional Media Center	1.0
Counseling Clerk II	Counseling & Support Services	1.0
Document Services Coordinator	Administrative Support Center	1.0
Instructional Department Specialist	Early Childhood Education	1.0
Instructional Support Specialist	Writing & Reading Center	1.0
Job Placement Technician	Job Placement	1.0
Maintenance Mechanic (Painter)	Facilities (Maintenance)	1.0
Maintenance Mechanic (Painter)	Facilities (Maintenance)	1.0
Properties and Outreach Specialist	Performance Riverside	1.0
Student Services Technician	Admissions & Records	1.0
Library Clerk I	Library & Learning Resources	0.375
Library Clerk I	Library & Learning Resources	0.375
Network Specialist (Server Administrator)	Library & Learning Resources	0.475

Reductions:

<u>Position Title</u>	<u>Department</u>	<u>FTE</u>	
Moreno Valley College:			
Food Service III	Food Services	1.0	to 80%
Norco College:			
Food Service IV	Food Services	1.0	10 mo. at 80%
Food Service III	Food Services	1.0	10 mo. at 80%
Riverside City College:			
Child Development Center Site Supervisor	Early Childhood Education	1.0	to 60%
Educational Advisor	EOPS	1.0	to 67%
Job Placement Technician	Career & Technical Education	1.0	to 70%
Senior Tool Room Attendant	Applied Technology	1.0	to 47.5%
Student Support Services Site Coordinator	Career & Technical Education	1.0	to 50%
Television Production Studio Specialist	Applied Technology	1.0	to 10 mo.
Television Studio Technician	Applied Technology	1.0	to 10 mo.

NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that, as of the June 30, 2012 the classified positions specified herein shall be discontinued and reduced to the extent set forth in accordance with California Education Code §88017;

BE IT FURTHER RESOLVED, DETERMINED, AND ORDERED that the Board of Trustees, Chancellor, or Designee, of the District is authorized and directed to give notice of layoff to all affected employees and to the appropriate exclusive bargaining representative not later than 45 days prior to the effective date of layoff as set forth above.

ADOPTED this ____ day of _____, 2012.

President of the Board of Trustees

ATTEST:

Secretary, Board of Trustees



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-G)

Meeting 4/17/2012 - Regular

Agenda Item Chancellor's Reports (IV-G)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

Background Narrative:

Monthly, the Board Committees meet to review upcoming action items or receive information items and presentations. Furthermore, annually the Board sees and takes action on items at the same time each year. For the purposes of planning the monthly committee and Board meetings, the Future Committee Agenda Planner and the Annual Master Planning Calendar are provided for the Board's information.

Prepared By: Greg Gray, Chancellor

Attachments:

[April 2012 Future Committee and Master Planning Agendas](#)

RECOMMENDED 2011-12 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item
August	<ul style="list-style-type: none"> • Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals • Proposed Curricular Changes • Presentation of Annual Report by Measure C Citizens' Bond Oversight Committee
September	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended June 30 • Budget – Public Hearing
October	<ul style="list-style-type: none"> • Annual Master Grant Submission Schedule • College Closure – Holiday Schedule
November	<ul style="list-style-type: none"> • Annual CCFS-311 Financial and Budget Report • Annual Proposition 39 Financial and Performance Audits
December	<ul style="list-style-type: none"> • Organizational Meeting: Elect the President, Vice President and Secretary of the Board of Trustees; Board association and committee appointments. • Annual Board of Trustees Meeting Calendar for January-December • RCCD Report Card on the Strategic Plan • Annual District Academic Calendar • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended September 30 • RCCD Report Card on the Strategic Plan • Annual Independent Audit Report for the Riverside Community College District • Annual Independent Audit Report for the Riverside Community College District Foundation • Fall Scholarship Award to Student Trustee
January	<ul style="list-style-type: none"> • Accountability Reporting for Community Colleges • Grants Office Annual Winter Report • Governor's Budget Proposal • Federal Legislative Update • Nonresident Tuition and Capital Outlay Surcharge Fees • Proposed Curricular Changes
February	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended December 31
March	<ul style="list-style-type: none"> • Recommendation Not to Employ (March 15th Letters)
April	<ul style="list-style-type: none"> • Academic Rank – Full Professors • Authorization to Encumber Funds • Proposed Curricular Changes • Accountability Reporting for Community Colleges
May	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended March 31 • Summer Workweek • Resolution to Recognize Classified School Employee Week • Board of Trustees Annual Self-Evaluation • Chancellor's Evaluation
June	<ul style="list-style-type: none"> • Administration of Oath of Office to Student Trustee • Spring Scholarship Award to Student Trustee • Department Chairs and Stipends, Academic Year • Coordinator Assignments • Extra-Curricular Assignments • Notices of Employment–Tenured Faculty; Contract Faculty; and Categorically Funded • Academic Administrator Employment Contracts • Emeritus Awards, Faculty • Tentative Budget and Notice and Public Hearing on the Budget • Moreno Valley College Catalog • Norco College Catalog • Riverside City College Catalog • Board Self Evaluation – Reporting Out

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

MAY 2012

Page 1

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Facilities	E. Resources
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff	Associate Vice Chancellor, Facilities Planning, Design & Construction	Vice Chancellor, Admin. & Finance; Vice Chancellor, Diversity and Human Resources
<ul style="list-style-type: none"> ✓ Revised and New Board Policies – First Reading (Adams/Buysse) 	<ul style="list-style-type: none"> ✓ Grants Office Report Maghroori/Keeler/Molko (Info Only) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> ✓ Board report & backup materials attached for review by the Cabinet. ■ Board report and/or backup not yet complete – review pending. ★ Approved by the Cabinet for placement on the Board agenda. <p style="text-align: center; color: red; font-weight: bold; margin-top: 5px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 04/24/12 & 05/08/12.</p> </div>	<ul style="list-style-type: none"> ✓ Project Update for Henry W. Coil, Sr., and Alice Edna Coil School for the Arts (Azari/Williams) 	<ul style="list-style-type: none"> ✓ Retention Reductions for Wheelock Gymnasium, Seismic Retrofit (Azari/Williams) ✓ Retention Reductions for Nursing/Science Building (Azari/Williams) ✓ Amendment for Visual and Performing Arts Center with HMC Architects (DiThomas/Williams) ✓ Facilities Master Plan Update for Norco College with HMC Architects (DiThomas/Williams) 	<ul style="list-style-type: none"> ★ Design Amendment for Secondary Effects with Hill Partnership, Inc. (DiThomas/Williams) ✓ Construction Management Amendment for Moreno Valley Dental Education Center with Rudolph and Sletten, Inc. (Harris/Williams) ✓ Project Budget for Audio Visual Upgrade & Lighting in Humanities and Student Services 101 (Harris/Williams) ✓ Project Budget for Mechanical Upgrade Projects (Harris/Williams) ✓ Proposal from First Class Vending to Provide Food and Beverage Vending Services (Azari/Harris/DiThomas) ✓ Selection of an Independent Audit Firm to Perform Measure C Proposition 39 Audit Services (Buysse) ✓ Selection of an Independent Audit Firm to Perform District and Foundation Annual Audit Services (Buysse)



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Agenda Item (V-A)

Meeting 4/17/2012 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

Student Trustee Nick Bygon will be presenting the report about recent and future student activities at Moreno Valley College and Riverside Community College District.

Prepared By: Nick Bygon,

Attachments:

[Student Report_041712](#)



ASMVC Student Report

Presented by

Kushang Patel

April 2012

Thursday, March 15 - Wednesday, March 21, four members from ASMVC attended the American Student Association for Community Colleges, (ASACC) Annual Advocacy and Policy Conference held at the Liasion Capitol Hill Hotel & Spa in Washington D.C. Out of the sixty-five Community Colleges in attendance, twenty one were from California. The conference consisted of several informational and advocacy workshops. Guest speakers at the conference included the Honorable Nina Turner, State Senator from Ohio; the Honorable Brenda Dann-Messier, Assistant Secretary, Office of Vocational and Adult Education, US Department of Education and Ralph Nader, America's Leading Consumer Advocate. Additionally, we met and took a photo with the grandson of the "Pell Grant", Mr. Clay Pell. That was a pleasure. After several days of workshops, we had prearranged legislative visits with Senator Boxer and Senator Feinstein. During the visits we were able to communicate issues such as reduction of community college budgets, Pell Grant reduction, class cuts, school loan deferments and reduction in graduation rates. After the legislative visits we had the opportunity of a lifetime to sightseeing Historical Monuments in Washington D.C. on the Mall. More information and a PowerPoint presentation will take place at the Board Meeting, Tuesday, April 17, 2012.

On **Tuesday, March 27**, Student Activities hosted the Annual Spring Health Faire and Blood Drive. Thirty vendors representing various Healthcare organizations and businesses were in attendance distributing health related information and advertising services their company/program provided. The Riverside City College Nursing Student Organization and the Moreno Valley College Dental Hygiene Program participated at the Health Faire. Life Stream of San Bernardino County provided the staff of Nurses and 2-Blood Mobiles for the day's event. Our goal for the day was 105 to be collected. However, we exceeded that number for a total of 110 good!!

On **Thursday, March 29**, ASMVC in conjunction with the Puente Club collaborated and celebrated Cesar Chavez Day. Several student speakers from the Puente Club offered an insight on the life of Cesar Chavez. The guest speaker for the day, ??? spoke on the subject of the reform movements. Moreno Valley College Students performed a traditional Ballet Folklorico dance. Fun was had by all.

On **Tuesday April 3 and Wednesday, April 4**, Moreno Valley College along with our sister colleges, Riverside City and Norco College held Student Trustee Elections for the next academic year, 2012-2013.

On **Friday, April 6**, ASMVC will be hosting the annual community-wide Spring Easter Egg Hunt for surrounding community members of Moreno Valley College. The event will be from 4pm-6pm on the soccer field and in the Parkside Complex area. Entertaining activities such as face painting, games, balloon animals, a clown and a petting zoo will be available for younger participants. The Easter Bunny will be present for photo opportunities with the kids. To culminate the event the "Egg Hunt" for kids under the age of ten by age group will commence. Special Easter gift baskets will be provided to kids who find the golden egg during the egg hunt.

Student Body Election Packets are available for next year's candidates for Student Body President/Vice President and Senators. On **Tuesday, April 17th** during the college hour, the student body candidate's forum will be held on the Lions Den Patio.

The week of **April 16-17** is "Earth Week". ASMVC is planning college "beautification projects" that week.

The week of **April 23-26**, is "Diversity Awareness Week". On Tuesday, April 24th, ASMVC will host a "Multi-Cultural Festival" during the college hour. Various countries, cultures, and historical information will be on display on the Lion's Den Patio.



Board of Trustees I Report for April 17, 2012

- I. The Student Trustee Elections have finished and the new Student Trustee is Noemi Jubaer from Norco College.
 - a. Steps to aid in her transition into office are underway.
 - b. A Student Trustee handbook is under construction, which will aid future Student Trustees in their work.
- II. Work on the DSPS video is ongoing.



Agenda Item (VI-A-1)

Meeting 4/17/2012 - Regular

Agenda Item Consent Agenda Action (VI-A-1)

Subject Academic Personnel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve/ratify the academic personnel actions

Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes academic personnel appointments and takes actions. The attached list of academic personnel actions are for the Board's approval/ratification.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20120417_Academic Personnel](#)

[20120417_Academic Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: April 17, 2012

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 that the Board of Trustees approve the following appointments:

a. Management Contracts
(None)

b. Contract Faculty

<u>Name</u>	<u>Discipline</u>	<u>Date</u>	<u>Placement</u>
MORENO VALLEY COLLEGE ASSISTANT PROFESSOR			
Byous, Rosslynn	Physician Assistant	05/01/12	H-6

c. Long-Term, Temporary Faculty
(None)

2. Request for Tenure

The Agreement between Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA provides for tenure by the fall semester of the fourth year.

It is recommended the Board of Trustees grant tenure to the faculty as specified on the attached list.

3. Academic Rank

Board Policy 4000 establishes guidelines for academic rank; and the Professional Growth and Sabbatical Leave Committee reviewed the attached listing of academic rank changes for the 2012-2013 academic year.

It is recommended the Board of Trustees approve the 2012-2013 academic rank changes as specified on the attached list.

Subject: Academic Personnel

Date: April 17, 2012

4. Salary Reclassification

Board Policy 7160 establishes the procedures for professional growth and salary reclassification.

It is recommended the Board of Trustees grant a salary reclassification to the following faculty member effective May 1, 2012:

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Curtis, Antonio	E	F

5. Separation(s)

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

It is recommended the Board of Trustees approve the resignation of the individual(s) listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Fehn, Mary	Visiting Assistant Professor, Nursing	06/08/12	Resignation
Meier, Barry	Dean, Physical Education & Athletics	06/30/12	Retirement

REQUEST FOR TENURE

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Baciuna, Nicolae	Mathematics
Estrada, Michael	Physician Assistant
Howard, Jeanne	Counseling
Marshall, Shara	Biology
Snitker, Nicole	Dental Hygiene
Yao, Chui Zhi	Mathematics

NORCO COLLEGE

<u>Name</u>	<u>Discipline</u>
Campo, Peggy	Anatomy & Physiology

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Brown, Marsha	Cosmetology
Curtis, Antonio	Mathematics
Dawson, Shelly	Mathematics
Galusky, Preston	Biology
Greathouse, Laura	Anthropology
Grenfell, John	Mathematics
Hayes-Trainer, Monica	Kinesiology
Kroetz, Sabrina	Nursing
Kruizenga-Muro, Denise	English
Magno, Karyn	Counseling
Mulari, Jeffrey	Mathematics
Richardson, Paul	Chemistry
Romero, Estrella	Communication Studies
Ruth, Clifford	Communication Studies
Scott-Coe, Jo	English
Williamson, Jarrod	Chemistry

CHANGE IN ACADEMIC RANK
ACADEMIC YEAR 2012-13

RANK CHANGE TO ASSISTANT PROFESSOR CAREER & TECHNICAL EDUCATION

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Snitker, Nicole	Dental Hygiene

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Brown, Marsha	Cosmetology

RANK CHANGE TO ASSOCIATE PROFESSOR

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Baciuna, Nicolae	Mathematics
Estrada, Michael	Physician Assistant
Howard, Jeanne	Counseling
Marshall, Shara	Biology
Yao, Chui Zhi	Mathematics

NORCO COLLEGE

<u>Name</u>	<u>Discipline</u>
Campo, Peggy	Anatomy & Physiology

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Curtis, Antonio	Mathematics
Dawson, Shelly	Mathematics
Galusky, Preston	Biology
Greathouse, Laura	Anthropology
Grenfell, John	Mathematics
Hayes-Trainer, Monica	Kinesiology
Kroetz, Sabrina	Nursing
Kruizenga-Muro, Denise	English
Magno, Karyn	Counseling
Mulari, Jeffrey	Mathematics
Richardson, Paul	Chemistry
Romero, Estrella	Communication Studies
Ruth, Clifford	Communication Studies
Scott-Coe, Jo	English
Williamson, Jarrod	Chemistry

CHANGE IN ACADEMIC RANK
ACADEMIC YEAR 2012-13

RANK CHANGE TO PROFESSOR
MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Biancardi, Fabian	Political Science
Honore, Cheryl	Accounting
Pisa, Sheila	Mathematics

NORCO COLLEGE

<u>Name</u>	<u>Discipline</u>
Brockenbrough, Celia	Library Services
Cluff, Michael	English
Pavlis, Bonnie	Humanities
Perry, Judy	Computer Information Systems
Stevens, Walter	Theater Arts
Tschetter, Sheryl	English

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Anderson, Kristine	English
Curtis, Peter	Music
Dean, Leslie	Geography
Fawson, Evangeline	Nursing
Finner, Richard	Applied Digital Media
Haghighat, Dariush	Political Science
Hopkins, John	Art
Lehr, Mark	Computer Information Systems
Ruiz, Ronald	Psychology
Solorzano, Diane	English
Stone, Rachel	American Sign Language
Yount, Gwendolyn	Spanish

RANK CHANGE TO DISTINGUISHED PROFESSOR
RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Pardee, Ron	Management



Agenda Item (VI-A-2)

Meeting 4/17/2012 - Regular

Agenda Item Consent Agenda Action (VI-A-2)

Subject Classified Personnel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve/ratify the classified personnel actions

Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes classified personnel appointments and takes actions. The attached list of classified personnel actions are for the Board's approval/ratification.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20120417_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: April 17, 2012

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 the Board of Trustees approve the following appointments:

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
RIVERSIDE CITY COLLEGE				
Hwang, Chi-Chih	Network Specialist (Data Information Services)	04//01/12	24-6	Transfer

- d. Classified/Confidential – Categorically Funded
(None)

2. Request for Temporary Increase in Workload

It is recommended the Board of Trustees approve the temporary increase in workload for the following position. This request has the approval of the college President.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Dates</u>
Jones, Andre	EOPS Specialist (Moreno Valley College)	48.8% to 100%	04/23/12-06/30/12

Subject: Classified Personnel

Date: April 17, 2012

3. Requests for Health Leave Without Pay

In accordance with the CSEA bargaining unit agreement the employees listed below have requested an unpaid leave of absence for health reasons for illness or injury which extends beyond the expiration of all other paid leaves.

It is recommended the Board of Trustees approve a health leave without pay for the employees listed below:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Al-Ali, Howaida	Lab Tech II	03/24/12 – 05/21/12
Carbajal, Marc	Maintenance Mechanic (Plumber)	05/01/12 – 06/19/12
Cornejo, Efren	Groundsperson	03/24/12 – 05/16/12

4. Elimination of Positions Due to Lack of Categorical 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 eliminations are the result of the previous elimination of the Upward Bound/TRIO Norco Norte Vista grant at the Norco College.

It is recommended the Board of Trustees approve the reduction in staffing through the elimination of these positions, effective at the end of the work day on May 31, 2012. The employees do not have any bumping rights.

ELIMINATION OF POSITION DUE TO LACK OF CATEGORICAL FUNDS

<u>Position Title</u>	<u>District/College</u>
Assistant to Director, Upward Bound (47.5%)	Norco
Director, Upward Bound (100%)	Norco

Placement on 39-Month Reemployment List – Effective May 1, 2012

Thompson, Rowana	Assistant to Director, Upward Bound - 47.5%
Amezola, Eva	Director, Upward Bound – 100%

Subject: Classified Personnel

Date: April 17, 2012

5. Separation(s)

Board policy 7350 authorizes the Chancellor to officially accept the resignation of an employee and the Chancellor has accepted the following resignation(s).

It is recommended the Board of Trustees approve/ratify the resignation of the individual(s) listed below:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Silversmith, Vanessa	Foundation Specialist	April 2, 2012	Personal



Agenda Item (VI-A-3)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-A-3)
Subject	Other Personnel
College/District	District
Funding	n/a
Recommended Action	It is recommend that the Board of Trustees approve/ratify the other personnel actions

Background Narrative:

Riverside Community College District Board of Trustees, pursuant to Board policies and education code requirements, routinely makes other personnel appointments such as hiring of non-classified substitute, short-term, professional expert, and student employees. The attached list of other personnel actions are for the Board's approval/ratification.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20120417_Other Personnel](#)
[20120417_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: April 17, 2012

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.

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Pearne, Chris	Accounts Payable Specialist	Accounting Services	04/18/12-06/30/12	\$20.39
MORENO VALLEY COLLEGE				
Brown, Trevor	Grounds	Facilities	04/16/12-06/30/12	\$16.89
	Student Employment			
Ramirez, Darlene	Personnel Specialist	Student Services	04/02/12-05/15/12	\$22.28
Rosas, Leticia	EOPS Specialist	EOPS	04/18/12-06/30/12	\$22.28
NORCO COLLEGE				
Grajeda, Daniel	Administrative Assistant I	EOPS	03/21/12-05/21/12	\$16.89
Pena, Johnny	Grounds	Facilities	03/01/12-06/30/12	\$16.89
Rodriguez, Margarita	Custodial	Facilities	02/01/12-06/30/12	\$15.45
Thurstion, Omyia	Educational Advisor	TitleIII/Title V Grant	04/18/12-06/15/12	\$24.55
RIVERSIDE CITY COLLEGE				
(None)				

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Blackwood, Micah	Interpreter Apprentice	DSPS	04/18/12-06/30/12	\$11.00
Landres, Karissa	Research Intern	Research	04/18/12-06/30/12	\$14.22
Larsen, Kenzie	Special Project Employee	RCCD Sr Citizen Ed	04/18/12-09/30/12	*\$0.00
Larock, Rita	Interpreter I	DSPS	04/18/12-06/30/12	\$18.00
Solem, Loann	Research Intern	Research	04/18/12-06/30/12	\$14.22
Villanueva, Adelaida	Research Intern	Research	04/18/12-06/30/12	\$14.22
Ward, Stephanie	Interpreter Apprentice	DSPS	04/18/12-06/30/12	\$11.00
MORENO VALLEY COLLEGE				
		Grants & CSP		
Stuart, Connie	Office Assistant II	(STEM\Title III)	04/18/12-06/30/12	\$10.50
NORCO COLLEGE				
(None)				
RIVERSIDE CITY COLLEGE				
		CTA/Faculty		
Metcalfe, Emily	Special Project Employee	Association	04/18/12-06/30/12	*\$0.00

*The amount paid for a Special Project Employee is listed in the Administrative Actions Library under Classified Short-Term and Non-Academic Special Assignments

FULL-TIME STUDENTS EMPLOYED PART-TIME AND
PART-TIME STUDENTS EMPLOYED PART-TIME ON WORK STUDY

Backup Other Personnel
April 17, 2012
Page 1 of 2

DISTRICT FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY COLLEGE				
Diaz, Jean	Student Aide II	Math Lab	03/22/12	\$ 9.25
McEnnis, Ebony	Student Aide II	HHPS/CalWORKs	03/26/12	\$ 10.00
Ruiz, Diana	Student Aide II	ECE	03/22/12	\$ 9.00
Sanchez-Araque, Marissa	Student Aide I	Counseling/CalWORKs	03/19/12	\$ 8.00
Sanchez-Cedeno, Danny	Student Aide I	Food Services	04/05/12	\$ 8.00
Saunders, Sandra	Student Aide I	Food Services	04/04/12	\$ 8.00

NORCO COLLEGE

Ackerman, Heather	Student Aide III	Title V	03/15/12	\$ 10.00
Caudillo, Luis	Student Aide III	BEIT	03/22/12	\$ 10.00
Newman, Chase	Student Aide I	Food Services	03/09/12	\$ 8.00
Papp, Caleb	Student Aide II	Tutorial Services	03/28/12	\$ 9.00
Qadri, Susan	Student Aide I	Food Services	03/09/12	\$ 8.00
Soroka, Martin	Student Aide II	Library	03/09/12	\$ 9.00

RIVERSIDE CITY COLLEGE

Choi, Yun Ha	Student Aide IV	Math Learning Center	03/20/12	\$ 12.00
Mah, Christina	Student Aide I	Food Services	02/24/12	\$ 8.00
Molina, Joseph	Student Aide I	Std Services/PE/Baseball	03/23/12	\$ 8.00

CATEGORICAL FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
COMMUNITY SERVICE PROGRAM				
Arzola, Graciela	Student Aide III	Riverside Transit Agency (Norco)	03/09/12	\$ 10.00
Foster, Camielle	Student Aide III	PWE Center (Moreno Valley)	03/01/12	\$ 11.00
Robinson, Veronica	Student Aide III	Riverside Transit Agency (Norco)	03/07/12	\$ 10.00

LITERACY PROGRAM

MORENO VALLEY COLLEGE

Fletes, Carlos	Student Aide I	Food Services	02/28/12	\$ 8.00
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NORCO COLLEGE

Burton, Mary	Student Aide I	Disability Resouce Center	03/22/12	\$ 8.00
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FULL-TIME STUDENTS EMPLOYED PART-TIME AND
PART-TIME STUDENTS EMPLOYED PART-TIME ON WORK STUDY

Backup Other Personnel
April 17, 2012
Page 2 of 2

NORCO COLLEGE (CONTINUED)

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
Irving, Bryen	Student Aide II	Tutorial Services	03/28/12	\$ 9.00
Lujan, Loreen	Student Aide I	Disability Resouce Center	03/26/12	\$ 8.00
Martinez, Mario	Student Aide I	Veterans Services	03/14/12	\$ 8.00
Muresa, Lavina	Student Aide II	Tutorial Services	03/22/12	\$ 9.00
Ortiz, Michael	Student Aide I	Veterans Services	03/12/12	\$ 8.00
Pacheco, Kevin	Student Aide III	Tutorial Services	03/22/12	\$ 9.00
Van Wonterghem, Luke	Student Aide IV	Tutorial Services	03/28/12	\$ 11.00

RIVERSIDE CITY COLLEGE

Clark, Ariel		DSPS	03/14/12	\$ 8.00
Ferguson, Aramis	Student Aide I	PE / Football	03/14/12	\$ 8.00
Phan, Jim	Student Aide I	Faculty Development	03/26/12	\$ 8.00
Trudeau, Samantha	Student Aide I	Performance Riverside	03/29/12	\$ 8.00



Agenda Item (VI-B-1)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-1)
Subject	Purchase Order and Warrant Report - All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,749,298 and District Warrant Claims totaling \$9,389,666.

Background Narrative:

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 \$3,749,298 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 189428-191216) totaling \$9,389,666 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 process.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Majd Askar, Purchasing Manager

Attachments:

[Purchase Order and Warrant Report \(March 2012\) - April 17, 2012](#)

Report of Purchases - All District Resources
 Purchases Over \$81,000
 3/1/12 thru 3/31/12

PO#	Department	Vendor	Description	Amount
C0003752	Career And Technical Ed - Norco	Jefferson Community and Technical College	Grant / Contract Sub Agreements	\$ 160,000
C0003760	Academy / Criminal Services	Department of California Highway Patrol	Rents and Leases	125,000
P0032308	Information Services	CDW-G	Comp Equip, Norco Bldg A National IPA Award	88,691
P0032310	Information Services	CDW-G	Comp Equip, Norco Bldg B National IPA Award	113,697
N/A	Information Services	Gilson, Steve	Employment Services	117,272
Additions to Approved/Ratify Purchase Orders of \$81,000 and Over				
C0002941	Facilities Planning & Development	BEC, Inc	Nursing/Sciences Building	103,438
C0003105	Facilities Planning & Development	ISEC, Inc	Wheelock Gym Seismic Retrofit	123,914
C0003109	Facilities Planning & Development	Inland Building Construction Companies, Inc.	Wheelock Gym Seismic Retrofit	551,312
C0003375	President - Norco Campus	California State University San Bernardino	Grant / Contract Sub Agreements	180,037
			Total	\$ 1,563,361
All Purchase Orders, Contracts, and Additions for the Period 03/01/12 - 03/31/12				
<hr/>				
			Contracts- C3752 - C3767	\$ 712,912
			Contract Additions- C1631 - C3661	
			Purchase Orders- P23158 - P32644	1,103,521
			Purchase Order Additions- P29620 - P32157	
			Blanket Purchase Orders- B9749 - B9788	369,504
			Blanket Purchase Order Additions- B8388 - B9719	
			Total	\$ 2,185,937
			 Grand Total	 \$ 3,749,298



Agenda Item (VI-B-2-a)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

The 2011-12 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. The attached budget transfers have been requested and unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Aaron Brown, Associate Vice Chancellor, Finance

Attachments:

[Budget Adjustments - April 17, 2012](#)

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for supplies. (Fund 12, Resource 1190)		
From: Riverside Co. Pre-Emancipation	Lecturers	\$ 500
To: Riverside Co. Pre-Emancipation	Supplies	\$ 500
R2. Transfer to reallocate the Riverside County Post-Emancipation grant budget. (Fund 12, Resource 1190)		
From: Riverside Co. Post-Emancipation	Rents and Leases	\$ 700
	Other Services	1,500
	Transportation/Bus Passes	299
To: Riverside Co. Post-Emancipation	Instructional Supplies	\$ 599
	Tests	400
	Supplies	1,500
R3. Transfer to reallocate the Completion Counts – CLIP grant budget. (Fund 12, Resource 1190)		
From: Completion Counts – CLIP	Consultants	\$ 19,352
To: Completion Counts – CLIP	Academic PT Teaching	\$ 17,404
	Employee Benefits	1,948
R4. Transfer to provide for repair services.		
From: Automotive Technology	Instructional Supplies	\$ 1,750
To: Automotive Technology	Repairs	\$ 1,750
R5. Transfer to provide for student travel.		
From: Puente Program	Supplies	\$ 3,200
To: Puente Program	Travel Expenses	\$ 3,200

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R6. Transfer to purchase a sod roller.		
From: Athletics	Grounds/Garden Supplies	\$ 356
To: Athletics	Equipment	\$ 356
R7. Transfer to provide for student help.		
From: International Students	Reference Books	\$ 149
	Copying and Printing	300
	Scouting	2,000
	Professional Services	736
	Advertising	1,500
To: International Students	Student Help – Non-Instr.	\$ 4,685
R8. Transfer to provide for mileage. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2010/2011	Supplies	\$ 108
To: Basis Skills/ESL 2010/2011	Mileage	\$ 108
R9. Transfer to provide for travel, repairs, and guest artist performer.		
From: Performing Arts – Show Choir	Instructional Supplies	\$ 1,030
	Copying and Printing	867
Performing Arts – Piano Theory	Instructional Supplies	308
Performing Arts – Guitar Ensemble	Instructional Supplies	167
	Other Services	333
To: Performing Arts – Show Choir	Travel Expenses	\$ 1,897
Performing Arts – Piano Theory	Repairs	308
Performing Arts – Guitar Ensemble	Professional Services	500

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R10. Transfer to purchase a computer and projector.		
From: Academic Affairs	Administrative Contingency	\$ 4,653
To: Academic Affairs	Equipment	\$ 2,464
Learning Resource Center	Equipment	2,189
R11. Transfer to purchase a projector and supplies.		
From: Career & Technical Education	Administrative Contingency	\$ 780
To: Welding Technology	Equipment	\$ 193
Applied Photography	Instructional Supplies	587
R12. Transfer to purchase a computer and gym floor cover.		
From: President's Office	Administrative Contingency	\$ 33,036
To: President's Office	Equipment	\$ 1,021
Facilities – Building Maint	Equipment	32,015
R13. Transfer to purchase supplies and a computer.		
From: Learning Resource Center	Repairs	\$ 3,700
To: Learning Resource Center	Supplies	\$ 2,400
	Equipment	1,300
R14. Transfer to purchase supplies.		
From: English & Media Studies	Instructional Supplies	\$ 2,890
To: Communication Studies	Instructional Supplies	\$ 2,890

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R15. Transfer to provide for student help.		
From: Behavioral Sciences	Professional Services	\$ 508
To: Behavioral Sciences	Student Help – Non-Instr. Employee Benefits	\$ 500 8
R16. Transfer to purchase supplies.		
From: Economics, Geography, & Poli Sci	Student Help – Non-Instr. Employee Benefits	\$ 197 3
To: Model United Nations	Supplies	\$ 200
R17. Transfer to purchase supplies.		
From: Student Financial Services	Student Help – Non-Instr. Classified Overtime Employee Benefits	\$ 559 203 31
To: Student Financial Services	Supplies	\$ 793
R18. Transfer to provide for student help.		
From: Library – Weekend College	Academic PT Non-Instr. Employee Benefits	\$ 2,700 347
To: Counseling	Student Help – Non-Instr. Employee Benefits	\$ 3,000 47
R19. Transfer to provide for student help. (Fund12, Resource 1190)		
From: Student Financial Services	Other Services	\$ 2,400
To: Student Financial Services	Student Help – Non-Instr. Employee Benefits	\$ 2,363 37

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R20. Transfer to reallocate the BFAP grant budget. (Fund 12, Resource 1190)		
From: BFAP	Employee Benefits	\$ 32,401
To: BFAP	Academic PT Non-Instr.	\$ 16,000
	Employee Benefits	2,061
	Meeting Expenses	3,200
	Other Services	2,700
	Equipment	8,440
R21. Transfer to purchase a computer.		
From: Model United Nations	Student Help – Non-Instr.	\$ 289
To: Model United Nations	Equipment	\$ 289
<u>Norco</u>		
N1. Transfer to provide for fuel.		
From: Safety & Police	Other Services	\$ 1,155
	Repairs	1,155
To: Safety & Police	Transportation Supplies	\$ 2,310
N2. Transfer to reallocate the CalWorks grant budget. (Fund 12, Resource 1190)		
From: CalWorks	Academic FT Administrator	\$ 1,639
	Classified PT	1,205
	Employee Benefits	606
To: CalWorks	Other Services	\$ 3,450

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N3. Transfer to provide for a replacement window.		
From: Vice President, Business Services	Administrative Contingency	\$ 2,500
To: Facilities	Fixtures and Fixed Equipment	\$ 2,500
N4. Transfer to provide for instructional supplies.		
From: Physical and Life Sciences	Instructional Aides Hourly	\$ 850
	Employee Benefits	27
Dean of Instruction	Academic Special Project	8,920
	Instructional Aides	10,365
	Employee Benefits	1,161
	Conferences	1,140
To: Physical and Life Sciences	Instructional Supplies	\$ 22,463
N5. Transfer to provide for supplies and license fees.		
From: Instructional Media Center	Student Help – Non-Instr. Equipment	\$ 1,000 263
To: Instructional Media Center	Supplies Comp Software Maint/Lic	\$ 1,000 263
N6. Transfer to provide for instructional supplies and printing.		
From: Arts, Humanities and World Lang.	Professional Services Other Services	\$ 27 3,883
To: Arts, Humanities and World Lang.	Instructional Supplies Copying and Printing	\$ 3,883 27

Budget Adjustments
April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N7. Transfer to provide for repairs.		
From: Library	Academic Non-Instr. Sub	\$ 2,963
To: Library	Repairs	\$ 2,963
N8. Transfer to provide for supplies.		
From: Student Services	Student Help Non-Instr.	\$ 800
	Employee Benefits	13
To: Student Services	Supplies	\$ 813
N9. Transfer to provide for copying and printing.		
From: Outreach	Cellular Telephone	\$ 600
To: Outreach	Copying and Printing	\$ 600
N10. Transfer to reallocate the Title V Coop grant budget. (Fund 12, Resource 1190)		
From: President – Title V	Equipment	\$ 72,600
To: President – Title V	Grant Sub Agreements	\$ 72,600
N11. Transfer to provide for supplies. (Fund 12, Resource 1050)		
From: Safety & Police	License Fees	\$ 150
To: Safety & Police	Supplies	\$ 150

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Moreno Valley</u>		
M1. Transfer to provide for fuel. (Fund 12, Resource 1050)		
From: Moreno Valley Safety & Police	Other Services	\$ 500
To: Norco Safety & Police	Transportation Supplies	\$ 500
M2. Transfer to provide for classified staff.		
From: Health, Human & Public Services	Instructional Supplies	\$ 5,560
	Mileage	100
	Memberships	300
To: Health, Human & Public Services	Classified FT	\$ 3,535
	Employee Benefits	2,425
M3. Transfer to reallocate the WIA Allied Health Program Expansion grant. (Fund 12, Resource 1190)		
From: WIA Allied Health Prg Expansion	Employee Benefits	\$ 3,333
To: WIA Allied Health Prg Expansion	Instructional Supplies	\$ 901
	Comp Software Maint/Lic	8
	Equipment	2,424
M4. Transfer to provide for meeting expenses.		
From: Dean of Instruction	Supplies	\$ 430
To: Dean of Instruction	Meeting Expenses	\$ 430
M5. Transfer to purchase instructional supplies.		
From: Humanities and Social Sciences	Laundry and Cleaning	\$ 300
To: Humanities and Social Sciences	Instructional Supplies	\$ 300

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M6. Transfer to purchase computers and biology equipment.		
From: Math, Science and Kinesiology	Instructional Supplies	\$ 1,800
	Supplies	200
Business & Computer Info Systems	Instructional Supplies	1,000
Dean of Instruction	Supplies	28
To: Math, Science and Kinesiology	Equipment	\$ 2,014
Dean of Instruction	Equipment	1,014
M7. Transfer to provide for memberships and rent.		
From: Public Safety Education & Training	Instructional Supplies	\$ 650
To: Public Safety Education & Training	Memberships	\$ 110
	Rents and Leases	540
M8. Transfer to provide for installation of an electrical receptacle.		
From: Student Services	Other Services	\$ 200
To: Student Services	Fixtures & Fixed Equipment	\$ 200
M9. Transfer to reallocate the Puente program budget.		
From: Counseling – Puente	Short-Term Temporary	\$ 7,600
To: Counseling – Puente	Supplies	\$ 1,600
	Transportation Supplies	1,500
	Travel Expenses	3,000
	Conferences	1,500

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>District Office and District Support Services</u>		
D1. Transfer to purchase phones.		
From: Chancellor's Office	Administrative Contingency	\$ 150
To: Chancellor's Office	Equipment	\$ 150
D2. Transfer to provide for copying and printing.		
From: RCCD Foundation	Consultants	\$ 2,000
To: RCCD Foundation	Copying and Printing	\$ 2,000
D3. Transfer to purchase computers.		
From: Administrative Support Center	Copying and Printing	\$ 5,100
To: Administrative Support Center	Equipment	\$ 5,100
D4. Transfer to provide for a printer and the installation of blinds.		
From: Grants	Consultants	\$ 940
	Conferences	660
To: Grants	Equipment	\$ 940
	Fixtures & Fixed Equipment	660
D5. Transfer to purchase a cell phone.		
From: Finance	Supplies	\$ 295
To: Finance	Equipment	\$ 295

Budget Adjustments
 April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D6. Transfer to provide for license fees.		
From: Open Campus	Supplies	\$ 1,695
To: Open Campus	License Fees	\$ 1,695
D7. Transfer to reallocate the CTE Community Collaborative grant budget. (Fund 12, Resource 1190)		
From: Career and Tech Ed	Professional Services	\$ 712
	Other Services	8,381
To: Career and Tech Ed	Classified FT Administrator	\$ 1,145
	Classified FT	7,357
	Student Help – Non-Instr.	572
	Classified Overtime	19
D8. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Career and Tech Ed	Equipment	\$ 50,000
To: Career and Tech Ed	Supplies	\$ 50,000
D9. Transfer to reallocate the CTE Transitions budget. (Fund 12, Resource 1190)		
From: Career and Tech Ed	Professional Services	\$ 1,524
	Other Services	774
To: Career and Tech Ed	Student Help – Non-Instr.	\$ 1,500
	Classified Perm PT	272
	Classified Overtime	401
	Employee Benefits	125

Budget Adjustments
April 17, 2012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D10. Transfer to purchase computer equipment. (Fund 12, Resource 1190)		
From: Workforce Preparation	Instructional Supplies	\$ 727
To: Workforce preparation	Equipment	\$ 727
D11. Transfer to reallocate the DSPS grant budget. (Fund12, Resource 1190)		
From: DSPS	Academic FT Administrator	\$ 31,735
	Academic FT Non-Instr.	2,524
	Employee Benefits	38,902
To: DSPS	Instructional Aides, Hourly	30,489
	Supplies	3,000
	Other Services	39,672



Agenda Item (VI-B-3-a)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 37-11/12 - 2011-2012 Perkins IV, Title I-C
College/District	District
Funding	Fund 12, Resource 1190
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$18,433 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Background Narrative:

The Riverside Community College District has received additional funding for the 2011-2012 Perkins IV, Title I-C in the amount of \$18,433 from the California Community College Chancellor's Office. The funds will be used for operational expenses of the program.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Julie Pehkonen, Director, Career and Technical Education

Attachments:

[Resolution No. 37-11/12 - Perkins IV, Title I-C - April 17, 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 37-11/12

2011-2012 Perkins IV, Title I-C

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$18,433 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 April 17, 2012.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 37-11/12
 2011-2012 Perkins IV, Title I-C

Year	County	District	Date	Fund
12	33	07	4/17/2012	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0370	8170	18,433 00	REVENUE
								EXPENDITURES
12	AJV	1190	0	6010	4370	5890	18,433 00	Other Services
							18,433 00	TOTAL INCOME
							18,433 00	TOTAL EXPENDITURES



Agenda Item (VI-B-5-a)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Bid Award for the Moreno Valley College Emergency Phone Replacement Project (Bid No. 2011/12-60)
College/District	District
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees award the bid for the Moreno Valley College Emergency Phone Replacement Project (Bid No. 2011/12-60), in the total amount of \$319,800 to RDM Electric Company, Inc., and authorize the Vice Chancellor, Administration and Finance to sign the associated agreement.

Background Narrative:

On March 28, 2012, the District received four (4) bids in response to an Invitation to Bid solicitation for the Moreno Valley College Emergency Phone Replacement Project at Moreno Valley College.

Staff recommends awarding the bid to the lowest responsive and responsible bidder, RDM Electric Company, Inc., for the total bid amount of \$319,800. References for RDM Electric Company, Inc. were checked by District staff and found to be satisfactory. See the attached Bid Award.

Prepared By: Orin Williams, Associate Vice Chancellor, Facilities Planning & Development
Bart Doering, Director, Construction
Majd Askar, Purchasing Manager

Attachments:

[Bid Award - Moreno Valley College Emergency Phone Replacement Project - April 17, 2012](#)

Bid Award

Moreno Valley College Emergency Phone Replacement Project

Bid No. 2011/12-60

April 17, 2012

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
RDM Electric Company, Inc.	Chino	\$319,800
Veterans Communication Services, Inc.	Ontario	\$340,124
Floyd Auten Electric, Inc.	Glendora	\$340,333
Mel Smith Electric, Inc.	Stanton	\$357,000



Agenda Item (VI-B-6-a)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contract Amendment for Hal Fischer Associates
College/District	District
Funding	Amendment authorizes a no-cost extension
Recommended Action	Recommend that the Board of Trustees approve the Contract Amendment for Hal Fischer Associates.

Background Narrative:

The Citrus Belt Savings and Loan Building is being refurbished to house the Center for Social Justice and Civil Liberties. Hal Fischer Associates has been consulting with us to plan and develop the new center. The contract amendment extends the performance period of specified deliverables through October 31, 2012.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Richard Keeler, Director, Grants and Contracts
Colleen Molko, Associate Director, Grants



Agenda Item (VI-B-6-b)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Memorandum of Understanding for the Center for Social Justice and Civil Liberties, with the City of Riverside accepting \$250,000 in support.
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees Approve the Memorandum of Understanding for the Center for Social Justice and Civil Liberties, with the City of Riverside accepting \$250,000 over a period of ten years.

Background Narrative:

Riverside Community College District is investing in Downtown Riverside, with the first facility in the "Renaissance Block" being the renovated Citrus Belt Savings and Loan building into the newly established Center for Civil Liberties and Social Justice (the Center), opening June 27th 2012. In support of RCCD's investment and commitment, and to further advance the City's interest as a City of Arts and Innovation, the City Council took action in September 2011 to support the Center with \$250,000 over a ten-year-period. From the council action, staff was directed to create a memorandum of understanding (MOU) for this support.

The attached MOU has been developed and reviewed by both the city and the district, and requests approval. Approval of the MOU will commence annual payments of \$25,000 for operational support of the Center. In exchange for support, the District shall provide an annual report of the Center's activities for review by the city's Human Relations Council.

Prepared By: Chris Carlson, Chief of Staff

Attachments:

[MOU with City of Riverside](#)

**MEMORANDUM OF UNDERSTANDING
BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT and
CITY OF RIVERSIDE**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this ____ day of _____, 2012 (“Effective Date”), by and between the CITY OF RIVERSIDE (“City”), a California charter city and municipal corporation, and the RIVERSIDE COMMUNITY COLLEGE DISTRICT (“District”), a fully accredited public educational facility, and is made with reference to the following facts:

RECITALS

A. The City is a charter city and municipal corporation, located in the County of Riverside, State of California, and supports projects within the City of Riverside including public educational facilities.

B. District is a community college district, which provides educational and recreational opportunities to residents of the City of Riverside.

C. District has sought, and upon the terms and conditions described herein, City is willing to provide partial funding to support the District’s Center for Social Justice and Civil Liberties for a 10 year period (“Center”). Funding of the Project will also be financed by the District. Upon Project completion, the District Facility will be used for the purpose of (1) showcasing the Miné Okubo collection, providing an unequalled perspective on race, culture, politics, and art in pre- and post-World War II America; and (2) contribute an on-going dialogue on civil liberties and social justice through dynamic, interactive exhibitions and related programs.

D. District agrees to work in coordination and collaboration with the City’s Human Relations Commission (“HRC”), and its officers and agents, for specific purposes, including but not limited to discussions, events and programs, with respect to the District’s Center for Social Justice and Civil Liberties.

E. District agrees to work and collaborate with the Civil Rights Institute of Riverside (“CRI”) and other interested entities. Said collaboration will be memorialized in a separate MOU with each and the District.

F. Should District form an advisory council to oversee the Center, City will have a seat on the council.

The parties, incorporating the above recitals, hereby agree as follows:

1. **Use of Funding.** City agrees to provide funding to District in an amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000.00) (the “Project Funds”) with annual payment made over a ten (10) year period in the amount of Twenty-Five

Thousand Dollars (\$25,000) per year. Said payments are to commence on October 1, 2011 and will be due and payable annually on the first day of October, providing the annual report has been reviewed and accepted, as indicated below. The first payment will be provided by City to District upon execution of this MOU by both parties. Such Project Funds shall be used fully and exclusively for operational/program funding of the Project. District will provide an annual report on the Center's Activities and the use of funding for the HRC's review. The annual report will be due to the HRC on or before July 1 of each year. HRC shall have 90 days to review and accept the report.

2. **Benefits to City.** The City will benefit from the Project as the District Facility will be operated and able to accommodate City residents, students, visitors, scholars, and other groups. City will also benefit from District's coordination and collaboration with HRCI, CRI, and other human relations groups, for specific purposes, including but not limited to discussions, events and programs, with respect to the District's Center for Social Justice and Civil Liberties.

3. **Term.** This MOU shall be effective on the date last signed by the parties ("Effective Date") first written above and shall remain in effect until October 31, 2021, unless otherwise terminated pursuant to the provisions herein.

4. **Non-Discrimination.** District assures and certifies that no person shall on the grounds of race, marital status, color, creed, national origin, ancestry, age, physical handicap, medical condition, sex, sexual orientation or disability, including the medical condition Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the District has received Operational Funding hereunder and will immediately take measures to effectuate this MOU.

Pursuant to the Americans with Disabilities Act and specifically 42 USC 12132, District acknowledges and agrees that in the performance of this MOU, no qualified individual shall, by reason of a disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the City or District or be subjected to discrimination by the City or District.

5. **Maintenance of Records.** District shall maintain and keep records of all expenditures and obligations related to the expenditure of the Project Funds granted herein, according to generally recognized accounting principles. Such accounting records must be kept current and shall be available to City for inspection or audit at reasonable times. Such accounts, documents and records shall be retained by District for five (5) years following the expiration of this MOU.

6. **Indemnification.** Except only for the sole negligence or willful misconduct of City, District shall defend, indemnify, and hold harmless City, its officers, and employees from any and all loss, claim, damage, liability, expense and cost including attorney's fees, arising out of, resulting from or in connection with the performance of

this MOU by District or District's agents, officers or employees, notwithstanding that City may have benefited from their services. District's obligations to defend, indemnify and hold City, its officers, and employees harmless applies to any actual or alleged personal injury, death, or damage or destruction to tangible or intangible property including the loss of use. District's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs which are caused in whole or part by any act or omission, whether active or passive, of the District or any one directly or indirectly employed by District or anyone for whose acts or omissions, whether active or passive, any of them may be liable. The parties expressly agree that any payment, attorney fee, cost or expense District incurs or makes to or on behalf of an injured employee under its self-administered workers' compensation program is included as a loss, expense or cost for purposes of this section.

7. **Insurance: General Provisions.** Prior to the City's execution of this MOU, District shall provide satisfactory evidence of, and shall thereafter maintain during the term of this MOU, such insurance policies, and or programs of self-insurance, and coverages in the types, limits, forms and ratings required herein. The rating and required insurance policies and coverages may be modified in writing by the City's Risk Manager or City Attorney, or a designee, unless such modification is prohibited by law.

7.1 Limitations. These minimum amounts of coverage shall not constitute any limitation or cap on District's indemnification obligations stated in the MOU.

7.2 Ratings. Any insurance policy or coverage provided by District or subcontractors as required by this MOU shall be deemed inadequate and a material breach of this MOU, unless such policy or coverage is issued by insurance companies authorized to transact insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or higher.

7.3 Cancellation. The policies shall not be canceled unless thirty (30) days prior written notification of intended cancellation has been given to City by certified or registered mail, postage prepaid.

7.4 Adequacy. The City, its officers, employees and agents make no representation that the types or limits of insurance specified to be carried by District pursuant to this MOU are adequate to protect District. If District believes that any required insurance coverage is inadequate, District will obtain such additional insurance coverage as District deems adequate, at District's sole expense.

8. **Workers' Compensation Insurance.** By executing this MOU, District certifies that District is aware of and will comply with Section 3700 of the Labor Code of the State of California requiring every employer to be insured against liability for workers' compensation, or to undertake self-insurance before commencing any of the work District shall carry the insurance or provide for self-insurance required by California law to protect said District from claims under the Workers' Compensation Act.

Prior to City's execution of this MOU, District shall file with City either 1) a certificate of insurance showing that such insurance is in effect, or that District is self-insured for such coverage, or 2) a certified statement that District has no employees, and acknowledging that if District does employ any person, the necessary certificate of insurance will immediately be filed with City. Any certificate filed with City shall provide that City will be given ten (10) days prior written notice before modification or cancellation thereof.

9. **Commercial General Liability and Automobile Insurance.** Prior to City's execution of this MOU, District shall obtain, and shall thereafter maintain during the term of this MOU, commercial general liability insurance and automobile liability insurance and/or self-insurance as required to insure District against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by anyone directly or indirectly employed by, connected with, or acting for or on behalf of District. The City, and its officers, employees and agents, shall be named as additional insureds under the District's insurance policies.

9.1 District's commercial general liability insurance policy shall cover both bodily injury (including death) and property damage (including, but not limited to, premises operations liability, products-completed operations liability, independent District's liability, personal injury liability, and contractual liability) in an amount not less than \$1,000,000 per occurrence and a general aggregate limit in the amount of not less than \$2,000,000.

9.2 District's automobile liability policy shall cover both bodily injury and property damage in an amount not less than \$500,000 per occurrence and an aggregate limit of not less than \$1,000,000. All of District's automobile and/or commercial general liability insurance policies shall cover all vehicles used in connection with District's performance of this MOU, which vehicles shall include, but are not limited to, District owned vehicles, District leased vehicles, District's employee vehicles, non- District owned vehicles and hired vehicles.

9.3 Prior to City's execution of this MOU, copies of insurance policies or original certificates and additional insured endorsements evidencing the coverage required by this MOU, for both commercial general and automobile liability insurance, shall be filed with City and shall include the City and its officers, employees and agents, as additional insureds. Said policies shall be in the usual form of commercial general and automobile liability insurance policies, but shall include the following provisions:

“It is agreed that the City of Riverside, and its officers, employees and agents, are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside”.

9.4 The insurance policy or policies shall also comply with the following provisions:

9.4.1 If the policy is written on a claims made basis, the certificate should so specify and the policy must continue in force for one year after completion of the services. The retroactive date of coverage must also be listed.

9.4.2 The policy shall specify that the insurance provided by District will be considered primary and not contributory to any other insurance available to the City.

10. **Independent Contractor**. District is an independent contractor and shall not, at any time, be considered to be an agent or employee of City.

11. **Termination**. This MOU may be terminated by the City upon the failure of the District to comply in any substantial or material respect with the terms or conditions of this MOU following the failure of the District, upon reasonable notice from City, to cure such default. Should City determine that the termination of this MOU is required, the City shall forward a written notice of such determination to District at least thirty (30) days prior to the effective date of such termination. In the event this MOU is terminated by City or District, District shall be required to return all unused Project Funds to City within thirty (30) days of City's notice of termination. District shall be able to terminate this Agreement with at least thirty (30) days prior written notice.

12. **Notices**. Any notice required by this MOU shall be in writing and shall be personally delivered or given by mail. Any notice given by mail shall be deemed given when deposited in the United States mail, certified and postage prepaid to the party to be served as follows:

<u>City</u>	<u>District</u>
City of Riverside Attention: City Manager 3900 Main Street Riverside, California 92522	Riverside Community College District Attention: Chancellor's Office 4800 Magnolia Ave Riverside, California 92501

13. **Attorney's Fees**. In the event of any action or proceeding to enforce or construe any of the provisions of this MOU, the prevailing party in any such action or proceeding shall be entitled to attorneys' fees and costs.

14. **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 MOU 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.

15. **Waiver.** No failure or neglect of either party to insist on strict performance of any or all of the terms of this MOU shall be considered as or constitute a waiver of any term or condition of the MOU or any performance required thereunder, or any remedy, damage or other liability arising out of such a refusal, neglect or liability to perform at any time.

16. **Assignment Prohibited.** Neither this MOU nor any portion hereof shall be assigned by the District without the express prior written consent of City.

17. **Amendment/Modifications.** No changes or modification in the terms or provisions of this MOU shall be deemed valid unless in writing and signed by both parties.

18. **Severability.** Each paragraph and provision of this MOU is severable from each other paragraph and provisions shall nevertheless remain in full force an effect.

19. **Entire Agreement.** This MOU contains the entire agreement and understanding of the parties with respect to the matters described herein.

20. **Authority.** The individuals executing this MOU and the instruments referenced herein on behalf of the District each represent and warrant that they have the legal power, right and actual authority to bind District to the terms and conditions hereof and thereof.

///

(Signatures on following page)

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a charter city
and municipal corporation

RIVERSIDE COMMUNITY
COLLEGE DISTRICT

By: _____
City Manager

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

Attest: _____
City Clerk

Approved as to Form:

By: _____
Deputy City Attorney

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11-2593
Rev: 1/24/12



Agenda Item (VI-B-6-c)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Contracts and Agreements Report Less than \$81,000 - All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$712,912.

Background Narrative:

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 \$81,000. The attached listing of contracts and agreements under \$81,000 requested by college and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Majd Askar, Purchasing Manager

Attachments:

[Contracts and Agreements less than \\$81,000 \(March 2012\) - April 17, 2012](#)

Contracts and Agreements Report - All District Resources

\$81,000 and Under
 3/1/12 thru 3/31/12

PO#	Department	Vendor	Business Location	Description	Amount
C0003753	Performing Arts	Music Theatre International	New York, NY	Rents and Leases	\$ 986
C0003754	Workforce Preparation	Riverside Unified School District	Riverside	Grant / Contract Sub Agreements	39,188
C0003755	Career And Technical Ed - Norco	Foundation for California Community Colleges	Sacramento	Computer Software Maint/Lic	2,489
C0003756	President - Moreno Valley Campus	Govplace	Reston, VA	Comp Equip Additional \$200-\$4999	19,734
C0003757	President - Moreno Valley Campus	Govplace	Reston, VA	Professional Services	6,500
C0003758	Community & Economic Development	Amaya, Teresa	Beaumont	Professional Services	27,000
C0003759	Performance Riverside	University/Resident Theatre Assoc.	New York, NY	Professional Services	4,313
C0003761	Facilities Planning & Development	Padilla & Associates, Inc	Santa Ana	Labor Compliance	1,537
C0003762	Student Financial Services	Riverside Marriott	Riverside	Meeting Expenses	3,200
C0003763	Academy / Criminal Services	City of Moreno Valley	Moreno Valley	Rents and Leases	769
C0003764	President - Norco Campus	Cal Poly Pomona	Pomona	Meeting Expenses	1,177
C0003765	Diversity, Equity & Compliance	United Farm Workers	Keene	Professional Services	3,000
C0003766	Facilities Planning & Development	Adkan Engineers	Riverside	MVC Phase III Engineering Services	32,945
C0003767	Community & Economic Development	UBM Global Trade Inc	Newark, NJ	Periodicals/Magazines	54,000
N/A	Nursing	Janet Goeske Foundation	Riverside	Community Agency Agreement	No Cost
N/A	Applied Technology	Rancho Santiago Community College District	Riverside	Subcontract for NSF Center of Excellence	No Cost
N/A	Nursing	Riverside Unified School District	Riverside	Student Experience Services	No Cost
N/A	Nursing	First Christian Nursery School	Riverside	Student Experience Services	No Cost
N/A	Performing Arts	Drum Corps International	Indianapolis, IN	Ticketing Services	No Cost
N/A	TriTech SBDC	Daly-Swartz Public Relations	Lake Forest	Public Relations Services	No Cost
N/A	TriTech SBDC	Daly-Swartz Public Relations	Lake Forest	Amend #1, Extends Date	No Cost
N/A	Workforce Preparation	Alvord Unified School District	Riverside	Inter-Agency Coop Agreement	No Cost
N/A	Customized Solutions	US Foods	Corona	Training Services	No Cost
N/A	Dean of Instruction - Moreno Valley	American Type Culture Collection	Manassas, VA	Material Transfer for Cell Cultures	No Cost
N/A	Student Services - Moreno Valley	US Vets	Riverside	FWS Off Campus Agreement	No Cost
N/A	Customized Solutions	SIEU-UHW (Union for Riverside Community Hospital)	Riverside	Educational Services Agreement	No Cost
N/A	Performance Riverside	Press Enterprise	Riverside	Advertisement Services	No Cost
Additions to Approved/Ratify Contracts of \$81,000 and Under					
C0001631	Health, Human & Public Services - Moreno Valley	Riverside County	Riverside	Rents and Leases	6,230
C0002150	Facilities	Adecco USA, Inc.	Ontario	Transportation Contracts	10,000
C0002428	Facilities Planning & Development	GKK Works	Irvine	Architect's Fees	46,535
C0002614	Performance Riverside	BRB Hayden Loop LLC	Irvine	Rents and Leases	350
C0002929	Facilities Planning & Development	Roy E Whitehead, Inc	Riverside	Nursing/Sciences Building	1,804
C0002937	Facilities Planning & Development	Pecoraro, Inc	San Diego	Nursing/Sciences Building	21,760
C0002942	Facilities Planning & Development	Communication Wiring Specialists, Inc	San Diego	Nursing/Sciences Building	25,397
C0002943	Facilities Planning & Development	Communication Wiring Specialists, Inc	San Diego	Nursing/Sciences Building	1,277
C0003054	College Relations / Special Projects	Padilla & Associates, Inc	Santa Ana	Professional Services	66,000
C0003100	Facilities Planning & Development	Pro-Craft Plumbing Company, Inc	Redlands	Wheelock Gym Seismic Retrofit	69,184
C0003102	Facilities Planning & Development	Applied Roof Engineering, Inc	Corona	Wheelock Gym Seismic Retrofit	52,000
C0003103	Facilities Planning & Development	Daart Engineering Co., Inc.	San Bernardino	Wheelock Gym Seismic Retrofit	8,687
C0003108	Facilities Planning & Development	Adams & Smith, Inc	Lindon, UT	Wheelock Gym Seismic Retrofit	47,000
C0003168	Facilities Planning & Development	Perfection Glass, Inc	Lake Elsinore	Wheelock Gym Seismic Retrofit	33,774

Contracts and Agreements Report - All District Resources
 \$81,000 and Under
 3/1/12 thru 3/31/12

PO#	Department	Vendor	Business Location	Description	Amount
C0003180	Facilities Planning & Development	Inland Inspections & Consulting	Riverside	Wheelock Gym Seismic Retrofit	45,064
C0003227	Communications & Web Development	Acorn Technology Corporation	Riverside	Web Server Hosting	12,000
C0003406	Facilities Planning & Development	GDA Incorporated	Yucaipa	Wheelock Gym Seismic Retrofit	28,000
C0003446	President - Norco Campus	Ramona Munsell & Associates	Bella Vista, AK	Consultants	10,942
C0003481	Facilities Planning & Development	Southern California West Coast Electric Inc	Beaumont	Citrus Belt Savings & Loan	490
C0003505	Board of Trustees	Liebert Cassidy Whitmore	Los Angeles	Legal Services	10,000
C0003529	Community & Economic Development	Gereau, Servando	Redlands	Training Services	3,000
C0003559	Community & Economic Development	Softskills	Chatsworth	Training Services	4,150
C0003588	Community & Economic Development	Behavioral Momentum Associates, LLC	Corona	Training Services	4,850
C0003605	Community & Economic Development	Image IV Systems, Inc.	Burbank	Computer Software Maint/Lic	1,000
C0003636	Community Ed & Senior Citizen Education	Trust Auto Sales	Wildomar	Community Education Presenter	2,000
C0003646	Community Ed & Senior Citizen Education	WITS	Virginia Beach, VA	Community Education Presenter	4,000
C0003652	Community Ed & Senior Citizen Education	Speak Life	Riverside	Community Education Presenter	80
C0003661	Community Ed & Senior Citizen Education	Edwards, Nancy F.	Riverside	Community Education Presenter	500
N/A	Nursing	St. Bernadine Medical Center	San Bernardino	Amend #3, Extends Date	No Cost
N/A	Grants	Callas, Thomas W.	Tustin	Amend #1, Extends Date	No Cost
N/A	Customized Solutions	Cal Poly Pomona Foundation	Pomona	Amend #2, Reduces Subcontract Funding	No Cost
N/A	TriTech SBDC	CSU Fullerton Auxiliary Services	Fullerton	Amend #1, Increases Funding	No Cost
N/A	Campus Business Operations	Chua, Orestes	Riverside	Amend #1, Extends Date	No Cost
N/A	Campus Business Operations - Moreno Valley	Southern California Edison	Rosemead	Amend #1, Reduces Rate	No Cost
N/A	Nursing	CSU Fullerton	Fullerton	Amend #3, Extends Date	No Cost
				Total	<u>\$ 712,912</u>



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VI-B-7)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
Subject	Out-of-State Travel
College/District	District
Funding	n/a
Recommended Action	Recommended that the Board of Trustees approve the out-of-state travel.

Background Narrative:

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.

Prepared By: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[Out of State Travel April 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

April 17, 2012

It is recommended that out-of-state travel be granted to:

Revision:

- 1) Ms. Virginia Blumenthal, Board Vice President, to travel to Washington, D.C., February 12-16, 2012, to attend the Association of Community College Trustees Community College National Legislative. There is no cost to the District. The cost of travel increased to \$1,925.32, travel cost to District in lieu of the travel cost originally approved for Ms. Janet Green, Board President, who was unexpectedly unable to travel to Washington, D.C..

Current:

Moreno Valley College

- 1) Mr. Wayne Dewri, visiting instructor, physician assistant, to travel to Toronto, Canada, May 26-June 1, 2012, to attend the American Association of Physician Assistants Annual Conference: Professional Development, Continuing Medical Education. There is no cost to the District.
- 2) Dr. Tom Harris, president, to travel to Grand Forks, North Dakota, April 25-27, 2012, to attend the Unmanned Aircraft Systems Operations Program meeting at the University of North Dakota. Estimated cost: \$1,812.00. Funding source: the general fund.
- 3) Ms. Cindy Ovard, visiting instructor, dental assisting, to travel to Chicago, Illinois, June 8-12, 2012, to attend the National American Dental Education Association Allied Dental Program Directors' Conference. Estimated cost: \$1,535.00. Funding source: Perkins Title I-C Grant funds.

Norco College:

None.

Riverside City College:

- 1) Ms. Jill Marks, project director, gateway to college, to travel to Portland, Oregon, July 22-25, 2012, to attend the 2012 Peer Learning Conference The Power of Persistence II. There is no cost to the District.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

April 17, 2012

- 2) Mr. Ron Pardee, professor, management, business administration, to travel to Grand Rapids, Michigan, June 11-14, 2012, to attend the 10th Annual Economic Gardening Conference to determine the feasibility of offering Economic Gardening assistance to Stage II entrepreneurs. Estimated cost: \$3,000.00. Funding source: Entrepreneurship 2011-12 Grant funds.
- 3) Dr. Heather Smith, associate professor, biology, to travel to Edinburg, Texas, May 29-June 3, 2012, to accompany two (2) RCC students who will be presenting their research at the United States Department of Agriculture – Project Director Meeting. Estimated cost: \$4,350.00. Funding source: United States Department of Agriculture Grant funds.

Riverside Community College District:

None.



Agenda Item (VI-B-8-a)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Authorization to Encumber Funds - Resolution No. 38-11/12
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 38-11/12, Authorization to Encumber Funds, and authorize the Secretary of the Board of Trustees to sign the Resolution.

Background Narrative:

In order to issue purchases orders and encumber funds prior to July 1, for fiscal year 2012-2013, the Riverside County Office of Education annually requests that a resolution be adopted by the Board of Trustees. This will allow; 1) departments to submit FY 2012-2013 purchase requisitions now, 2) FY 2012-2013 purchase orders to be issued in mid-June, and 3) departments to receive goods and services as early as July 1, 2012.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Majd Askar, Purchasing Manager

Attachments:

[Authorization to Encumber Funds - Resolution No. 38-11/12 - April 17, 2012](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION No. 38-11/12

Authorization to Encumber Funds

WHEREAS the Riverside Community College District has determined that it has a need to issue purchase orders for the following fiscal year prior to July 1, in certain unique circumstances where there are requirements for items or services immediately after the beginning of the new fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Riverside Community College District authorizes the following positions to sign and approve requests for purchase orders:

Gregory Gray, Chancellor
James L. Buysse, Vice Chancellor Administration and Finance
Aaron S. Brown, Associate Vice Chancellor, Finance
Majd S. Askar, Purchasing Manager

BE IT FUTHER RESOLVED that the positions listed above will be responsible to ensure that funds will be budgeted in the following fiscal year for the items or services ordered in advance of the beginning of the following fiscal year.

PASSED AND ADOPTED this 17th day of April, 2012.

Sam Davis
Secretary, Board of Trustees



Agenda Item (VI-B-8-b)

Meeting	4/17/2012 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Notices of Completion
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees 1) accept the projects listed on the attachment as complete, 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 - Public Works), and 3) authorize the Board President and the Vice Chancellor, Administration and Finance to sign the Notices of Completion.

Background Narrative:

Facilities Planning & Development staff report that the attached listing of projects are complete.

Prepared By: Orin Williams, Associate Vice Chancellor, Facilities Planning & Development
Michael Stephens, Director, Construction
Majd Askar, Purchasing Manager

Attachments:

[Notices of Completion - April 17, 2012](#)

COMPLETED PROJECTS

April 17, 2012

Project

Wheelock Gym Seismic Retrofit - Fire Protection
Wheelock Gym Seismic Retrofit - Roofing
Nursing / Science Building - Demolition
Nursing / Science Building - IT/Structured Cable
Nursing / Science Building - Audio / Visual
Nursing / Science Building - Grading / Asphalt
Nursing / Science Building - Painting
Nursing / Science Building - Ceramic Tile
Nursing / Science Building - Site Utilities / SWPPP
Nursing / Science Building - Casework & Counters
Nursing / Science Building - Lath & Plaster
Nursing / Science Building - Fairfax Ave Improvements

Contractor

Daart Engineering Company, Inc.
Waterproofing Experts
Crew, Inc.
Communication Wiring Specialists
Communication Wiring Specialists
McKenna General Engineering
Pecoraro, Inc.
Premier Tile, Inc.
Quip-Con, Inc.
Roy E. Whitehead, Inc.
Sierra Lathing, Inc.
Terra Pave, Inc.

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

Name James L. Buysse
 Administration and Finance
 Street Address 4800 Magnolia Avenue
 City & State Riverside, CA 92506

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Wheelock Gym Seismic Retrofit - Fire Protection
- The name of the contractor, if any, for such work of improvement was Daart Engineering Company, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
(If no street address has been officially assigned, insert "none")

Dated: 04/17/2012

Riverside Community College District
 President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

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

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

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 Riverside Community College District
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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Wheelock Gym Seismic Retrofit - Roofing
- The name of the contractor, if any, for such work of improvement was Waterproofing Experts
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
(If no street address has been officially assigned, insert "none")

Dated: 04/17/2012

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 President, Board of Trustees

Signature of owner or corporate officer of owner
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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - Demolition
- The name of the contractor, if any, for such work of improvement was Crew, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
(If no street address has been officially assigned, insert "none")

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 President, Board of Trustees

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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - IT/Structured Cable
- The name of the contractor, if any, for such work of improvement was Communication Wiring Specialists, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - Audio / Visual
- The name of the contractor, if any, for such work of improvement was Communication Wiring Specialists, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - Grading / Asphalt
- The name of the contractor, if any, for such work of improvement was McKenna General Engineering
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - Painting
- The name of the contractor, if any, for such work of improvement was Pecoraro, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
(If no street address has been officially assigned, insert "none")

Dated: 04/17/2012

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 President, Board of Trustees

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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - Ceramic Tile
- The name of the contractor, if any, for such work of improvement was Premier Tile, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
(If no street address has been officially assigned, insert "none")

Dated: 04/17/2012

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 President, Board of Trustees

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

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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - Site Utilities / SWPPP
- The name of the contractor, if any, for such work of improvement was Quip-Con, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
(If no street address has been officially assigned, insert "none")

Dated: 04/17/2012

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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - Casework & Counters
- The name of the contractor, if any, for such work of improvement was Roy E. Whitehead, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
(If no street address has been officially assigned, insert "none")

Dated: 04/17/2012

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

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

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

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

Name **James L. Buysse**
 Administration and Finance
 Street Address **4800 Magnolia Avenue**
 City & State **Riverside, CA 92506**

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
						T:	CTY	UNI	

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - Lath & Plaster
- The name of the contractor, if any, for such work of improvement was Sierra Lathing, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
(If no street address has been officially assigned, insert "none")

Dated: 04/17/2012

Riverside Community College District
 President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin. & Finance, Dr. James Buysse the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

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

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

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

Name James L. Buysse
 Administration and Finance
 Street Address 4800 Magnolia Avenue
 City & State Riverside, CA 92506

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/17/2012. The work done was:
Nursing / Science Building - Fairfax Ave Improvements
- The name of the contractor, if any, for such work of improvement was Terra Pave, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave.
(If no street address has been officially assigned, insert "none")

Dated: 04/17/2012

Riverside Community College District
 President, Board of Trustees

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

VERIFICATION

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

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

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

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



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VII-A)

Meeting 4/17/2012 - Regular
Agenda Item Consent Agenda Information (VII-A)
Subject Monthly Financial Report
College/District District
Information Only

Background Narrative:

See the attached monthly Financial Report for March 2012.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Bill Bogle, Controller

Attachments:

[March 2012 Financial Report - April 17, 2012](#)

Monthly Financial Report for March 2012
April 17, 2012

The Financial Report provides summary financial information, by Resource, for the period July 1, 2011 through March 31, 2012. 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.

<u>General Funds</u>	<u>Page</u>
Resource 1000 - General Operating	1
Resource 1050 - Parking	2
Resource 1070 - Student Health Services	3
Resource 1080 - Community Education	4
Resource 1090 - Performance Riverside	5
Resource 1110 - Contractor-Operated Bookstore	6
Resource 1170 - Customized Solutions	7
Resource 1180 - Redevelopment Pass-Through	8
Resource 1190 - Grants and Categorical Programs	9
<u>Special Revenue Funds</u>	
Resource 3200 - Food Services	10
Resource 3300 - Child Care	11
<u>Capital Projects Funds</u>	
Resource 4100 - State Construction & Scheduled Maintenance	12
Resource 4120 - Non-State Funded Capital Outlay Projects	13
Resource 4130 - La Sierra Capital	14
Resource 4160 - G. O. Bond Funded Capital Outlay Projects	15
Resource 4170 - G. O. Bond Series 2010D Capital Appreciation Bonds	16
Resource 4180 - G. O. Bond Series 2010D Build America Bonds	17
<u>Internal Service Funds</u>	
Resource 6100 - Health and Liability Self-Insurance	18
Resource 6110 - Workers Compensation Self-Insurance	19
<u>Expendable Trust and Agency Funds</u>	
Associated Students of RCCD	20
Student Financial Aid	21
RCCD Development Corporation	22

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 141,369,852	\$ 133,490,346	\$ 133,505,411	\$ 80,340,070
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	3,390,000	1,615,982	1,615,982	1,615,982
District Bookstore (Resource 1110)	247,943	171,169	171,169	0
Total Revenues	<u>\$ 145,007,795</u>	<u>\$ 135,277,497</u>	<u>\$ 135,292,562</u>	<u>\$ 81,956,052</u>
Expenditures				
Academic Salaries	\$ 65,395,190	\$ 60,450,881	\$ 60,346,720	\$ 43,529,511
Classified Salaries	30,366,484	30,138,861	29,936,995	21,523,110
Employee Benefits	28,575,184	30,501,173	30,603,321	20,462,025
Materials & Supplies	1,976,479	2,291,659	2,407,345	1,410,983
Services	13,557,871	14,828,543	14,909,970	8,547,161
Capital Outlay	848,145	811,145	958,211	294,864
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	665,157	665,157	665,157	498,868
Federal Work Study (Resource 1190)	188,189	239,280	239,280	86,053
Instr. Equipment Match (Resource 1190)	13,002	0	0	0
Performance Riverside (Resource 1090)	0	730,982	730,982	730,982
ARRA Stimulus Backfill (Resource 1190)	58,361	0	0	0
General Fund Backfill (Resource 1190)	1,068,932	1,068,618	1,068,618	717,932
Interfund Transfer to:				
Resource 4130	0	678,000	678,000	508,500
Resource 6100	250,000	250,000	250,000	187,500
Total Expenditures	<u>\$ 142,962,994</u>	<u>\$ 142,654,299</u>	<u>\$ 142,794,599</u>	<u>\$ 98,497,489</u>
Revenues Over (Under) Expenditures	\$ 2,044,801	\$ (7,376,802)	\$ (7,502,037)	\$ (16,541,437)
Beginning Fund Balance	<u>11,172,448</u>	<u>13,217,249</u>	<u>13,342,484</u>	<u>13,342,484</u>
Ending Fund Balance	<u>\$ 13,217,249</u>	<u>\$ 5,840,447</u>	<u>\$ 5,840,447</u>	<u>\$ (3,198,953)</u>
Ending Cash Balance				<u>\$ 7,174,706</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,152,681	\$ 2,167,591	\$ 2,167,591	\$ 1,589,837
Expenditures				
Classified Salaries	\$ 1,078,827	\$ 1,203,264	\$ 1,203,264	\$ 844,219
Employee Benefits	362,205	410,752	410,752	279,742
Materials & Supplies	48,143	70,591	56,816	27,307
Services	324,576	450,944	463,652	301,303
Capital Outlay	217,002	192,443	193,510	54,152
Total Expenditures	\$ 2,030,753	\$ 2,327,994	\$ 2,327,994	\$ 1,506,723
Revenues Over (Under) Expenditures	\$ 121,928	\$ (160,403)	\$ (160,403)	\$ 83,114
Beginning Fund Balance	627,305	749,233	749,233	749,233
Ending Fund Balance	\$ 749,233	\$ 588,830	\$ 588,830	\$ 832,347
Ending Cash Balance				\$ 849,962

RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED MARCH 31, 2012

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 <u>7-1-10 to 6-30-11</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,529,009	\$ 1,519,066	\$ 1,519,066	\$ 1,106,470
Expenditures				
Academic Salaries	\$ 321,514	\$ 342,761	\$ 342,761	\$ 227,780
Classified Salaries	443,810	683,898	683,898	381,555
Employee Benefits	177,765	240,646	240,646	129,939
Materials & Supplies	120,862	143,753	138,913	69,050
Services	263,898	455,160	460,000	225,177
Capital Outlay	53,444	45,447	45,447	4,760
Total Expenditures	\$ 1,381,293	\$ 1,911,665	\$ 1,911,665	\$ 1,038,261
Revenues Over (Under) Expenditures	\$ 147,716	\$ (392,599)	\$ (392,599)	\$ 68,209
Beginning Fund Balance	<u>2,022,740</u>	<u>2,170,456</u>	<u>2,170,456</u>	<u>2,170,456</u>
Ending Fund Balance	<u>\$ 2,170,456</u>	<u>\$ 1,777,857</u>	<u>\$ 1,777,857</u>	<u>\$ 2,238,665</u>
Ending Cash Balance				<u>\$ 2,187,225</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 901,927	\$ 830,100	\$ 830,100	\$ 447,327
Expenditures				
Academic Salaries	\$ 4,169	\$ 4,185	\$ 4,185	\$ 3,139
Classified Salaries	356,558	298,619	298,619	172,150
Employee Benefits	81,513	59,855	59,855	37,655
Materials & Supplies	5,161	3,600	3,600	1,083
Services	410,859	377,807	377,807	216,497
Total Expenditures	\$ 858,260	\$ 744,066	\$ 744,066	\$ 430,524
Revenues Over (Under) Expenditures	\$ 43,667	\$ 86,034	\$ 86,034	\$ 16,803
Beginning Fund Balance	(90,690)	(47,023)	(47,023)	(47,023)
Ending Fund Balance	\$ (47,023)	\$ 39,011	\$ 39,011	\$ (30,220)
Ending Cash Balance				\$ (26,603)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 846,073	\$ 900,000	\$ 900,000	\$ 459,653
Intrafund Transfer from General Operating (Resource 1000)	0	730,982	730,982	730,982
Total Revenues	<u>\$ 846,073</u>	<u>\$ 1,630,982</u>	<u>\$ 1,630,982</u>	<u>\$ 1,190,635</u>
Expenditures				
Classified Salaries	\$ 319,472	\$ 303,290	\$ 303,290	\$ 229,336
Employee Benefits	122,769	140,383	140,383	85,628
Materials & Supplies	29,131	27,750	27,750	7,872
Services	403,035	375,243	375,243	217,458
Total Expenditures	<u>\$ 874,407</u>	<u>\$ 846,666</u>	<u>\$ 846,666</u>	<u>\$ 540,294</u>
Revenues Over (Under) Expenditures	\$ (28,334)	\$ 784,316	\$ 784,316	\$ 650,341
Beginning Fund Balance	<u>(755,982)</u>	<u>(784,316)</u>	<u>(784,316)</u>	<u>(784,316)</u>
Ending Fund Balance	<u>\$ (784,316)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (133,975)</u>
Ending Cash Balance				<u>\$ (147,127)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 638,018	\$ 532,938	\$ 532,938	\$ 267,856
Expenditures				
Services	\$ 43,830	\$ 43,830	\$ 43,830	\$ 21,898
Interfund Transfer to Food Services (Resource 3200)	382,790	323,129	323,129	255,126
Intrafund Transfer to General Operating (Resource 1000)	247,943	171,169	171,169	0
Total Expenditures	\$ 674,563	\$ 538,128	\$ 538,128	\$ 277,024
Revenues Over (Under) Expenditures	\$ (36,545)	\$ (5,190)	\$ (5,190)	\$ (9,168)
Beginning Fund Balance	46,735	10,190	10,190	10,190
Ending Fund Balance	\$ 10,190	\$ 5,000	\$ 5,000	\$ 1,022
Ending Cash Balance				\$ 1,022

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 66,111	\$ 219,400	\$ 219,400	\$ 36,824
Expenditures				
Academic Salaries	\$ 4,036	\$ 16,672	\$ 21,322	\$ 26,611
Classified Salaries	32,176	4,978	4,978	4,117
Employee Benefits	13,351	4,178	4,777	4,842
Materials & Supplies	2,563	6,925	6,925	909
Services	30,609	91,207	85,958	23,832
Total Expenditures	\$ 82,735	\$ 123,960	\$ 123,960	\$ 60,311
Revenues Over (Under) Expenditures	\$ (16,624)	\$ 95,440	\$ 95,440	\$ (23,487)
Beginning Fund Balance	71,173	54,549	54,549	54,549
Ending Fund Balance	\$ 54,549	\$ 149,989	\$ 149,989	\$ 31,062
Ending Cash Balance				\$ 32,562

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,463,675	\$ 1,440,000	\$ 1,440,000	\$ 206,365
Expenditures				
Services	\$ 193,124	\$ 218,686	\$ 218,686	\$ 204,563
Capital Outlay	905,308	3,704,871	4,654,871	2,884,004
Total Expenditures	\$ 1,098,432	\$ 3,923,557	\$ 4,873,557	\$ 3,088,567
Revenues Over (Under) Expenditures	\$ 365,243	\$ (2,483,557)	\$ (3,433,557)	\$ (2,882,202)
Beginning Fund Balance	9,042,422	9,407,665	9,407,665	9,407,665
Ending Fund Balance	\$ 9,407,665	\$ 6,924,108	\$ 5,974,108	\$ 6,525,463
Ending Cash Balance				\$ 6,225,463

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 22,076,924	\$ 26,206,794	\$ 30,769,116	\$ 13,603,233
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	913,239	774,123	784,774	585,918
For EOPS	188,514	210,999	105,500	105,500
For Federal Work Study	188,189	239,280	239,280	86,052
For Instructional Equipment	13,002	0	0	0
For Matriculation	590,049	637,905	595,096	457,024
For Middle College High School	89,995	91,145	91,145	68,359
For Foster Youth Independent Living	5,372	0	0	0
For CITD Grant	5,281	0	0	0
For General Fund Backfill	0	19,603	137,940	0
Total Revenues	<u>\$ 24,070,565</u>	<u>\$ 28,179,849</u>	<u>\$ 32,722,851</u>	<u>\$ 14,906,086</u>
Expenditures				
Academic Salaries	\$ 4,375,064	\$ 4,620,091	\$ 5,039,291	\$ 2,695,313
Classified Salaries	8,068,622	7,267,785	8,218,904	5,142,969
Employee Benefits	3,646,897	3,725,008	4,160,181	2,362,148
Materials & Supplies	1,740,797	1,945,456	2,098,397	495,725
Services	3,323,044	5,811,006	7,529,084	2,264,628
Capital Outlay	1,936,353	2,544,548	3,284,134	824,327
Student Grants (Financial, Book, Meal, Transportation)	979,788	2,265,955	2,392,860	604,634
Total Expenditures	<u>\$ 24,070,565</u>	<u>\$ 28,179,849</u>	<u>\$ 32,722,851</u>	<u>\$ 14,389,744</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 516,342
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 516,342</u>
Ending Cash Balance				<u>\$ 549,896</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,935,677	\$ 1,864,378	\$ 1,864,378	\$ 1,266,013
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>382,790</u>	<u>323,129</u>	<u>323,129</u>	<u>255,126</u>
Total Revenues	<u>\$ 2,318,467</u>	<u>\$ 2,187,507</u>	<u>\$ 2,187,507</u>	<u>\$ 1,521,139</u>
Expenditures				
Classified Salaries	\$ 834,623	\$ 830,934	\$ 838,934	\$ 586,987
Employee Benefits	336,975	346,640	346,640	222,109
Materials & Supplies	978,826	908,808	899,521	541,351
Services	281,829	146,102	147,389	74,978
Capital Outlay	<u>4,847</u>	<u>13,496</u>	<u>13,496</u>	<u>13,496</u>
Total Expenditures	<u>\$ 2,437,100</u>	<u>\$ 2,245,980</u>	<u>\$ 2,245,980</u>	<u>\$ 1,438,921</u>
Revenues Over (Under) Expenditures	\$ (118,633)	\$ (58,473)	\$ (58,473)	\$ 82,218
Beginning Fund Balance	<u>177,106</u>	<u>58,473</u>	<u>58,473</u>	<u>58,473</u>
Ending Fund Balance	<u>\$ 58,473</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 140,691</u>
Ending Cash Balance				<u>\$ 132,071</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,071,499	\$ 1,126,323	\$ 1,126,323	\$ 671,620
Expenditures				
Academic Salaries	\$ 677,471	\$ 693,572	\$ 676,272	\$ 399,459
Classified Salaries	170,506	171,301	171,301	90,555
Employee Benefits	141,881	166,023	166,023	87,679
Materials & Supplies	39,667	41,150	41,150	20,863
Services	48,687	79,537	80,637	38,887
Capital Outlay	6,744	1,500	17,700	4,961
Total Expenditures	\$ 1,084,956	\$ 1,153,083	\$ 1,153,083	\$ 642,404
Revenues Over (Under) Expenditures	\$ (13,457)	\$ (26,760)	\$ (26,760)	\$ 29,216
Beginning Fund Balance	40,217	26,760	26,760	26,760
Ending Fund Balance	\$ 26,760	\$ 0	\$ 0	\$ 55,976
Ending Cash Balance				\$ 69,175

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 <u>7-1-10 to 6-30-11</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 30,377,254	\$ 9,905,601	\$ 12,877,601	\$ 7,110,482
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Capital Outlay	<u>30,377,254</u>	<u>9,905,601</u>	<u>12,877,601</u>	<u>11,117,588</u>
Total Expenditures	<u>\$ 30,377,254</u>	<u>\$ 9,905,601</u>	<u>\$ 12,877,601</u>	<u>\$ 11,117,588</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (4,007,106)
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (4,007,106)</u>
Ending Cash Balance				<u>\$ (4,007,106)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 545,402	\$ 5	\$ 5	\$ 0
Expenditures				
Capital Outlay	\$ 545,400	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 545,400	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 2	\$ 5	\$ 5	\$ 0
Beginning Fund Balance	552	554	554	554
Ending Fund Balance	\$ 554	\$ 559	\$ 559	\$ 554
Ending Cash Balance				\$ 554

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 74,877	\$ 35,000	\$ 35,000	\$ 20,149
Interfund Transfer from General Operating (Resource 1000)	<u>0</u>	<u>678,000</u>	<u>678,000</u>	<u>508,500</u>
Total Revenues	<u>\$ 74,877</u>	<u>\$ 713,000</u>	<u>\$ 713,000</u>	<u>\$ 528,649</u>
Expenditures				
Services	\$ 23,255	\$ 24,108	\$ 24,108	\$ 25,025
Capital Outlay	78,866	1,465,755	1,465,755	96,546
Interfund Transfer to General Operating (Resource 1000)	<u>3,390,000</u>	<u>1,615,982</u>	<u>1,615,982</u>	<u>1,615,982</u>
Total Expenditures	<u>\$ 3,492,121</u>	<u>\$ 3,105,845</u>	<u>\$ 3,105,845</u>	<u>\$ 1,737,553</u>
Revenues Over (Under) Expenditures	\$ (3,417,244)	\$ (2,392,845)	\$ (2,392,845)	\$ (1,208,904)
Beginning Fund Balance	<u>12,324,957</u>	<u>8,907,713</u>	<u>8,907,713</u>	<u>8,907,713</u>
Ending Fund Balance	<u>\$ 8,907,713</u>	<u>\$ 6,514,868</u>	<u>\$ 6,514,868</u>	<u>\$ 7,698,809</u>
Ending Cash Balance				<u>\$ 7,398,315</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,034,361	\$ 180,000	\$ 180,000	\$ 82,414
Expenditures				
Classified Salaries	\$ 265,299	\$ 472,362	\$ 472,362	\$ 181,284
Employee Benefits	114,930	219,294	219,294	72,275
Materials & Supplies	442	0	24,645	24,644
Services	651,818	281,192	569,093	235,075
Capital Outlay	11,040,209	30,271,122	29,764,822	1,445,945
Total Expenditures	\$ 12,072,698	\$ 31,243,970	\$ 31,050,216	\$ 1,959,223
Revenues Over (Under) Expenditures	\$ (11,038,337)	\$ (31,063,970)	\$ (30,870,216)	\$ (1,876,809)
Beginning Fund Balance	43,746,726	32,708,389	32,708,389	32,708,389
Ending Fund Balance	\$ 32,708,389	\$ 1,644,419	\$ 1,838,173	\$ 30,831,580
Ending Cash Balance				\$ 30,997,993

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

General Obligation Series 2010D Capital Appreciation Bonds were 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 <u>7-1-10 to 6-30-11</u>	Adopted Budget	Revised Budget *	Year to Date Activity
Revenues	\$ 32,919	\$ 30,000	\$ 30,000	\$ 18,625
Proceeds from General Obligation Bond Series D	<u>7,699,278</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 7,732,197</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 18,625</u>
Expenditures				
Services	\$ 3,594	\$ 0	\$ 0	\$ 0
Capital Outlay	<u>348,145</u>	<u>7,165,460</u>	<u>7,335,460</u>	<u>398,051</u>
Total Expenditures	<u>\$ 351,739</u>	<u>\$ 7,165,460</u>	<u>\$ 7,335,460</u>	<u>\$ 398,051</u>
Revenues Over (Under) Expenditures	\$ 7,380,458	\$ (7,135,460)	\$ (7,305,460)	\$ (379,426)
Beginning Fund Balance	<u>0</u>	<u>7,380,458</u>	<u>7,380,458</u>	<u>7,380,458</u>
Ending Fund Balance	<u>\$ 7,380,458</u>	<u>\$ 244,998</u>	<u>\$ 74,998</u>	<u>\$ 7,001,032</u>
Ending Cash Balance				<u>\$ 7,001,032</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

General Obligation Series 2010D Build America Bonds were 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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget*	Year to Date Activity
Revenues	\$ 420,193	\$ 375,000	\$ 375,000	\$ 196,891
Proceeds from General Obligation Bond Series D	102,300,000	0	0	0
Total Revenues	<u>\$ 102,720,193</u>	<u>\$ 375,000</u>	<u>\$ 375,000</u>	<u>\$ 196,891</u>
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 0	\$ 5,524
Classified Salaries	0	0	0	38,479
Employee Benefits	0	0	0	3,272
Services	282,208	177,297	239,429	280,443
Capital Outlay	19,359,893	79,103,140	80,984,762	21,886,508
Total Expenditures	<u>\$ 19,642,101</u>	<u>\$ 79,280,437</u>	<u>\$ 81,224,191</u>	<u>\$ 22,214,226</u>
Revenues Over (Under) Expenditures	\$ 83,078,092	\$ (78,905,437)	\$ (80,849,191)	\$ (22,017,335)
Beginning Fund Balance	<u>0</u>	<u>83,078,092</u>	<u>83,078,092</u>	<u>83,078,092</u>
Ending Fund Balance	<u>\$ 83,078,092</u>	<u>\$ 4,172,655</u>	<u>\$ 2,228,901</u>	<u>\$ 61,060,757</u>
Ending Cash Balance				<u>\$ 61,898,834</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 5,016,626	\$ 4,722,500	\$ 4,722,500	\$ 3,682,206
Interfund transfer from General Operating (Resource 1000)	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>187,500</u>
Total Revenue	<u>\$ 5,266,626</u>	<u>\$ 4,972,500</u>	<u>\$ 4,972,500</u>	<u>\$ 3,869,706</u>
Expenditures				
Classified Salaries	\$ 147,385	\$ 103,842	\$ 103,842	\$ 77,149
Employee Benefits	60,892	47,858	47,858	33,867
Materials & Supplies	46,645	3,200	3,200	46,408
Services	4,485,341	5,709,584	5,732,584	4,376,851
Capital Outlay	<u>168,686</u>	<u>40,000</u>	<u>17,000</u>	<u>422,814</u>
Total Expenditures	<u>\$ 4,908,949</u>	<u>\$ 5,904,484</u>	<u>\$ 5,904,484</u>	<u>\$ 4,957,089</u>
Revenues Over (Under) Expenditures	\$ 357,677	\$ (931,984)	\$ (931,984)	\$ (1,087,383)
Beginning Fund Balance	<u>1,752,955</u>	<u>2,110,632</u>	<u>2,110,632</u>	<u>2,110,632</u>
Ending Fund Balance	<u>\$ 2,110,632</u>	<u>\$ 1,178,648</u>	<u>\$ 1,178,648</u>	<u>\$ 1,023,249</u>
Ending Cash Balance				<u>\$ 1,733,379</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,808,806	\$ 1,685,176	\$ 1,685,176	\$ 1,223,940
Expenditures				
Classified Salaries	\$ 56,663	\$ 47,545	\$ 47,545	\$ 70,933
Employee Benefits	23,828	19,677	19,677	19,886
Materials & Supplies	0	300	300	0
Services	(695,628)	1,234,100	1,234,100	845,747
Total Expenditures	\$ (615,137)	\$ 1,301,622	\$ 1,301,622	\$ 936,566
Revenues Over (Under) Expenditures	\$ 2,423,943	\$ 383,554	\$ 383,554	\$ 287,374
Beginning Fund Balance	797,079	3,221,022	3,221,022	3,221,022
Ending Fund Balance	\$ 3,221,022	\$ 3,604,576	\$ 3,604,576	\$ 3,508,396
Ending Cash Balance				\$ 4,785,064

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 <u>7-1-10 to 6-30-11</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 688,812</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 556,814</u>
Expenditures				
Materials & Supplies	<u>\$ 624,286</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 516,192</u>
Total Expenditures	<u>\$ 624,286</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 516,192</u>
Revenues Over (Under) Expenditures	\$ 64,526	\$ 0	\$ 0	\$ 40,622
Beginning Fund Balance	<u>930,035</u>	<u>994,561</u>	<u>994,561</u>	<u>994,561</u>
Ending Fund Balance	<u>\$ 994,561</u>	<u>\$ 994,561</u>	<u>\$ 994,561</u>	<u>\$ 1,035,183</u>
Ending Cash Balance				<u>\$ 2,165,915</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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 7-1-10 to 6-30-11	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 51,887,581</u>	<u>\$ 51,337,725</u>	<u>\$ 51,337,725</u>	<u>\$ 32,090,332</u>
Expenditures				
Other				
Scholarships and Grant				
Reimbursements	<u>\$ 51,887,581</u>	<u>\$ 51,337,725</u>	<u>\$ 51,337,725</u>	<u>\$ 31,725,782</u>
Total Expenditures	<u>\$ 51,887,581</u>	<u>\$ 51,337,725</u>	<u>\$ 51,337,725</u>	<u>\$ 31,725,782</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 364,550
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 364,550</u>
Ending Cash Balance				<u>\$ 526,877</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2012**

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

RCCD Development Corporation

	Prior Year Actuals <u>7-1-10 to 6-30-11</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 3	\$ 0	\$ 0	\$ 7
Expenditures				
Services	\$ 20	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 20	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (17)	\$ 0	\$ 0	\$ 7
Beginning Fund Balance	<u>16,240</u>	<u>16,223</u>	<u>16,223</u>	<u>16,223</u>
Ending Fund Balance	<u>\$ 16,223</u>	<u>\$ 16,223</u>	<u>\$ 16,223</u>	<u>\$ 16,230</u>
Ending Cash Balance				<u><u>\$ 16,230</u></u>



Agenda Item (VIII-A-1)

Meeting	4/17/2012 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Revised and New Board Policies - First Reading
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board accept Board Policy and Administrative Procedure 2100 and Policies 7360 and 7365 for first reading.

Background Narrative:

In keeping with our current process of updating our Board Policies, the items below come before the Board for first reading:

Board of Trustees

Board Policy 2100 - Elections - This is a revision of the Policy that was previously approved by the Board on September 16, 2008.

Administrative Procedure 2100 - Elections - This is a revision of the Administrative Procedure that was approved by the Board on September 16, 2008.

Human Resources

Board Policy 7360 - Discipline and Dismissal - Academic Employees. This is a new Policy for the District.

Board Policy 7365 - Discipline and Dismissal - Classified Employees. This is a new Policy for the District.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Ruth Adams, General Counsel

Attachments:

[Board Policies for April 2012](#)

BP 2100 BOARD ELECTIONS

References:

Education Code Sections 5000 et seq.

The Board of Trustees for the Riverside Community College District consists of five members elected **by District at large**. Eligibility requirements, dates of elections and methods of dealing with vacancies are set forth in the procedures.

The term of office of each Board member shall be four years, commencing on the first Friday in December following the election. Elections shall be held every two years, in even numbered years. Terms of Board of Trustees members are staggered so that, as nearly as practical, one half of the Board members shall be elected at each Board member election.

Date Adopted: September 16, 2008
(Replaces Policy 1015)

Revised:

AP 2100 BOARD ELECTIONS

References:

Education Code Sections 5000 et seq. and 72101-72193

I. Eligibility

Any person who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of the Board of Trustees without further qualifications.

II. Number of Trustees and Term of Office

- A. The Board of Trustees consists of five members elected **by District at-large** for terms of four years.
- B. Terms of two members expire on the first Friday in December in one even-numbered year and those of the other three members in the next succeeding even-numbered year (statewide general election).
- C. Terms of office begin on the first Friday in December following the election in November in even-numbered years.

III. Elections

Notice of elections shall be posted and the election held on the same day as the statewide general election in November.

IV. Vacancies

- A. If a vacancy occurs or a resignation is filed with the County Superintendent of Schools containing a deferred effective date, the Board of Trustees shall within sixty (60) days of the vacancy or filing of deferred resignation call an election or make a provisional appointment to fill the vacancy. The Board member may not defer the effective date of his/her resignation for more than 60 days after he or she files the resignation. In the event the Board fails to make a provisional appointment or call an election within the sixty (60) day period, the county superintendent of

schools shall order an election to fill the vacancy. No special election or appointment to fill a vacancy shall take place if the vacancy occurs within four (4) months of the end of the term of that position.

- B. If the vacancy occurs or a resignation is filed with the County Superintendent of Schools containing a deferred date within six (6) months of, but not more than 130 days before a regularly scheduled election and the position is not scheduled to be filled at such election, the vacancy must be filled at a special election consolidated with the regularly scheduled Board election.

Date Approved: September 16, 2008
(Replaces Regulation 1015)

Revised:

Human Resources
DRAFT

BP 7360 DISCIPLINE AND DISMISSAL – ACADEMIC EMPLOYEES

References:

Education Code Sections 87660-**87683**, 87732, *and 87740*

A contract or regular employee may be dismissed or *disciplined* for one or more of the grounds set forth in the Education Code. If the employee is to be *disciplined*, the Board of Trustees shall determine the nature of the *discipline*. If the Board of Trustees decides to dismiss or *discipline* a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of the Education Code, and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board of Trustees has received all statements of evaluation which considers the events for which dismissal or discipline may be imposed;
- The Board of Trustees has received a recommendation from the Chancellor; and
- The Board of Trustees has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board of Trustees decides it intends to dismiss or *discipline* a contract or regular employee, it shall take the actions required by the Education Code *and the collective bargaining agreement*. The Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code *and the collective bargaining agreement*.

The Chancellor shall *ensure that procedures are written that define the conditions and processes for discipline, dismissal, and due process. If the Procedures contain disciplinary or dismissal procedures that are outside of our collective bargaining agreement, the Education Code or any other state/federal laws or regulations, the District CTA expects those procedures to be bargained.*

NOTE: *This policy is legally required.*

Date Adopted:

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

Human Resources
DRAFT

BP 7365 DISCIPLINE AND DISMISSAL – CLASSIFIED EMPLOYEES

Reference:

Education Code Section 88013
Government Code Sections 3300 et seq.

The Chancellor shall enact procedures for the disciplinary proceedings applicable to permanent classified *and confidential* employees of the District. Such procedures shall conform to the requirements of the Education Code, *and the applicable employee handbooks*.

The Board's determination of the sufficiency of the cause for disciplinary action of a classified *or confidential* employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent or for any cause that arise more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified *or confidential* service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, demotion, suspension, or discharge. *The causes for discipline of classified employees may be found in the Education Code and the applicable Employee Handbooks.*

NOTE: *This policy is legally required.*

Date Adopted:

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



Agenda Item (VIII-A-2)

Meeting	4/17/2012 - Regular
Agenda Item	Committee - Governance (VIII-A-2)
Subject	Revised and New Board Policies - Second Reading and Approval
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board approve Board Policies 3810, 4000 and 5010.

Background Narrative:

In keeping with our current process of updating our Board Policies, the items below come before the Board for second reading and approval:

General Institution

Board Policy 3810 Claims Against the District - This is a revision of the Policy that was previously revised on October 20, 2009.

Academic Affairs

Board Policy 4000 Academic Rank - This is a revision of the Policy that was previously revised on January 25, 2011.

Student Services

Board Policy 5010 Admissions - This is a revision of the Policy that was previously revised on October 20, 2009.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Ruth Adams, General Counsel

Attachments:

[Board Policies for April 17 - 2nd Reading](#)

General Institution

BP 3810 CLAIMS AGAINST THE DISTRICT

References:

Education Code Section 72502;
Government Code Sections 900 et seq. and 910, et seq.

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.
- Claims for damages for death, injury to person or personal property.

Notwithstanding the exceptions listed in Section 905 of the Government Code of the State, all claims by public officers or employees for fees, salaries, wages, overtime pay, holiday pay compensating time off, vacation pay, sick leave pay, and any other expenses or allowances claimed due from the District, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

The designated place for service of claims, lawsuits or other types of legal process ***is the office of the General Counsel for*** upon the District. ~~is:—~~***Further details regarding the address can be found in the Administrative Procedure for this Policy.***

Riverside Community College District
Office of the Chancellor
1533 Spruce St., Ste. 210
Riverside, CA 92507

Date Adopted: May 19, 2009

Revised: October 20, 2009

Revised:

BP 4000 ACADEMIC RANK

References: None

As an institution of higher education, the Riverside Community College District will award to the faculty, the ranks of Instructor, Assistant Professor, Associate Professor, Professor, Distinguished Professor, and ~~Professor Emeritus~~ for those individuals who earn these titles by meeting specific requirements. ***For retiring faculty, the rank of Emeritus may be granted and would reflect the rank held at the time of retirement.***

Criteria and procedures to achieve these ranks will be developed jointly by the Academic Senate and the Administration.

Date Adopted: August 19, 2008

Revised: January 25, 2011

Revised:

(Replaces RCCD Policy 3092)

Student Services

BP 5010 ADMISSIONS

References:

Education Code Sections 76000, 76001, 76002, and 78030-78034;
Labor Code Section 3077

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 C.F.R. § 668.16(p)

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.

NOTE: The following language is legally required in order to show good faith compliance with the applicable federal regulations.

The District shall, in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall see that procedures are established for evaluating the validity of a student's high school completion.

Admission

Any student whose age is 16 and above, or class level is equal to grades eleven and twelve, is eligible to apply as a special part-time student for advanced scholastic or vocational courses.

Any student whose age is 16 and above, or class level is equal to grades eleven and twelve, is eligible to apply as a special full-time student.

The District may consider admission, in extraordinary cases, where a student under the age of 16 demonstrates superior ability and capacity to succeed on college level work.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

If the Board of Trustees denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board of Trustees will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board of Trustees meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Date Adopted: November 18, 2008
(Replaces RCCD Policies 6030/7030)
Revised:



Agenda Item (VIII-A-3)

Meeting	4/17/2012 - Regular
Agenda Item	Committee - Governance (VIII-A-3)
Subject	Resolution to Amend the Conflict of Interest Code of the Riverside Community College District
College/District	District
Funding	N/A
Recommended Action	It is Recommended that the Board of Trustees adopt Resolution No. 34-11/12, adopting the District's Amended Conflict of Interest Code, pursuant to the Political Reform Act of 1974.

Background Narrative:

The Political Reform Act (the "Act") requires all public agencies to adopt and maintain a conflict of interest code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal assets. A conflict of interest code must also specifically designate all agency positions, except for those listed in Gov. Code §87200, that make or participate in the making of any governmental decisions which may foreseeably have an effect on any financial interest of that person, and assign specific types of personal assets to be disclosed that may be affected by the exercise of the powers and duties of that position.

The Act further requires that an agency amend its conflict-of-interest code when changes are necessitated by changed circumstances which includes the need to designate positions, revise disclosure categories or the assignment of disclosure categories, and remove officials listed in Gov. Code §87200.

On November 18, 2008, the Board approved Board Policy/Procedure 2712 establishing a Conflict of Interest Code for the District. The Appendix of the Code designates those employees, members, officers, and consultants who are subject to the disclosure requirements of the District's Code and who must complete Form 700 each year, disclosing personal interests according to the assigned categories of the position. Since 2010 when the Appendix was last amended, job titles have been revised and abolished, and new titles have been added.

Attached is an edited version of the proposed amended Conflict of Interest Code showing the changes to be made. The amendment is based on the requirement to delete from the list of officials who manage public investments positions that are inappropriately designated, and place them in the list of designated positions; include new positions required to be designated based on their scope of duties; revise titles of existing positions; delete positions that have been abolished; revise assignment of disclosure categories to require disclosure of the types of personal assets that may be affected by the exercise of the powers and duties of the designated position; revise certain language in the Appendix to clarify information for officials who manage public investments, and disclosure categories including requirements of Consultants and New Positions as provided by the FPPC; and incorporate 2 California Code of Regulations, section 18730 by reference as the provisions of the Code.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance
Ruth Adams, General Counsel

Attachments:

[Back-up for Conflict of Interest Code](#)

RESOLUTION NO. 34-11/12

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT ADOPTING AN
AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE
POLITICAL REFORM ACT OF 1974

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Riverside Community College District ("District") and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the Board of Trustees adopted a Conflict of Interest Code (the "Code") which was amended on November 15, 2005, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Trustees, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the District; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Trustees on April 17, 2012, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Riverside Community College District that the Board of Trustees does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the District's General Counsel, as the District's Filing Officer, and made available to the public for inspection and copying during regular business hours;

BE IT FURTHER RESOLVED that the said amended Code shall be submitted to the Board of Supervisors of the County of Riverside for approval and said Code shall become effective the day after the Board of Supervisors approves the proposed amended Code as submitted.

APPROVED AND ADOPTED this 17th day of April, 2012.

President, Board of Trustees

ATTEST:

Secretary of the Board

CONFLICT OF INTEREST CODE
OF
RIVERSIDE COMMUNITY COLLEGE DISTRICT

(Amended April 17, 2012)

The Political Reform Act of 1974 (Gov. Code §81000 et seq) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs., §18730), which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions and establishing disclosure categories shall, constitute the Conflict of Interest Code of the **Riverside Community College District (the "District")**.

All Officials and designated positions shall file statements of economic interests with the **General Counsel as the District's Filing Officer/Official**. The **General Counsel** shall make and retain a copy of all statements filed by members of the Board of Trustees and the Chancellor and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The **General Counsel** shall retain the originals of the statements filed by all other designated positions and shall make all statements available for public inspection and reproduction during regular business hours. (Gov. Code §81008.)

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT

(Amended April 17, 2012)

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18701b), are NOT subject to the District's **Conflict of Interest** Code, but ~~are subject to the disclosure requirements of the Act.~~ must file under Government Code Section 87200. [Regs. §18730(b) (3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments³

Members of the Board of Trustees

Chancellor

Vice Chancellor, Administration and Finance

~~Associate Vice Chancellor, Finance~~

~~Controller~~

Investment Consultants

³Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by §87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE/FUNCTION</u>	<u>DISCLOSURE CATEGORY</u> <u>ASSIGNED</u>
Academic Department Chairs	6, 5
Accounting Services Manager	1, 4, 5
Activity Director, CCRAA Hispanic Serving Institution	6
Assistant Dean, Cal Works and Special Funded Programs	6 5
Assistant Director, Student Financial Services	6 5
Assistant Director, Operations	6 5
Assistant Director, RCC Foundation	1, 4, 6
Assistant Manager, Food Services	6 5
Associate Dean, Career and Technical Education	6 5
Associate Dean, Early Childhood Education	6 5
Associate Dean, Grants	6
Associate Dean, Grants and College Support Programs/ Project Director	6 5
Associate Dean, Library	6
Associate Dean, School of Nursing	6 5
Associate Dean/Director, Service Learning	6 5
Associate Dean, Special Funded Programs	6 5
Associate Director, Grants	6 5
Associate Dean, Institutional Research	6 5
Associate Vice Chancellor, Facilities Planning & Development Design & Construction	1, 2, 3, 5, 6 5

Associate Vice Chancellor, Finance	1, 2
Associate Vice Chancellor, Information Services	6 5
Associate Vice Chancellor, Institutional Effectiveness	6 5
Associate Vice Chancellor, Educational Services	6 5
Associate Vice Chancellor, Strategic Communications and Relations	6 5
Campus Administrative Support Center Supervisor	6 5
Capital Program Administrator	1, 2, 3, 5, 6
Chief of Police	6 5
Chief of Staff/ Executive Assistant to the Chancellor	1, 2, 3, 4, 5, 6
Communications and Web Development Manager (STEM)	6 5
Community Education Supervisor	6 5
Controller	1
Coordinator, International Education	6 5
Custodial Manager	6 5
Dean, Academic Support	6 5
Dean, Admissions and Records	6
Dean, Counseling & Specially Funded Programs	6 5
Dean / Director , Disabled Student Programs and Services	6 5
Dean, Economic Development	6 5
Dean, Enrollment Services	5
Dean, Health Science Programs	6
Dean, Institutional Reporting and Academic Services	6 5
Dean, Institutional Research	6 5

Dean of Instruction	6 5
Dean, School of Instruction , Nursing	6 5
Dean, Physical Education and Athletics	5, 6 5
Dean, Public Safety Education and Training	6 5
Dean, Riverside School for the Arts	6 5
Dean, Student Financial Services	6 5
Dean, Student Support Services Grant	5
Dean, Student Services	6 5
Dean, Student Success/Project Director, Title V	6 5
Dean, Technology and Learning Resources	6 5
Dean, Technology & Instructional Support Services	5
Director, Risk Management Administrative Services	5, 6 5
Director, Administrative Support Center	6 5
Director, Budget Manager	5 4
Director, Capital Planning	1, 2, 3, 5, 6
Director, Career & Technical Education Projects	6 5
Director, Center for International Students and Programs	6 5
Director, Community Learning in Partnership	6 5
Director, Construction	2, 3, 5
Director, Corporate and Business Development	5, 6 5
Director, DSPS	5
Director, Distance Education/Open Campus	6 5
Director, Diversity, Equity and Compliance	6 5
Director, Diversity and Human Resources	6 5

Director, Enrollment Services	6 5
Director, EOPS	6 5
Director, Facilities Operations and Maintenance	3,5,6 5
Director, Food Services	6 5
Director, Football Operations/Head Football Coach	6 5
Director, Foster and Kinship Care Education Program	6 5
Director, Foster Youth Emancipation Program	6
Director, Grants	6 5
Director, Health Services	6 5
Director, Hospitality/Culinary Arts Program	6 5
Director, Internal Audits	6 5
Director, Law Enforcement Training Programs	6 5
Director, Middle College High School	6 5
Director, Pathways to Excellence	5
Director, Facilities Plant Operations and Maintenance	3,5,6 5
Director, Procurement Assistance Center	6 5
Director, Public Safety Education and Training	6 5
Director, RCC Foundation and Alumni Affairs	1,2,4,6
Director, SSS Grant	5
Director, Software Development	6 5
Director, Sports Information/Athletic Event Supervisor	6 5
Director, Student Financial Services	6 5
Director, Title III STEM Grant	5
Director, Upward Bound Program	6 5

Director, Web Development	6 5
Director, Workforce Preparation Grants & Contracts	6 5
Early Childhood Education Center Manager	6
Executive Dean, Workforce and Resource Development	6 5
Facilities Manager, Grounds and Projects	3,5,6 5
Facilities Supervisor, Grounds and Utilization	3,5,6 5
Food Services Manager	5, 6
General Counsel	1, 2, 3, 4, 5, 6
Health Services Supervisor	6 5
Instructional Media Center Manager	6 5
Instructor/Dean, Health Sciences Program	6 5
Maintenance Manager	5 4
Maintenance Mechanic (all specialties)	3,5, 6 5
Manager, Cable Plant	5, 6 5
Manager, Payroll Manager	6 5
Microcomputer Support Supervisor	5, 6 5
Network Manager	5, 6 5
President, Moreno Valley College	1, 2, 3, 5, 6 5
President, Norco College	1, 2, 3, 5, 6 5
President, Riverside City College	1, 2, 3, 5, 6 5
Producer /Artistic Director	1, 5, 6 5
Project Director, Developing Hispanic Serving Institutions	5, 6
Project Director, FIPSE Grant	5

Project Director, Gateway to College	6 5
Project Director, NSF National Center, Supply Chain Technology	
Education	5
Project Manager	3, 5, 6 4
Purchasing Manager	1, 2, 3, 5, 6 4
Purchasing Specialist	1, 2, 5, 6 4
Sergeant	6 5
Statewide Director, Center for International Trade Development	6 5
Student Services Supervisor	6
Trio Director	6
Director, Tri Tech Small Business Development Center Director	6 5
Vice Chancellor, Diversity & Human Resources	1, 2, 3, 5, 6 5
Provost/Vice Chancellor, Educational Services	1, 2, 3, 5, 6 5
Vice President, Academic Affairs	6 5
Vice President, Business Services	1, 2, 3, 5, 6
Vice President, Career and Technical Programs	6 5
Vice President, Student Services	6 5
Warehouse Supervisor	6 5
Consultant and new positions ⁴	

⁴ Individuals providing services as a Consultant defined in Regulation 18701, or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chancellor, or designee, may determine that due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Chancellor's, or

EXHIBIT B

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of **economic interests** ~~investments, business entities, sources of income, including gifts, loans and travel payments, or real property which the~~ **that** designated **Positions Employee** must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in business entities, and sources of income **including gifts, loans and travel payments, that are** located in, ~~that~~ do business in, or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside the jurisdiction of the District.

Category 3: All investments and business positions in **business entities**, and sources of income **including gifts, loans and travel payments,** ~~from business entities~~ that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

~~Category 4: All investments and business positions in, and sources of income from business entities that are banking, savings and loan, or other financial institutions. (NOTE: This has been determined to be included in Category 5)~~

Category 4: All investments and business positions in **business entities**, and sources of income **including gifts, loans and travel payments,** ~~from, business entities~~ that provide services, **products, supplies,** materials, machinery, vehicles or equipment of a type **utilized** ~~purchased or leased~~ by the District.

Category 5: All investments and business positions in **business entities**, and sources of income **including gifts, loans and travel payments,** ~~from, business entities~~ that provide services, **products supplies,** materials, machinery, vehicles or equipment of a type purchased or leased by the Designated **Position's Employee's** Department, Unit or Division.



Agenda Item (VIII-B-1)

Meeting	4/17/2012 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and schedule of class offerings.

Background Narrative:

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

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Sylvia Thomas, Associate Vice Chancellor, Educational Services

Attachments:

[April Board 2012 CC_backup1](#)

Course	Title	College
1. New Stand Alone Courses:		
NRN-12	Chronic Illness/Acute Maternal Child Specialty	R
The above course is being proposed to update the nursing curriculum in order to meet current standards of practice, QSEN Competencies, and the IOM recommendations for healthcare practice. The Board of Registered Nurses has approved the new curriculum.		
NRN-12A	Nursing Learning Laboratory	R
The above course is being proposed in order to meet the requirements for mastery of knowledge and skills to gain a level of competency in order to provide quality, safe, patient care. To gain mastery, students must practice newly learned skills before implementing them in the clinical setting.		
NRN-13	Acute and Chronic Illness	R
The above course is being updated to meet current standards of practice, QSEN Competencies, and the IOM recommendations for healthcare practice. The Board of Registered Nurses has approved the new curriculum.		
NRN-18	Transition Course for Advanced Placement Students	R
The above transition course is being revised to prepare LVN and transfer students for entrance into the updated ADN curriculum. This course will replace NRN-17.		
NVN-52A	Nursing Learning Laboratory	R
The above course is being proposed as an optional learning lab for students enrolled in NVN 52 who require remediation and/or require additional practice with nursing skills taught in NVN 52.		
NVN-62A	Nursing Learning Lab	R
The above course is being proposed as an open lab for students who need to practice or remediate their nursing skills.		
PHO-15	Wedding and Special Event Photography	R
There is local interest in a wedding and special event photography course.		
2. New Courses:		
MUS-74	Jazz Proficiency	R
The above course is being proposed to better prepare students transferring as jazz studies majors.		
JUS-12	Introduction to Criminalistics	R
The above course is being proposed to be cross-listed with ADJ-12.		
3. Course Inclusions:		
MUS-36	Instrumental Chamber Ensembles	M
MUS-53	Keyboard Proficiency	M
4. Major Course Modifications:		
AML-13	Interpreting III	R
The above courses are being modified to update Student Learning outcomes (SLOs), course description, methods of instruction (MOI), course materials and add sample assignments.		
BUS-30	Entrepreneurship and Small Business Management	MNR
The above course is being modified to update course description, Student Learning outcomes (SLOs), course content, methods of instruction (MOI), methods of evaluation (MOE), course materials and add sample assignments.		

Course	Title	College
CAT-1A	Business Etiquette	MNR
The above course is being modified to update the course description, SLOs, course content, course materials and add sample assignments.		
CAT-30	Business English	MNR
The above course is being modified to change the advisory to “Utilize keyboarding skills. CAT 53, Familiar with MS Word. CAT 34A”; update SLOs, course materials and add sample assignments.		
CAT-30A	Business English 30A	R
The above course is being modified to remove the advisory as well as update SLOs, course materials and add sample assignments.		
CAT-31	Business Communications	MNR
The above course is being modified to update SLOs, course content, course materials and add sample assignments.		
CAT-34A	Introduction to Word	NR
The above course is being modified to change the title from “Introduction to Microsoft Word for Windows” to “Introduction to Word”; update course description, SLOs, course content, and course materials.		
CAT-36A	Legal Office Procedures I	R
The above course is being modified to update SLOs, and sample assignments.		
CAT-36B	Legal Office Procedures II	R
The above course is being modified to add CAT-34A to the advisory; update SLOs, short description, and sample assignments.		
CAT-37	Legal Terminology	R
CAT-38	Legal Word Processing and Forms	R
CAT-50	Keyboarding and Document Processing	MR
The above courses are being modified to update SLOs, course materials and add sample assignments.		
CAT-51	Intermediate Typewriting/ Document Formatting	MR
The above course is being modified to add “Familiar with basic business document formats, CAT 50” to the advisory; update SLOS, course content, course materials and add sample assignments.		
CAT-53	Keyboarding/Typing Fundamentals	MNR
CAT-54A	Introduction to Flash	MNR
The above courses are being modified to update entry skills, SLOs, course materials and add sample assignments.		
CAT-57	Creating and Managing the Virtual Office	R
CAT-61	Professional Office Procedures	MNR
CAT-62	Records Management	MNR
The above courses are being modified to update the course description, SLOs and sample assignments.		

Course	Title	College
CAT-80	Word Processing: Microsoft Word for Windows	MNR
CAT-84	Word Processing: WordPerfect for Windows	R
CAT-90	Microsoft Outlook	R
The above courses are being modified to update the course description, SLOs, course content, MOI, sample assignments and course materials.		
CAT-91	Microsoft Project	R
CAT-93	Computers for Beginners	MNR
CAT-95A	Introduction to Internet	NR
CAT-98A	Introduction to Excel	NR
CAT-98B	Advanced Excel	NR
The above courses are being modified to update SLOs, course content, MOI, course materials and add sample assignments.		
CIS-3	Computer Applications for Business	MNR
The above course is being modified to change title from "Computer Applications for Working Professionals" to "Computer Applications for Business"; update to the course description, SLOs, course content, course materials and add sample assignments.		
CIS-54A	Introduction to Flash	MNR
The above course is being modified to update entry skills, course materials and add sample assignments.		
CIS-62	Microsoft Access DBMS: Comprehensive	NR
The above course is being modified to update SLOs and course materials.		
CIS-80	Word Processing: Microsoft Word for Windows	MNR
CIS-84	Word Processing: WordPerfect for Windows	R
The above course is being modified to update the course description, SLOs and course materials.		
CIS-90	Microsoft Outlook	R
The above course is being modified to update the course description, SLOs, course content, MOI, sample assignments and course materials.		
CIS-91	Microsoft Project	R
CIS-93	Computers for Beginners	MNR
The above course is being modified to update SLOs, course content, course materials and add sample assignments.		
CIS-95A	Introduction to Internet	NR
CIS-98A	Introduction to Excel	MNR
CIS-98B	Advanced Excel	NR
The above courses are being modified to update SLOs, course content, MOI, course materials and add sample assignments.		
CSC-62	Microsoft Access DBMS: Comprehensive	NR
The above course is being modified to update SLOs and course materials.		

Course	Title	College
DEA-30	Intermediate Chairside Dental Assisting	M
The above courses are being modified to update advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.		
DEA-32	Intermediate Supervised Externships	M
The above course is being modified to change the prerequisite from “DEA-20, 22, and 24” to “DEA-20, 22, 23 and 24”, to change the hours from “2 hours lecture and 36 laboratory hours” to “9 hours lecture and 32 hours laboratory” as well as update advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments.		
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	M
The above course is being modified to update the course description, SLOs, MOI, MOE, course materials and add sample assignments as well as to change hours from “42 hours lecture and 104 hours laboratory” to “18 hours lecture and 108 hours laboratory”; change units from 3.5 to 3.0; change Limitation on Enrollment to remove “A minimum of two years experience in a dental orthodontic practice or a valid Registered Dental Assistant license from the state of California” and remove from the limitation on enrollment: “a valid California Registered Dental Assistant license.”		
DEA-41	Dental Office Procedures	M
The above course is being modified to change hours from 54 hours lecture and 54 hours laboratory to 18 hours lecture and 36 hours laboratory; change units from 4 to 1.5; update to course description, SLOs, MOI, MOE, course materials and add sample assignments.		
JOU-12	Photojournalism	MR
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update to course description, course content, MOI, MOE, course materials and sample assignments.		
MAT-64	Pre-Algebra	MNR
The above course is being modified to update advisory skills, SLOs, course materials and add sample assignments.		
MAT-65	Arithmetic & Pre-Algebra	NR
MAT-90A	Special Topics: Whole Numbers and Introduction to Fractions	MR
MAT-90B	Special Topics: Fractions and Introduction to Decimals	MR
MAT-90C	Special Topics: Decimals	MR
The above courses are being modified to update SLOs, MOI, MOE, course materials and add sample assignments.		
MAT-90D	Special Topics: Rational Numbers and Introduction to Variables	MR
The above course is being modified to change the title from “Special Topics: Integers and Introduction to Variables” to “Special Topics: Rational Numbers and Introduction to Variables” as well as update the course description, advisory skills, SLOs, MOI, MOE, course content, course materials and add sample assignments.		
MAT-90E	Special Topics: Real Numbers and Introduction to Algebra	MR
MAT-90F	Special Topics: Algebraic Expressions and Equations	MR
The above courses are being modified to update advisory skills, SLOs, course materials and add sample assignments.		

Course	Title	College
MUS-4	Music Theory I	MNR
	The above course is being modified to update the course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.	
MUS-5	Music Theory II	MR
	The above course is being modified to change the prerequisite to “MUS-4 and MUS-32 or MUS-53” and remove the corequisite and to update the course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.	
MUS-6	Music Theory III	R
	The above course is being modified to change the prerequisite to “MUS-4 and MUS-32 or MUS-53” and remove the corequisite and to update the course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.	
MUS-8A	Music Technology I	R
	The above course is being modified to change the title from “Introduction to Midi and Digital Audio” to “Music Technology I” and to update the course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.	
MUS-8B	Music Technology II	R
	The above course is being modified to change the title from “Sequencing and Orchestration with Digital Audio and Midi” to “Music Technology II” ; change the prerequisite to “FTV 73 or MUS 8A” and to update the course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.	
MUS-9	MIDI/Digital Audio Composition and Film Scoring	R
	The above course is being modified to change the title from “Music Composition and Film Scoring with Digital Audio” to “MIDI/Digital Audio Composition and Film Scoring”; change the prerequisite to “MUS 8B” and to update the course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.	
MUS-10	MIDI/Digital Audio Music Production	R
	The above course is being modified to update the course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.	
MUS-22	Survey of Music Literature	MR
	The above course is being modified to update the course description, advisory skills, SLOs, MOI, MOE, course materials and sample assignments.	
PHO-8	Introduction to Photography	R
	The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.	
PHO-9	Intermediate Photography	R
	The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; change prerequisite to “PHO-8 and 20.”; update to course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.	
PHO-10	Advanced Photography	R
	The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments.	

Course	Title	College
PHO-12	Photojournalism	MR
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update the course description, course content, MOI, MOE, course materials and sample assignments.		
PHO-13	Advanced Darkroom Techniques	R
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update the SLOs, MOI, MOE, course materials and add sample assignments.		
PHO-14	Lighting for Portraiture	R
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update the SLOs, MOI, MOE, course materials and add sample assignments.		
PHO-17	Introduction to Color Photography	R
The above course is being modified to change the hours from 27 hours lecture and 81 hours laboratory to 36 hours lecture and 54 hours laboratory; update the course description, SLOs, MOI, MOE, course content, course materials and add sample assignments.		
5. Course Deletions:		
AML-23	Specialized Interpreting	R
The above course has not been offered several years and had low enrollment.		
CAT-39	Legal Solutions Software	R
The above course is inactive and has not been offered in at least 2 years.		
CAT-40	Administrative Office Management	MR
The above course is being deleted because the CAT discipline faculty have identified an appropriate Management discipline course (MGT 44) which will replace this course on our program certificates.		
CAT-59	Introduction to Adobe Acrobat	MR
The above course has been inactive for more than 2 years and is not on any program certificates.		
CAT-60	Introduction to Microsoft Access	MNR
The above course has been inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.		
CAT-63	Electronic Records Management	MR
CAT-64	RIM Advanced Applications	R
CAT-66	Machine Dictation/Transcription	R
The above courses have been inactive for at least 2 years or more and are not on any program certificates.		
CAT-88	Internships in Computer Applications and Office Technology	NR
The above course is inactive and has not been offered in the last 2 years. It is not on any program certificates. Internships may be obtained through CTE job developer.		
CAT-99A	Keyboarding for Computer Users	R
CAT-99B	Windows for Beginners	R
CAT-99C	Word for Beginners	R

Course	Title	College
CAT-99D	Excel for Beginners	R
CAT-99E	PowerPoint for Beginners	R
The above courses are inactive and have not been offered in the last 2 years. They are not on any program certificates.		
CIS-44	Portfolio Production	N
This course is no longer needed. GAM-44 was written and approved and will take the place of CIS-44.		
CIS-60	Introduction to Microsoft Access	MNR
The above course is inactive and has not been offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.		
GAM-36	Introduction to Computer Game Design	N

6. Course Exclusions:

CAT-1A	Business Etiquette	N
CAT-30	Business English	N
CAT-30A	Business English 30A	N
CAT-34A	Intro to MS Word for Windows	N
CAT-51	Intermediate Typewriting/Document Formatting	N
CAT-53	Keyboarding/Typing Fundamentals	N
CAT-61	Professional Office Procedures	N
CAT-62	Records Management	N
CAT-88	Internships in Computer Applications and Office Technology	N
CAT-200	Work Experience	N
CIS-20	Systems Analysis and Design	N
CIS-28A	MS Access Programming	N
CIS-36	Introduction to Computer Game Design	N
CIS-62	Microsoft Access DBMS Comprehensive	N
CSC-20	Systems Analysis and Design	
CSC-28A	MS Access Programming	N
CSC-62	Microsoft Access DBMS Comprehensive	N

The above courses have either never been offered at the college or have not been offered for several years.

7. Certificate/Degree Exclusions:

Administration Office Professional-NCE637
Office Assistant-NCE633
Office Fast-Track-NCE812
Systems Development-NCE806

8. New Locally Approved Certificates:

Piano Performance-see Attachment A R

9. Modification to State/Locally approved Certificate/Degrees:

Dental Assistant-see Attachment B M

Course	Title	College
	The above program is being modified to change the program units from 39 to 36 due to a change to course units.	
	Executive Office Management-see Attachment C	R
	The above program is being modified to remove/add a course; update description and Program Learning Outcomes (PLOs); change TOP code from 0514.00 to 0514.40	
	Executive Office Professional-see Attachment D	R
	The above program is being modified to remove/add a course; update description and PLOs; change TOP code from 0514.00 to 0514.40	
	Jazz Performance-see Attachment E	R
	The above program is being modified to change the units, removal/addition of a course; addition of program description.	
	Legal Administrative Professional-see Attachment F	R
	The above program is being modified to update the PLO; change to top code.	
	Music Technology-see Attachment G	R
	The above program is being modified to change the title from MIDI; increase in units from 13 to 17; addition of courses; addition of program description.	
	Music Performance- see Attachment H	R
	The above program is being modified to add a program description.	
	Photography-see Attachment I	R
	The above program is being modified to change the units from 24 to 18; deletion of PHO-13; and choice of PHO-8 or PHO-20.	

Attachment A

New Locally-Approved Certificate

PIANO PERFORMANCE (R)

Prepares individuals for a career in music as piano performers. Fulfills a portion of the Associate of Arts degree in Music.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Prepare and perform in a solo piano recital and/or chamber ensemble performance. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and/or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

<u>Required Courses (16.5-17.5 units)</u>		<u>Units</u>
MUS-P12	Intermediate Applied Piano (4 semesters)	12
MUS-52	Recital Performance (25 minute solo program)	.5
Performing Ensembles (Choose from list below)		4-5

<u>Performing Ensembles (4-5 units)</u>		
MUS-P36	Piano Chamber Ensemble	1
MUS-36	Instrumental Chamber Ensemble	1.5

Attachment B
Certificate/Degree Modification

Dental Assistant (M) MAS621/MCE621

This program prepares individuals to provide patient care, take dental radiographs (x-rays), prepare patients and equipment for dental procedures, as well as discharge office administrative functions under the supervision of dentists and dental hygienists. This includes instruction in dental record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, dental radiography, pre-and post-operative patient care and instruction, chair-side assisting, taking tooth and mouth impressions, and supervised practice.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Collect diagnostic data and perform clinical supportive treatments as outlined by the State Dental Practice Act
- Perform business office procedures as related to dental practices
- Adhere to the ADA's Code of Ethical Conduct and apply this to established ethical, legal and regulatory concepts for dental assisting
- Apply self-assessment skills to promote life long learning
- Demonstrate interpersonal and communication skills to effectively interact with diverse population

Required Courses (36 units)		Units
Fall		
DEA-10	Introduction to Dental Assisting and Chairside Assisting	4
DEA-20	Infection Control for Dental Assistants	2
DEA-21	Introduction to Radiology for Dental Assistants	2
DEA-22	Introduction to Supervised Externships	1.5
DEA-23	Introduction to Dental Sciences	3
DEA-24	Dental Materials for the Dental Assistant	2
ENG-50	Basic English Composition	4
Winter		
DEA-30	Intermediate Chairside Dental Assisting	2
DEA-31	Radiology for Dental Assistants	1.5
DEA-32	Intermediate Supervised Externships	1
Spring		
DEA-40A	Advanced Chairside Surgical Dental Assistant	3.5
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	3
DEA-40C	Advanced Chairside Restorative Dental Assistant	5
DEA-41	Dental Office Procedures	1.5

ENG-50 may be taken prior to entrance into the Dental Assistant Program or the equivalent can be met through testing.

Associate of Science Degree

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

Total Units	36
-------------	----

Attachment C
Certificate/Degree Modification

Executive Office Management (R) AS639/CE639

This program prepares individuals to supervise and manage operations and personnel of business offices, including supervision, budget preparation, scheduling, office systems, and records.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Prepare, proofread, and process correspondence, memorandums, bills, statements, receipts, and copy information from one record to another.
2. Outline and explain administrative procedures and policies to personnel.
3. Coordinate and direct records and budget preparation to aid executives.
4. Schedule and document appointments, meetings, and travel arrangements.
5. Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
6. Compile and create basic statistical reports.
7. Create properly formatted and grammatically correct business documents.
8. Demonstrate an understanding of the planning, organizing, leading, and controlling functions of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

Certificate Program

Required Courses (34 Units)		Units
CAT-1A	Business Etiquette	1
CAT/CIS-3	Computer Applications for Working Professionals	3
CAT-30	Business English	3
CAT-31	Business Communications	3
CAT-51	Document Formatting	3
ACC/CAT-55	Applied Accounting/Bookkeeping	3
CAT-61	Professional Office Procedures	3
CAT-62	Records Management	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
or		
CAT/CIS-84	Word Processing: WordPerfect for Windows	3
CAT/CIS-90	Microsoft Outlook	3
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS -98B	Advanced Excel	1.5
MAG-44	Principles of Management	3

Associate in Science Degree

The Associate in Science Degree in Executive Office Management will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

Change TOP code from 0514.00 to 0514.40

Attachment D
Certificate Modification

Executive Office Professional (R) CE635

This certificate provides students with knowledge and skills to perform advanced administrative clerical duties related to assisting executives including coordinating and managing personnel and operations in business offices, including budget preparation, scheduling, and report preparation.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Prepare memorandums outlining and explaining administrative procedures and policies to supervisory workers.
- Coordinate and direct budget preparation to aid executives.
- Schedule appointments, plan meetings and conferences.
- Create, file, retrieve, and maintain office/corporation documents, records, and reports.
- Demonstrate an understanding of the planning, organizing, leading and controlling functions of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

Certificate Program

<u>Required Courses (13.5 Units)</u>		<u>Units</u>
CAT/ACC-55	Applied Accounting/Bookkeeping	3
CAT/CIS-80	Word Processing: Word for Windows	3
CAT/CIS-90	Microsoft Outlook	3
CAT/CIS-98B	Advanced Excel	1.5
MAG-44	Principles of Management	3

Change TOP code from 0514.00 to 0514.40

Attachment E
Certificate Modification

JAZZ PERFORMANCE (R) CE852

Program Description

Prepares individuals for a career in music as jazz performers. Fulfills a portion of the Associate of Arts degree in Music.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze, practice and interpret jazz and popular music chord symbols.
- Demonstrate the ability to analyze, learn, and perform standard jazz literature.
- Prepare a program, program notes or other materials related to the recital repertoire in cooperation with the instructor or recital coordinator.

<u>Required Courses (17 units)</u>		<u>Units</u>
MUS-25	Jazz Appreciation	3
MUS-36	Instrumental Chamber Ensembles (1 semester)	1.5
MUS-39	Intermediate Applied Music (2 semesters)	6
MUS-43	Jazz Improvisation and Theory (1 semester)	1
MUS-52	Recital Performance	.5
MUS-74	Jazz Proficiency	1
Performing Ensemble (Choose from list below)		4

Performing Ensembles

MUS-33	Vocal Jazz Ensemble (2 semesters)	4
or		
MUS-44	Jazz Ensemble (2 semesters)	4

Attachment F
Certificate Modification

Legal Administrative Professional (R) CE611

Completion of this certificate provides students with the ability to prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Students should be able to apply legal terminology and procedure to documents and legal research.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Compose, key, and properly format various types of business and legal correspondence and reports using computer software.
- Prepares and processes legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements. Mails, faxes, or arranges for delivery of legal correspondence to clients, witnesses, and court officials.
- Reviews legal publications and performs data base searches to identify laws and court decisions relevant to pending cases.
- Submits articles and information from searches to attorneys for review and approval for use.
- Completes various forms, such as accident reports, trial and courtroom requests, and applications for clients.

Certificate Program

<u>Required Courses (12 Units)</u>		<u>Units</u>
CAT-36A	Legal Office Procedures I	3
CAT-36B	Legal Office Procedures II	3
CAT-37	Legal Terminology	3
CAT-38	Legal Word Processing and Forms	3

Change TOP code from 0514.00 to 0514.10

Attachment G
Certificate Modification

MUSIC TECHNOLOGY (R) CE850

Prepares individuals for careers in music recording, music composition and music production using state-of-the-art music technology. Fulfills a portion of the Associate of Arts degree in Music.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Assemble, mix and master complete MIDI/Digital Audio compositions and film scores.
- Utilize MIDI/Digital audio software and hardware including computers, controllers, synthesizers, sequencers, samplers, effects processors, microphones and mixers.
- Communicate effectively and work cooperatively with film directors and music producers.

<u>Required Courses (17 units)</u>		<u>Units</u>
MUS-3	Fundamentals of Music	4
MUS-8A	Music Technology I	3
MUS-8B	Music Technology II	3
MUS-9	MIDI/Digital Audio Composition and Film Scoring	3
MUS-10	MIDI/Digital Audio Music Production	3
MUS-32	Class Piano	1

Attachment H
Certificate Modification

MUSIC PERFORMANCE (R) CE851

Program Description

Prepares individuals for a career in music as performers. Fulfills a portion of the Associate of Arts degree in Music.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Prepare and coordinate a recital with piano accompaniment, and/or chamber ensemble. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

Required Courses (17.5 units)

	Units
MUS-39 Intermediate Applied Music (3 semesters)	9
MUS-52 Recital Performance (25 minute solo program)	.5
Performing Ensemble (Choose from list below)	8

Performing Ensembles (8 units—4 semesters)

MUS-28 Riverside Community Symphony	2
MUS-33 Vocal Jazz Ensemble	2
MUS-41 Chamber Singers	2
MUS-42 Wind Ensemble	2
MUS-44 Jazz Ensemble	2
MUS-48 Marching Band	2
MUS-77 Guitar Ensemble	2

Attachment I

Certificate/Degree Modification

Photography (R) AS592/CE592

Proposed Action

The proposed change to the certificate/degree is to reduce the total number of program units from 24 to 18. PHO-13 will be removed from the certificate. Students may take either Photo 8 or Photo 20 as a prerequisite to Photo 9; only one of the courses is required to complete the certificate/degree. There is no fiscal impact to the District. The changes have been approved by the department.

Program: Certificate and Degree in Photography

This program focuses on the principles and techniques of communicating information, ideas and emotion through digital and film photography. The goal is to prepare individuals for careers in photographic and photography-related fields. This includes instruction in: camera operation and maintenance, use and maintenance of all photographically-related equipment, selection of camera equipment, digital and film media, printing media, film developing, light and composition, color and special effects, photography as art, the history of photography, and the use of computer applications to refine and organize photographic images.

Program Learning Outcomes

Upon completion of this program, students should be able to:

- Demonstrate competency in manipulating aperture, shutter and focal length to create a proper exposure as well as control action and depth of field for use in specialized situations
- Identify, describe and demonstrate formal concepts of photographic composition
- Define and demonstrate elements of lighting for still life and portraiture
- Modify images through the use of digital manipulation of pixels using channels, color adjustments and layer blend modes
- Produce a portfolio of work demonstrating technical competencies and aesthetic merit

Required Courses (18 units)		Units
PHO-8	Introduction to Photography	3
or		
PHO-20	Introduction to Digital Still Photography	3
and		
PHO-9	Intermediate Photography	3
PHO-10	Advanced Photography	3
PHO-12	Photojournalism	3
PHO-14	Lighting for Portraiture	3
PHO-17	Introduction to Color Photography	3

Associate in Science Degree

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



Agenda Item (VIII-E-1)

Meeting	4/17/2012 - Regular
Agenda Item	Committee - Resources (VIII-E-1)
Subject	Establishment of the New Student Services Building Project Budget
College/District	Riverside
Funding	RCC Measure C Allocation
Recommended Action	It is recommended that the Board of Trustees approve the initial project budget for the new Student Services Building and ancillary projects in the amount of \$32,000,000.

Background Narrative:

In December 2011 the Riverside City College President accepted the Strategic Planning Executive Council recommendation to construct a new Student Services Building as well as ancillary projects described herein and referred to as the Short Term Phase of the College's Revised Facility Master Plan.

The Short Term Phase of the College Revised Facility Master Plan addresses four critical elements not previously or appropriately considered in the College's 2008 Facility Master Plan:

1. Student Services - student services are dispersed among portable and permanent structures at a dozen locations across the campus. These facilities are difficult for students to find and navigate therefore hampering the ability of the College to serve and assist students appropriately. The proposed location will unify student services into one location at the College's "front-door" (Terracina & Magnolia) and adjacent to student parking.
2. Parking - due to the construction of the Math/Science, School of Nursing and Riverside Aquatics Complex the College lost in excess of 600 parking spaces. Additionally, the College will lose approximately 200 spaces when the new Cosmetology Building is constructed. Therefore, to maintain the student to parking space ratio of 4:1 and to avoid the necessity of future off-site parking with shuttle this project will provide an additional 500 spaces.
3. Food Service - the project proposes the establishment of a food service venue on the Digital Library ground floor plaza. With the renovation of the Paul Quadrangle and the new Math/Science and School of Nursing buildings the majority of classrooms and therefore the academic "center of gravity" has shifted to the west side. The new café will provide "grab-n-go" food and beverages with a small indoor/outdoor seating area.
4. Facility Efficiency and Operating Cost - the high capacity/load ratio due to the completion of new the Math/Science and School of Nursing buildings requires the College to consolidate instructional activities by reducing the number of temporary buildings. Improved facility efficiency will enable the College to be more competitive for State funded projects and reduce operating cost associated with older and non-permanent buildings.

Prepared By: Cynthia Azari, President, Riverside City College
Norm Godin, Vice President

Attachments:

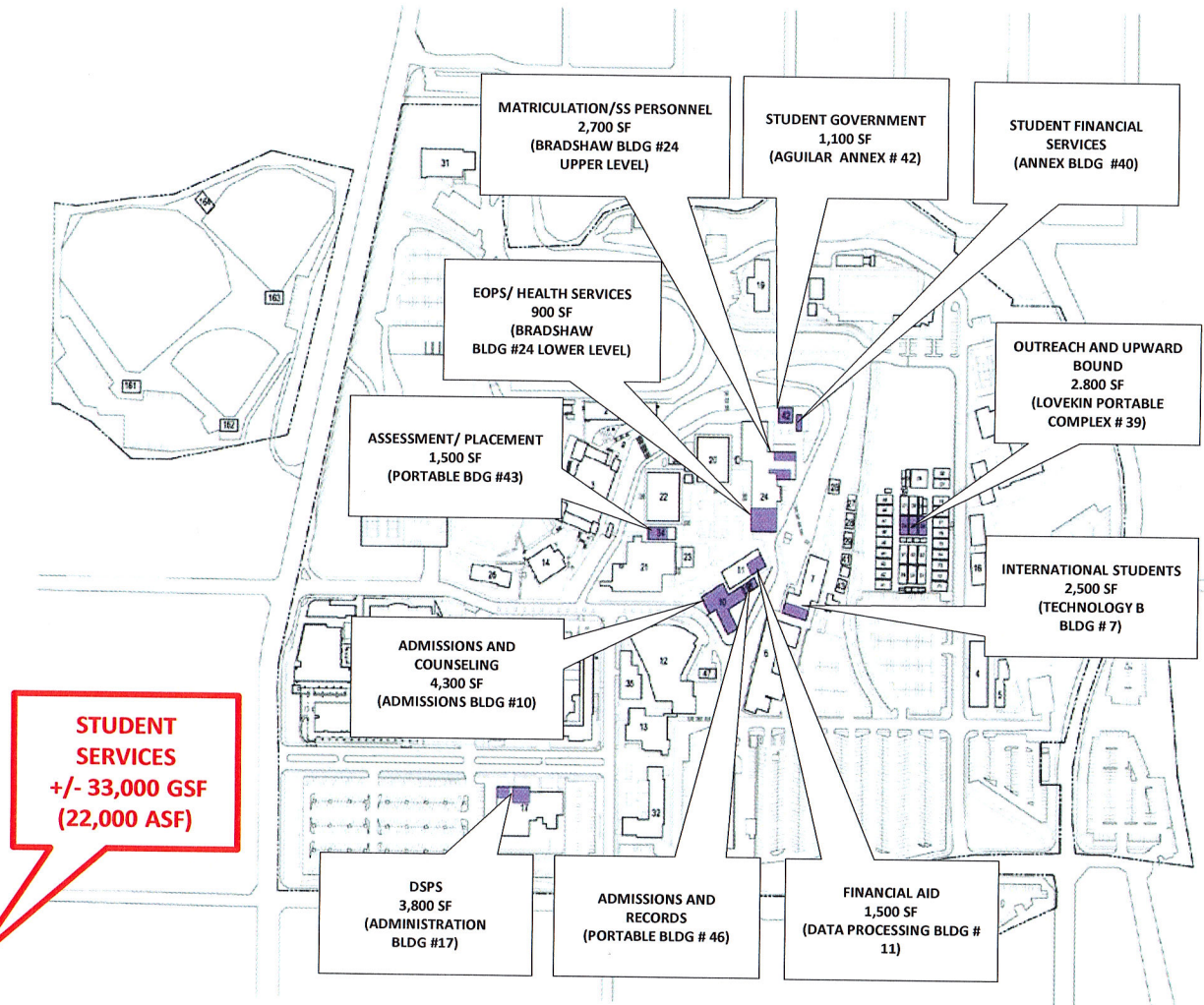
[RCC Student Services Building Project](#)

Introduction

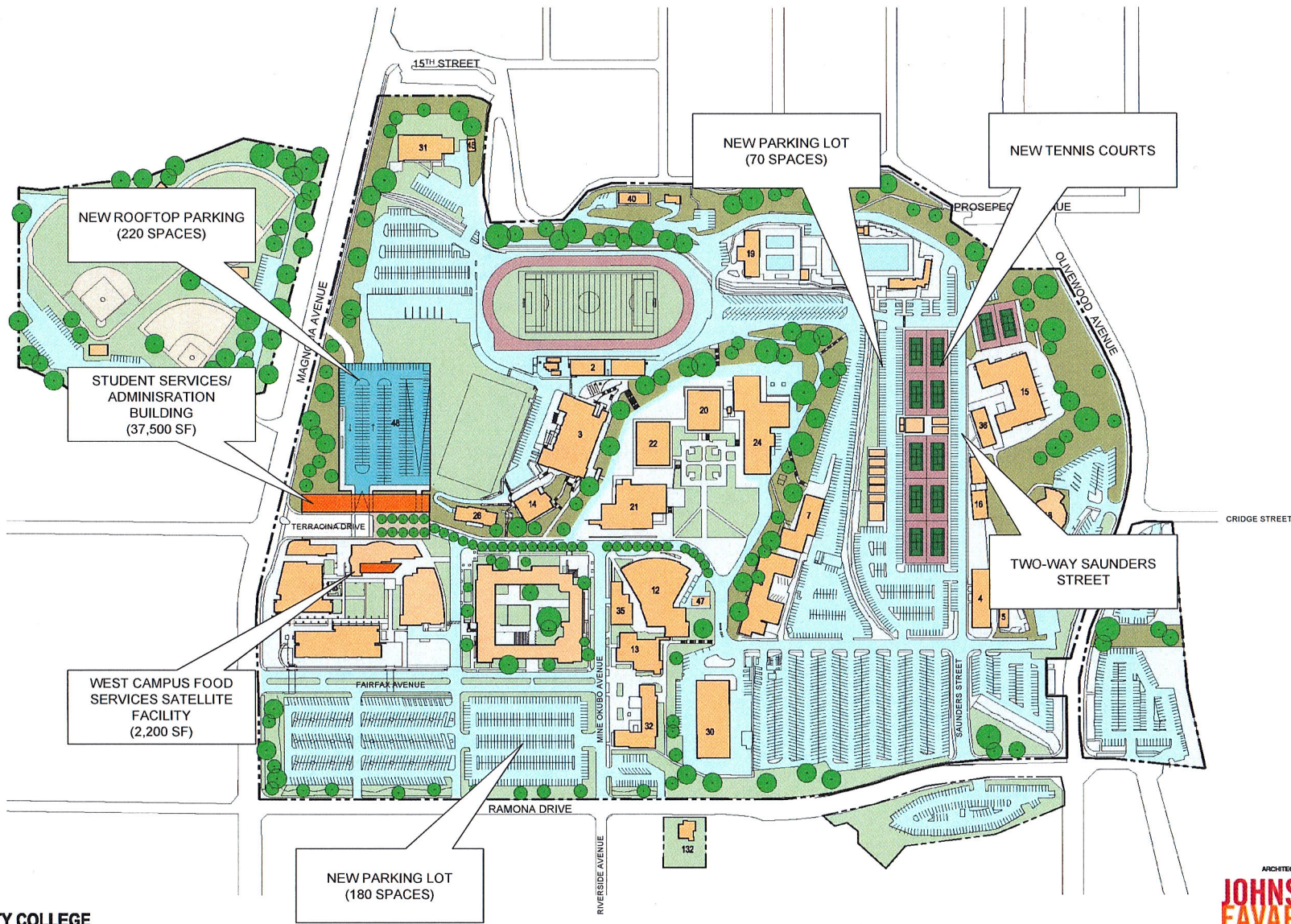
Short Term Needs

- 500 parking spaces

STUDENT SERVICES			
BLDG #	BUILDING NAME	PROGRAM AREA	FLOOR AREA
10	CESAR CHAVEZ	REGISTRATION, ADMISSIONS	4,300
46	ADMISSIONS AND RECORDS PORTABLE	RECORDS	900
34	ASSESSMENT PORTABLE	ASSESSMENT AND PLACEMENT	1,500
24	BRADSHAW	ADMIN, EOPS, HEALTH SERVICES	3,600
17	ADMINISTRATION	DSPS	3,800
7	TECHNOLOGY B	INTERNATIONAL STUDENTS	2,500
39	LOVEKIN PORTABLE COMPLEX	OUTREACH AND UPWARD BOUND	2,800
40	STUDENT FINANCIAL SERVICES ANNEX	STUDENT FINANCIAL SERVICES	400
42	AQUILAR PATIO ANNEX	STUDENT GOVERNMENT	1,200
11	DATA PROCESSING	FINANCIAL AID	1,500
			TOTAL ASF:
			22,500
			TOTAL GSF:
			33,000



Short Term Needs



RIVERSIDE CITY COLLEGE
HORIZON ONE MASTERPLAN - PHASE 1
SCALE: 1"=40'-0"

ARCHITECT
JOHNSON
FAVARO
 Architecture and Urban Design
 2000 Bluebonnet Street, Orange, CA
 92667
 (714) 261-2500 FAX: (714) 261-2501



Agenda Item (IX-A-1)

Meeting 4/17/2012 - Regular

Agenda Item Administrative Reports (IX-A-1)

Subject Summer Workweek

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve the four, ten-hour-day workweek from June 11 through August 17, 2012, for management, classified, and confidential support staff.

Background Narrative:

The District has provided summer workweek schedules in the past several years to provide staff with a shortened workweek and lengthened weekends. The District and CSEA have agreed to activate a four, ten-hour-day workweek between June 11, 2012 and August 17, 2012 for classified support staff.

Staff will work ten hours per day during the four (4) days Monday through Thursday of each week with the following exceptions;

- a. Offices which are required to serve the needs of the District and/or the public Monday through Friday will provide staffing for the five days. Staff members shall be scheduled by the immediate supervisor with input from unit members involved. Such scheduling shall remain the same for the entire summer and may either provide for (1) scheduling all employees for five eight-hour days; or (2) an alternate scheduling plan which gives unit members the option to work four ten-hour days with either Monday or Friday as their unscheduled day. These exceptions will be approved and communicated by the appropriate President or Vice Chancellor;
- b. During the week of July 4th, all employees will go back to their regular 8-hour workday due to the July 4th holiday;
- c. Employees who do not wish to participate in the four, ten- hour-day workweek have the option of using vacation, compensatory time, or may request a reduced workload. All requests are subject to supervisor approval.

Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources



Agenda Item (XII-A)

Meeting	4/17/2012 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	Update on Various Subjects of Interest
College/District	District
Information Only	

Background Narrative:

Recently, members of the Board of Trustees asked for updates on various subjects of interest. As such the following updates are provided and verbal reports will also be given at the board meeting:

1. Police Protocol with the General Public:

RCCD College Safety and Police Department is a POST certified public safety agency. The department provides law enforcement services 24/7 to the three colleges (Riverside, Norco, Moreno Valley), as well as offsite education centers. Department divisions include patrol services at each main campus, a centralized detective division, a bicycle patrol division, BIRT team participants, and a Sexual Assault Response Team. Furthermore, the law enforcement authority on or about the campus is identical to that of municipal and county law enforcement officers. As such, the RCCD College Safety and Police Department is responsible for reporting and investigating all criminal matters on properties owned and operated by the District.

As a district, we have Memorandums of Understanding (MOU's) with the Riverside Police Department and Riverside County Sheriff's Department, which also provide the department with assistance for incidents requiring specialized resources and expertise. These MOU's also provide the guidelines for College Safety and Police to assist municipal law enforcement in providing policing services to our surrounding communities. Customer service is job one, and all RCCD College Safety and Police personnel subscribe to the philosophy of Community Oriented Policing and Problem Solving (COPPS). All of our services are customized to meet the uniqueness of each college campus with an emphasis of providing customer service to our community.

2. Review of Budget Transfer for Nursing, Science and Math Complex:

At the March 2012 board meeting, the Board of Trustees approved a final project budget adjustment to the Nursing, Science and Math Complex project. With the project being completed and preparing for close out, there were final budget adjustments which equated to an approximately \$2.6 million. This budget adjustment was necessary to include final project scope and changes to address items which arose from Division of the State Architect inspections (clay tile roof attachments), city utility infrastructure connection requirements (sewer by-pass repair) since the college connects to city infrastructure and utilities, college requested refinements (security to lecterns, changes to life science labs, etc.), other items not first included in the project scope (repairs to the newly opened entrance at Fairfax), and typical construction oversight items (claims and to replenish contingency funds) for the project. Of the funds requested and approved by the Board at the March meeting, some of the expenses may be reimbursed or credited back to the project once the project is closed and final accounting is completed. Staff will be available at the meeting to orally review items of interest to the Trustees.

3. Center for Social Justice & Civil Liberties Update:

Mine Okubo was an alumnus of Riverside Junior College and distinguished Alumni in 1974. Upon the passing of Ms. Okubo in 2001, the District was identified as a beneficiary of her estate. Once the affairs of her estate were settled, the materials were transferred to the district, and the district secured grants to commence review of the voluminous materials received. At the June 16, 2009 board meeting, the Board approved receiving the bequeath,

inclusive of thousands of paintings, reference materials, books, writings, letter and other personal materials. With this action, the Board established an Ad Hoc Committee of the Board (consisting of Trustees Takano and Green). On August 11, 2009, the Ad Hoc Committee of the Board, met with a Steering Committee consisting of both internal and external participants. This group met several times and commenced the planning for what is now materializing as the Center for Social Justice and Civil Liberties.

On March 16, 2010, the Board of Trustees approved the renovation of the Citrus Belt Savings and Loan Building (CBSL) to house a gallery and archives, as part of the Market Street properties strategy; including approving funding for the Center, using RCCD allocated redevelopment funds to rehabilitate and repurpose of the former Citrus Belt Savings and Loan building. An Environmental Impact Report was prepared to facilitate the Center and downtown office/culinary projects to proceed, which was certified May 17, 2011. On June 22, 2011, a ground breaking/façade reveal was held. On October 4, 2011, funding (RDA) was allocated to secure the resources and services to turn-key the facility into a gallery/center. Opening of the Center is on track for June 17th – the 100th birthday of Ms. Okubo.

Prepared By: Greg Gray, Chancellor

Jim Miyashiro, Chief of Police

Cynthia Azari, President, Riverside City College

Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

Chris Carlson, Chief of Staff



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[Agenda Item](#)

Agenda Item (XII-B)

Meeting 4/17/2012 - Regular

Agenda Item Business From Board Members (XII-B)

Subject Update from Members of the Board of Trustees on Business of the Board.

College/District District

Information Only

Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting

Prepared By: Chris Carlson, Chief of Staff



Agenda Item (XIII-A)

Meeting	4/17/2012 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor
College/District	District
Funding	n/a
Recommended Action	Recommended Action to be Determined

Background Narrative:

None

Prepared By: Greg Gray, Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor



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[Agenda Item](#)

Agenda Item (XIII-B)

Meeting	4/17/2012 - Regular
Agenda Item	Closed Session (XIII-B)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	n/a
Recommended Action	To Be Determined

Background Narrative:

None

Prepared By: Greg Gray, Chancellor