



**Board of Trustees - Regular Meeting  
Board of Trustees Governance Committee,  
Teaching and Learning Committee, Planning and  
Operations Committee, Facilities Committee and  
Resources Committee  
Tuesday, August 07, 2012 6:00 PM  
Moreno Valley College, Room 101 Student  
Services, 16130 Laselle Street, Moreno Valley  
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. PUBLIC HEARING (NONE)
- III. CHANCELLOR'S REPORT
  - A. [Chancellor's Communications](#)  
*Information Only*
- IV. BOARD COMMITTEE REPORTS
  - A. Governance
    - 1. [Revised and New Board Policies - First Reading](#)  
  
*The Committee to review the first reading of Administrative Procedures 2435 and Board Policies 2750, 3410, 3430, 3820, 4040, 5040, 5130, 5140, 5510 and 5800 for first reading.*
  - B. Teaching and Learning

1. [Agreement for Open Campus Services with Blackboard Student Services and California Community College Foundation](#)

*The Committee to review an agreement with Blackboard Student Services and California Community College Foundation in the amount of \$169,977.00 for dedicated 24/7 help desk hosting for Open Campus online-based distributed courses at the District.*

C. Planning and Operations

1. [2014-2018 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals](#)

*The Committee to review the 2014-2018 Five-Year Capital Construction Plan and various project proposals for Moreno Valley College, Norco College, and Riverside City College.*

D. Resources

1. [Budget Augmentation 3 for Citrus Belt Savings and Loan Gallery \(Center for Social Justice & Civil Liberties\)](#)

*The Committee to review the budget augmentation in the amount of \$140,000 for the Citrus Belt Savings and Loan Gallery (Center for Social Justice & Civil Liberties).*

2. [Presentation on Historic Perspective of District Budget](#)

*Information Only*

E. Facilities

1. [Amendment for Moreno Valley Dental Education Center with All American Inspection, Inc.](#)

*The Committee to review an amendment with All American Inspection, Inc. in the amount of \$825 for additional inspection services for the Moreno Valley Dental Education Center.*

2. [Amendment for Student Academic Services Facility – Phase III with DLR Group WWCOT](#)

*The Committee to review an amendment with DLR Group WWCOT in the amount of \$14,590 for additional design services for the Student Academic Services Facility – Phase III at Moreno Valley College.*

3. [Amendment for Norco Operations Center with Hill Partnership, Inc.](#)

*The Committee to review an amendment with Hill Partnership, Inc. for design services in the amount of \$8,720 for the Norco Operations Center project.*

4. [Change Order 5 for Wheelock Gymnasium, Seismic Retrofit with ISEC, Inc.](#)

*The Committee to review the change order with ISEC, Inc. in the amount of \$14,397.57; and change order in excess of ten percent for the Wheelock Gymnasium, Seismic Retrofit project at Riverside City College.*

5. [Change Order 3 for Culinary Arts Academy and District Office Building with J.M. Farnan](#)

*The Committee to review the change order with J.M. Farnan in the amount of \$1,917; and change order in excess of ten percent for the Culinary Arts Academy and District Office Building project.*

V. OTHER BUSINESS (NONE)

VI. CLOSED SESSION

- A. [Conference with Legal Counsel - Existing Litigation \(CA Gov. Code Section 54956.9\(a\) - Berber v. Riverside Community College District, et al.](#)

*Recommended Action to be Determined*

VII. ADJOURNMENT

## Agenda Item (III-A)

Meeting 8/7/2012 - Committee/Regular Board

Agenda Item Chancellor's Report (III-A)

Subject Chancellor's Communications

College/District District

Information Only

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### 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

### Attachments:

## Agenda Item (IV-A-1)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Committee - Governance (IV-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 Administrative Procedure 2435 and Board Policies 2750, 3410, 3430, 3820, 4040, 5040, 5130, 5140, 5510 and 5800 for first reading.

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### Background Narrative:

In keeping with our current process of updating our Board Policies, the item(s) below come(s) before the Board for first reading:

#### Board of Trustees

- Administrative Procedure 2435 Evaluation of Chancellor – This is a revision of the Procedure that was previously approved on May 15, 2007.
- Board Policy 2750 Board Member Absence From State – This is a new Policy for the District.

#### General Institution

- Board Policy 3410 Nondiscrimination – This is a revision of the Policy that was previously revised on November 18, 2008.
- Board Policy 3430 Prohibition of Harassment and Retaliation – This is a revision of the Policy that was previously revised on November 18, 2008.
- Board Policy 3820 Gifts – This is a revision of the Policy previously approved on March 17, 2009.

#### Academic Affairs

- Board Policy 4040 Library and Other Instructional Support Services – This is a revision of the Policy that was previously approved on May 15, 2007.

#### Student Services

- Board Policy 5040 Student Records, Directory Information and Privacy – This is a revision of the Policy that was previously approved on November 18, 2008.
- Board Policy 5130 Financial Aid – This is a revision of the Policy that was previously revised on December 13, 2011.
- Board Policy 5140 Disabled Student Programs and Services – This is a revision of the Policy that was previously approved on November 18, 2008.
- Board Policy 5510 Incidents Involving Students Off-Campus – This is a new Policy for the District.
- Board Policy 5800 Bookstore(s) – This is a revision of the Policy that was previously approved on November 18, 2008.

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

**Attachments:**

[Board Policies for August 2012](#)

**AP 2435 EVALUATION OF CHANCELLOR**

Reference:

Accreditation Standard IV.A

I. Overview

Evaluation is an ongoing process. Even though this document is intended for the annual formal evaluation of the Chancellor, it is also used as a checklist to keep the Board on track with its duties and those of the Chancellor.

It is important to assess each of the outlined items as occurring on a time line, considering what progress has been made over the past few years, and what is anticipated for the future.

II. Format

Approximately one month prior to his or her anniversary date with the District, the Chancellor orally presents a summary of his/her major achievements of the past year and goals for the future of the District. The Board and Chancellor then discuss the outlined items and any other appropriate subjects the Board may request.

III. Subjects for Evaluation ***May Include:***

A. Committees

1. Board Committees are the vehicle used to flow information to the Board of Trustees. Does the Board feel comfortable with the information it receives about current programs and administrative functions? Some areas of consideration are:
  - a. Transfer programs
  - b. Vocational programs
  - c. Community service programs
  - d. Economic development activities and programs
  - e. Cal Works

- f. Competitive sports
  - g. Performance Riverside and other performing arts programs
  - h. Public safety education and training
  - i. RCC Foundation
  - j. Student activities
2. Is the opportunity for staff and student participation in the committee process adequate?
- B. Financial Information
1. Is the Board satisfied that it is receiving easily understood financial information required for good decision-making?
  2. Is the Board apprised of the annual audit, and the reports to the State regarding the District's financial status?
  3. Is the Board involved in the District's annual budget process before final budget is ready for approval?
- C. New Programs or Major Refocusing of Existing Programs
1. Is the Board kept apprised of new ideas for review and input to programs before the community is approached or major decisions made?
  2. Is appropriate planning, including needs assessments, sufficient for new or refocused programs?
  3. Can the Board assist in making the District more responsive to community needs?
  4. Is the planning process for new programs adequate?
  5. Is the planning process for new facilities adequate?
  6. Are the planning processes for the entire District adequate?
- D. Student Services



1. Do our students reflect the cultural diversity of our community?
2. Is a cultural and economically diverse student body a high priority?
3. Is registration efficient and user-friendly?
4. Are our students safe on campus? Do they feel safe?

E. Chancellor and Staff Relationships

1. Are students' needs the top priority?
2. Is participatory governance suitably and adequately accomplished?
3. Does the Board have effective and appropriate means of communication with staff?
4. Does the staff reflect the cultural diversity of our community?
5. Is the Board apprised in a timely fashion of relevant information about staffing problems?
6. Are job descriptions and pay scales clearly defined and reviewed regularly?
7. Are hiring and firing regulations and procedures enforced?
8. Are District policies and procedures enforced, including collective bargaining agreements?
9. Is staff professional development clearly defined and promoted?

F. Board of Trustees and Chancellor Relationship

1. Does a climate of mutual trust and support exist between the Board of Trustees and the Chancellor?
2. Does the Board of Trustees regularly assess the Chancellor?
3. Does the Board understand the priorities of each of the major initiatives of the District?

4. Is the Chancellor utilizing the unique talents of the members of the Board of Trustees?
5. Are there other appropriate roles in which the Board of Trustees members would like to be more deeply involved?
6. How can the Chancellor assist the Board of Trustees members to function more effectively?
7. How can the Board of Trustees assist the Chancellor in accomplishing the District's goals more effectively?
8. Other subjects?

Office of Primary Responsibility: Board of Trustees

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Date Approved: May 15, 2007

***Revised:***

(Replaces Regulation 1043)

**BP 2750 BOARD MEMBER ABSENCE FROM STATE**

**Reference:**

**Government Code Section 1064**

*(NOTE: This Policy was created in order to reflect an amendment to Gov. Code Section 1064 regarding Board member absences from the state. **This is Policy is legally advised**)*

**No member of the Board shall be absent from the state for more than 60 days, except in any of the following situations:**

- **Upon business of the community college district with the approval of the Board.**
- **With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limit for absence from the state may be extended by the Board.**
- **For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason on the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.**
- **The term of an interim member of the Board appointed as set forth above, may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.**

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**Date Adopted:**

**BP 3410 NONDISCRIMINATION**

References:

- Education Code Sections 200 et seq, 66250 et seq., 70901, 72010, et seq., and 87100 et seq.;
- Penal Code Sections 422.55 et seq;
- Government Code Sections 11135 -11139.5, 12926.1 and 12940 et seq.;
- California Code of Regulations, Title 5 Sections 53000 et seq. and 59300 et seq.;
- Title 20, United States Code, Section 1681
- Title 29, United States Code, Section 794
- Title 42, United States Code Sections 6101, 12100 et seq, and 2000d
- Accreditation Standard I.6
- Veterans Employment Opportunity Act of 1998

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to actual, perceived or association with others' ethnic group identification, national origin, religion, age, ~~sex or gender~~, **gender identity, gender expression** race, color, **genetic information**, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. In addition to these protected bases, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status, or status as a Vietnam-era veteran.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory.

The District shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Information regarding the filing of a complaint can be obtained from the Director, Diversity, Equity and Compliance, and is also included in Administrative Procedures 3410 and 3435.

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Date Approved: May 15, 2007  
Revised: February 26, 2008  
Revised: November 18, 2008  
(Replaces Policies 6100 and 6200)  
**Revised:**

General Institution  
DRAFT – CHANGES PER CCLC UPDATE  
20

**BP 3430 PROHIBITION OF HARASSMENT AND RETALIATION**

**References:**

Education Code Sections 212.5, 44100, 66250, et seq, 66271.1, 66281.5  
66700, 70901 and 72011;  
California Code of Regulations, Title 5, Sections 59320, et seq;  
Government Code Sections 11135-11139.5, and 12950.1;  
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e;  
Title IX, Education Amendments of 1972  
Penal Code Section 422.55 and 422.6  
Title 20, United States Code, Section 1681  
Title 29, United States Code, Section 794  
Title 42, United States Code, Sections 6101, 2000d and 12100, et seq.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation **including acts of sexual violence**. It shall also be free of other unlawful harassment, including that which is based on actual, perceived or association with others' ethnic group identification, national origin, religion, age, ~~sex or gender~~, **gender identity, gender expression**, race, color, ancestry, sexual orientation, physical or mental disability, **genetic information**, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will pursue all measures within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

The Chancellor shall establish procedures that define harassment and establish reporting procedures for employees, students, and other members of the District community that provide for the investigation and resolution of complaints regarding discrimination and harassment.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled "Handling Complaints of Unlawful Discrimination or Harassment". A copy of the procedure is available at <http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx>, in each College library and all administrative offices in the District. Supervisors are required to report all incidents of harassment and retaliation that come to their attention.

To this end, the Chancellor shall ensure that the institution undertakes at least education and training activities to counter discrimination harassment and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. However, because of their special responsibilities under the law, supervisors will also undergo mandatory training within six (6) months of assuming a supervisory position. This policy and related written procedures, **including the procedure for making complaints**, shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination. Students found in violation of this policy may be subject to disciplinary measures up to and including expulsion.

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Date Adopted: February 26, 2008

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Revised: November 18, 2008

**Revised:**

(Replaces Policies 3110/4110/6110)

General Institution  
DRAFT – CHANGES PER CCLC UPDATE 20

**BP 3820 GIFTS**

**Reference:**

Education Code Section 72205, 72670

The District is committed to accept gifts, grants, donations and bequests for the benefit of the District. Acceptance of such gifts, grants, donations and bequests will be through the Riverside Community College District Foundation Board of Directors and may be subject to such conditions or restrictions as they may prescribe. The Board of Directors reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

A coordinated program of fund raising from governmental, business and community sources to assist in supporting the District's goals and objectives will be pursued by the Foundation with the prior approval of the Board of Trustees and the Chancellor.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the Foundation or the District of a product, enterprise, or entity.

In no event shall the Foundation Board of Directors accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of **nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability** ~~race, sex (i.e., gender), color, religion, national origin, age, disability, or sexual orientation~~; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

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Date Adopted: March 17, 2009

**Revised:**

(Replaces RCCD Policy 6140)



**BP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT  
SERVICES**

**Reference:**

Education Code Section 78100;

**Civil Code Section 1798.90**

The District shall have library services that are an integral part of the educational program **and will comply with the requirements of the Reader Privacy Act.**

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Date Adopted: May 15, 2007

**Revised:**

(Replaces Policy 7036)

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION  
AND PRIVACY**

**References:**

- Education Code Sections 76200 et seq.;
- Title 5 Sections 54600 et seq.;
- U.S. Code Sections 93-380

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit **third party access to this** the information **by contacting the Admissions & Records Office**.

Directory information shall include:

- Student's name, ~~address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status (e.g. full/part time);~~
- **Major field of study;**
- **Dates of attendance;**
- **Enrollment status (e.g. full/part time);**
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members;
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition;
- ~~The most recent previous public or private school attended by the student;~~
- ~~Any other information authorized, in writing, by the student.~~

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Date Adopted: November 18, 2008  
(Replaces RCCD Policy 6070)

**Revised:**

**BP 5130 FINANCIAL AID**

**References:**

- 20 U.S. Code Sections 1070 et seq.;
- 34 Code of Federal Regulations Part 668;
- Education Code Section 76300;
- 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.

A program of financial aid to students will be provided, which may include, but is not limited to, waivers, scholarships, grants, loans, or work and/or employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency and will incorporate federal, state, institutional and other applicable regulatory requirements.

Under the guidance of the Chancellor, the College Chief Student Financial Services officers shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

**Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing ~~covered services~~ **educational programs, marketing, advertising, recruiting or admissions services** concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

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Date Adopted: November 18, 2008

Revised: December 13, 2011

**Revised:**

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**Student Services**

**DRAFT – CHANGES PER CCLC UPDATE 20**

**BP 5140    DISABLED STUDENT PROGRAMS AND SERVICES**

**References:**

Education Code Sections 67310 and 84850;  
Title 5 Sections 56000 et seq. **and 56027**

The District is committed to the full inclusion of and effective communication with individuals with disabilities.

**Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.**

Disabled Student Programs and Services (DSP&S) shall be the primary provider of reasonable accommodations, academic adjustments, adaptive equipment, rehabilitation counseling and academic counseling to students with qualifying documented disabilities who request these services.

**DSP&S services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.**

Procedures that specify the standards for publication of alternative formats and guidelines for designing, creating, purchasing, and disseminating materials utilized in communicating to the community we serve will be revised and updated as appropriate.

No student with disabilities is required to participate in Disabled Students Programs and Services Program.

**The District/College shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.**

The Chancellor shall assure that the Offices of DSP&S conform to all requirements established by the relevant laws and regulations.

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Date Adopted: November 18, 2008

**Revised:**

Student Services  
DRAFT CCLC Update 20 - NEW

**BP 5510    *INCIDENTS INVOLVING STUDENTS OFF-CAMPUS***

**Reference:**

34 Code of Federal Regulations Section 668.46(b)(7)

**Note:** *This policy is **legally required** even if the District has no officially recognized student organizations with off-campus locations.*

**The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.**

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**NOTE:** *The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore) in legal Update 19 dated August 2011.*

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**Date Adopted:**

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

**BP 5800 BOOKSTORE(S)**

**Reference:**

Education Code Section 81676

**Civil Code Section 1798.90**

The District's bookstore(s) may be operated by the District, or, by an outside, qualified vendor.

**College bookstore(s) shall comply with the requirements of the Reader Privacy Act.**

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Date Adopted: November 18, 2008

***Revised:***

## Agenda Item (IV-B-1)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Committee - Teaching and Learning (IV-B-1)
Subject	Agreement for Open Campus Services with Blackboard Student Services and California Community College Foundation
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the agreement with Blackboard Student Services and California Community College Foundation for \$169,977.00.

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### Background Narrative:

Presented for the Board's review and consideration is an agreement with Blackboard Student Services (formerly Presidium) in collaboration with the California Community College Foundation (CCCCF), to purchase dedicated 24/7 help desk hosting for Open Campus online-based distributed courses.

The agreement will provide Open Campus with 24/7 hosted help desk support for all online-based students and instructors in over 800 sections of online-based courses (online, hybrid and web enhanced) which serve over 21,000 individual students per term. The term of the hosting agreement is for three years from July 1, 2012 to June 30, 2015. Through an agreement with the CCCC, the cost is discounted to \$55,656.60 for the first and second years and \$58,663.80 for the third year for a total cost of \$169,977.00.

Blackboard Student Services provides real-time 24/7 assistance to students and instructors via their fully hosted web-knowledge base designed to empower users to maximize the value of the Blackboard Learn 9.1 learning management system which is used for online courses in the District.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Glen Brady, Director, Distance Education/Open Campus  
Sylvia Thomas, Associate Vice Chancellor, Educational Services

### Attachments:

[Agreement for Blackboard Student Services attachment.pdf](#)



## Blackboard Student Services (Formerly Presidium)

College Name: Riverside Community College District

### Primary Contact

Name: Glen Brady

Title: Director, Distance Education

Email: glen.brady@rccd.edu

Phone: 951-222-8561

Fax: 951-686-4122

### Secondary Contact

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

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Blackboard Student Services Managed Contact Center Solutions for Customer will include:

### Support Portal and Knowledge Base:

Offering a fully hosted, web-based knowledge base designed to encourage self-service and empower users to maximize the value of their Blackboard Student Services teaching and learning environment.

- The Blackboard Student Services Knowledge Base allows for customized branding and generally integrates within and throughout commercial and open source Learning Management Systems
- Link directly to the Blackboard Student Services Knowledge Base from the login page, or directly from a course by clicking on the “help” icon
- The Blackboard Student Services knowledge base is searchable, customizable, and fully managed by a dedicated Blackboard Student Services account manager
- Includes knowledge base articles, tip sheets, and animated tutorials
- For purposes of this Agreement, minimal customizations in 4 areas will be made available: and additional customizations are available for an additional set fee.  
Password Reset Procedures\  
Branding of the portal  
Other areas to be determined by customer and Blackboard Student Services

### Realtime eChat:

- The realtime eChat provides a direct, chat-based messaging link to a certified Blackboard Student Services support representative; through the real time chat engine users may interact directly with a support representative 24/7/365.
- Provide users with a detailed chat transcript after each session
- Integrated with ticket tracking Support Applications to ensure comprehensive reporting of both chat-based and phone-based inquiries.

### Toll Free Phone-based Support:

- The operation will be fully staffed and available for both campus-based and distance learners 24/7/365.
- Customized Branding - Privately Branded scripting and messaging will provide a seamless experience for users and administrators
- Strict Service Level Management Approach
- Detailed monthly reports providing number and type of service requests, as well as depth of usage within each of the application subsystems (i.e., gradebook, assessments, virtual classroom)
- Based on type and nature of inbound calls, Blackboard Student Services will make recommended approaches for managing the Customer Knowledge Base
- Platinum level support and Tier 1 interaction level

2. **Additional Upgrade Options** Colleges will have the option to upgrade their services provided by Blackboard Student Services.

**Please return your PO and this signed form to:** FCCC, CollegeBuys Program, 1102 Q Street, Suite 3500  
Sacramento, CA 95811

Contact: Johanna Dizon /916.325.0122 / jdizon@foundationccc.org / FAX: 916-325-0844



**Course Management System Upgrade Options:  
Privately Branded Fully Customizable Portal  
Seats in a shared ticketing System**

**Additional Support Upgrade Option** Should a participating college request Blackboard Student Services to provide support for additional information technology applications. Blackboard Student Services and the college will determine the volume associated with supporting the application. A schedule will be completed with the volume and applications to be supported.

- Platinum Level Support - add

**3. Methods of Accessing Support**

The Support Service will include knowledge base, chat-based and phone-based support for all named students and faculty members. It is expected that international users will rely on chat-based support and knowledge-base tools.

**4. Support Availability**

Support will be available to faculty and students 24/7/365.**NOTE:** Blackboard Student Services shall use best efforts to make the Support Applications and Support Solutions available to Customer. Notwithstanding, however, from time to time, it may be necessary to provide scheduled maintenance and upgrades to various components of the Support Applications and other technologies used in providing the Support Solutions. In such circumstances, there may be periodic downtime which Blackboard Student Services will use its best efforts to schedule during non-busy time periods.

**5. Monthly Reporting**

Included in the support package are monthly reports outlining all incidents received during the period categorized by severity and affected application area. This information will be useful in adjusting certain program aspects to reduce the number of end-user problems in future months.

**6. Service Level Agreement & Pricing Assumptions:**

Blackboard Student Services' Managed Contact Center solutions include a service level warranty to ensure timely resolution of issues and response times, as follows:

Live Phone Average Speed to Answer Guarantee: under 3 Minutes, measured on a quarterly basis.

Upon notice to Customer or by Customer of Blackboard Student Services' failure to perform against stated service levels, Blackboard Student Services will have ten (10) days to remedy such failure(s). Upon the second notification for failure to perform for a stated monthly term, Blackboard Student Services shall have 3 business days to remedy and will apply a 10% credit of the call center operations fees for the current quarterly term to the Client's next invoice, if any.

**Riverside Community College District**

**Term: July 1, 2012-June 30, 2013**

Year One (1)

<b>Project/Account Management</b>	Includes knowledge base provisioning and updating, work flow implementation and management, escalation customizations, survey completions for satisfaction monitoring, monthly reporting and monthly status conference calls – for Irvine and Saddleback	\$ 4,500.00
<b>Service Desk Infrastructure</b>	Includes infrastructure expenses – overhead and FCCC processing fee	\$ 8,264.60
<b>Service Desk Operations</b>	Based on Live support requests (phone, chat, web submission) FTES based model – based on FTES of	\$ 47,392.00
<b>Total</b>		\$ 60,156.60
Less FCCC \$4500	Note: In future years, the System office may not be able to cover the Account Management portion of the renewal. In this case, it would fall back to the College.	\$ (4,500.00)
<b>Total Anticipated Charges</b>		\$ 55,656.60

Year Two (2)

<b>Project/Account Management</b>	Includes knowledge base provisioning and updating, work flow implementation and management, escalation customizations, survey completions for satisfaction monitoring, monthly reporting and monthly status conference calls – for Irvine and Saddleback	\$ 4,500.00
<b>Service Desk Infrastructure</b>	Includes infrastructure expenses – overhead and FCCC processing fee	\$ 8,264.60
<b>Service Desk Operations</b>	Based on Live support requests (phone, chat, web submission) FTES based model – based on FTES of	\$ 47,392.00
<b>Total</b>		\$ 60,156.60
Less FCCC \$4500	Note: In future years, the System office may not be able to cover the Account Management portion of the renewal. In this case, it would fall back to the College.	\$ (4,500.00)
<b>Total Anticipated Charges</b>		\$ 55,656.60

Year Three (3)

<b>Project/Account Management</b>	Includes knowledge base provisioning and updating, work flow implementation and management, escalation customizations, survey completions for satisfaction monitoring, monthly reporting and monthly status conference calls – for Irvine and Saddleback	\$ 4,725.00
<b>Service Desk Infrastructure</b>	Includes infrastructure expenses – overhead and FCCC processing fee	\$ 8,677.20
<b>Service Desk Operations</b>	Based on Live support requests (phone, chat, web submission) FTES based model – based on FTES of	\$ 49,761.60
<b>Total</b>		\$ 63,163.80

**Please return your PO and this signed form to:** FCCC, CollegeBuys Program, 1102 Q Street, Suite 3500  
Sacramento, CA 95811

Contact: Johanna Dizon /916.325.0122 / jdizon@foundationccc.org / FAX: 916-325-0844

Less FCCC \$4500	Note: In future years, the System office may not be able to cover the Account Management portion of the renewal. In this case, it would fall back to the College.	\$ (4,500.00)
Total Anticipated Charges		\$ 58,663.80

By signing below you certify that you have read and agree to the Terms and Conditions contained in the Blackboard Student Services License Agreement. In addition, your signature serves as the purchase commitment for your institution.  
 Payment must be addressed to Foundation for California Community Colleges.

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

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

<i>PO must be addressed to Foundation for California Community Colleges. Please return your PO with this signed form.</i>	PO #:
---	-------

**Please return your PO and this signed form to:** FCCC, CollegeBuys Program, 1102 Q Street, Suite 3500  
 Sacramento, CA 95811  
 Contact: Johanna Dizon /916.325.0122 / jdizon@foundationccc.org / FAX: 916-325-0844

## Agenda Item (IV-C-1)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Committee - Planning and Operations (IV-C-1)
Subject	2014-2018 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals
College/District	District
Funding	N/A
Recommended Action	It is recommended the Board of Trustees approve: 1) 2014-2018 Five-Year Capital Construction Plan; 2) the Initial Project Proposals: Health Science Center (Moreno Valley College), Center for Human Performance (Moreno Valley College), Center for Human Performance and Kinesiology (Norco College), Cosmetology Building (Riverside City College); 3) the Final Project Proposals: Library Learning Center (Moreno Valley College), Multimedia and Arts Center (Norco College), and Life Science/Physical Science Reconstruction (Riverside City College).

---

### Background Narrative:

The California Community College Chancellor's Office requires each Community College District to submit annually a Five-Year Capital Construction Plan, proposed Initial Project Proposals (IPPs), and Final Project Proposals (FPPs) for state funding. Provided for the Board's review and approval are the Riverside Community College District's 2014-2018 Five-Year Capital Construction Plan and the following project proposals (Exhibit I):

#### Initial Project Proposals:

1. Moreno Valley College – Health Science Center
2. Moreno Valley College – Center for Human Performance
3. Norco College – Center for Human Performance and Kinesiology
4. Riverside City College – Cosmetology Building

#### Final Project Proposals:

1. Moreno Valley College – Library Learning Center
2. Norco College – Multimedia and Arts Center
3. Riverside City College – Life Science/Physical Science Reconstruction

Prepared By: Sandra Mayo, President, Moreno Valley College  
Paul Parnell, President, Norco College  
Cynthia Azari, President, Riverside City College  
David Bobbitt, Interim Vice President, Business Services (MVC/NC)  
Laurens Thurman, District Consultant  
Norm Godin, Vice President, Business Services (RCC)  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

### Attachments:

[08072012\\_Five Year Capital Construction Plan \(Exhibit I\)](#)

**District Projects Priority Order**

Riverside CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
	ASF	Total Cost								
1	Wheelock Gymnasium, Seismic Retrofit 5,943	2011/2012 \$9,165,000 \$7,450,000	State NonState	Riverside City College						
2	Nursing / Science Building 49,458	2011/2012 \$44,895,000 \$11,945,000	State NonState	Riverside City College						
3	PH III-STUDENT ACADEMIC SERVICES 23,508	2012/2013 \$15,101,000 \$5,393,000	State NonState	Moreno Valley College						
4	NORCO OPERATIONS CENTER (PBX/M) 11,642	2012/2013 \$11,775,000	NonState	Norco College						
5	SECONDARY EFFECTS PROJECT (IT P) 3,268	2012/2013 \$16,044,000	NonState	Norco College						
6	ADA TRANSITION PLAN & IMPLEMENT 2012/2013	\$6,360,000	NonState	Riverside District Administrative Office* (C)(E)	\$5,760,000					
7	LOVEKIN PARKING/TENNIS/PORTABL -21,600	2012/2013 \$3,378,000	State	Riverside City College (W)(C)(E)	\$3,228,000					
8	FOOD SERVICES "GRAB-N-GO" FACILI 2012/2013	\$891,000	NonState	Riverside City College (C)(E)(P)(W)	\$891,000					
9	I. T. UPGRADE 2012/2013	\$5,840,000	NonState	Riverside District Administrative Office* (C)(E)	\$5,420,000					
10	UTILITY INFRASTRUCTURE UPGRADE 2013/2014	\$6,200,000	NonState	Riverside District Administrative Office* (C)(E)	\$5,744,000					
11	NETWORK OPERATIONS CENTER (NO) 1,500	2013/2014 \$3,024,000	NonState	Moreno Valley College (C)(E)	\$2,729,000					
12	MARKET ST PROP-CULINARY ARTS BL 12,782	2015/2016 \$33,350,761	NonState	Riverside City College (P)(W) (C)	\$3,120,054	\$27,695,282		(E) \$2,535,425		
13	COIL SCHOOL FOR THE ARTS 26,500	2015/2016 \$41,138,000	NonState	Riverside City College (W) (C) (E)	\$1,483,000	\$35,602,000	\$2,300,000			

**LEGEND**

ASF = Assignable Square Footage  
 P = Preliminary Drawings  
 W = Working Drawings  
 C = Construction  
 E = Equipment  
 \* = District Office Not Eligible for State Funds

**District Projects Priority Order**

Riverside CCD

No.	Project	Occupancy		Source	Schedule of Funds									
		ASF	Total Cost		2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019			
14	STUDENT SERVICES/ADMINISTRATIO	15,000	2015/2016		Riverside City College	(P)(W)	(C)	(E)						
			\$27,730,000	NonState		\$2,008,000	\$24,340,000	\$1,382,000						
15	LIBRARY LEARNING CENTER (LLC)	17,152	2017/2018		Moreno Valley College			(P)(W)	(C)(E)					
			\$27,281,000	State				\$2,027,000	\$25,254,000					
16	MULTIMEDIA AND ARTS CENTER (MA	82,776	2017/2018		Norco College			(P)(W)	(C)(E)					
			\$60,285,000	State				\$4,394,000	\$55,891,000					
			\$1,450,000	NonState				\$99,000	\$1,351,000					
17	LIFE SCIENCE/PHYSICAL SCIENCE RE	470	2018/2019		Riverside City College			(P)(W)	(C)(E)					
			\$24,376,000	State				\$1,101,000	\$23,275,000					
			\$3,566,000	NonState				\$1,101,000	\$2,465,000					
18	COSMETOLOGY BUILDING	14,386	2018/2019		Riverside City College				(P)(W)	(C)(E)				
			\$18,261,000	State					\$870,000	\$17,391,000				
			\$1,594,000	NonState					\$870,000	\$724,000				
19	HEALTH SCIENCE CENTER	32,707	2018/2019		Moreno Valley College				(P)(W)	(C)(E)				
			\$33,673,000	State					\$1,806,000	\$31,867,000				
			\$4,913,000	NonState					\$1,255,000	\$3,658,000				
20	CENTER FOR HUMAN PERFORMANCE	41,319	2018/2019		Moreno Valley College				(P)(W)	(C)(E)				
			\$24,787,000	State					\$2,082,000	\$22,705,000				
			\$1,025,000	NonState					\$99,000	\$926,000				
21	CENTER FOR HUMAN PERFORMANCE	38,648	2018/2019		Norco College				(P)(W)	(C)(E)				
			\$18,206,000	State					\$1,062,000	\$17,144,000				
			\$8,178,000	NonState					\$1,182,000	\$6,996,000				
22	MAC SECONDARY EFFECTS	-87	2018/2019		Norco College							(P)(W)	(C)(E)	
			\$200,000	NonState										\$200,000
23	CENTER FOR HUMAN PERFORMANCE	1,600	2019/2020		Norco College					(P)(W)	(C)(E)			
			\$7,720,000	State						\$635,000	\$7,085,000			
24	BEN CLARK PUBLIC SAFETY TRAINING	20,000	2019/2020		Moreno Valley College					(P)(W)	(C)(E)			
			\$13,191,000	State						\$1,441,000	\$11,750,000			
			\$5,190,000	NonState							\$5,190,000			
25	SOUTH CORONA ACADEMIC FACILITI	40,442	2019/2020		Norco College					(P)(W)	(C)(E)			
			\$8,000,000	State							\$8,000,000			
			\$10,295,000	NonState						\$1,199,000	\$9,096,000			

**District Projects Priority Order**

Riverside CCD

No.	Project	Occupancy	Source	Schedule of Funds							
				2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	
26	BUSINESS EDUCATION REPURPOSE -7,176	2019/2020 \$5,294,000	NonState	Riverside City College						(P)(W) \$463,000	(C)(E) \$4,831,000

## Agenda Item (IV-D-1)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Committee - Resources (IV-D-1)
Subject	Budget Augmentation 3 for Citrus Belt Savings and Loan Gallery (Center for Social Justice & Civil Liberties)
College/District	Riverside
Funding	Redevelopment Pass-Through Funds (Riverside)
Recommended Action	It is recommended that the Board of Trustees approve budget augmentation no. 3 in the amount of \$140,000.

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### Background Narrative:

Staff now requests the Board of Trustees approve a budget augmentation in the amount of \$140,000 to fund additional work not in the original scope and requested by staff, for the Citrus Belt Savings and Loan Gallery project. The budget augmentation includes Americans with Disabilities Act improvements requested by Public Works, and other miscellaneous changes to the project.

If approved, the augmented total project budget for the Citrus Belt Savings and Loan Gallery project would be \$5,311,683.

Prepared By: Chris Carlson, Chief of Staff  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

### Attachments:



## Agenda Item (IV-D-2)

Meeting 8/7/2012 - Committee/Regular Board  
Agenda Item Committee - Resources (IV-D-2)  
Subject Presentation on Historic Perspective of District Budget  
College/District District  
Information Only

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### Background Narrative:

Providing a historical perspective on the RCCD Budget over the last two decades.

Prepared By: Jim Buysse, Vice Chancellor, Administration & Finance  
Heidi Wills, Assistant to General Counsel

### Attachments:

[080712 A Numbers Perspective](#)

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOURCE 1000 BUDGET

**A NUMBERS PERSPECTIVE**

**Money  
Matters**





Quality Student Experience + Quality Staff  
Experience + Quality Business Practices = **Future**



7 - 1 - 2009

7 - 1 - 1992

# TOTAL FTES

- ❖ 1992-93: 15,778 (15.4% above Cap)
- ❖ 2011-12: 26,328
- ❖ Increase: 10,550
- ❖ %: 66.9%

# CPI

❖ 1972 – 1982 (10 years): 130.86%

\$100 → → \$230.86

❖ 1992 – 2012 (20 years): 63.6%

\$100 → → \$163.56



# A “PER FTES” VIEW

- ❖ 1992 – 1993 Cost/FTES:
  - Budgeted: \$3,138
  - Actual: \$2,739
  - Difference: \$ 399
- ❖ Cost to the District: \$5.5 - \$6.0 million
  - with
  - No hope of recovery
  - (1992 – 1995 economic downturn)

# “PER FTES” MOVING AHEAD TO 2012 - 2013

❖ 1992 – 1993 Extrapolated:

Budgeted: \$135.1 million

Actual: \$117.9 million

❖ 2012 – 2013 Tentative Budget: \$134.2 million

# 1992

\$4  
and  
\$40

·  
·  
·

\$5.9

→ →

10%

12.6%

# THE MEANING OF 10%

- ❖ One Year
- ❖ Multiple Years

# BUDGET COMPOSITION

1992

1XXX	\$ 18.90	43.7%
2XXX	8.45	19.7%
3XXX	<u>5.92</u>	<u>13.6%</u>
Comp	\$ 33.27	77.0%
Other	<u>9.94</u>	<u>23.0</u>
Totals	\$ 43.21	100.0%

2012 TENTATIVE

1XXX	\$ 58.52	43.6%
2XXX	27.41	20.4%
3XXX	<u>29.24</u>	<u>21.8%</u>
Comp	\$ 115.17	85.8%
Other	<u>18.99</u>	<u>14.2%</u>
Totals	\$ 134.16	100%

# THE 2012 - 2013 TENTATIVE BUDGET

## PERCENT INCREASE OVER 1992 - 1993 BUDGET

	<u>Budgeted</u>	<u>Expected*</u>
1XXX	209.6%	173.0%
2XXX	224.4%	173.0%
3XXX	<u>393.9%</u>	<u>173.0%</u>
Comp	246.0%	173.0%
Other	<u>91.1%</u>	<u>173.0%</u>
Totals	210.5%	173.0%

\*Based on FTES growth and CPI

# THE TIDES

- ❖ High Tide - \$151.0 million – 2008-2009
- ❖ Low Tide - \$134.2 million – 2012 -2013
- ❖ Sea Change - \$16.8 million

# BUT WHAT'S THIS?

\$ 16.5

11.4

18.4

14.3

\$60.6

And counting ?



# SAY WHAT?

\$60.6

vs.

\$16.8

???

# The BAM and \$60.6 million (2009)

MVC: \$ 12.12

NC: \$ 9.09

RCC: \$ 27.88

DSS: \$ 9.70

DO: \$ 1.81

# RESERVES AND UNFUNDED FTES

2005-2006 and 2006-2007: No unfunded FTES

Fiscal Year	Reserve Balances	Unfunded FTES
2008	\$19.3 actual	1,026 (3.8%)
2009	\$13.9 actual	4,474 (16.4%)
2010	\$11.2 actual	4,594 (17.5%)
2013	\$ 5.0 hope and prayer	700 (2.8%)

# GOING FORWARD

PLAN A

PLAN B

PLAN C

# PROJECTION

\$7.8 and \$15.2 ?

Timing ?

General State Revenue Picture ?

Will triggers be pulled ?

# Critical Multi-Year Budget Strategies

1. To reduce the current budget deficit to zero (i.e., one-time funding covering ongoing expenditures)
2. To reduce prospective budget deficits (i.e., the automatic pilots) to something approximating zero

# Critical Multi-Year Budget Strategies

1. To reduce the current budget deficit to zero (i.e., one-time funding covering ongoing expenditures)
2. To reduce prospective budget deficits (i.e., the automatic pilots) to something approximating zero

# BUDGET STRATEGY #1

2011 – 2012

\$8.3 million

2012 – 2013

\$6.2 million





# BUDGET STRATEGY #2

2011 – 2012

\$3.7 million

2012 – 2013

\$2.9 million



## Agenda Item (IV-E-1)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-1)
Subject	Amendment for Moreno Valley Dental Education Center with All American Inspection, Inc.
College/District	Moreno Valley
Funding	College and District Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment No. 1 with All American Inspection, Inc. in the amount of \$825.

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### Background Narrative:

On June 21, 2011, a budget augmentation in the amount of \$1.2 million was approved by the Board of Trustees for the Moreno Valley Dental Education Center (MDEC). The increased cost was due to the project scope, market conditions, bidder interest, and the urgency of the project schedule.

Within the approved budget augmentation, a provision to increase the inspection services was included. Staff now requests approval of Amendment No. 1 with All American Inspection, Inc. in the amount of \$825 for additional services resulting from the extended time to complete site work activities, and for the project's extended closeout duration. The total agreement amount with All American Inspection, Inc. including amendment and reimbursable expenses is \$89,225.

Requested changes are within the original project budget approved by the Board of Trustees, and will be paid from project contingency.

Prepared By: Sandra Mayo, President, Moreno Valley College  
David Bobbitt, Interim Vice President, Business Services (MVC/NC)  
Laurens Thurman, District Consultant  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development  
Bart Doering, Director, Construction

### Attachments:

[08072012\\_AAI\\_Amendment No. 1](#)

FIRST (1) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
ALL AMERICAN INSPECTION, INC.  
*(Moreno Valley Dental Education Center Project)*

This document amends the original agreement and amendments between the Riverside Community College District and All American Inspection, Inc., which was originally approved by the Board of Trustees on March 1, 2011.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$825, including reimbursable expenses. All American Inspections, Inc.'s agreement, including amendment and reimbursable expenses, now totals \$89,225. The term of this contract, payments and final payment shall coincide with the original agreement.
- II. The additional scope of work is for an additional eleven (11) hours of labor required to complete the project.

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

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

ALL AMERICAN INSPECTION, INC.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Stacey Douglas  
Vice President  
5225 Canyon Crest Drive, Suite #71-358  
Riverside, CA 92507

By: \_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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

## Agenda Item (IV-E-2)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-2)
Subject	Amendment for Student Academic Services Facility – Phase III with DLR Group WWCOT
College/District	Moreno Valley
Funding	State Construction Act Funds and College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment No. 2 with DLR Group WWCOT in the amount of \$14,590.

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### Background Narrative:

Staff now requests approval of an Amendment No. 2 with DLR Group WWCOT in the amount of \$14,590 for additional services regarding changes to Eastern Municipal Water District's submittal requirements, irrigation controller design, and redesign of the steel column footings for the Student Academic Services Facility – Phase III project at the Moreno Valley College. The Amendment is attached for the Board's review and consideration. The total agreement amount with DLR Group WWCOT including amendments and reimbursable expenses is \$1,355,005.

Requested changes are within the original project budget approved by the Board of Trustees, and will be paid from project contingency.

Prepared By: Sandra Mayo, President, Moreno Valley College  
David Bobbitt, Interim Vice President, Business Services (MVC/NC)  
Laurens Thurman, District Consultant  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development  
Bart Doering, Director, Construction

### Attachments:

[08072012\\_WWCOT\\_Amendment No. 2](#)

SECOND (2) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
DLR GROUP WWCOT  
(MVC Phase III – Student Academic Services Facility Project)

This document amends the original agreement between the Riverside Community College District and DLR GROUP WWCOT, which was approved by the Board of Trustees on October 19, 2010.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$14,590, including reimbursable expenses, totaling agreement to \$1,355,005. The term of the agreement, payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

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

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

DLR GROUP WWCOT

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Pamela Touschner  
Principal  
4280 Latham Street, Suite H  
Riverside, CA 92501

James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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

Exhibit I

**SCOPE OF WORK:**

**Task 1.0**

Easter Municipal Water District (EMWD) submittal requirements have been updated as of December 23, 2010. The original contract with RHA Landscape Architects (RHA) was based on the EMWD 2007 Guidelines which is 22 pages. The new EMWD 2010 guidelines are now 143 pages, requiring conversion of our existing drawings to an EMWD digital format including digital base updating, layer naming, line type conversion, use of digital block standards, pen assignments, font changes to standards and preparing RW CAD as-built digital plans from the contractors redlined as-builts upon construction.

**Task 2.0**

RHA has been asked to revise a previously approved irrigation controller to a site central controller. The additional scope of work is for research and coordination to include a central irrigation controller intended to service the entire campus. Upon determining the system and probable costs, RCCD directed RHA to specify a satellite controller only for the local project area, one that would be compatible with a future central control system. The original master controller had been specified by others as part of the Learning Gateway Building project, which will no longer precede this project. RHA had been asked to indicate the model number and associated details from the Learning Gateway Building project. However, the model number was inaccurate and additional time was spent to research and coordinate the specific item.

**Task 3.0**

TMAD Taylor & Gaines (TTG) has been requested to redesign steel column footing foundations at two locations to avoid an existing concrete duct bank that was not shown in the as-built documents given to DLR Group WWCOT. TTG will provide structural calculations, revise drawings and details for submittal to the Division of the State Architect (DSA). No additional site visits are included.

**Task 4.0**

DLR Group WWCOT will coordinate all of the work described above and will process the structural changes with DSA.

**PROPOSED FEE:**

DLR Group WWCOT will provide the services described for a fixed fee of Fourteen Thousand Five Hundred Ninety Dollars (\$14,590). The Fee breakdown is as follows:

RHA Landscape Architects (Task 1)	\$2,870
RHA Landscape Architects (Task 2)	\$1,450
TMAD Taylor & Gaines (Task 3)	\$7,500
DLR Group WWCOT (Task 4)	\$1,000
<u>Consultant Administrative Mark Up (15%)</u>	<u>\$1,770</u>
Total	\$14,590

Should there be changes to the scope of the project that affect the fee, we will not proceed without written and signed authorization from RCCD for additional services. Our 2012 hourly billing rates are defined as follows:

<u>Architectural</u>	<u>Rates</u>
Client Leader	\$ 250
Principal	\$ 220
Technical/Design Leader	\$ 180
Senior Professional	\$ 150
Quality Control Professional	\$ 150
Professional	\$ 125
Professional Support	\$ 105
Technical	\$ 85
Clerical	\$ 60

## Agenda Item (IV-E-3)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-3)
Subject	Amendment for Norco Operations Center with Hill Partnership, Inc.
College/District	Norco
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment No. 5 with Hill Partnership, Inc. in the amount of \$8,720 for architectural and engineering services

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### Background Narrative:

Staff requests approval of Amendment No. 5 with HPI in an amount not to exceed \$8,720 for additional architectural and structural engineering services for design of the shading device for the South and West exposure windows at the Administration Building and structural modifications required to resolve undocumented existing conduit banks occurring within the building footprint. Amendment No. 5 is attached for the Board's review and consideration. The HPI agreement, including the amendments and reimbursable expenses, totals \$1,003,701.50.

Requested changes are within the original project budget approved by the Board of Trustees, and will be paid from project contingency.

Prepared By: Paul Parnell, President, Norco College  
David Bobbitt, Interim Vice President, Business Services (MVC/NC)  
Laurens Thurman, District Consultant  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

### Attachments:

[08072012\\_HPI\\_Amendment No. 5](#)

FIFTH (5) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
HILL PARTNERSHIP, INC.  
(Operations Center Project – Norco College)

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

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$8,720, including reimbursable expenses. Hill Partnership, Inc.'s agreement, including amendments and reimbursable expenses, now totals \$1,003,701.50. The term of this agreement shall be from the original agreement date of May 20, 2009, to the extended estimated completion date of December 31, 2013. Payments and final payment shall coincide with the original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

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

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

HILL PARTNERSHIP, INC.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

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

By: \_\_\_\_\_

James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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



## Exhibit I

Project: Norco Operations Center

### **SERVICES**

Provide architectural and structural engineering design services for the following additional scope of work at a fixed fee total amount of \$8,720.

#### **Cantilevered Canopies at South and West Walls:**

- Design and detailing of shading device for South and West exposure windows at Administration Building. This addition is required as a result of the elimination of concrete arcade wall and sun shades between the arcade wall and the building, per District's direction;
- Structural calculations and drawings to DSA to add steel-framed cantilevered canopies over each window along the South and West walls of the building (grids AF and A2). Canopies will cantilever out 30" maximum from the exterior face of the CMU wall;
- Coordination of engineering disciplines;
- Process a FCD to DSA.

*Compensation at a fixed fee of \$5,570*

#### **Existing Conduit/Footing Intersection:**

- Structural modification required to resolve numerous undocumented existing conduit banks occurring within the building footprint;
- Coordination of engineering disciplines;
- Process a FCD to DSA.

*Compensation at a fixed fee of \$3,150*

## Agenda Item (IV-E-4)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-4)
Subject	Change Order 5 for Wheelock Gymnasium, Seismic Retrofit with ISEC, Inc.
College/District	Riverside
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees: (1) approve project Change Order No. 5 with ISEC, Inc. in the amount totaling \$14,397.57; (2) and approve the change order in excess of ten percent by a total of \$82,816.87.

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### Background Narrative:

Staff now requests approval of Change Order No. 5 with ISEC, Inc. in the amount of \$14,397.57 for the Wheelock Gymnasium, Seismic Retrofit project. ISEC Inc.'s contract would now total \$2,612,771.57, exceeding the allowable ten percent change order allowable by a total of \$82,816.87. A Change Order Summary is attached for the Board's review and consideration.

Requested changes are within the original project budget approved by the Board of Trustees, and will be paid from project contingency.

Prepared By: Cynthia Azari, President, Riverside City College  
Norm Godin, Vice President, Business Services (RCC)  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

### Attachments:

[08072012\\_WSR\\_Change Order No. 5](#)

Riverside Community College District  
 Facilities Planning and Development  
 Riverside Wheelock Gymnasium, Seismic Retrofit

CHANGE ORDER SUMMARY

Change Order: 5  
 Contractor: ISEC, Inc.

<i>Contract Amount:</i>	\$ 2,299,977.00
<i>Change Order No. 1 Amount:</i>	\$ 82,795.00
<i>Change Order No. 2 Amount:</i>	\$ 85,639.00
<i>Change Order No. 3 Amount:</i>	\$ 6,049.00
<i>Change Order No. 4 Amount:</i>	\$ 123,914.00
<i>Change Order No. 5 Amount:</i>	\$ 14,397.57
<i>Revised Contract Sum:</i>	\$ 2,612,771.57
<i>Original Contract Contingency:</i>	\$ 229,977.70
<i>Remaining Contract Contingency:</i>	\$ -82,816.87

Change Order No. 5 Description:

Wood Floor Sports – Vera Shield Vapor Barrier <i>Requested by: District/Construction Manager</i> <i>Accountability: Architect Errors &amp; Omissions</i>	\$10,233.00
Painting at added Fire Sprinklers <i>Requested by: Architect</i> <i>Accountability: Architect Errors &amp; Omissions</i>	\$11,687.00
Shower Hooks and Additional Padding <i>Requested by: District</i> <i>Accountability: Requested by College</i>	\$5,212.00
Installation of Entrance Mats at the Mezzanine Level <i>Requested by: District/Construction Manager</i> <i>Accountability: Requested by College/Project Manager</i>	-\$7,118.00
Added Metal Railings at North Site Walls and Stair No. 05 <i>Requested by: District/Architect</i> <i>Accountability: Architect Errors &amp; Omissions</i>	\$1,606.00
Painting at Revised Screen Wall Support <i>Requested by: District/Architect</i> <i>Accountability: Architect Errors &amp; Omissions</i>	\$751.00
Added Interior Room Signage <i>Requested by: District</i> <i>Accountability: Requested by College/Project Manager</i>	\$3,278.00
Light Box revisions <i>Requested by: District/Architect</i> <i>Accountability: Architect Errors &amp; Omissions</i>	-\$7,341.00

CHANGE ORDER SUMMARY (Continued)

Door Revisions	-\$3,775.58
<i>Requested by: Construction Manager</i>	
<i>Accountability: Back Charge from BC#01 – Inland Building Construction</i>	
Temporary Doors at Restrooms	\$3,945.00
<i>Requested by: District/Construction Manager</i>	
<i>Accountability: Site Security</i>	
Plumbing Sensor Re-Installation post Tile Repairs	-\$2,004.00
<i>Requested by: Construction Manager</i>	
<i>Accountability: Back Charge from BC#09 – Pro Craft Plumbing</i>	
Power Relocation for Winch Installation and Steel Revisions	\$-2,075.85
<i>Requested by: Construction Manager</i>	
<i>Accountability: Back Charge from BC#11 – Unison Electric</i>	

## Agenda Item (IV-E-5)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-5)
Subject	Change Order 3 for Culinary Arts Academy and District Office Building with J.M. Farnan
College/District	Riverside
Funding	College and District Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees (1) approve project Change Order No. 3 with J.M. Farnan in the amount totaling \$1,917; (2) and approve the change order in excess of ten percent by a total of \$43,650.

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### Background Narrative:

Staff now requests approval of Change Order No. 3 with J.M. Farnan in the amount of \$1,917 due to a clerical error, for the Culinary Arts Academy and District Office (CAADO) project. J.M. Farnan's contract would now total \$235,600, exceeding the ten percent change order allowance by a total of \$43,650. A Change Order Summary is attached for the Board's review and consideration.

This preliminary work to install utility infrastructure for the CAADO project and the Coil School for the Arts project concurrently with the Center for Social Justice and Civil Liberties, allowed significant savings and minimize disruptions due to the combined economies of scale.

Requested changes are within the original project budget approved by the Board of Trustees, and will be paid from project contingency.

Prepared By: Cynthia Azari, President, Riverside City College  
Norm Godin, Vice President, Business Services (RCC)  
Chris Carlson, Chief of Staff  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

### Attachments:

[08072012\\_CAADO\\_Change Order No. 3](#)

Riverside Community College District  
Facilities Planning, Design and Construction  
Culinary Arts Academy and District Office

CHANGE ORDER SUMMARY

Change Order: 3  
Contractor: J.M. Farnan

<i>Contract Amount:</i>	\$	174,500.00
<i>Change Order No. 1 Amount</i>	\$	8,482.00
<i>Change Order No. 2 Amount</i>	\$	50,701.00
<i>Change Order No. 3 Amount</i>	\$	<u>1,917.00</u>
<i>Revised Contract Sum:</i>	\$	235,600.00
<i>Original Contract Contingency:</i>	\$	17,450.00
<i>Remaining Contract Contingency:</i>	\$	- 43,650.00

Change Order No. 3 Description:

A result of mathematical error by Construction Manager on PC# 09 for Item #1 at \$4,108.00, and should have been \$6,025.00. The difference is the change order amount. \$1,917.00  
*Requested by: Tilden Coil Constructors*  
*Accountability: Accounting Error by Construction Manager*

## Agenda Item (VI-A)

Meeting	8/7/2012 - Committee/Regular Board
Agenda Item	Closed Session (VI-A)
Subject	Conference with Legal Counsel - Existing Litigation (CA Gov. Code Section 54956.9(a) - Berber v. Riverside Community College District, et al.
College/District	District
Funding	
Recommended Action	Recommended Action to be Determined.

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### Background Narrative:

None.

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

### Attachments: