



**Board of Trustees - Regular Meeting
Tuesday, August 20, 2013 6:00 PM
O.W. Noble Administrative Center, Board Room
AD 122, Riverside City College, 4800 Magnolia
Avenue, Riverside, California 92506**

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 or online at www.rccd.edu/administration/board.

I. COMMENTS FROM THE PUBLIC

Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Due to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.

II. APPROVAL OF MINUTES

A. Minutes of the Board of Trustees Special Joint Board Meeting between Riverside Community College District and Moreno Valley Unified School District of May 21, 2013

Recommend approving the May 21, 2013 Special Joint Board Meeting between Riverside Community College District and Moreno Valley Unified School District as presented.

B. Minutes of the Board of Trustees Regular/Committee Meeting of June 4, 2013

Recommend approving the June 4, 2013 Board of Trustees Regular/Committee meeting minutes

C. Minutes of the Board of Trustees Regular Meeting of June 18, 2013

Recommend approving the June 18, 2013 Board of Trustees meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

- IV. CHANCELLOR'S REPORTS
 - A. [Chancellor's Communications](#)
Information Only
 - B. [Swearing-in of 2013-14 Student Trustee](#)
Information Only
 - C. [Presentation of National Leadership SkillsUSA Winners](#)
Information Only
 - D. [Five to Thrive Presentation Led by Ms. Kimberly Reimer, Associate Professor, Nursing](#)
Information Only
 - E. [Final Report for Math and Science Building](#)
Information Only
 - F. [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 \$17,746,278 and District Warrant Claims totaling \$16,613,636.
 - 2. Budget Adjustments (None)
 - 3. Resolution(s) to Amend Budget (None)
 - 4. Contingency Budget Adjustments (None)
 - 5. Bid Awards
 - a. [Proposal Award for Classroom and Office Furniture for the Student Academic Services Facility](#)
Recommend awarding the Request for Proposal (RFP) Number 2012/13-43 in the total amount of \$615,315 to G/M Business Interiors.
 - b. [Bid Award for the Science, Technology, Engineering, and Math \(STEM\) Center Renovation Project](#)
Recommend awarding Bid Number 2013/14-02 in the total amount of \$660,000 to California Averland Construction, Inc.
 - 6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$83,400 – All District Resources](#)

- Recommend ratifying contracts totaling \$1,482,781.*
- b. [Contract for Student Resource Services with Riverside County Office of Education \(RCOE\)](#)
Recommend approving Contract C-1004045 with RCOE for the time period of July 1, 2013 through June 30, 2014, in the amount of \$94,843.08.
 - c. [Contract for Student Resource Services with Riverside County Office of Education \(RCOE\)](#)
Recommend approving contract C-1004046 with RCOE for the time period of July 1, 2013 through June 30, 2014, in the amount of \$81,600.
 - d. [Agreement to Support Mental Health Curriculum for Physician Assistant Program with Office of Statewide Planning and Development](#)
Recommend approving the agreement for continuation of the Mental Health Fellowship Program for Physician Assistant graduates with the Office of Statewide Planning and Development.
 - e. [First Amendment to the Client Services Agreement to Remit Stop-Loss Premiums with HealthNow Administrative Services](#)
Recommend approving the First Amendment to the agreement with HealthNow Administrative Services to remit the District's stop-loss premiums to International Assurance of TN/American Fidelity.
 - f. [Contract for Performance Riverside Paymaster Services with O.D. Music, Inc.](#)
Recommend approving the contract with OD Music, Inc. for the 2013-14 Performance Riverside schedule from August 1, 2013 through June 30, 2014 in the amount of \$350,000.00.
7. [Out-of-State Travel](#)
Recommend approving the out-of-state travel.
8. [Other Items](#)
- a. [Surplus Property - Donation](#)
Recommend, by unanimous vote, declaring the property on the attached list to be surplus; finding that the property does not exceed the total value of \$5,000; and authorizing the property to be donated to the College of the Canyons to meet their instructional needs.
 - b. [Notices of Completion](#)
Recommend accepting the projects listed on the attachment as complete and approving the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).
 - c. [Surplus Property](#)
Recommend, by unanimous vote, declaring the property on the attached list to be surplus; finding the property does not exceed the total value of \$5,000; and authorizing the property to be consigned to The Liquidation Company to be sold on behalf of the District.
 - d. [Destruction of Records](#)
Recommend approving the destruction of the records on the attached listing.

- e. [Resolution No. 1-13/14 Regarding Appropriations Subject to Proposition 4 Gann Limitation](#)
Recommend adopting the resolution that establishes the 2013-2014 Gann Limit for the District at \$168,932,799.
- f. [Resolution No. 02-13/14 Regarding Delegation of Tort Claims and Workers' Compensation Claims Settlement Authority](#)
Recommend adopting the resolution to delegate tort claims and workers' compensation claims settlement authority.

VII. CONSENT AGENDA INFORMATION (NONE)

VIII. BOARD COMMITTEE REPORTS

A. Governance

- 1. [Revised and New Board Policies - Second Reading and Approval](#)
Recommend approving Board Policies 4020 and 5500.

B. Teaching and Learning

- 1. [Agreement for Contract Education with International Rectifier Corporation](#)
Recommend approving agreement for contract education with International Rectifier Corporation for the amount of \$170,004.
- 2. [Agreement to Support Tutorial and Training for Physician Assistant Program with the Office of Statewide Planning and Development](#)
Recommend approving the agreement with the Office of Statewide Planning and Development in the amount of \$119,977.00.
- 3. [Inter-Agency Agreement for the Middle College High School Program with Moreno Valley Unified School District](#)
Recommend approving the agreement for the Middle College High School Program with Moreno Valley Unified School District in the amount of \$65,000.
- 4. [Inter-Agency Agreement for Middle College High School Program with Val Verde Unified School District](#)
Recommend approving the agreement for the Middle College High School Program with Val Verde Unified School District in the amount of \$35,000.
- 5. [Inter-Agency Agreement for the Moreno Valley College/Nuview Bridge Early College High School Program with Nuview Union School District](#)
Recommend approving the agreement for the Moreno Valley College/Nuview Bridge Early College High School Program with Nuview Union School District in the amount of \$100,000.

C. Planning and Operations (None)

D. Resources

1. [Updated List of Prequalified Firms for Furniture, Fixtures and Equipment \(FF&E\) Consulting Services](#)

Recommend approving the updated list of prequalified furniture, fixtures and equipment consulting firms: HMC Architects, LPA Inc., NTD Architecture, and Pal Id Studio, Inc.

2. [Budget Refinement for Student Services Building and Ancillary Projects Budget](#)

Recommend approving a project budget refinement for the various components of Student Services Building and Ancillary Projects Budget, from the \$32 million total project budget.

3. [Budget Augmentation for the Groundwater Monitoring Wells Compliance Project](#)

Recommend approving a budget augmentation of \$417,600, for a project budget not to exceed \$517,660 for the groundwater monitoring wells compliance project.

4. [Budget Augmentation for the District-wide Utility Infrastructure Upgrade Project](#)

Recommend approving a budget augmentation for the District-wide Utility Infrastructure Upgrade Project by \$500,000 for a total amount not to exceed \$7.5 million.

E. Facilities (None)

IX. ADMINISTRATIVE REPORTS

A. Vice Chancellors

1. [Resolution No. 03-13/14 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service](#)

Recommend adopting the resolution authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service.

B. Presidents

1. [2013-2014 Moreno Valley College Catalog](#)
Recommend approving the 2013-2014 Moreno Valley College catalog as submitted.
2. [2013-2014 Norco College Catalog](#)
Recommend approving the 2013-2014 Norco College catalog as submitted.
3. [2013-2014 Riverside City College Catalog](#)
Recommend approving the 2013-2014 Riverside City College catalog as submitted.

X. ACADEMIC SENATE REPORTS

A. Moreno Valley College

B. Norco College

C. Riverside City College/Riverside Community College District

XI. BARGAINING UNIT REPORTS

A. CTA - California Teachers Association

B. CSEA - California School Employees Association

XII. BUSINESS FROM BOARD MEMBERS

- A. [Presentation of Annual Report by Measure C Citizens' Bond Oversight Committee](#)
Information Only
- B. [Recognition of Outgoing Citizens' Bond Oversight Committee Members](#)
Recommend officially recognizing the service of four outgoing Citizens' Bond Oversight Committee members for outstanding service to the public, Riverside Community College District, and its three colleges.
- C. [Appointment of Individuals to the Measure C Citizens' Bond Oversight Committee](#)
Recommend consideration of the applications submitted by individuals interested in serving on the committee and selection of four individuals to serve in the open categories for initial two-year terms.
- D. [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 Discipline/Dismissal/Release](#)
Recommended Action to be Determined.

XIV. ADJOURNMENT



Agenda Item (II-A)

Meeting	8/20/2013 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Special Joint Board Meeting between Riverside Community College District and Moreno Valley Unified School District of May 21, 2013
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 the May 21, 2013 Board of Trustees Special Joint Board meeting minutes as prepared.

Prepared By: Cynthia Azari, Interim Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[052113_SPECIAL_MIN](#)

**MORENO VALLEY UNIFIED SCHOOL DISTRICT
25634 Alessandro Boulevard
Moreno Valley, California**

**MINUTES FOR THE JOINT MEETING OF THE BOARD OF EDUCATION AND
THE RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
OF MAY 21, 2013**

The minutes of the Joint Meeting of the Board of Education and the Riverside Community College District Board of Trustees of May 21, 2013 are being submitted to the Board of Education for approval at its Regular Board Meeting of June 18, 2013. The minutes are a complete and factual record of action taken by the Board of Education at the Joint Meeting of the Board of Education and the Riverside Community College District Board of Trustees of May 21, 2013.

**THESE PROCEEDINGS ARE AUDIO/VIDEOTAPED PURSUANT TO GOV. CODE §54953.5
AND REBROADCAST ON CHANNEL 16**

CALL TO ORDER: The Board of Education opened the Regular Meeting at 4:50 p.m.

ROLL CALL: Present were:

Moreno Valley Unified School District Board of Education

Cleveland Johnson, Board President
Tracey B. Vackar, Vice President
Jesus M. Holguin, Board Clerk
Gary E. Baugh, Ed.S., Board Member
Denise Fleming, Ed.D., Board Member

Moreno Valley Unified School District Administration

Judy D. White, Ed.D., Superintendent
Martinrex Kedziora, Ed.D., Assistant Superintendent, Educational Services
Robert Verdi, Ed.D., Assistant Superintendent, Human Resources

Riverside Community College District Board of Trustees

Virginia Blumenthal, President
Janet Greet, Vice President
Samuel Davis, Secretary
Mary Figueroa, Trustee
Nathan Miller, Trustee

Riverside Community College District Administration

Gregory Gray, Ed.D., Chancellor
Ray Maghroori, Provost, Ph.D., Vice Chancellor, Educational Services
Melissa Kane, Vice Chancellor, Diversity & Human Resources
Aaron Brown, Vice Chancellor, Business & Financial Services
Sandra Mayo, Ed.D., President, Moreno Valley College
Greg Sandoval, Ed.D., Vice President, Moreno Valley College
Cynthia Azari, Ed.D., President, Riverside City College
Paul Parnell, Ph.D., President, Norco College

PUBLIC COMMENTS ON AGENDA ITEMS

There were none.

The following items were discussed:

Introductions/Welcome

Dr. Judy D. White, Superintendent, MVUSD

Power of Partnerships Between K-12 and The Community Colleges

Cleveland Johnson, President, Board of Education, MVUSD

High School Initiatives

Dr. Gregory Gray, Chancellor, Riverside Community College District

Relationship with Moreno Valley Unified School District

Dr. Sandra Mayo, President, Moreno Valley College

Adult Education

Jesus M. Holguin, Clerk Board of Education, MVUSD

S.T.E.M. AND C.T.E

Tracey B. Vackar, Vice President, Board of Education, MVUSD

Current MVUSD Grants – Focus on Improving College Going Rates

Dr. Martinrex Kedziora, Assistant Superintendent, Educational Services, MVUSD

What's Next for MVUSD and RCCD?

MVUSD Superintendent, Dr. Judy D. White and Dr. Mayo, President of Moreno Valley College will continue to work together and will bring forward a new meeting date.

There was extensive discussion and consensus that each person present was committed to working together to achieve student success rate.

ADJOURNMENT: There being no further business to come before the Board of Education, the Joint Meeting was adjourned at 5:32 p.m.



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Agenda Item (II-B)

Meeting	8/20/2013 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of June 4, 2013
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the June 4, 2013 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Cynthia Azari, Interim Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[060413_MIN](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
RESOURCES, AND FACILITIES COMMITTEES
OF JUNE 4, 2013

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:00 p.m., Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California, 92860. CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Sam Davis, Secretary
Mary Figueroa, Board Member
Nathan Miller, Board Member
Noemi Jubaer, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Cynthia Azari, President, Riverside City College
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Ms. Chris Carlson, Chief of Staff and Facilities Development
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications
and Relations

Guests Present

Ms. Ruth Adams, General Counsel, Riverside Community College District
Dr. Greg Sandoval, Vice President, Student Services, Moreno Valley College
Mr. Davis Torres, Dean, Institutional Research
Dr. Ed Bush, Vice President, Student Services, Riverside City College
Dr. Shelagh Camak, Vice President, Workforce and Resource Development,
Riverside City College
Dr. Daniel Martinez, Associate Dean, Institutional Research
Mr. Laurens Thurman, District Consultant
Ms. Amy Cardullo, Director, RCCD Foundation and Alumni Affairs
Mr. Charles Wyckoff, Interim Vice President, Business Services, Riverside City College
Mr. Jim Wurst, Principal in Charge, HMC Architects
Ms. Deborah Shepley, Principal, HMC Architects
Mr. Brett Leavitt, Senior Project Design, HMC Architects
Mr. Rick Fochtman, Director of Sustainability and Project Development, Bernards Builders

Student Trustee Noemi Jubaer led the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

Student Christina Garcia stated that to her knowledge RCC is a smoke free campus, yet people are smoking throughout the campus. Students are being exposed to secondary smoke when working in the writing center as the smoke comes through the vents. She suggested possible enforcement of the non-smoking ordinance by issuing citations to stop the smoking which would allow students to take their learning seriously without the health risk caused by smokers.

PUBLIC COMMENTS

CHANCELLOR'S REPORTS

Presentations

Dr. Parnell presented Chancellor Gray with a parting gift on behalf of the Norco College Mustangs.

The Governance Committee Chair Virginia Blumenthal convened the meeting at 6:08 pm. Committee members in attendance: Dr. Gregory Gray, Chancellor, Academic Senate Representatives: Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College) and Mr. Lee Nelson (Riverside City College); CTA Representative: Mr. Mark Sellick; Management Representative: Ms. Sherry Stone; and Confidential Representative: Ms. Debra Creswell.

GOVERNANCE

Ms. Adams led the discussion regarding Board Policies 4020 and 5500 that will be presented for first reading at the June 18 regular Board meeting. Discussion followed.

Revised and New Board Policies -
First Reading

The committee adjourned the meeting at 6:16 p.m.

Adjourned

The Teaching and Learning Committee Chair Sam Davis convened the meeting at 6:17 p.m. Committee members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services; Academic Senate Representatives: Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College) and Mr. Lee Nelson (Riverside City College); CTA Representative: Mr. John Sullivan; Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Colleen Molko.

TEACHING AND LEARNING

Dr. Maghroori reviewed curricular changes for inclusion in the college catalogs and schedule of class offerings that will be presented to the Board for approval at the June 18 regular meeting. Discussion followed.

Proposed Curricular Changes

Dr. Greg Sandoval led the committee review of the student services fee increase of \$5.00 per semester for the students of Riverside Community College District that will be presented to the Board for approval at the June 18 regular

Student Services Fee Increase for
the Students of the Riverside
Community College District

meeting. Discussion followed.

Mr. David Torres presented the committee with a report on the Student Success Scorecard issued by the California Community Colleges Chancellor's Office on March 31, 2013. The presentation provided an overview of the key measures of student progress and achievement to improve performance for Riverside Community College District. Discussion followed.

Presentation on the Student Success Scorecard for 2013

Dr. Shelagh Camak, Dr. Ed Bush, and Dr. Daniel Martinez presented the committee with the findings from the Completion Counts Program at Riverside City College, which included an overview of the program development process, data results collected, and college plans for sustainability going forward. Discussion followed.

Presentation of RCC Completion Counts Program Data

The committee adjourned the meeting at 7:19 p.m.

Adjourned

The Planning and Operations Committee Chair Mary Figueroa convened the meeting at 7:20 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College) and Mr. Lee Nelson (Riverside City College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Kevin Fleming.

PLANNING AND OPERATIONS

Mr. Laurens Thurman led the committee review of the 2015-2019 Five-Year Capital Construction Plan; the Initial Project Proposals for Natural Science Building (Moreno Valley College) and Library/Learning Resource Center (Norco College); Final Project Proposals for Center for Human Performance (Moreno Valley College), Center for Human Performance and Kinesiology (Norco College), and the Cosmetology Building (Riverside City College) that will be presented to the Board for approval at the June 18 regular meeting. Discussion followed.

2015-2019 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals

Mr. Laurens Thurman led the committee review of the project budget in the amount of \$372,000; and contract with HMC Architects for \$342,000 for the Moreno Valley College Comprehensive Master Plan that will be presented to the Board for approval at the June 18 regular meeting. Discussion followed.

Project budget and Agreement for Moreno Valley College Comprehensive Master Plan with HMC Architects

The committee adjourned the meeting at 7:26 p.m.

Adjourned

The Resources Committee Chair Janet Green convened the meeting at 7:27 p.m. Committee members in attendance:

RESOURCES COMMITTEE

Mr. Aaron Brown, Vice Chancellor, Business and Financial Services, Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College) and Mr. Lee Nelson (Riverside City College); CTA Representative: Mr. Dariush Haghighat; Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Ward Schinke.

Ms. Amy Cardullo provided information regarding an addendum to the Master Agreement between RCCD and the RCCD Foundation that will be presented to the Board for approval on June 18, which stipulates a percentage of revenue generated by outside use of the Riverside Aquatics Complex be allocated to help retire outstanding construction debt. Discussion followed.

Mr. Brown presented the committee with the Tentative Budget for 2013-2014 that will be considered by the Board for approval at the June 18 regular Board meeting. Discussion followed regarding possible inclusion of a COLA increase breakdown to the 2013-2014 tentative budget.

The committee adjourned the meeting at 8:35 p.m.

The Facilities Committee Chair Nathan Miller convened the meeting at 8:36 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College) and Mr. Lee Nelson (Riverside City College); CTA Representative: Mr. Chris Rocco; Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Kevin Fleming.

Ms. Carlson reviewed the change order in the amount of \$13,793.52 and the change order in excess of ten percent by a total of \$6,749.52 that will be presented to the Board for approval at the June 18 regular meeting. Discussion followed.

Ms. Carlson led the committee review of an agreement with Inland Inspectors & Consulting in the amount of \$121,910 that will be presented to the Board for approval on June 19 at the regular meeting. Discussion followed.

Mr. Charles Wyckoff introduced the project team of HMC Architects - Mr. Jim Wurst, Ms. Deborah Shepley, and Mr. Brett Leavitt; and Mr. Rick Fochtman of Bernards Builders,

Addendum to Master Agreement Between Riverside Community College District and RCCD Foundation

Tentative Budget for 2013-2014 and Notice of Public Hearing on the 2013-2014 Final Budget.

Adjourned

FACILITIES COMMITTEE

Change Order No. 1 for Norco Operations Center with First Responder Fire Protection Corp.

Inspector Services Agreement for the District-wide Utility Infrastructure Upgrade Project with Inland Inspections and Consulting

Presentation of the Student Services Building by HMC Architects

who provided the committee with an informational update for the Student Services Building project at Riverside City College. Discussion followed.

The committee adjourned the meeting at 8:59 p.m.

Adjourned

The Board adjourned to closed session at 9:00 p.m. pursuant to Government Code Section 54957 Public Employee Appointment, Title: Interim Chancellor, and reconvened to open session at 9:38 p.m. announcing the following:
The Board of Trustees unanimously agreed to offer the Interim Chancellor position to Dr. Cynthia E. Azari, effective July 2, 2013, subject to reaching agreement on the terms of a new contract.

ADJOURNED TO CLOSED
SESSION/RECONVENED

The Board adjourned the meeting at 9:39 p.m.

ADJOURNED



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Agenda Item (II-C)

Meeting	8/20/2013 - Regular
Agenda Item	Approval of Minutes (II-C)
Subject	Minutes of the Board of Trustees Regular Meeting of June 18, 2013
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the June 18, 2013 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Cynthia Azari, Interim Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[061813_MIN](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF JUNE 18, 2013

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:01 p.m., at the Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Sam Davis, Secretary
Mary Figueroa, Board Member
Nathan Miller, Board Member
Noemi Jubaer, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Cynthia Azari, President, Riverside City College
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations
Ms. Chris Carlson, Chief of Staff and Facilities Development
Dr. Travis Gibbs, Academic Senate Representative, Moreno Valley College
Mr. Lee Nelson, Academic Senate Representative, District and Riverside City College
Dr. Dariush Haghighat, President, CTA
Mr. Eric Muehlebach, President, CSEA

Guests Present

Mr. Ron Johnson, Student, Moreno Valley College
Ms. Hortencia Cuevas, Program Director, Student Support Services
Ms. Eva Amezola, Director, Upward Bound Program
Ms. Julie Mendez, Director, Upward Bound Program
Mr. Taylor Armstrong, Student, Norco College
Ms. Monica Garcia, Student, Norco College
Mr. Taber Dunipace, Associate Faculty, Simulation and Gaming, Norco College
Dr. Ed Bush, Vice President, Business Services, Riverside City College
Ms. Sylvia Thomas, Associate Vice Chancellor, Educational Services
Ms. Ann Yoshinaga, Director, Public Safety Education and Training
Mr. Gus Segura, Instructional Media/Broadcast Coordinator, Moreno Valley College
Ms. Maureen Chavez, Associate Dean, Grants and Colleges Support Programs
Ms. Gabriela Ramirez, Student Support Specialist, Norco College
Mr. Ernie Arellanes, Microcomputer Support, Riverside City College
Ms. Silvia Trejo, Counselor/Coordinator, Moreno Valley College
Mr. Charles Wyckoff, Vice President, Business Services, Riverside City College
Dr. Rosslynn Byous, Director/Assistant Professor, Physician Assistant Program, Moreno Valley College

Student Trustee Noemi Jubaer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Figueroa/Green moved that the Board of Trustees amend the agenda so that Item XII-B, "Possible Approval of Employment Agreement with Interim Chancellor," and Item XIII-A, "Pursuant to Government Code Section 54957.6 Conference with Labor Negotiator, District-Designated Representative: Brad Neufeld of Gresham Savage, Unrepresented Employee: Interim Chancellor" be held following the Pledge of Allegiance. Motion carried. (5 ayes)

AMEND AGENDA

The Board of Trustees adjourned to closed session at 6:03 p.m. to consider Closed Session item: XIII-A "Pursuant to Government Code Section 54957.6 Conference with Labor Negotiator, District-Designated Representative: Brad Neufeld of Gresham Savage, Unrepresented Employee: Interim Chancellor." The Board reconvened at 6:16 p.m. announcing that no action had been taken.

ADJOURNED TO CLOSED SESSION/RECONVENED

Green/Miller moved that the Board of Trustees approve the Employment Agreement with Interim Chancellor Dr. Cynthia Azari. Motion carried. (5 ayes)

Possible Approval of Employment Agreement with Interim Chancellor

Mr. Johnson, student, recognized Chancellor Gray on behalf of the Moreno Valley Associated Students by acknowledging the Chancellor's contributions to the District and wished him well in his new position.

COMMENTS FROM THE PUBLIC

Figueroa/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of May 7, 2013. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF MAY 7, 2013

Green/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Special Meeting of May 14, 2013. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING OF MAY 14, 2013

Green/Miller moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of May 21, 2013. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF MAY 21, 2013

CHANCELLOR'S REPORTS

Presentations

Chancellor Gray presented the Spring 2013 Scholarship Award to Student Trustee Jubaer and thanked her for a job well done in representing the associated students of Riverside Community College District.

Presentation of Spring 2013 Scholarship Award to Student Trustee

The swearing-in of the new student trustee was postponed to a future Board of Trustees meeting in August, 2013.

Swearing-in of 2013-14 Student Trustee

Ms. Cuevas, Ms. Amezola, Ms. Mendez, and Norco College students Mr. Armstrong and Ms. Garcia, highly praised the program designed for disadvantaged students seeking college degrees. They credited it with helping them achieve success in their college coursework.

Presentation on Norco College TRiO Programs

Mr. Dunipace gave a presentation on “Classroom Gamification,” the practice of taking valuable lessons from game design and applying them to curriculum design thereby assisting students by encouraging effort and raising engagement in the classroom, providing more options for teachers to communicate with their students, and making students feel that their progress is within their control.

Five to Thrive Presentation Led by Mr. Taber Dunipace, Associate Faculty, Simulation and Gaming

Dr. Bush, Ms. Thomas, and Ms. Yoshinaga acknowledged Chancellor Gray for his leadership, his service to the community, and his membership and support of the association. He was presented with a gift.

Presentation to Chancellor Gray by Management Leadership Association

Ms. Chavez, Dr. Bush, Ms. Thomas, and Mr. Segura gave updates on the Center for Leadership program. The center promotes personal, professional, and organizational development by cultivating leaders from within the institution. Program attendees Ms. Ramirez, Mr. Arellanes, and Ms. Trejo praised Leadership Academies I and II and the ATHENA Student Leadership Program.

Presentation on RCCD's Center for Leadership

Mr. Wyckoff provided findings and recommendations based on analyses from commissioned studies on the air quality/odor, drinking fountain water, and overall comfort (heat/AC, humidity, and overall CO2 concentration.) No hazardous conditions were found to exist; but, some conditions were discovered that could potentially impact the indoor environment. Actions to address these issues were presented.

Reports on Math and Science Building Air Quality and HVAC System

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 Noemi Jubaer presented the report about recent and future student activities at Moreno Valley, Norco, and Riverside City Colleges and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Trustee Blumenthal pulled from the Consent Calendar the names of Mr. Joshua Thomas and Mr. Philip Mathews as listed in Board Report Item VI-A-3, "Other Personnel (Professional Experts.)"

Action

Figueroa/Green moved that the Board of Trustees:

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

Academic Personnel

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

Classified Personnel

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

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$4,908,737 and District Warrant Claims totaling \$7,410,877;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$5,000 to the budget;

Resolution No. 36-12/13 – 2012-2013 Board Financial Assistance Program – Student Financial Aid Administration

Award Bid Number 2012/13-37, Used Mobile Lab, in the total amount of \$370,364 to Farber Specialty Vehicles, Inc.;

Bid Award for Used Mobile Lab

Award Bid Number 2012/13-49 Trade Category 02 – Electrical, District-Wide Utility Infrastructure 12kV Loop Project at Riverside City College, in the total amount of \$3,127,000 to RIS Electrical Contractors, Inc.;

Bid Award for the District-Wide Utility Infrastructure 12kV Loop Project

Ratify contracts totaling \$479,888;

Contracts and Agreements Report Less than \$83,400 – All District Resources

Approve the five-year Ground Lease Renewal Agreement with Riverside County Superintendent of Schools beginning October 1, 2013 through September 30, 2018;

Renewal of Head Start Grounds Lease Agreement with Riverside County Superintendent of Schools

Approve Amendment Number 5 for Professional Services and Facility Planning and Consulting Services, for an additional \$100,000 for the 2013 - 2014 fiscal year;

Amendment No. 5 for Professional Services with Facilities Planning and Consulting Services

Approve the MOU Amendment with California State University, San Bernardino, for the new annual cost of \$89,888;

MOU Amendment to Agreement for Dispatch Services with California State University, San Bernardino

Approve the agreement with Southern California Schools Risk Management/Alliant Insurance Brokers in the amount of \$835,779; and adopt Resolution No. 37-12/13 to participate in Southern California Schools Risk Management Joint Powers Agreement;

Selection of an Insurance Broker to Provide Self-Insurance Program and Claims Management Services and Adopt Resolution No. 37-12/13 to Participate in Southern California Schools Risk Management Joint Powers Agreement

Approve the agreement with Professional Personnel Leasing, Inc. for \$122,650, using Measure C Funds, to provide consulting services to assist District with coordination of construction efforts, and to assist the District with energy management services and development of operational protocols for Facilities Planning and Development;

Agreement for Facilities Planning and Construction Services with Professional Personnel Leasing, Inc.

Approve the out-of-state travel;

Out-of-State Travel

Accept the projects listed on the attachment as complete and approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works)

Notices of Completion

Declare the property on the attached list to be surplus; find 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

Approve Resolution No. 38 – 12/13 authorizing temporary and periodic loans for FY 2013-2014 from Fund 41 (Resource 4130 – La Sierra Capital) in an amount not to exceed \$4,000,000 and an amount not to exceed \$6,000,000 from Fund 61 (Resources 6100 and 6110 – Self-Insurance Funds) to cover cash deficits in the Unrestricted Operating Funds (Fund 11 and 12) as needed to mitigate cash shortages arising from apportionment deferrals, including interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer, with said loans to be repaid to Fund 41 (Resource

Resolution No. 38-12/13 – Temporary Loans - Potential General Fund Cash Shortage Arising from State Apportionment Deferrals

4130 – La Sierra Capital) and Fund 61 (Resource 6100 and 6110 – Self-Insurance Funds) from the District’s future apportionment allocations;

Authorize Dr. Cynthia Azari, Interim Chancellor, to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, and grant documents effective July 1, 2013.

Motion carried. (5 ayes)

The Board received the summary of financial information for the period of July 1, 2012 through October 31, 2012.

Blumenthal/Green moved that the Board of Trustees approve Administrative Procedure 3420. Motion carried. (5 ayes)

Blumenthal/Figueroa moved that the Board of Trustees accept Board Policies 4020 and 5500 for first reading. Motion carried. (5 ayes)

Davis/Green moved that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings. Motion carried. (5 ayes)

Davis/Green moved that the Board of Trustees approve the Student Services fee for the students of the Riverside Community College District. Motion carried. (5 ayes)

Figueroa/Miller moved that the Board of Trustees approve the 2015-2019 Five-Year Capital Construction Plan; the Initial Project Proposals for Natural Science Building (Moreno Valley College); and Library/Learning Resource Center (Norco College); the Final Project Proposals for Center for Human Performance (Moreno Valley College), Center for Human Performance and Kinesiology (Norco College), and Cosmetology Building (Riverside City College). Motion carried. (5 ayes)

Signature Authorization

Information

Monthly Financial Report

BOARD COMMITTEE REPORTS

Governance

Revised and New Board Policies and Administrative Procedures - Second Reading and Approval

Revised and New Board Policies - First Reading

Teaching and Learning

Proposed Curricular Changes

Student Services Fee Increase for the Students of the Riverside Community College District

Planning and Operations

2015-2019 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals

Figueroa/Miller moved that the Board of Trustees approve the project budget of \$372,000 for a Moreno Valley College Comprehensive Master Plan; and the contract with HMC for \$342,000 for the Moreno Valley College Comprehensive Master Plan. Motion carried. (5 ayes)

Project Budget and Agreement for Moreno Valley College Comprehensive Master Plan with HMC Architects

Resources

Green/Figueroa moved Board of Trustees approve an addendum to the Master Agreement between RCCD and the RCCD Foundation, which stipulates a percentage of revenue generated by outside use of the Riverside Aquatics Complex be allocated to help retire outstanding construction debt. Motion carried. (5 ayes)

Addendum to Master Agreement Between Riverside Community College District and RCCD Foundation

Green/Davis moved that the Board of Trustees approve the 2013-2014 Tentative Final Budget, as presented, consisting of the funds and accounts noted therein, with the exception that an additional line item will be added to the budget for each Resource that has payroll to reflect a set-aside for a potential compensation adjustment increase of 1.57%, and authorize staff to forward a copy to the Riverside County Superintendent of Schools. It is also recommended that the Board of Trustees announce that: 1) the proposed 2013-2014 Final Budget will be available for public inspection beginning September 12, 2013, at the Office of the Vice Chancellor, Business and Financial Services; and 2) the public hearing will be held at 6:00 p.m. at a Board meeting on September 17, 2013, to be followed by the adoption of the 2013-2014 Final Budget. Motion carried. (5 ayes)

Tentative Budget for 2013-2014 and Notice of Public Hearing on the 2013 - 2014 Final Budget

Facilities

Miller/Figueroa moved that the Board of Trustees approve project Change Order No. 1 in the amount of \$13,793.52; and the change order in excess of ten percent by a total of \$6,749.52. Motion carried. (5 ayes)

Change Order No. 1 for Norco Operations Center with First Responder Fire Protection Corporation

Miller/Green moved that the Board of Trustees approve the agreement for Inspection Services with Inland Inspections & Consulting in the amount of \$121,910. Motion carried. (5 ayes)

Inspector Services Agreement for the District-wide Utility Infrastructure Upgrade Project with Inland Inspections and Consulting

ADMINISTRATIVE REPORTS

Vice Chancellors

Figueroa/Miller moved that the Board of Trustees approve the fiscal year 2013-2014 holiday schedule for classified, confidential, and management employees. Motion carried. (5 ayes)

Holiday Schedule for Fiscal Year 2013-2014

Presidents

ACADEMIC SENATE REPORTS

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

Moreno Valley College

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

Riverside City College and Riverside Community College District

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

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

CSEA – California School Employees Association

BUSINESS FROM BOARD MEMBERS

The Board of Trustees reviewed and accepted the objectives as a means of reporting out from the 2012-13 Board Self Evaluation process.

Reporting Out of Board of Trustees Annual Self Evaluation for 2013

An update on the Physician Assistant Program accreditation status was presented by Dr. Roslynn Byous, Director/Assistant Professor, Physician Assistant Program.

Update on Physician Assistant Program Accreditation

Green/Miller moved that the Board of Trustees authorize the Vice Chancellor, Diversity and Human Resources to prepare and distribute a RFQ/RFP to solicit proposals from Executive Search Firms to provide consulting services to the District in the recruitment and selection of a Chancellor for Riverside Community College District. Motion carried. (5 ayes)

Authorization to Prepare and Distribute RFQ/RFP for Consulting Services for Chancellor Search

President Blumenthal postponed Item XIII-A for consideration at a future Board of Trustees meeting.

Potential Update and/or Recommendation from the Ad Hoc Board of Trustees Ethics Advisory Committee

The Board adjourned the meeting at 8:58 p.m.

ADJOURNED



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Agenda Item (IV-A)

Meeting 8/20/2013 - 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: Cynthia Azari, Interim Chancellor

Attachments:



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Agenda Item (IV-B)

Meeting 8/20/2013 - Regular
Agenda Item Chancellor's Reports (IV-B)
Subject Swearing-in of 2013-14 Student Trustee
College/District District
Information Only

Background Narrative:

The Interim Chancellor will administer the oath of office for the 2013-14 Student Trustee, Jared Snyder.

Prepared By: Cynthia Azari, Interim Chancellor

Attachments:



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Agenda Item (IV-C)

Meeting 8/20/2013 - Regular
Agenda Item Chancellor's Reports (IV-C)
Subject Presentation of National Leadership SkillsUSA Winners
College/District Riverside
Information Only

Background Narrative:

Professor Rich Finner is pleased to present the National Leadership SkillsUSA winners.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside

Attachments:



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Agenda Item (IV-D)

Meeting 8/20/2013 - Regular

Agenda Item Chancellor's Reports (IV-D)

Subject Five to Thrive Presentation Led by Ms. Kimberly Reimer, Associate Professor, Nursing

College/District Riverside

Information Only

Background Narrative:

Each month, a faculty member is invited through the Academic Senate to present on teaching and programs from the classroom that distinguish RCCD and its faculty and colleges. This month the presentation will be from Ms. Kimberly Reimer.

Prepared By: Cynthia Azari, Interim Chancellor

Attachments:

[082013_Five to Thrive](#)

Transition to Practice: Developing New Graduate Nurses

Presented by Kimberly Reimer EdD, RN, FNP, CNE

Program Coordinated by Amy Vermillion MSN, RN, FNP



Purpose

- Institute of Medicine (IOM) Recommendation 3: "Implement nurse residency programs."
- Need for higher-level awareness of quality, safety, and professional role.
- New Graduate Hiring Survey conducted in 2010 validated that 43% had not found jobs.
- Assist new graduates in bridging the education-practice gap
- Gainfully employ new graduate nurses

Framework

- Based on Quality and Safety in Educating Nurses (QSEN) competencies
 - Safety
 - Evidence-based practice
 - Patient-centered care
 - Teamwork and Collaboration
 - Informatics
 - Quality Improvement
- Casey-Fink survey
 - Pre- and Post-Survey

Goals of the Program

- Build confidence
- Build competence
- Facilitate employability
- More effectively and efficiently transition to the workforce
- Decrease new graduate nurse turnover

Program Description

- Statewide program curriculum
- Partnership between Associate Degree RN program and community partners
- Previously funded through Health Workforce Initiative (HWI), now being funded by Riverside County Regional Medical Center (RCRMC)
- Supported by California Institute for Nursing and Health Care (CINHC)
- Work Experience
 - 4 units
 - 240 hours
 - 12 weeks



Program Details

- Seminars (6 sessions over 12 weeks)
- Simulations (5 simulations over 12 weeks)
- Clinical Preceptorship (24 hours a week)
 - Riverside County Regional Medical Center
 - Riverside Community Hospital
 - Kaiser Permanente
 - Parkview Community Hospital Medical Center

Application Process

- Requirements
 - Active CA RN license
 - Graduated within the last 18 months and remain unemployed
 - 3.0 GPA
 - 2 positive Faculty Recommendation letter
 - U.S. citizen
 - Transcripts
- Candidates selected by RCC or facility
 - * New graduates are accepted from other School's of Nursing

Key Statistics

- Program began in Summer 2011; fifth cohort to begin September 24, 2013
- 117 new graduates have completed the program successfully
- 91% of new graduates have been hired
- RCC recognized as prototype of Transition to Practice programs because we have had statewide
 - Most new graduates to complete
 - Highest employability rate
 - Most cost effective

Casey-Fink Survey

- Tool was developed to enhance retention, professional development, and support graduate nurses
- Assesses following areas:
 - Skill competency
 - Support
 - Patient Safety
 - Stress
 - Communication/Leadership
 - Professional Satisfaction
- Results
 - Pre-Survey: New graduates feel increased confidence and decreased competence
 - Post-Survey: New graduates feel decreased confidence

New graduates realize
“what they don’t know”
at the end of the program!

Summary

- 91% employed after completion of the program.
- ↓ orientation costs for participating community partners
 - \$300 vs. \$13,000
- Results supported recommendations from the IOM.



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Agenda Item (IV-E)

Meeting 8/20/2013 - Regular

Agenda Item Chancellor's Reports (IV-E)

Subject Final Report for Math and Science Building

College/District Riverside

Information Only

Background Narrative:

Presented for the Board's information is the final report on the actions taken by the College to rectify the air/water quality, temperature and noise levels of the Math and Science Building at RCC. A follow-up meeting will be scheduled with faculty at the beginning of the semester to relay the progress and actions taken.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside
 Charlie Wyckoff, Interim Vice President, Business Services, RCC

Attachments:

[Final Report - Math and Science Building](#)

**RCC MATH/SCIENCE
BUILDING UPDATE
AUGUST 20, 2013**

Overview – Key Activities

- ◎ Report Review by Design & Construction Team
 - Reports by P2S and Forensic Analytical were provided to the design (GKK Architects) and development (Barnhart Balfour Beatty) teams for Math & Science
 - Both teams reviewed and provided responses to the report reviews
- ◎ Meeting, July 10, 2013
 - Meeting of entire project design and development team held with both District and College facilities staff
- ◎ Site & Systems Review, August 9, 2013
 - Site visit and review to test adjustments and confirm correction of air pressure, noise, and sensors of the system with design team through the use of calibrated instruments
- ◎ Operational Follow-Through, presently on going
 - RCC Facilities staff in concert with District and the project design and development team are implementing and following through on the corrective actions

Search for Solutions

- Following the June Board meeting a meeting was held with all interested/involved parties
- GKK Architects, Barnhart Balfour Beatty, Fundament, Sunbelt, Alpha Mechanical, Commissioning Agent, RCCD Facilities, RCC Facilities were in attendance
- Purpose of meeting to address issues in the p2s and Forensic Analytical reports and find solutions

Air Quality/Odors

- In the Forensic Analytical study some rooms were identified as having an elevated level of CO₂ present causing minor discomfort and “stuffiness”
- It was determined that CO₂ sensors were not included in the original construction documents
- Alpha Mechanical and Sunbelt will provide estimates to retrofit those areas that reported elevated CO₂ levels with sensors, as well as areas that can have reduced air exchange if CO₂ sensors are installed (large lecture)

Air Quality/Odors (continued)

- The Building Management System and Phoenix System were adjusted per Fundament's suggestion on 8/9/13
- Room 405 ductwork was properly connected and is functioning as designed
- GKK has provided a color coded plan to identify all fixtures that are connected to the acid waste system

Water Quality

- ⦿ A second round of testing was conducted
 - Water was allowed to run longer before sample was collected
 - Samples were collected from sources that received more use than the drinking fountains
 - Results for both copper content and microorganisms were significantly improved

Space Temperature

- ⦿ As designed, building can maintain adequate inside temperatures when outdoor temperature is 34 degrees or higher
- ⦿ Adjustments were made to boiler water temperature
- ⦿ Air exchanges were changed from nine per day to six per day
- ⦿ These changes will result in our ability to maintain comfortable heating temperatures down to 31 degrees outside air temperature

Acoustics

- The change to six air exchanges per day will positively affect noise levels in the HVAC system
- Adjustments made to Phoenix System settings will also help
- Fiber glass insulation will be added above the ceiling tiles in Room 427 to further mitigate HVAC noise

Other Issues

- ⦿ It was determined that the drawings referred to by p2s were incorrect and HVAC in the rock grinding room does provide for air exchanges, per as built plans
- ⦿ GKK is looking into whether rubber stoppers like the ones used in the showers are available for the eye washes
- ⦿ Findings from destructive testing of the screen removed from Dr. White's lab were consistent with initial air sample taken confirming that the odors were coming from the screen

Summary

- ⦿ All issues have been or are being addressed
- ⦿ We won't know until Winter whether adjustments will result in better heating capacity but we're confident
- ⦿ The true test of the actions taken will be in the Fall semester when all faculty are back and all classrooms/labs are being utilized
- ⦿ We're confident all issues have been fully vetted



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Agenda Item (IV-F)

Meeting 8/20/2013 - Regular
Agenda Item Chancellor's Reports (IV-F)
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 Annual Master Planning Calendar is provided for the Board's information.

Prepared By: Cynthia Azari, Interim Chancellor

Attachments:

[Annual Master Planning Calendar_082013](#)

RECOMMENDED 2012-13 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item
August	<ul style="list-style-type: none"> • Proposed Curricular Changes
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 • Emeritus Awards, Faculty • Presentation of Annual Report by Measure C Citizens’ Bond Oversight Committee
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 • Recommendation Not to Employ (March 15th Letters)
March	<ul style="list-style-type: none"> •
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 • College Closure – Holiday Schedule • 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 • Tentative Budget and Notice and Public Hearing on the Budget • Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals • Moreno Valley College Catalog • Norco College Catalog • Riverside City College Catalog • Board Self Evaluation – Reporting Out



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Agenda Item (V-A)

Meeting 8/20/2013 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

Student Trustee Jared Snyder will be presenting the report about the recent and future student activities at Moreno Valley College, Norco College, Riverside City College, and Riverside Community College District.

Prepared By: Cynthia Azari, Interim Chancellor

Attachments:



Agenda Item (VI-A-1)

Meeting 8/20/2013 - 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:

[20130820_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: August 20, 2013

1. Appointments

Board Policy 2200 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees. It is recommended that the Board of Trustees approve/ratify the employment contracts and authorize the Chancellor to sign the management employment contracts.

a. Management Contracts

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Contract Salary</u>
RIVERSIDE CITY COLLEGE			
Isaac, Wolde-Ab	Interim President	08/21/13-06/30/14	\$190,000
Mills, Susan	Interim Vice President, Academic Affairs	08/21/13-06/30/14	\$149,464 (AB-5)
NORCO COLLEGE			
Green, Monica	Vice President, Student Services	08/21/13-06/30/15	\$149,464 (AB-5)
MORENO VALLEY COLLEGE			
Whiteside, Christopher	Dean of Instruction, Career & Technical Education	09/03/13-06/30/14	\$120,565 (Z-2)

b. Contract Faculty

<u>Name</u>	<u>Discipline</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
ASSISTANT PROFESSOR			
Marquis, Anya-Kristina	Geography	08/20/13	F-6
NORCO COLLEGE			
ASSISTANT PROFESSOR			
Bemiller, Quinton	Art	08/20/13	E-3

Subject: Academic Personnel

Date: August 20, 2013

b. Contract Faculty (Cont'd)

<u>Name</u>	<u>Discipline</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
ASSISTANT PROFESSOR			
Finrock, Douglas	Kinesiology/Head Swim & Water Polo Coach	08/20/13	C-6
Pell, Diana	Mathematics	08/20/13	C-3

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Discipline</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
VISITING ASSISTANT PROFESSOR			
Kidd, Vasco	Physician Assistant	08/20/13	H-6
VISITING INSTRUCTOR			
Rodgers, Paul	Physician Assistant	08/20/13	E-3

d. Extra –Curricular Assignments, Academic Year 2013-14

Additions/Revisions to the list submitted/approved by the Board of Trustees of June 18, 2013

<u>Name</u>	<u>Activity</u>	<u>Addition/Revision</u>	<u>Stipend</u>
Borden, Tom	Assistant Swimming Coach, Men	addition	\$3,650.00
Elton, William	Assistant Director, Athletics	addition	\$5,574.00
Finrock, Douglas	Head Swimming Coach, Women	addition	\$4,513.00
Finrock, Douglas	Head Water Polo Coach, Women	addition	\$4,430.00
Hass, Richard	Assistant Water Polo, Women	addition	\$3,579.00
Hass, Richard	Assistant Swimming Coach, Women	revision	\$.00
Northcott, Jason	Head Water Polo Coach, Men	addition	\$4,430.00
Quinte, Sarah	Assistant Swimming Coach, Women	addition	\$3,650.00
Quinte, Sarah	Assistant Swimming Coach, Men	revision	\$.00
Sartin, Martin	Assistant Football Coach	addition	\$3,898.00
Teets, Kathryn	Assistant Water Polo, Women	addition	\$3,579.00
Teets, Kathryn	Assistant Swimming Coach, Women	revision	\$.00
Thomas, Joshua	Assistant Basketball Coach, Women	addition	\$3,898.00
Underwood, Ronald	Assistant Basketball Coach, Men	addition	\$3,898.00
Wilch, Kevin	Assistant Football Coach	addition	\$3,898.00

Subject: Academic Personnel

Date: August 20, 2013

2. Academic Administrator Employment Contracts, Academic Years 2013-14 and 2014-15

On June 18, 2013 the Board of Trustees approved the employment contracts for Academic Administrators. It is recommended that the Board approve the following corrections to salary placement for the following Administrators:

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
Tarcon, Susan	Director, Health Services	07/01/13-06/30/15	V-4
NORCO COLLEGE			
DeAsis, Mark	Dean, Admissions & Records	07/01/13-06/30/15	X-2

3. Categorically Funded Academic Administrator Employment Contracts, Academic Year 2013-14

On June 18, 2013 the Board of Trustees approved the employment contracts for categorically funded Academic Administrators. It is recommended that the Board approve the following corrections to salary placement for the following Administrators:

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
NORCO COLLEGE			
Aycock, Gregory	Dean, Institutional Effectiveness	07/01/13-06/30/14	W-4
McCarson, Daniela	Assistant Dean, CalWORKS & Special Funded Programs	07/01/13-06/30/14	R-4
Patton, Lorena	Director, Title III STEM Grant	07/01/13-06/30/14	T-3
RIVERSIDE CITY COLLEGE			
Ferrer, Gregory	Director, DSPS	07/01/13-06/30/14	V-3
Gomez, Steve	Director, Pathways to Excellence	07/01/13-06/30/14	T-3

4. Notices of Employment – Tenured Faculty, Academic Year 2013-14

It is recommended that the Board of Trustees, consistent with the provisions of Education Code Section 87609, approve notices of employment for the academic year 2013-14 for the following tenured faculty.

Incumbent Name
Wyckoff, Charles

Subject: Academic Personnel

Date: August 20, 2013

5. 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 September 1, 2013.

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Pacheco, Maria	D	E
Rodman, Richard	F	G
Shirinian, Margarita	F	G

6. Reorganization of Position Due to Significant Job Content Changes

In accordance with Board Policy 7232, a reorganization of a position may occur when any change in administrative structure that affects the duties assigned to a position since the last time it was studied, creation of a new assignment for the employee, or an increases or decrease in staffing that causes a change in the assignment of the employee. The District Classification Committee reviewed the recommended changes in the job description and recommended title change for the position of Dean, Institutional Research. Based on this process, it is recommended the Board of Trustees approve the title and salary grade change effective September 1, 2013.

<u>Current Title/Grade</u>	<u>New Title/Grade</u>
Dean, Institutional Research Grade V	Dean, Institutional Research and Strategic Planning Grade W

7. 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>
RIVERSIDE CITY COLLEGE			
Bendshadler, Cindy	Associate Professor, English	07/22/13	Personal



Agenda Item (VI-A-2)

Meeting 8/20/2013 - 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:

[20130820_Classified Personnel](#)

Subject: Classified Personnel

Date: August 20, 2013

2. Request for Temporary Increase in Workload

It is recommended the Board of Trustees approve the temporary increase in workload for the following positions. The requests have the approval of the College Presidents.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
MORENO VALLEY COLLEGE			
Tapia, Sandra	Customer Service Clerk	50% to 100%	07/01/13-06/30/14
RIVERSIDE CITY COLLEGE			
Seals, James	Instructional Support Specialist	75% to 100%	07/01/13-06/30/14
Stewart, Kaladon	Student Services Tech	47.5% to 72.5%	07/22/13-10/31/13
Urena, Jacqueline	Educational Advisor	90% to 100%	07/01/13-06/30/14

3. Leaves of Absence Exhausted - Placement of Classified Employee on Reemployment List

In accordance with Education Code Section 88195, an employee who has exhausted all leaves of absence because of a nonindustrial accident or illness shall be placed on the District's 39-month reemployment list.

It is recommended the Board of Trustees approve/ratify the placement of Juan Dominguez, Senior Groundsperson at Riverside City College, on the District's reemployment list for the period of 39 months, effective June 27, 2013.

Subject: Classified Personnel

Date: August 20, 2013

4. 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>
Abernathy, Charles	Custodian	06/30/13	Non-Continuance of Probation Period
Castro, Claudia	STEM Services Developer	08/16/13	Personal
Cornejo, Efren	Groundsperson	06/11/13	Retirement
Cortez, Faith	Custodian	08/31/13	Retirement
Neal, Udawna	EOPS Specialist	07/10/13	Non-Continuance of Probation Period
Ramirez, Gregory	Outreach Specialist Upward Bound	07/11/13	Non-Continuance of Probation Period
Rocha, Sophia	Instructional Media Aide	09/06/13	Personal
Rodriguez-Ramirez, Cecilia	Admissions & Records Operations Assistant	08/01/13	Personal

It is further recommended the Board of Trustees approve the termination of employment for the individual listed below:

<u>Employee Number</u>	<u>Effective Date</u>
1063465	06/28/13



Agenda Item (VI-A-3)

Meeting	8/20/2013 - 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:

[20130820_Other Personnel](#)
[20130820_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: August 20, 2013

1. Substitute Assignments

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

2. Short-term Positions

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

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

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

4. Professional Experts

Pursuant to Ed Code 88003, a professional expert is any person employed on a temporary basis for a specific project, regardless of length of employment. It is recommended that the Board of Trustees approve the employment of the following professional expert for Riverside City College and authorize the Vice Chancellor, Diversity and Human Resources to sign the employment agreements.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>TERM</u>	<u>AMOUNT</u>
Mathews, Philip	Head Men's Basketball Coach	Athletics	08/01/13-06/30/14	\$70,000

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
	Human Resources	Diversity and		
Carnahan, Pamela	Specialist II	Human Resources	07/29/13-09/30/13	\$24.08
Duran, Yadira	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
	Community Service			
Johnson, Eleanor-Mae	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
	Community Service			
Reyes, Desiree	Aide I	Safety and Police	08/21/13-06/30/14	\$15.45
	Community Service			
Rowley, Antoinette	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
	Sr. Toolroom			
Scanlan, David	Attendant	Applied Technology	07/01/13-09/30/13	\$18.51
	Community Service			
Shipp, Daniel	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
	Community Service			
Uriarte, Rodrigo	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
	Community Service			
Valentines, Sylvia	Coordinator	Safety and Police	06/03/13-06/30/14	\$18.51
	Administrative			
Valentines, Sylvia	Assistant III	Safety and Police	07/01/13-06/30/14	\$20.39
MORENO VALLEY COLLEGE				
		Math, Science &		
Al Moussawi, Khadija	Laboratory Tech II	Kinesiology	07/01/13 - 06/30/14	\$26.74
	Student Employment	Student Financial		
Dodd, Toya	Personnel Specialist	Services	07/29/13-08/30/13	\$22.28
Lopez, Joe	Custodian	Facilities	07/01/13-06/30/14	\$15.45
McDonald, Tammy	Custodian	Facilities	08/12/13-06/30/14	\$15.45
	Learning Center			
Pacheco, Emma	Assistant	Dean of Instruction	06/17/13-08/01/13	\$14.43
	Library Operations			
Posada, Elizabeth	Assistant	College Library	06/24/13-06/30/14	\$20.39
	Library Technical			
Posada, Elizabeth	Assistant II	College Library	06/24/13-06/30/14	\$21.29
	Student Employment	Student Financial		
Ramirez, Darlene	Personnel Specialist	Services	07/01/13-08/30/13	\$22.28

* Correction to start date only

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
NORCO COLLEGE				
Caceres, Ana	Custodian	Facilities	08/01/13-06/30/14	\$15.45
Castro, Joe	Clerical	Facilities	07/01/13-06/30/14	\$18.51
Diaz, Ana	Custodian	Facilities	08/01/13-06/30/14	\$15.45
Foster, Arthur	Custodian	Facilities	07/01/13-06/30/14	\$15.45
Henderson, Tony	Custodian	Facilities	07/01/13-06/30/14	\$15.45
Holland, Clarence	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
McDonald, Tammy	Custodian	Facilities	08/12/13-06/30/14	\$15.45
Medina de Cervantes, Margarita	Custodian	Facilities	07/01/13-06/30/14	\$15.45
Miller, James	Custodian	Facilities	07/01/13-06/30/14	\$15.45
Pena, Johnny	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
Peoples, Darrel	Custodian	Facilities	08/21/13-06/30/14	\$15.45
Rodriguez, Margarita	Custodian	Facilities	07/01/13-06/30/14	\$15.45
RIVERSIDE CITY COLLEGE				
Cravatt, Ben	Custodial	Facilities	07/01/13-06/30/14	\$21.49
Saavedra, Jose	Custodial	Facilities	07/01/13-06/30/14	\$15.45
	Admissions and Records Operations	Admissions and Records		
Willson, Jacob	Assistant	Records	08/12/13-08/17/13	\$15.45

* Correction to start date only

SHORT-TERM POSITIONS

Backup Other Personnel

August 20, 2013

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Becker, Kathleen	Interpreter I	Disabled Student Services	02/01/13-06/30/14	\$18.00
Binckley, Angela	Interpreter I	Disabled Student Services	08/21/13-06/30/14	\$18.00
Dodson, Danielle	Interpreter Apprentice	Disabled Student Services	08/21/13-06/30/14	\$11.00
Falencki, Jr. Thaddeus	Reserve Officer	Safety & Police	07/25/13-06/30/14	\$15.65
McFadden, Rebecca	Registered Nurse II	Health Services	08/21/13-06/30/14	\$37.00
Olivas, Daisy	Registered Nurse II	Health Services	07/01/13-06/30/14	\$37.00
Perez, Melanie	Interpreter Apprentice	Disabled Student Services	08/21/13-06/30/14	\$11.00
Ridlon, Tracey	Interpreter II	Disabled Student Services	07/01/13-06/30/14	\$23.00
Wong, Lily	Grant Analyst	Center for International Trade and Development	07/01/13-12/31/13	\$35.00
MORENO VALLEY COLLEGE				
Aidoo, Paul	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
Ashraf, Adeel	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
Belmonte, Manuel	SI Leader	Grants and College Special Programs	07/01/13-06/30/14	\$12.00
Callan, Trent	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
Carrillo, Stephen	SI Leader	Basic Skills Academic Affairs	08/22/13-05/30/14	\$12.00
Crisologo, Rochelle	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
DeLong, James	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
Ekhaguere, Justice	Tutor I	Writing and Reading Center	07/01/13-06/30/14	\$8.00
Garcia, Viridiana	Laboratory Aide II	Health, Human and Public Services	08/21/13-10/31/13	\$10.00
Harmison, Dominic	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
Keene, Michael	Role Player	Public Safety Education and Training	08/21/13-06/30/14	\$8.00
Lara, Stephanie	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
Lowe, Mindy	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
Mendoza, Arthur	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
Molina, Limairy	SI Leader	Basic Skills Academic Affairs	08/22/13-05/30/14	\$12.00

SHORT-TERM POSITIONS

Backup Other Personnel

August 20, 2013

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY COLLEGE (CONT'D)				
Montoya, Rachel	SI Leader	Grants and College Special Programs	07/01/13-06/30/14	\$12.00
	Public Safety	Grants and College Special Programs		
Moreno, Delina	Coordinator, Title V	Grants and College Special Programs	05/01/13-08/31/13	\$25.00
Myers, Bethany	Tutor II	Writing and Reading Center	07/01/13-06/30/14	\$8.50
Pacheco, Emma	Tutor II	Writing and Reading Center	07/01/13-06/30/14	\$8.50
Ruvalcaba, Vanessa	SI Leader	HIS/STEM/TAP	07/01/13-06/30/14	\$12.00
	Upward Bound	Upward Bound Math		
Sanchez, Matthew	College Mentor	and Science	07/01/13-06/30/14	\$12.00
		Grants and College Special Programs/STEM III		
Schaffrath, Matthew	SI Leader	Basic Skills Academic	08/21/13-06/30/14	\$12.00
Schrom, Shay	SI Leader	Affairs	08/22/13-05/30/14	\$12.00
		Grants and College Special Programs/STEM III		
Smith, Breanna	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
St. Claire, Hollie	SI Leader	Grants and College Special Programs/STEM III	07/01/13-06/30/14	\$12.00
St. Claire, Ricky	Tutor I	Writing and Reading Center	08/21/13-06/30/14	\$8.00
		Grants and College Special Programs/STEM III		
Vitrano, Thomas	SI Leader	Grants and College Special Programs/STEM III	08/21/13-06/30/14	\$12.00
		Grants and College Special Programs/STEM III		
Vu, Uyen	SI Leader	Grants and College Special Programs/STEM III	07/01/13-06/30/14	\$12.00
		Grants and College Special Programs/STEM III		
Watson, Julia	SI Leader	Grants and College Special Programs/STEM III	07/01/13-06/30/14	\$12.00
Winslow, Brittany	Role Player	Public Safety Education and Training	07/01/13-06/30/14	\$8.00
NORCO COLLEGE				
Chacon, Seth	Tutor IV	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$10.00
	Upward Bound College	TRIO Programs - Upward Bound		
Escudero, Wellington	Mentor	Upward Bound College	09/20/13-06/30/14	\$12.00
		Upward Bound		
Escudero, Wellington	Mentor	TRIO Programs - Upward Bound	06/01/13-07/31/13	\$12.00
Garcia, Claudia	Grant Facilitator	TRIO Programs - Upward Bound	8/21/13-06/30/14	\$40.00
Gill Jaime, Antonio	Tutor IV	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$10.00
Grajeda, Daniel	Tutor IV	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$10.00
Hernandez, Santiago	Tutor IV	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$10.00

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
NORCO COLLEGE (CONT'D)				
Jafar, Aliya	Tutor IV	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$10.00
Kaan, Brandon	Grant Facilitator	TRIO Programs - Upward Bound Corona HS	08/21/13-06/30/14	\$40.00
Leavey, Erin	Grant Facilitator	TRIO Programs - Upward Bound Corona HS	08/21/13-06/30/14	\$40.00
Lucho, Roberto	Mentor	Upward Bound College TRIO Programs - Upward Bound	08/21/13-09/21/13	\$12.00
Medina, Vanya	Puente Assistant	Counseling	08/21/13-06/30/14	\$9.00
Moy, Kevin	Tutor IV	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$10.00
Ortega, Eduardo	Upward Bound College Mentor	Upward Bound/TRiO	08/26/13-06/30/14	\$12.00
Ortega, Eduardo	Upward Bound College Mentor	Upward Bound/TRiO	06/01/13-07/31/13	\$12.00
Pacheco, Sanjuana	Tutor IV	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$10.00
Perez, Laura	Tutor IV	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$10.00
Ramirez, Anabel	Tutor IV	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$10.00
Ramirez, Denise	Grant Facilitator	TRIO Programs - Upward Bound	08/21/13-06/30/14	\$40.00
Reyes, Irene	Office Assistant II	EOPS/CARE	07/02/13-07/14/13	\$10.50
Rivera, Desiree	Tutor IV	TRIO Programs - Upward Bound	8/21/13-06/30/14	\$10.00
Stone, Shannon	Grant Facilitator	TRIO Programs - Upward Bound Corona HS	08/21/13-06/30/14	\$40.00
Valencia, Cynthia	Tutor IV	TRIO Programs - Upward Bound	07/01/13-06/30/14	\$10.00
Valencia, Cynthia	Upward Bound College Mentor	Upward Bound/TRiO	06/01/13-07/31/13	\$12.00
RIVERSIDE CITY COLLEGE				
Acosta, Justin	SI Leader	Academic Support	08/01/13-06/30/14	\$12.00
Alcantar, Angelina	SI Leader	Academic Support	07/01/13-06/30/14	\$12.00
Barlage, Daniel	Coach, Summer Activities	Athletics	07/01/13-08/25/13	\$17.54
Blair, Trina	Box Office Specialist	Landis PAC	07/01/13-12/31/13	\$13.00
Bonzumet, Nikki	Coach, Summer Activities	Athletics	07/01/13-08/25/13	\$17.54
Carlson, Micah	Web Accessibility Technician	President's Office	07/01/13-06/30/14	\$12.00

SHORT-TERM POSITIONS

Backup Other Personnel

August 20, 2013

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE CITY COLLEGE (CONT'D)				
Currington, Russell	Stage Technician IV Coach, Summer	Performance Riverside/ Landis PAC	07/01/13-12/31/13	\$10.65
Dadonna, Michelle	Activities	Athletics	07/01/13-08/25/13	\$17.54
Edwards, Emily	Office Assistant II Coach, Summer	CTA Faculty Association	08/26/13-06/11/14	\$10.50
Elton, Jim	Activities Coach, Summer	Athletics	07/01/13-08/25/13	\$17.54
Finrock, Doug	Activities	Athletics	07/01/13-08/25/13	\$17.54
Gallardo, Amanda	Box Office Specialist Coach, Summer	Landis Performing Arts Center	07/01/13-12/31/13	\$13.00
Hass, Richard	Activities Coach, Summer	Athletics	07/01/13-08/25/13	\$17.54
Hayes-Trainer, Monica	Activities	Athletics	07/01/13-08/25/13	\$17.54
Heredia-Reuther, Christina	Office Assistant II	Early Childhood Education	08/21/13-06/30/14	\$10.50
Hudgens, Ethan	Stage Technician IV	Business Services	06/15/13-06/30/14	\$10.65
Joyner, Jazmine	Lab Aide II Coach, Summer	Film and Television	08/26/13-12/06/13	\$10.00
Kuk, James	Activities Coach, Summer	Athletics	07/01/13-08/25/13	\$17.54
Lynds, Daniel	Activities Coach, Summer	Athletics	07/01/13-08/25/13	\$17.54
Mathews, Philip	Activities Coach, Summer	Athletics	07/01/13-07/31/13	\$17.54
McCarron, James	Activities Coach, Summer	Athletics	07/01/13-08/25/13	\$17.54
McChristian, Julius	Activities	Athletics	07/01/13-08/25/13	\$17.54
Mitchell, Brandon	SI Leader Coach, Summer	Academic Support	08/01/13-06/30/14	\$12.00
Northcott, Jason	Activities	Athletics	07/01/13-08/25/13	\$17.54
Paschke, Jaron	SI Leader	Academic Support	08/21/13-06/30/14	\$12.00
Pulu, Simei	Lab Aide II	Film and Television	06/01/13-06/30/13	\$10.00
Ramapuram, Lisa	SI Leader Coach, Summer	Academic Support	08/21/13-06/30/14	\$12.00
Richey, Michael	Activities	Athletics	07/01/13-08/25/13	\$17.54
Rivera, Christina	Office Assistant II Coach, Summer	Early Childhood Education	08/21/13-06/30/14	\$10.50
Rogers, Dennis	Activities	Athletics	07/01/13-08/25/13	\$17.54
Sandoval, Alec	SI Leader Coach, Summer	Academic Support	08/21/13-06/30/14	\$12.00
Sartin, Martin	Activities	Athletics	07/01/13-08/25/13	\$17.54
Schultz, Daniel	Office Assistant II	Performance Riverside	08/27/13-06/30/14	\$10.50

SHORT-TERM POSITIONS

Backup Other Personnel

August 20, 2013

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE CITY COLLEGE (CONT'D)				
	Stage Master	Performance Riverside/		
Shelton, Jessica	Electrician	Landis PAC	07/01/13-12/31/13	\$17.00
	Stage Master			
Shelton, Jessica	Electrician	Business Services	06/15/13-06/30/14	\$17.00
		Performance Riverside/		
Shelton, Scott	Stage Technician II	Landis PAC	07/01/13-12/31/13	\$9.55
Shelton, Scott	Stage Technician II	Business Services	06/15/13-06/30/14	\$9.55
	Coach, Summer			
Sigloch, Steven	Activities	Athletics	07/01/13-08/25/13	\$17.54
	Coach, Summer			
Silva, Shandon	Activities	Athletics	07/01/13-08/25/13	\$17.54
	Coach, Summer			
Stacy, Jr, William	Activities	Athletics	07/01/13-08/25/13	\$17.54
	Coach, Summer			
Teets, Kathryn	Activities	Athletics	07/01/13-08/25/13	\$17.54
Tewahaftewa, Anntoinette	Office Assistant IV	School of Nursing	07/01/13-06/30/14	\$14.00
	Coach, Summer			
Tuohy, Michael	Activities	Athletics	07/01/13-08/25/13	\$17.54
Walters, Howard	SI Leader	Academic Support	06/05/13-06/30/14	\$12.00
Walters, Howard	Lab Aide II	Film and Television	06/01/13-06/30/13	\$10.00
Warner, Tiffany	SI Leader	Academic Support	08/10/13-06/30/14	\$12.00
	Coach, Summer			
Wilch, Kevin	Activities	Athletics	07/01/13-08/25/13	\$17.54
Ybarra, Allyssa	SI Leader	Academic Support	08/21/13-06/30/14	\$12.00

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

Backup Other Personnel
August 20, 2013
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
RIVERSIDE COMMUNITY COLLEGE DISTRICT				
Armstrong, Samantha	Student Aide I	Disabled Student Programs and Services.	07/01/13	\$ 8.50
Balczo, Nishikant	Student Aide I	Disabled Student Programs and Services.	07/01/13	\$ 8.00
Davis, Sharon	Student Aide III	Disabled Student Programs and Svcs / Workability III	07/01/13	\$ 10.50
Islas, Dorian	Student Aide I	Disabled Student Programs and Services.	07/01/13	\$ 8.00
Lopez, Jasmine	Student Aide II	Career and Technical Ed.	07/01/13	\$ 9.00
Mason, Nicole	Student Aide I	Graphics & Printing	07/01/13	\$ 9.00
Smith, Courtnie	Student Aide III	Career and Technical Ed.	07/01/13	\$ 10.50
Stankiewicz, Kyle	Student Aide I	Disabled Student Programs and Services.	07/01/13	\$ 8.00
MORENO VALLEY COLLEGE				
Aranda, Yaquelin	Student Aide II	Student Financial Svcs	05/20/13	\$ 10.00
Dubon, Annie	Student Aide I	Writing and Reading Ctr	06/12/13	\$ 8.00
Halliburton, Shani	Student Aide I	Writing and Reading Ctr	06/12/13	\$ 8.00
NORCO COLLEGE				
Ambriz, Aurora	Student Aide II	Student Support Services Program	07/17/13	\$ 10.00
Antunez, Orlando	Student Aide II	Tutorial Services	07/01/13	\$ 9.50
Bourquet, Arlena	Student Aide I	Food Services	07/17/13	\$ 8.00
Chima, Stanley	Student Aide II	Tutorial Services	07/01/13	\$ 9.25
Esquivel, Erika	Student Aide II	Student Support Services	07/17/13	\$ 10.00
Foster, Kelly	Student Aide II	Tutorial Services	07/01/13	\$ 9.00
Galvez, Omar	Student Aide II	Tutorial Services	07/18/13	\$ 10.00
Gandhi, Dipixaben	Student Aide II	Tutorial Services	07/01/13	\$ 10.00
Garcia, Henry	Student Aide II	Tutorial Services	07/01/13	\$ 10.00
Geerdes, Timothy	Student Aide II	Tutorial Services	07/01/13	\$ 9.50
Henry, Edward	Student Aide I	Food Services	07/01/13	\$ 8.00
Hernandez, Cristina	Student Aide II	Tutorial Services	07/18/13	\$ 9.00
Hickey, Laurie	Student Aide II	Health Services	07/10/13	\$ 9.00
Johnson, tabitha	Student Aide II	CalWorks/Outreach	07/01/13	\$ 9.50
Kitchings, Michael	Student Aide III	Tutorial Services		

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NORCO COLLEGE (Continued)				
Marroquin, Diana	Student Aide II	Tutorial Services	07/18/13	\$ 9.00
McPherson, Devorah	Student Aide I	CalWorks/Outreach	07/01/13	\$ 9.00
Millikin, Brandon	Student Aide II	Tutorial Services	07/01/13	\$ 10.00
Orozco, Alexis	Student Aide II	Tutorial Services	07/01/13	\$ 9.00
Pacheo, Kevin	Student Aide II	Tutorial Services	07/18/13	\$ 10.00
Pedretti, Taylor	Student Aide II	Tutorial Services	07/01/13	\$ 10.00
Ponce, Isalas	Student Aide I	Food Services	07/17/13	\$ 8.00
Rash, Morgan	Student Aide II	Tutorial Services	07/18/13	\$ 9.00
Rashid, Rahim	Student Aide II	Tutorial Services	07/01/13	\$ 9.00
Rubio Erika	Student aide III	CalWorks/Outreach	07/01/13	\$ 10.00
Sohail, Rubia	Student Aide I	Food Services	07/01/13	\$ 8.00
Soto, Stalin	Student Aide II	Tutorial Services	07/01/13	\$ 10.00
Stoddard Gerardo	Student Aide I	Food Services	07/01/13	\$ 8.00
Terry, Brishay	Student Aide II	Tutorial	07/24/13	\$ 9.50
Tillema Johannies	Student Aide I	Library	07/24/13	\$ 8.00
Villegas, Darbie	Student Aide II	Tutorial Services	07/17/13	\$ 9.00
Yi, Joel	Student Aide III	Economic Development- TriTech	07/01/13	\$ 10.00
RIVERSIDE CITY COLLEGE				
Acuna, Guillermo	Student Aide IV	Mathematics Center for Communication Excellence	07/01/13	\$ 12.00
Adams, Daniel	Student Aide V	Information Systems and Technology	07/03/13	\$ 13.75
Alexander, Dillin	Student Aide I	Mathematics	07/01/13	\$ 8.00
Allum Jr., Donald	Student Aide IV	Assessment Center	07/01/13	\$ 12.00
Avila, Samantha	Student Aide II	Assessment Center	06/13/13	\$ 9.00
Avila, Samantha	Student Aide I	Assessment Center Applied Technology /	07/01/13	\$ 9.00
Barnes, Stephanie	Student Aide II	Film and Television	07/01/13	\$ 10.00
Bateman, Joel	Student Aide I	Writing and Reading Ctr	06/12/13	\$ 8.00
Bateman, Joel	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
Batemon, Peter	Student Aide I	Instructional Media Ctr	07/01/13	\$ 8.00
Bonelli, Marissa	Student Aide I	Food Services	08/12/13	\$ 8.00
Briguglio, Mathew	Student Aide I	Tutorial Services	07/01/13	\$ 8.75
Brown, Audra	Student Aide I	Performing Arts / Theatre	07/01/13	\$ 8.00
Brown, Laleaka	Student Aide I	Mathematics	07/01/13	\$ 8.00
Brown, Wyvonia	Student Aide I	Library	07/01/13	\$ 8.00
Bshai, Karam	Student Aide I	Tutorial Services	07/01/13	\$ 8.50
Bujanda, Hector	Student Aide I	Food Services	07/01/13	\$ 8.00

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RIVERSIDE CITY COLLEGE (Continued)				
Burroughs, Tina	Student Aide I	Tutorial Services	07/01/13	\$ 8.50
Bussey, Laura	Student Aide I	Information Systems and Technology	07/01/13	\$ 8.00
Caldwell, Amanda	Student Aide III	Writing and Reading Ctr	07/01/13	\$ 10.00
Canada, Keisha	Student Aide I	Writing and Reading Ctr Information Systems and Technology	07/01/13	\$ 8.00
Capellano, Sherrie	Student Aide I	Tutorial Services	07/01/13	\$ 8.25
Carey, Braddley	Student Aide I	Early Childhood Educ.	07/24/13	\$ 8.00
Carillo, Jessica	Student Aide I	Early Childhood Educ.	07/01/13	\$ 8.75
Castro, Alejandro	Student Aide I	Auxiliary Business Svcs	07/01/13	\$ 9.00
Castro, Jonathan	Student Aide II	Outreach	08/12/13	\$ 8.00
Cervantes, Ariana	Student Aide I	Outreach	07/01/13	\$ 9.75
Chamberlin, Dana	Student Aide II	Library	07/01/13	\$ 10.00
Chung, Christopher	Student Aide III	Outreach	07/01/13	\$ 8.00
Clark, Amanda	Student Aide I	Mathematics	07/01/13	\$ 12.00
Cortez Jr., Adrian	Student Aide IV	Tutorial Services	07/01/13	\$ 8.25
Coulter, Khallid	Student Aide I	Extended Opportunity Program and Svcs	07/01/13	\$ 9.00
Dart, Angela	Student Aide II	Library	07/01/13	\$ 10.00
Davalos Jr., Arturo	Student Aide III	Tutorial Services	07/01/13	\$ 8.25
Davies, Michael	Student Aide I	Counseling	07/01/13	\$ 11.00
De Castro, Diana	Student Aide III	Tutorial Services	07/01/13	\$ 8.25
Derdak, Achraf	Student Aide I	Tutorial Services	07/01/13	\$ 8.25
Dia, Mohamed	Student Aide I	Mathematics	07/01/13	\$ 12.00
Domingos, Dennis	Student Aide IV	Mathematics	07/01/13	\$ 12.00
Elsner, Kyle	Student Aide IV	Writing and Reading Ctr	07/01/13	\$ 10.00
English, Alex	Student Aide III	Food Services	07/01/13	\$ 8.00
Estacio, Jasmin	Student Aide I	Library	06/24/13	\$ 10.00
Evans, Bradley	Student Aide III	Library	07/01/13	\$ 10.00
Evans, Bradley	Student Aide III	Tutorial Services	07/25/13	\$ 8.00
Farfan, Alec	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 10.00
Favela, Allison	Student Aide III	Tutorial Services	07/25/13	\$ 8.00
Fawcett, Michael	Student Aide I	Student Services/Activities	07/01/13	\$ 9.00
Figueroa, Doug	Student Aide II	Upward Bound	07/01/13	\$ 10.00
Flores Jr., Jose	Student Aide II	Disabled Student Programs and Services	07/24/13	\$ 9.00
Flores, Daniela	Student Aide II	Instructional Media Ctr	07/01/13	\$ 8.00
Franco, Elsie	Student Aide I	Mathematics	07/24/13	\$ 11.00
Ganlath, Akila	Student Aide IV	Library	07/01/13	\$ 8.00
Garcia, Anthony	Student Aide I			

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RIVERSIDE CITY COLLEGE (Continued)				
Gibson, Hannah	Student Aide I	Writing and Reading Ctr	06/12/13	\$ 8.00
Gibson, Hannah	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
Gomez, Carolina	Student Aide I	Tutorial Services	07/25/13	\$ 8.00
Gomez, Cassandra	Student Aide IV	Mathematics	07/01/13	\$12.00
Gonering, Brennan	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
Gonzalez, Michael	Student Aide I	Tutorial Services	07/01/13	\$ 8.25
Gonzalez-Bravo, Maria	Student Aide I	Early Childhood Educ.	07/01/13	\$ 8.75
Gray, Jennifer	Student Aide I	Library	07/01/13	\$ 8.00
Gray, Manuel	Student Aide I	Student Financial Svcs	07/01/13	\$ 8.50
Gullett, Luke	Student Aide I	Food Services	07/01/13	\$ 8.00
Haughey, Adam	Student Aide IV	Mathematics	07/01/13	\$12.00
Hernandez, Diana	Student Aide I	Counseling	07/01/13	\$ 8.50
Hernandez, Noel	Student Aide I	Food Services	07/01/13	\$ 8.00
Hernandez, Vanessa	Student Aide IV	Mathematics	07/24/13	\$11.00
Hill, Joseph	Student Aide I	Writing and Reading Ctr	06/12/13	\$ 8.00
Hill, Joseph	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
Holman, Laura	Student Aide I	Food Services	07/01/13	\$ 8.00
Hopkins, Christopher	Student Aide III	Art / Ceramics	07/11/13	\$10.00
Huynh, Toan	Student Aide IV	Mathematics	07/01/13	\$12.00
Iwais, Faten	Student Aide I	Information Systems and Technology	07/01/13	\$ 8.00
Joneson, Mark	Student Aide I	Writing and Reading Ctr Disabled Student Programs and Services	07/01/13	\$ 8.00
Jue-Kamoto, Gina	Student Aide II	Food Services	07/01/13	\$ 9.00
Kamoto, Leslie	Student Aide I	Food Services	07/01/13	\$ 8.00
Klohn, Douglas	Student Aide I	Admin Support Ctr / Mailroom	07/01/13	\$ 8.75
Leduc, James	Student Aide I	Information Systems and Technology	07/01/13	\$ 8.25
Lemos, Briana	Student Aide I	Instructional Media Ctr	07/01/13	\$ 8.00
Lopez Jr., Juan	Student Aide II	Assessment Center	06/13/13	\$ 9.00
Lozano, Laura	Student Aide I	Counseling	07/01/13	\$ 8.50
Lugo, Karla	Student Aide I	Library	07/01/13	\$ 8.50
Magee, Gigi	Student Aide V	Academic Support	07/24/13	\$12.00
Marchan, Stephanie	Student Aide I	Library	07/01/13	\$ 8.00
Martinez, Melissa	Student Aide II	Applied Technology / Film and Television	08/12/13	\$10.00
Martinez, Monique	Student Aide I	Early Childhood Educ.	07/01/13	\$ 8.75
Mason Cooper, Ashlee	Student Aide II	Facilities	06/18/13	\$ 9.00
Mason Cooper, Ashlee	Student Aide II	Facilities	07/01/13	\$ 9.00

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RIVERSIDE CITY COLLEGE (Continued)				
		Center for Communication Excellence	08/12/13	\$ 8.00
Maulding, Sean	Student Aide I	Applied Technology / Film and Television	07/02/13	\$ 10.00
McCarver, Garrett	Student Aide II	Upward Bound	07/01/13	\$ 10.00
McGraw, Josheua	Student Aide II	Facilities / Custodial	07/01/13	\$ 8.00
McKennan, Jeffrey	Student Aide I	Performing Arts / Theatre	07/24/13	\$ 8.00
McKinney, Anjanique	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
McMinn, Pauline	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
Meigs Jr., Reginald	Student Aide I	Library	07/01/13	\$ 8.00
Mencias, Leonardo	Student Aide I	Counseling	07/01/13	\$ 8.50
Mendoza, Daisy	Student Aide I	Instructional Media Ctr	07/01/13	\$ 8.00
Merwin, Julisa	Student Aide I	Tutorial Services	07/01/13	\$ 8.25
Miller, Matthew	Student Aide I	Early Childhood Educ.	07/01/13	\$ 8.75
Mills, Amber	Student Aide I	Mathematics	07/01/13	\$ 12.00
Molina, Henry	Student Aide IV	Assessment Center	07/01/13	\$ 9.00
Montilla, Glory Mae	Student Aide II	Extended Opportunity Program and Svcs	07/01/13	\$ 8.00
Moore, Casey	Student Aide I	Assessment Center	07/01/13	\$ 9.00
Morales, Senaida	Student Aide II	Applied Technology / Film and Television	07/01/13	\$ 10.00
Moreno, Jim	Student Aide II	Facilities / Custodial	07/01/13	\$ 9.00
Nguyen, Hai	Student Aide II	Extended Opportunity Program and Svcs	07/01/13	\$ 8.00
Nguyen, Kevin	Student Aide I	Applied Technology / Film and Television	07/01/13	\$ 10.00
Nunez, Christopher	Student Aide II	Early Childhood Educ.	07/01/13	\$ 8.75
Nuno, Diana	Student Aide I	Food Services	07/01/13	\$ 8.00
Ochoa, Catherine	Student Aide I	Library	06/24/13	\$ 8.00
Olivas, Cynthia	Student Aide I	Library	07/01/13	\$ 8.00
Olivas, Cynthia	Student Aide I	Center for Communication Excellence	07/03/13	\$ 8.00
Oliver-Peukert, Sheldon	Student Aide I	Early Childhood Educ.	07/01/13	\$ 8.75
Padilla, Patricia	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
Palotto, Jessica	Student Aide I	Instructional Media Ctr	07/01/13	\$ 8.00
Paredes, Elmer	Student Aide I	Counseling	07/25/13	\$ 8.50
Perches, George	Student Aide I	Outreach	07/01/13	\$ 8.00
Perez, Rosalina	Student Aide I			

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RIVERSIDE CITY COLLEGE (Continued)				
Philburn, Michelle	Student Aide I	Food Services	07/01/13	\$ 8.00
Quintana, Adrian	Student Aide I	Mathematics	07/01/13	\$ 8.00
Quiroz, Jose	Student Aide I	Counseling	07/01/13	\$ 8.50
Ramirez, Cindy	Student Aide I	Library	07/25/13	\$ 8.00
Ramirez, Miguel	Student Aide I	Food Services	07/01/13	\$ 8.00
Reed III, Alton	Student Aide I	Early Childhood Educ.	07/01/13	\$ 8.75
Reyes, Edith	Student Aide I	Early Childhood Educ.	07/01/13	\$ 8.75
Reynolds, Brian	Student Aide I	Tutorial Services	07/01/13	\$ 8.25
Rivera, Krystina	Student Aide I	Outreach	07/01/13	\$ 9.00
Rivrea, Destiny	Student Aide I	Journalism	07/01/13	\$ 8.00
Robinson, Jordyn	Student Aide I	Food Services	08/12/13	\$ 8.00
Rodriguez, Rodolfo	Student Aide IV	Mathematics	07/01/13	\$ 12.00
Rosas Lopez, Suleyma	Student Aide I	Mathematics	07/01/13	\$ 9.00
Rowe, Lindsay	Student Aide I	Library	07/01/13	\$ 8.00
Sanchez, Daisy	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
Schmidt, Austin	Student Aide I	Outreach	07/01/13	\$ 8.00
		Disabled Student		
Shain, Dawn	Student Aide II	Programs and Services	07/01/13	\$ 9.00
Simril, Monica	Student Aide I	Food Services	08/08/13	\$ 8.00
Sines III, Anthony	Student Aide II	Assessment Center	07/25/13	\$ 9.00
Steele, Prince	Student Aide II	Tutorial Services	07/01/13	\$ 10.00
Stuart V, John	Student Aide IV	Mathematics	07/01/13	\$ 12.00
Summers, Tanner	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
Tafoya, Priscilla	Student Aide I	Mathematics	07/01/13	\$ 8.00
Trubey, Jacob	Student Aide IV	Mathematics	08/08/13	\$ 11.00
Valadez, Magaly	Student Aide I	Early Childhood Educ.	07/01/13	\$ 8.75
Vargas, Nicolette	Student Aide I	Writing and Reading Ctr	07/01/13	\$ 8.00
Vasquez, Cesar	Student Aide III	Library	07/01/13	\$ 10.00
Vito Jr., Ronald	Student Aide I	Outreach	07/01/13	\$ 8.00
Webb, Angel	Student Aide I	Facilities / Custodial	07/01/13	\$ 8.00
Whiteman, Jennifer	Student Aide I	Outreach	07/01/13	\$ 8.00
		Disabled Student		
Williams, Jessica	Student Aide II	Programs and Services	07/01/13	\$ 9.00
Wymer, Daisy	Student Aide II	Assessment Center	06/13/13	\$ 9.00
Wymer, Daisy	Student Aide II	Assessment Center	07/01/13	\$ 9.00
Yanez Alejandres, Veronica	Student Aide I	Tutorial Services	07/01/13	\$ 9.00
Yang, Vanessa	Student Aide I	Tutorial Services	07/01/13	\$ 8.25
Youngerman, Geoffrey	Student Aide I	Performing Arts / Theatre	07/24/13	\$ 8.00

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<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Cisneros, Jasmine	Student Aide III	Think Together-Norco	06/05/13	\$ 10.00
Fleming, Rebeccah	Student Aide III	Think Together-Norco	06/07/13	\$ 10.00
Johnson, Donna	Student Aide III	Think Together-Norco	06/13/13	\$ 10.00
Kenney, Johnae	Student Aide III	Think Together-Norco	06/05/13	\$ 10.00
Murphy, Alexander	Student Aide III	Think Together-Norco	06/07/13	\$ 10.00
Rou, Chantrea	Student Aide III	Think Together-Norco	06/05/13	\$ 10.00
Ruelas, Haroldo	Student Aide II	My Learning Studio - RCC	07/03/13	\$ 9.00
AMERICA COUNTS PROGRAM				
Ruelas, Haroldo	Student Aide II	My Learning Studio - RCC	07/03/13	\$ 9.00
COMMUNITY SERVICE PROGRAM				
Godinez-Davila, Mayra	Student Aide II	Art Gallery-Norco	08/08/13	\$ 9.00
Swartz, Andrew	Student Aide II	Art Gallery-Norco	08/08/13	\$ 9.00
MORENO VALLEY COLLEGE				
		Health, Human and Public Services / Human Svcs		
Beal, Emily	Student Aide II		05/08/13	\$ 9.00
Cosgrove, Erin	Student Aide II	Workforce Prep	06/17/13	\$ 10.00
Slaughter, Michael	Student Aide III	Facilities	06/17/13	\$ 11.00
NORCO COLLEGE				
Alvarez, Shylin	Student Aide II	Writing Lab Disability Resource Center	07/25/13	\$ 9.00
Burton, Mary	Student Aide I		07/24/13	\$ 8.50
Castillo, Christian	Student Aide I	Student Activitives Student Financial Services/Norco	08/01/13	\$ 8.00
Castro, Brizeida	Student Aide I		07/01/13	\$ 9.00
Castro-Rivera, Veronica	Student Aide I	Learning Resource Center	08/08/13	\$ 8.00
Chaidez, Alexandria	Student Aide I	Veterans Office Disability Resource Center	07/24/13	\$ 8.00
Chavez, Andrea	Student Aide I		07/01/13	\$ 8.00
Chenault, Ayris	Student Aide I	Student Activitives Disability Resource Center	08/01/13	\$ 8.00
Coker, Mila	Student Aide I		07/01/13	\$ 8.00

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NORCO COLLEGE (Continued)				
Cortez, Omar	Student Aide I	Norco Library	07/01/13	\$ 8.00
Dudang, Atome	Student Aide I	Career Job Placement	07/01/13	\$ 8.50
Gandhi, Dipixaben	Student Aide I	Norco Library	07/10/13	\$ 9.00
Geerdes, Timothy	Student Aide II	Tutorial	07/10/13	\$ 9.50
		RCCD-Procurement		
Ghee, Patricia	Student Aide I	Assistance Center	07/01/13	\$ 8.00
Hernandez, Christopher	Student Aide I	EOPS/Care	08/08/13	\$ 8.00
		Student Financial		
Hernandez, Jenevieve	Student Aide I	Services/Norco	07/01/13	\$ 9.00
		Vice President, Student		
Hill, Olatoyin	Student Aide II	Services	07/24/13	\$ 10.00
Hinojosa, David	Student Aide II	Assessment	07/01/13	\$ 10.00
Joachin, Alain	Student Aide II	Norco Library	07/24/13	\$ 9.00
Kilpatrick, Julianna	Student Aide I	Student Activitives	08/01/13	\$ 8.00
Kitajima, Stanley	Student Aide I	Student Financial Svcs	07/09/13	\$ 8.00
Lopez-Mancilla, Victor	Student Aide I	Transfer Center	07/24/13	\$ 8.00
		Disability Resource		
Lujan, Loreen	Student Aide I	Center	07/01/13	
Mckee, Ryan	Student Aide I	Student Activitives	08/01/13	\$ 8.00
Moore, Ashley	Student Aide I	Admissions and Records	07/25/13	\$ 8.00
Munguia, Elizabeth	Student Aide I	Norco Library	07/01/13	\$ 8.00
Newman, Chase	Student Aide II	Tutorial	07/11/13	\$ 9.50
Perez Ariana	Student Aide I	Transfer Center	07/22/13	\$ 8.50
Ramirez, Anabel	Student Aide II	Tutorial	07/24/13	\$ 9.25
Ramirez, Arely	Student Aide I	Tutorial	07/01/13	\$ 9.00
Rios Berrios, Christopher	Student Aide I	Student Activitives	07/25/13	\$ 9.00
Rubio, Cristina	Student Aide I	Learning Resource Center	08/08/13	\$ 8.00
Safi, Hena	Student Aide I	Norco Library	07/01/13	\$ 8.00
Sanchez, Victoria	Student Aide I	Services/Norco	07/09/13	\$ 8.00
Saylor, Devan	Student Aide I	Student Activitives	08/01/13	\$ 8.00
Schopper, Thomas	Student Aide I	Writing Lab	07/09/13	\$ 9.00
Stubbs, Danielle	Student Aide I	Norco Library	07/10/13	\$ 8.00
Vasquez, Wendy	Student Aide I	Services/Norco	07/01/13	\$ 8.50
You, Mike	Student Aide II	EOPS/Care	08/08/13	\$ 8.00

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RIVERSIDE CITY COLLEGE				
Belford, Elizabeth	Student Aide I	Student Financial Svcs	07/01/13	\$ 8.50
Brule, Meya	Student Aide I	Transfer / Career Center	06/12/13	\$ 8.50
Burns, Liana	Student Aide I	Kinesiology / Volleyball	07/05/13	\$ 9.00
Carter, Desman	Student Aide I	Kinesiology / Football	08/12/13	\$ 8.00
		Kinesiology /		
Colbert, Marcus	Student Aide I	Men's Basketball	08/12/13	\$ 8.00
Cox, Katie	Student Aide I	School of Nursong	07/10/13	\$ 8.00
Danforth, Cindy	Student Aide II	Payroll	07/03/13	\$ 9.50
Daniels, Alexis	Student Aide II	Foundation	06/18/13	\$ 9.00
Daniels, Alexis	Student Aide II	Foundation	07/03/13	\$ 9.00
Dennis, Bree	Student Aide II	Workforce Preparation	07/01/13	\$ 9.50
Dennis, Vanjunior	Student Aide I	Kinesiology / Football	08/08/13	\$ 8.00
		Kinesiology /		
Folsom, Thomas	Student Aide I	Men's Basketball	07/18/13	\$ 8.00
		Kinesiology /		
Gammage II, Jason	Student Aide I	Men's Basketball	07/15/13	\$ 8.00
Garcia, Clarissa	Student Aide I	Culinary Academy	07/03/13	\$ 8.50
Giron Medina, Rina	Student Aide II	Student Svcs/Activities	07/05/13	\$ 9.00
Groves, Sarah	Student Aide I	Culinary Academy	07/15/13	\$ 8.50
Guillermo, Christian	Student Aide I	Assessment Center	06/18/13	\$ 8.00
		Kinesiology /		
Howard, Sumaje	Student Aide I	Women's Track	07/30/13	\$ 8.50
		Kinesiology /		
James Jr., Robert	Student Aide I	Men's Basketball	07/18/13	\$ 8.00
Leon, Laura	Student Aide I	Transfer / Career Center	06/12/13	\$ 8.50
Lewis, Charles	Student Aide I	Counseling	08/12/13	\$ 8.00
		Kinesiology /		
Lomheim, Allison	Student Aide I	Women's Track	07/24/13	\$ 8.50
Miller, Courtney	Student Aide II	Workforce Preparation	07/01/13	\$ 9.00
Ngo, Tammy	Student Aide I	School of Nursong	07/03/13	\$ 8.00
Osier, Valerie	Student Aide I	Accounting Services	07/25/13	\$ 8.00
Phan, Jim	Student Aide I	Faculty Development	07/18/13	\$ 8.00
Raquinio, Jessica	Student Aide II	Student Svcs/Activities	07/05/13	\$ 9.00
Reyes, Jennifer	Student Aide II	Student Svcs/Activities	07/03/13	\$ 9.00
		Kinesiology /		
Rounds, Anthony	Student Aide I	Men's Basketball	07/18/13	\$ 8.00
Smith, Randell	Student Aide I	Kinesiology / Football	07/30/13	\$ 8.00
		Kinesiology /		
Taylor, Isaiah	Student Aide I	Men's Basketball	07/02/13	\$ 8.00
		Kinesiology / Men's		
Tu, Andy	Student Aide II	Track	07/30/13	\$ 10.00

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

Backup Other Personnel
August 20, 2013
Page 10 of 10

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE CITY COLLEGE (Continued)				
Vancil, Krystal	Student Aide II	Assessment Center	07/15/13	\$ 9.00
Ward, Jennifer	Student Aide I	Counseling Kinesiology /	07/05/13	\$ 8.25
Wilson, Ariana	Student Aide I	Women's Basketball	08/12/13	\$ 8.00



Agenda Item (VI-B-1)

Meeting	8/20/2013 - 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 that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$17,746,278 and District Warrant Claims totaling \$16,613,636.

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 \$17,746,278 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 210116 – 213148) totaling \$16,613,636 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: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Purchasing Manager

Attachments:

[08202013_Contracts and Purchase Orders Over \\$83,400 Report \(June & July\)](#)

Report of Purchases - All District Resources
 Purchases Over \$83,400
 6/01/13 thru 7/31/13

6/01/13 thru 6/30/13

PO#	Department	Vendor	Description	Amount
C0004244	Facilities, Planning and Development	Malibu Pacific Tennis Courts Inc	Lovekin Tennis Courts Bid Award	\$ 2,078,000
C0004245	Facilities, Planning and Development	IBN Construction, Inc.	MLK Interior Alterations Bid Award	200,000
C0004258	Facilities - Moreno Valley	HMC Architects	MVC Integrated Master Plan Consultants RFQ Award	342,000
P0038418	Workforce Preparation	Systems Technology Associates, Inc	HP Comp Equip - WSCA Master Agreement	87,978
P0038484	Business Operations	US Bank	Other Benefits, Other CE Employees	438,796
P0038485	Business Operations	US Bank	Other Benefits, Other CE Employees	458,057
P0038497	President - Moreno Valley College	Farber Specialty Vehicles, Inc.	Mobile Lab Bid Award	370,364

Additions to Approved/Ratify Purchase Orders of \$83,400 and Over

C0004091	Facilities, Planning and Development	HMC Architects	Student Services Building Architect's Fees	103,500
Total				\$ 4,078,695

All Purchase Orders, Contracts, and Additions
 for the Period 6/01/13 - 6/30/13

Contracts- C4239 - C4258	377,253
Contract Additions- C2150 - C4235	
Purchase Orders- P38206 - P38548	764,244
Purchase Order Additions- P33925 - P38193	
Blanket Purchase Orders- B11182 - B11190	175,051
Blanket Purchase Order Additions- B9889 - B11136	
Total	\$ 1,316,548
June Total	\$ 5,395,243

7/01/13 thru 7/31/13

PO#	Department	Vendor	Description	Amount
B0011512	Food Services	Pepsi-Cola	Beverage - RFP Award	\$ 129,000
B0011523	Food Services - Moreno Valley	US Foods	Food - US Communities Bid Award	105,000
B0011524	Food Services - Norco	US Foods	Food - US Communities Bid Award	105,000
B0011525	Food Services	US Foods	Food - US Communities Bid Award	275,000
B0011791	Culinary Academy	US Foods	Food - US Communities Bid Award	90,000
B0011838	EOPS	Barnes & Noble College Booksellers, LLC	Book Vouchers - Bookstore Services RFP Award	100,000
C0004264	College Relations / Special Projects	Professional Personnel Leasing Inc	Consultants	128,150
C0004265	Facilities Planning & Development	Inland Inspections & Consulting	Inspection	121,910
C0004268	Facilities Planning & Development	RIS Electrical Contractors, Inc	District-Wide Utility Infrastructure -RCC Bid Award	3,127,000
C0004279	Campus Police	City of Inglewood	Parking Citation Management Services	190,000
C0004285	Information Services	Computerland of Silicon Valley	Computer Software Maint/Lic - FCCC Agreement	210,375
C0004299	Risk Management	Southern California Schools Risk Management	Fire and Theft	596,915

Report of Purchases - All District Resources
 Purchases Over \$83,400
 6/01/13 thru 7/31/13

PO#	Department	Vendor	Description	Amount
C0004311	Business & Financial Services	Atkinson, Andelson, Loya, Ruud	Legal	105,000
P0038587	Information Services	Ellucian Inc	Computer Software Maint/Lic	84,835
P0038915	Athletics	Hub International Insurance Services Inc	Student Insurance	149,528
<u>Additions to Approved/Ratify Purchase Orders of \$83,400 and Over</u>				
C0002757	College Relations / Special Projects	Facilities Planning & Consulting Services	Amendment #5	100,000
C0003172	Facilities	Johnson Controls, Inc.	Repairs - Service Maintenance Agreement	137,941
C0003226	Student Services	Riverside Transit Agency	Transportation Contracts	192,996
C0003466	Information Services	SK Telecon, Inc.	Repairs - Service Maintenance Agreement	193,066
C0003470	Campus Police	California State University San Bernardino	Communication Services	270,264
C0003525	Business & Financial Services	Magnon Property Management	Professional Services	131,958
C0003809	Facilities - Moreno Valley	West-Tech Mechanical, Inc	Moreno Valley Ph. III - Mechanical Agreement	93,975
			Total	<u>\$ 6,637,913</u>
<u>All Purchase Orders, Contracts, and Additions for the Period 7/01/13 - 7/31/13</u>				
			Contracts- C4259 - C4322	1,105,528
			Contract Additions- C2150 - C4232	
			Purchase Orders- P38549 - P38959	3,160,884
			Purchase Order Additions- P36459 - P38522	
			Blanket Purchase Orders- B11191 - B11924	1,446,710
			Blanket Purchase Order Additions- None	
			Total	<u>\$ 5,713,122</u>
			July Total	<u>\$ 12,351,035</u>
			Grand Total (June & July)	<u>\$ 17,746,278</u>



Agenda Item (VI-B-5-a)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Proposal Award for Classroom and Office Furniture for the Student Academic Services Facility
College/District	Moreno Valley
Funding	College Measure C
Recommended Action	It is recommended that the Board of Trustees award Request for Proposal (RFP) Number 2012/13-43 – Classroom and Office Furniture for the Student Academic Services Facility, in the total amount of \$615,315 to G/M Business Interiors.

Background Narrative:

On March 15, 2005, the Board of Trustees approved the Phase III Student Academic Services Facility project located at the Moreno Valley College. This project is to be completed in the fall of 2013 and is expected to be open in time for the winter 2014 intersession.

The College worked with an interior design consulting firm to develop a list of furniture and finishes required to furnish nine classrooms, faculty and administrative offices, a large gathering area, and study and meeting rooms for the Student Academic Services Facility. Manufacturers were given an opportunity to pre-qualify their product lines to ensure that their products met the College's technical performance standards and aesthetics. The establishment of a prequalified list of furniture manufactures allows for a fair and competitive selection process for obtaining proposals.

On June 13, 2013, the District received responses to a RFP solicitation for classroom and office furniture for the Student Academic Services Facility at Moreno Valley College. The project consists of the purchase and installation of new furniture and ergonomic accessories. See the attached Lowest Responsive and Responsible Bidders summary.

References for G/M Business Interiors were checked by District staff and found to be satisfactory.

Prepared By: Sandra Mayo, President, Moreno Valley College
Norm Godin, Vice President, Business Services, MVC
Majd Askar, Purchasing Manager

Attachments:

[08202013_MVC Student Academic Services Facility - Bidders Summary](#)

**Lowest Responsive and Responsible Bidders
Furniture Furnishings for the Student Academic Services Facility
at Moreno Valley College**

<u>Contractor</u>	<u>Business Location</u>	<u>Base Bid</u>	<u>Comment</u>
Interior Office Solutions	Irvine	\$ 520,383	Non-Responsive
G/M Business Interiors	Riverside	\$ 615,315	
Corporate Business Interiors	Newport	\$ 714,623	
Tangram	Newport	\$ 768,776	



Agenda Item (VI-B-5-b)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Bid Award for the Science, Technology, Engineering, and Math (STEM) Center Renovation Project
College/District	Norco
Funding	Title III STEM Grant and College Measure C
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2013/14-02 - Science, Technology, Engineering, and Math (STEM) Center Renovation Project, in the total amount of \$660,000 to California Averland Construction, Inc.

Background Narrative:

On July 31, 2013, the District received bids in response to an Invitation for Bid solicitation for the STEM Center Renovation Project at Norco College. The project is to remodel the interior of the Early Childhood Education Center (ECEC) at Norco College, including partitions, carpeting/flooring, construction of new interior study rooms, electrical, data work, and a new heating, ventilation, and air conditioning (HVAC) system. See the attached Lowest Responsive and Responsible Bidders summary, exercising additive alternate #1.

References for California Averland Construction, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Dale Adams, Project Manager
Majd Askar, Purchasing Manager

Attachments:

[08202013_STEM Center Renovation - Bidders Summary](#)

Lowest Responsive and Responsible Bidders
Science, Technology, Engineering, and Math (STEM) Center Renovation Project
at Norco College

<u>Contractor</u>	<u>Business Location</u>	<u>Base Bid</u>	<u>Alt #1</u>	<u>Total Bid</u>
California Averland Construction, Inc.	Los Angeles	\$ 648,000	\$ 12,000	\$ 660,000
Hamel Contracting, Inc.	Murrieta	\$ 656,008	\$ 11,000	\$ 667,008
CJPRO, Inc.	Brea	\$ 659,000	\$ 27,000	\$ 686,000
Sumpeak Construction, Inc.	Newport Beach	\$ 670,000	\$ 15,000	\$ 685,000
Caltec Corporation	Westminster	\$ 688,000	\$ 30,000	\$ 718,000
MDE Group, Inc.	Riverside	\$ 689,000	\$ 21,000	\$ 710,000
Inland Building Construction Companies, Inc.	San Bernardino	\$ 739,000	\$ 11,300	\$ 750,300
JRH Construction, Inc.	Tustin	\$ 741,777	\$ 12,516	\$ 754,293
Fata Construction & Development	Riverside	\$ 743,000	\$ 60,000	\$ 803,000
Harik Construction, Inc.	Glendora	\$ 746,400	\$ 18,100	\$ 764,500
DELTA Builders	Rancho Cucamonga	\$ 793,000	-	\$ 793,000
Young Contractors, Inc.	Riverside	\$ 856,000	\$ 14,000	\$ 870,000
Two Brothers Construction Company	Buena Park	\$ 895,400	\$ 10,000	\$ 905,400



Agenda Item (VI-B-6-a)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$83,400 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$1,482,781.

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 \$83,400. The attached listing of contracts and agreements under \$83,400 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: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Purchasing Manager

Attachments:

[08202013_Contracts and Agreements Less than \\$83,400 \(June & July\)](#)

Contracts and Agreements Report - All District Resources
 \$83,400 and Under
 6/01/13 thru 7/31/13

6/01/13 thru 6/30/13

PO#	Department	Vendor	Location	Description	Amount
C0004239	Grants & Contract Services	Ecivis, Inc	Pasadena	Computer Software Maint/Lic	\$ 5,000
C0004240	Facilities, Planning and Development	Higginson+Cartozian Architects, Inc	Redlands	Wheelock Offices Remodel Architect's Fees	16,800
C0004241	Customized Solutions	Osterling Consulting Inc	La Mesa	Customized Training	30,002
C0004242	Customized Solutions	Sanchez, Steven R	Mission Viejo	Customized Training	1,300
C0004243	Campus Police	Parknow!	Whitestone, NY	Pay By Phone Parking Services	15,455
C0004246	Library	Community College League of California	Sacramento	Periodicals/Magazines	1,796
C0004247	President - Moreno Valley College	City of Moreno Valley	Moreno Valley	Rents and Leases	530
C0004248	Student Services - Moreno Valley	Ocean Institute	Dana Point	Other Travel Expenses	3,190
C0004250	Matriculation - Norco	The College Board	Dallas, TX	Tests	23,084
C0004251	Risk Management	Octoclean Carpet and Grout	Riverside	Laundry and Cleaning	1,506
C0004252	Associate VC, Instruction	Governet	Los Angeles	Computer Software Maint/Lic	25,000
C0004253	Communications & Web Development	Acorn Technology Corporation	Riverside	IT Management Fees	18,300
C0004254	Campus Police	Market-Based Solutions, Inc	Los Angeles	Certified Emissions	13,410
C0004255	Campus Police	South Coast AQMD	Diamond Bar	Governmental Fees	1,342
C0004256	Campus Police - Moreno Valley	Pacific Parking Systems, Inc.	Irvine	Repairs - Service	14,080
C0004257	Institutional Effectiveness	Acorn Technology Corporation	Riverside	Consultants	7,852
N/A	Workforce Preparation	Office of Statewide Health Planning &	Sacramento	Student Clinical Experience	No Cost
N/A	Workforce Preparation	Office of Statewide Health Planning &	Sacramento	Education for Nursing Students	No Cost
N/A	Campus Police	City of Riverside, Dept. of Emergency	Riverside	UASI Grant	No Cost
N/A	TriTech	County of Riverside Economic Development	Riverside	Program Sponsorship	No Cost
N/A	Workforce Preparation	Alvord Unified School District	Riverside	College Readiness Classes	No Cost
N/A	Workforce Preparation	Riverside Unified School District	Riverside	College Readiness Classes	No Cost
Additions to Approved/Ratify Contracts of \$83,400 and Under					
C0002150	Facilities	Adecco USA, Inc.	Ontario	Transportation Contracts	5,194
C0002421	Facilities - Norco	Orkin, Inc.	Colton	Amends/Add's Norco OPS Building	277
C0002831	Information Services	US Bank	St. Louis, MO	Rents and Leases	59
C0002939	Facilities, Planning and Development	Alpha Mechanical Heating & Air Conditioning, Inc	San Diego	RCC Nursing/Science - HVAC/Controls	22,395
C0003653	Community & Economic Development	The Irvine Company, LLC	Newport Beach	Rents and Leases	193
C0003672	Facilities	Spinitar	Carlsbad	Nursing Science Building AV Integration	30,801
C0003681	Information Services	Hyland Software, Inc	Westlake, OH	Professional Services	12,675
C0003712	President - Norco College	Textopoly, Inc	Santa Ana	Professional Services	1,509
C0003758	Community & Economic Development	Amaya, Teresa	Beaumont	Professional Services	180
C0003802	Facilities - Norco	McKenna General Engineering, Inc	Corona	Norco Operations Center - Earthwork	2,367
C0003831	Dean of Instruction - Norco	Scantron Corporation	Santa Ana	Repairs - Service	31
C0003833	Facilities - Norco	RB Sheet Metal, Inc	Mentone	Norco Operations Center - Sheet Metal	2,228
C0003835	Facilities - Moreno Valley	Prospectra Contract Flooring	San Diego	Moreno Valley Ph. III - Flooring and Tile	1
C0003853	Community & Economic Development	Carlson, Patricia J	Rancho Cucamonga	Professional Services	12,000
C0003857	Facilities - Norco	First Responder Fire Protection Corp	Simi Valley	Norco Operations Center - Fire Sprinklers	13,794
C0003912	Facilities, Planning and Development	Higginson+Cartozian Architects, Inc	Redlands	Lovekin Tennis Courts Architect's Fees	27,375
C0003947	Diversity, Equity & Compliance	Shaw HR Consulting, Incorporated	Newbury Park	Amends/Add's Funds	5,000
C0004001	Community & Senior Citizen Education	Education to Go	Temecula	Professional Services	1,565
C0004006	Administrative Support Center	Sharp Electronics Corp.	Wayne, PA	Repairs - Service	4,000
C0004020	Physical Education	American Red Cross	Riverside	Course Fees	1,084
C0004086	President - Moreno Valley College	The RP Group	Berkeley	Amends/Add's Funds	1,950
C0004033	Customized Solutions	Dang, Jenny	Riverside	Amends Wording Only	No Cost

Contracts and Agreements Report - All District Resources
 \$83,400 and Under
 6/01/13 thru 7/31/13

PO#	Department	Vendor	Location	Description	Amount
C0004126	Workforce Preparation	Rigney, Susan Marie	Palm Desert	Amend #1, Additional Workshops	125
C0004205	Community & Economic Development	Image IV Systems, Inc.	Burbank	Repairs - Service	161
C0004206	Customized Solutions	Imonti, Deborah	Kamuela, HI	Training Programs ET13-0281	4,179
C0004228	Facilities, Planning and Development	Rightway Site Services Inc	Lake Elsinore	Lovekin Parking/Tennis Courts Restrooms	137
C0004235	CTE Projects	Hyatt	Riverside	Meeting Expenses	562
C0004249	Facilities	Siemens Industry, Inc	Cypress	Card Access & Security Wheelock Gym	48,764
N/A	Customized Solutions	Riverside County Regional Medical Center	Moreno Valley	Amends/Extends Date	No Cost
N/A	Customized Solutions	City of Riverside	Riverside	Amend #4/Extends Date	No Cost
N/A	General Counsel	Orrock, Popka, Fortino, Tucker, and Dolen	Riverside	Amend #4/Extends Date	No Cost
June Total					<u>\$ 377,253</u>

7/01/13 thru 7/31/13

PO#	Department	Vendor	Location	Description	Amount
C0004259	Performing Arts	Music Theatre International	New York, NY	Rents and Leases	\$ 3,428
C0004260	Board of Trustees	Community College League of California	Sacramento	Consultants	2,000
C0004261	Diversity, Equity & Compliance	Shaw HR Consulting, Incorporated	Newbury Park	Professional Services	7,500
C0004263	Health Services	Loma Linda University Medical Center	Loma Linda	Doctors/Nurses	73,440
C0004266	Risk Management	Mugg & Harper, LLP	Redlands	Legal	20,000
C0004267	Business & Financial Services	Liebert Cassidy Whitmore	Los Angeles	Legal	30,000
C0004269	Business & Financial Services	Public Interest Investigation Inc	Los Angeles	Legal	15,000
C0004270	Business & Financial Services	Gresham Savage Nolan & Tilden, Apc	San Bernardino	Legal	30,000
C0004271	Business & Financial Services	Jones & Mayer	Fullerton	Legal	1,500
C0004272	Information Services	Roc Software Systems, Inc.	Austin, TX	Computer Software Maint/Lic	3,050
C0004273	Business & Financial Services	Best, Best & Krieger	Riverside	Legal	2,500
C0004274	Business & Financial Services	Burke, Williams and Sorensen LLP	Los Angeles	Legal	5,000
C0004275	Public Affairs & Institutional Advancement	Regus, Margaret Elaine	San Dimas	Web Development Services	10,000
C0004276	CTE Projects	Reliable Office Solutions	Riverside	Repairs - Service	3,500
C0004277	CTE Projects	Internships.com	Burbank	Computer Software Maint/Lic	499
C0004278	Facilities Planning & Development	River City Testing	Riverside	Testing	68,514
C0004280	CTE Projects - Moreno Valley	Lexi-Comp Inc	Hudson, OH	Computer Software Maint/Lic	12,470
C0004281	Risk Management	Watten, Discoe, Bassett & McMains	Santa Ana	Legal	10,000
C0004282	Business & Financial Services	Clayson Mann Yaeger & Hansen	Corona	Legal	15,000
C0004283	Customized Solutions	Gereau, Servando	Redlands	Customized Training	900
C0004284	Customized Solutions	Softskills	Chatsworth	Customized Training	1,400
C0004286	Business & Financial Services	Capitol Alliance Consulting, LLC	Newport Beach	Consultants	78,000
C0004287	Performance Riverside	Ben Bollinger Productions	Claremont	Scenic Rentals	8,000
C0004288	Human Resources & Diversity	Liebert Cassidy Whitmore	Los Angeles	Memberships	3,250
C0004289	Matriculation - Moreno Valley	Eureka	Pinole	Computer Software Maint/Lic	1,507
C0004290	CTE Projects	Westin	Rancho Mirage	Meeting Expenses	11,110
C0004291	Information Services	Black Box Network Services	Los Angeles	Repairs - Service	49,860
C0004292	Workforce Preparation	Lucky Feet Shoes	Riverside	Work Study Agreement	7,410
C0004293	Workforce Preparation	Family Service Association	Riverside	Rents and Leases	250
C0004294	Life Sciences	Steris Corporation	Erie, PA	Repairs - Service	12,079

Contracts and Agreements Report - All District Resources
 \$83,400 and Under
 6/01/13 thru 7/31/13

PO#	Department	Vendor	Location	Description	Amount
C0004295	Campus Student Services - Norco	St. Augustine Enclosed RV & Self-Storage	Norco	Rents and Leases	1,308
C0004296	Customized Solutions	Cerritos College	Norwalk	Grant / Contract Sub Agreements	50,000
C0004297	Health Sciences Programs - Moreno Valley	Adame, James	Yucaipa	Consultants	48,000
C0004298	Community & Economic Development	New Horizons CLC of Southern California	Anaheim	Customized Training	5,000
C0004300	Campus Police	Advanced Copy Systems	San Bernardino	Equip Additional \$200-\$4999	4,082
C0004301	Facilities - Moreno Valley	Silver Creek Industries, Inc	Perris	PA Laboratory Remodel Bid Award	39,029
C0004302	Facilities	Clearwater Systems Corp	Middletown, CT	Repairs - Service	4,500
C0004303	Workforce Preparation	Hernandez, Geri	Riverside	Professional Services	875
C0004304	Workforce Preparation	Bustillos, Valeria P	Corona	Professional Services	1,575
C0004305	Workforce Preparation	Phillips, Carol J	Riverside	Professional Services	875
C0004306	Workforce Preparation	Friend, Cherie L	Murrieta	Professional Services	1,750
C0004307	Workforce Preparation	Miller, Brianna	Palm Desert	Professional Services	700
C0004308	Workforce Preparation	Rigney, Susan Marie	Palm Desert	Professional Services	1,400
C0004309	Workforce Preparation	Inman, Tracy	San Bernardino	Professional Services	1,175
C0004310	Workforce Preparation	Gonzalez, William	Wildomar	Professional Services	875
C0004312	Open Campus	Intelecom Intelligent	Pasadena	Online Resource Network	2,500
C0004313	Workforce Preparation	Crain, Dan	Yucaipa	Professional Services	3,675
C0004314	Workforce Preparation	Tarver, Brenda	Wildomar	Professional Services	1,475
C0004315	Workforce Preparation	Williams, Michaela J	Moreno Valley	Professional Services	1,050
C0004316	Facilities - Norco	S & Son's Electrical Contractors Corporation	Hesperia	Riverside Aquatics Security Additions Bid Award	34,593
C0004317	Human Resources & Diversity	Rise - ASL Interpreters	Hemet	Professional Services	6,500
C0004318	Open Campus	Coastline Community College	Fountain Valley	Non-Broadcast/Video Streaming	1,200
C0004319	Workforce Preparation	International Teaching Learning Cooperative	Chapel Hill, NC	Professional Services	3,000
C0004320	Math, Science & Physical Ed - Moreno Valley	Fitness 19 CA #187, LLC	Moreno Valley	Rents and Leases	22,000
C0004321	Facilities - Moreno Valley	Tamra Kay Interior Design Consulting, Inc	Irvine	Remodel Projects	26,840
C0004322	Workforce Preparation	Systems Technology Associates, Inc	Tustin	Professional Services	15,137
N/A	Workforce Preparation	The Growing Place	Riverside	Allows Students to Work at Site	No Cost
N/A	Workforce Preparation	My Learning Studio Outreach	Riverside	Allows Students to Work at Site	No Cost
N/A	Workforce Preparation	Riverside Unified School District	Riverside	Allows Students to Work at Site	No Cost
N/A	Workforce Preparation	California Family Life Center	Hemet	Student Resource Specialist	No Cost
N/A	Information Services	CCC Technology Center	Oroville	Access to Utilize Open CCC Apply System	No Cost
N/A	TriTech	CSU Fullerton	Fullerton	Sub-Recipient Award	No Cost
N/A	DSPS	Active Minds, Inc.	Washington, DC	Public Education Display	No Cost
N/A	Customized Solutions	Clarkwestern Dietrich Building Systems, LLC	Riverside	Customized Training	No Cost
N/A	Workforce Preparation	College of the Desert	Palm Desert	Provides Meeting Space	No Cost
N/A	Business Services - Moreno Valley	Riverside County Supervisor of Schools	Riverside	Grounds Support for MV Head Start Program	No Cost
N/A	Workforce Preparation	Regents of the University of California	Riverside	Allows Students to Work at Site	No Cost
N/A	President - Norco College	Career Ladders Project	Oakland	Grant	No Cost
N/A	Accounting Services	TLC Auctions	Fontana	Sale of Surplus Property	No Cost
Additions to Approved/Ratify Contracts of \$83,400 and Under					
C0002150	Facilities	Adecco USA, Inc.	Ontario	Transportation Contracts	360
C0002421	Facilities - Norco	Orkin, Inc.	Colton	Pest Control	6,630

Contracts and Agreements Report - All District Resources
\$83,400 and Under
6/01/13 thru 7/31/13

PO#	Department	Vendor	Location	Description	Amount
C0003039	Applied Technology	Protection One	Lawrence, KS	Alarm Monitoring Services	384
C0003090	Facilities Planning & Development	Ricoh USA, Inc	Pasadena	Copying and Printing	4,542
C0003132	Board of Trustees	Atkinson, Andelson, Loya, Ruud	Cerritos	Legal	954
C0003251	Communications & Web Development	Sharp Electronics Corp.	Wayne, PA	Rents and Leases	2,570
C0003277	Applied Technology	Socal Office Technologies, Inc	Cypress	Repairs - Service	1,000
C0003301	Grants	Callas, Tom	Tustin	Amendment #4/Extends Date to 12/31/13	No Cost
C0003428	Administrative Support Center	Mailfinance, Inc	Milford, CT	Rents and Leases	627
C0003469	Health Services	Loma Linda University Medical Center	Loma Linda	Doctors/Nurses	1,875
C0003547	Open Campus	Acorn Technology Corporation	Riverside	Datacenter Co-Location	8,470
C0003612	Business Operations - Moreno Valley	Acorn Technology Corporation	Riverside	Consultants	11,279
C0003646	Community Ed & Senior Citizen Education	Wits	Virginia Beach, VA	Professional Services	3,000
C0003653	Community & Economic Development	The Irvine Company, LLC	Newport Beach	Rents and Leases	106
C0003654	Facilities - Norco	Department of Toxic Substances Control	Sacramento	Testing	27,485
C0003681	Information Services	Hyland Software, Inc	Westlake, OH	Professional Services	76,700
C0003771	Performance Riverside	Tams-Witmark Music Library, Inc.	New York, NY	Rents and Leases	2,129
C0003778	Performance Riverside	Music Theatre International	New York, NY	Rents and Leases	2,161
C0003810	Facilities - Moreno Valley	JT Wimsatt Contracting Co Inc	Valencia	Moreno Valley Ph. II - Structural Concrete	2,726
C0003815	Facilities - Norco	The Mike Cox Electric Inc	San Bernardino	Norco Operations Center - Electrical	6,795
C0003872	Production Printing	AlSCO	Anaheim	Towel Service	82
C0003899	Board of Trustees	Gresham Savage Nolan & Tilden, Apc	San Bernardino	Legal	11,593
C0003901	Board of Trustees	Liebert Cassidy Whitmore	Los Angeles	Legal	7,139
C0003904	Information Services	Facilities Protection Systems, Inc.	Brea	Repairs - Service	1,176
C0003923	Information Services	BMC Software, Inc.	Houston, TX	Computer Software Maint/Lic	4,932
C0003933	Risk Management	Lewis, Brisbois, Bisgaard & Smith	San Bernardino	Amends/Extends Date to 6/30/14	40,000
C0003984	Information Services	Computronics	Addison, IL	Computer Software Maint/Lic	40
C0003985	Information Services	Computronics	Addison, IL	Computer Software Maint/Lic	40
C0004001	Community Ed & Senior Citizen Education	Education to Go	Temecula	Professional Services	2,000
C0004017	Performance Riverside	Press Enterprise	Riverside	Advertising	3,045
C0004019	Health, Human & Public Services - Moreno Valley	Riverside County	Riverside	Rents and Leases	10,113
C0004073	Facilities Planning & Development	Pro-Craft Plumbing Company, Inc	Redlands	District-Wide ADA - Barrier Removal - Plumbing	20
C0004098	Human Resources & Diversity	Healthnow Administrative Services	Blue Bell, PA	Insurance	999
C0004142	Academy / Criminal Services	Department of California Highway Patrol	Sacramento	Rents and Leases	40,832
C0004202	Risk Management	Alliance of Schools for Cooperative Insurance Programs	Cerritos	Legal	30,728
C0004220	Facilities	Inland Inspections & Consulting	Riverside	Amendment #1/Adds Additional Funds	25,758
C0004227	Campus Student Services - Norco	Rosetta Stone Ltd	Harrisonburg, VA	Computer Software Maint/Lic	657
C0004232	Community Ed & Senior Citizen Education	Roger's Flower Shop	Ontario	Professional Services	300
N/A	TriTech	CSU Fullerton	Fullerton	Amends/Decreases Grant Award	No Cost
N/A	Biology	Regents of the University of California	Riverside	Amendment #1/Extends Date to 7/31/14	No Cost
N/A	Customized Solutions	Fender Musical Instruments	Corona	Amends/Adds More Training Hours	No Cost
N/A	Customized Solutions	Fiedler, Brenner	Riverside	Amends/Extends Date to 12/30/13	No Cost

Contracts and Agreements Report - All District Resources
 \$83,400 and Under
 6/01/13 thru 7/31/13

PO#	Department	Vendor	Location	Description	Amount
N/A	Student Financial Services - Moreno Valley	California Student Aid Commission	Rancho Cordova	Amends Wording Only	No Cost
				July Total	<u>\$ 1,105,528</u>
				Grand Total (June & July)	<u>\$ 1,482,781</u>



Agenda Item (VI-B-6-b)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Contract for Student Resource Services with Riverside County Office of Education (RCOE)
College/District	Riverside
Funding	Riverside County Office of Education
Recommended Action	It is recommended for the Board of Trustees to approve Contract C-1004045 with RCOE for the time period of July 1, 2013 through June 30, 2014, in the amount of \$94,843.08.

Background Narrative:

Contract #C-1004045 between Riverside County Office of Education (RCOE) and Riverside Community College District on behalf of Riverside City College (RCC) provides Student Resource Services for the period of July 1, 2013 through June 30, 2014. RCC will provide a Student Resource Specialist to work with foster and other at-risk youth attending RCOE community schools and detention facilities to achieve higher completion rates and identify avenues for post secondary education. The Contract provides funding in the amount of \$94,843.08. There will be no cost to the District.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside
Shelagh Camak, Vice President, Workforce & Resource Development
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Contract C-1004045 Foster Youth](#)

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS

3939 Thirteenth Street/P.O. Box 868
Riverside, California 92502

**AGREEMENT FOR STUDENT RESOURCE SPECIALIST
(Foster Youth Program)**

This Agreement, effective **July 1, 2013**, by and between **Riverside County Superintendent of Schools** hereinafter referred to as “SUPERINTENDENT” and the **Riverside Community College District** on behalf of **Riverside City College**, hereinafter referred to as “COLLEGE”.

RECITALS

Whereas, Education Code 42920 stipulates any County Office of Education may apply for grant funding to operate an education based foster youth services program to provide educational and support services for children who reside in a licensed foster home or county-operated juvenile detention facility.

Whereas, Education Code 42920 stipulates that Foster Youth Service Programs operated pursuant to this chapter shall provide, or arrange for the referral to services that meet local needs identified through collaborative relationships and local advisory groups, which may include, but shall not be limited to, all of the following: A) Mentoring. B) Counseling. C) Transitioning Services D) Emancipation services.

The purpose of Riverside County Office of Education's Foster Youth Service Program is to provide education and support services to foster children residing in licensed foster homes or county operated juvenile detention facilities.

There are 3 distinct components; 1) Provide advocacy and direct services to support the educational success of foster youth attending school in the respective school districts throughout Riverside County. 2) Collaborate with local agencies and service providers to insure that foster youth receive needed educational support services; and 3) Ensure Juvenile detention foster youth access to comprehensive educational and support services that address transition from juvenile court schools to appropriate school placement within their community of residence.

The intent of the Agreement between SUPERINTENDENT and COLLEGE is to expand support services to current foster youth as well as detention facility foster youth living through out Riverside County.

AGREEMENTS

SUPERINTENDENT desires to enter into a collaborative relationship with the COLLEGE to acquire direct Educational and Support Services for those **foster youth** and **neglected youth** participating in SUPERINTENDENT’s operated schools and programs.

Case records will be maintained by the COLLEGE for each youth served identifying the services provided and the general status of the youth, with regard to meeting their Individual Learning Plan goal. Access to case records maintained by COLLEGE shall be provided to facilitate SUPERINTENDENT’s reporting requirement. COLLEGE shall support SUPERINTENDENT in the gathering of data for State report requirements.

SUPERINTENDENT will be responsible for funding costs associated with employing a **Student Resource Specialist** described in **Exhibit A**. Job Description for COLLEGE’S Student Resource Specialist is displayed in **Exhibit B**.

SCOPE OF WORK

COLLEGE will make all appropriate direct services available to foster youth and neglected youth attending RCOE operated programs to instruct, implement, and reinforce the core competencies identified by individual need and goals as documented in each youth's individual learning plan. The competencies include but are not limited to the following:

- Education – Educational options appropriate for the youth will be developed and discussed. The youth will be provided information and assistance in identifying and applying for financial aid.
- Employment and Career Development – Youth will be assisted in obtaining appropriate employment prior to emancipation that will provide a self-sufficient wage. Youth will be provided the opportunity to explore career options and associated educational requirements.
- Community Services – Youth will be provided information and assistance in identifying, selecting, and obtaining appropriate and necessary community-based services to promote health, safety, and self-sufficiency.
- Daily Living Skills – Youth will be provided instruction in Daily Living Skills and afforded a safe environment in which these skills can be implemented leading to self-sufficiency.
- Financial Resources Development – Youth will be provided instruction and have the opportunity to practice being financially responsible. Instruction will include but not limited to the handling bank accounts, renting apartments, starting utility services, and budgeting.
- Housing Resources – Youth will be provided information on available affordable housing options. Where appropriate, youth will receive assistance in completing housing applications.

COLLEGE will be responsible for all recruitment, employment support, management, professional development and evaluation of COLLEGE employee tasked with providing services defined in **Exhibit B**.

COLLEGE agrees to provide a Student Resource Specialist as defined in **Exhibit B**.

COLLEGE shall have bi-monthly progress meetings with SUPERINTENDENT.

The RCC Student Resource Specialist will assist and provide advisement on development of academic and career goals to youth enrolled in the RCOE Come Back Kids program.

The RCC Student Resource Specialist will assist, as needed, with RCOE Foster Youth Services weekend activities and events, and activities, trainings, or events held after regular office hours. RCOE agrees to adjustment of the weekly schedule of the Student Resource Specialist in order to meet this requirement.

TERM: The term of this Agreement shall be from **July 1, 2013**, to and including **June 30, 2014**. Either party may terminate this agreement with thirty (30) days written notice to the other party.

COMPENSATION: For and in consideration of the services rendered, the SUPERINTENDENT agrees to pay the COLLEGE a monthly fee not to exceed **\$7,903.59**. In no event shall the total dollar amount paid under this agreement exceed the sum of **\$94,843.08** without a written modification to this agreement.

INDEMNIFICATION:

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

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

INSURANCE: The Parties, at their sole cost and expense, shall insure their activities in connection with this Agreement by maintaining insurance coverage as follows: General Liability Insurance Program with a limit of not less than \$1,000,000 per occurrence.

If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

Workers' Compensation and Employment Liability Insurance covering their respective employees, for full liability under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.

It should be expressly understood, however, that the coverage's and limits required under this paragraph shall not in any way limit the liability of the COLLEGE and SUPERINTENDENT.

The coverage's referred to under this paragraph shall include the other parties of the Agreement as additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of COLLEGE and SUPERINTENDENT, its officers, agents or employees. Provider, upon the execution of this Agreement, shall furnish the other parties of the Agreement with Certificates of Insurance evidencing compliance with all requirements. Further, coverage's referred to above may be provided by a policy of insurance, self-insurance, through a Joint Powers Authority, or any combination thereof.

NON-DISCRIMINATION: Neither party shall discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law.

CHANGES: No addition to, or alteration of the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid unless made in the form or a written amendment to this Agreement which is formally approved and executed by all parties.

ENTIRE AGREEMENT: This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection therewith.

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have signed in confirmation of this Memorandum of Understanding on the dates indicated below.

Riverside County Superintendent of Schools

**Riverside Community College District on
behalf of Riverside City College**

Signed _____
Diana Walsh-Reuss
Associate Superintendent

Signed _____
Aaron S. Brown, Vice Chancellor Business and
Financial Services

Date _____

Date _____

Exhibit A
Budget July 1, 2013-June 30, 2014
FOSTER YOUTH PROGRAM

Riverside County Office of Education Foster Services Unit to fund one (1) Student Resource Specialist	\$60,204.08
Fixed Benefits of	12,954.00
H.W.	\$17,935.00
Mileage reimbursement for meeting with foster and neglected youth and monthly cell phone usage	\$3,750.00
The maximum dollar amount for consideration for the service of one Student Resource Specialist and associated expenses is:	<u>Funding Year 13-14</u> <u>\$94,843.08</u>

Exhibit B
RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

STUDENT RESOURCE SPECIALIST
(Workforce Preparation)

DEFINITION

Under general supervision of the Vice President Workforce and Resource Development, or designee, the Student Resource Specialist is responsible for providing a broad range of services to support at-risk students who are in foster care, probation or out of home placements. The Student Resource Specialist initiates student contact and monitors student progress to ensure student success within the designated program; provides career/vocational and academic advising; assists students in removing barriers to academic success; develops and implements recruitment and retention strategies; and designs and delivers workshops and training sessions.

TYPICAL TASKS

1. Assists in advisement of students on program requirements and development of academic and career goals.
2. Assists in evaluation of student's academic history and education, including transcript evaluation.
3. Works collaboratively with program faculty, other departments and community partners to develop strategies for keeping at-risk students in class.
4. Assists in providing support and referrals for students experiencing family, personal, or economic crises which may impact school performance.
5. Assists the program faculty in developing activities on various topics such as time management, study strategies, goal setting, learning styles, career planning, and communication skills.
6. Consults with a variety of social service agencies in the community to explain general program requirements, or to address individual student progress or needs.
7. Develops, implements, and maintains marketing, recruitment, and retention strategies for assigned program.
8. Creates brochures, orientation materials, forms and documents for distribution and presentation.
9. Coordinates activities to introduce students to available community services and campus resources.
10. Facilitates orientation meetings.
11. Makes presentations to schools, community organizations, churches, and other groups to explain the program.
12. Maintains an active case file on each enrolled student.
13. Keeps accurate case notes and documentation.
14. Provides statistical information and summarizes information in reports as needed.
15. Submits required paperwork according to specified timelines.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly and supportive atmosphere for students, faculty, staff, and the public.
18. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

An associate degree in a related field from an accredited institution and two years of related work experience in an educational or social service field are required. Possession of a bachelor's degree from an accredited institution is desired.

Ability to: understand, interpret, and apply California public school and College policies, rules, and regulations; use a computer; work with at-risk and culturally diverse student populations; work with students in advising and developing goals; assess student needs and coordinate educational and community-based services; manage caseloads and case files.

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.



Agenda Item (VI-B-6-c)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Contract for Student Resource Services with Riverside County Office of Education (RCOE)
College/District	Riverside
Funding	Riverside County Office of Education
Recommended Action	It is recommended for the Board of Trustees to approve contract C-1004046 with RCOE for the time period of July 1, 2013 through June 30, 2014, in the amount of \$81,600.

Background Narrative:

Contract #C-1004046 between Riverside County Office of Education (RCOE) and Riverside Community College District on behalf of Riverside City College (RCC) provides Student Resource Services for the period of July 1, 2013 through June 30, 2014. RCC will provide a Student Resource Specialist to work with parent/district referred students enrolled in the Alternative Education Programs and Come Back Kids Program. The contract provides funding in the amount of \$81,600.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside
Shelagh Camak, Vice President, Workforce & Resource Development
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Contract C-1004046 Come Back Kids](#)

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS

3939 Thirteenth Street/P.O. Box 868
Riverside, California 92502

AGREEMENT FOR STUDENT RESOURCE SPECIALIST (Come Back Kids Program)

This Agreement, effective **July 1, 2013**, by and between **Riverside County Superintendent of Schools** hereinafter referred to as “SUPERINTENDENT” and the **Riverside Community College District** on behalf of **Riverside City College**, hereinafter referred to as “COLLEGE”.

RECITALS

The intent of the Agreement between SUPERINTENDENT and COLLEGE is to expand support services to current at-risk youth, and parent/district referred student enrolled in RCOE alternative education programs, youth enrolled in the Come Back Kids program, and detention facility foster youth living throughout Riverside County.

AGREEMENTS

SUPERINTENDENT desires to enter into a collaborative relationship with the COLLEGE to acquire direct Educational and Support Services for those **parent/district referred students enrolled in the alternative education programs and youth enrolled in the Come Back Kids Program** participating in SUPERINTENDENT’s operated schools and programs.

Case records will be maintained by the COLLEGE for each youth served identifying the services provided and the general status of the youth, with regard to meeting their Individual Learning Plan goal. Access to case records maintained by COLLEGE shall be provided to facilitate SUPERINTENDENT’s reporting requirement. COLLEGE shall support SUPERINTENDENT in the gathering of data for State report requirements.

SUPERINTENDENT will be responsible for funding costs associated with employing a **Student Resource Specialist** described in **Exhibit A**. Job Description for COLLEGE’S Student Resource Specialist is displayed in **Exhibit B**.

SCOPE OF WORK

COLLEGE will make all appropriate direct services available to at-risk youth and neglected youth attending RCOE operated programs to instruct, implement, and reinforce the core competencies identified by individual need and goals as documented in each youth’s individual learning plan. The competencies include but are not limited to the following:

- Education – Educational options appropriate for the youth will be developed and discussed. The youth will be provided information and assistance in identifying and applying for financial aid.
- Employment and Career Development – Youth will be assisted in obtaining appropriate employment prior to emancipation that will provide a self-sufficient wage. Youth will be provided the opportunity to explore career options and associated educational requirements.
- Community Services – Youth will be provided information and assistance in identifying, selecting, and obtaining appropriate and necessary community-based services to promote health, safety, and self-sufficiency.
- Daily Living Skills – Youth will be provided instruction in Daily Living Skills and afforded a safe environment in which these skills can be implemented leading to self-sufficiency.

- Financial Resources Development – Youth will be provided instruction and have the opportunity to practice being financially responsible. Instruction will include but not limited to the handling bank accounts, renting apartments, starting utility services, and budgeting.
- Housing Resources – Youth will be provided information on available affordable housing options. Where appropriate, youth will receive assistance in completing housing applications.

COLLEGE will be responsible for all recruitment, employment support, management, professional development and evaluation of COLLEGE employee tasked with providing services defined in **Exhibit B**.

COLLEGE agrees to provide a Student Resource Specialist as defined in **Exhibit B**.

COLLEGE shall have bi-monthly progress meetings with SUPERINTENDENT.

The RCC Student Resource Specialist will assist and provide advisement on development of academic and career goals to youth enrolled in the RCOE alternative education programs and the Come Back Kids program.

The RCC Student Resource Specialist will assist, as needed, with RCOE Foster Youth Services and/or alternative education program weekend activities and events, and activities, trainings, or events held after regular office hours. RCOE agrees to adjustment of the weekly schedule of the Student Resource Specialist in order to meet this requirement.

TERM: The term of this Agreement shall be from **July 1, 2013**, to and including **June 30, 2014**. Either party may terminate this agreement with thirty (30) days written notice to the other party.

COMPENSATION: For and in consideration of the services rendered, the SUPERINTENDENT agrees to pay the COLLEGE a monthly fee not to exceed **\$6,800.00**. In no event shall the total dollar amount paid under this agreement exceed the sum of **\$81,600.00** without a written modification to this agreement.

INDEMNIFICATION:

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

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

INSURANCE: The Parties, at their sole cost and expense, shall insure their activities in connection with this Agreement by maintaining insurance coverage as follows: General Liability Insurance Program with a limit of not less than \$1,000,000 per occurrence.

If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

Workers' Compensation and Employment Liability Insurance covering their respective employees, for full liability under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.

It should be expressly understood, however, that the coverage's and limits required under this paragraph shall not in any way limit the liability of the COLLEGE and SUPERINTENDENT.

The coverage's referred to under this paragraph shall include the other parties of the Agreement as additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of COLLEGE and SUPERINTENDENT, its officers, agents or employees. Provider, upon the execution of this Agreement, shall furnish the other parties of the Agreement with Certificates of Insurance evidencing compliance with all requirements. Further, coverage's referred to above may be provided by a policy of insurance, self-insurance, through a Joint Powers Authority, or any combination thereof.

NON-DISCRIMINATION: Neither party shall discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law.

CHANGES: No addition to, or alteration of the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid unless made in the form or a written amendment to this Agreement which is formally approved and executed by all parties.

ENTIRE AGREEMENT: This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection therewith.

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have signed in confirmation of this Memorandum of Understanding on the dates indicated below.

Riverside County Superintendent of Schools

Riverside Community College District on behalf of Riverside City College

Signed _____
Diana Walsh-Reuss
Associate Superintendent

Signed _____
Aaron S. Brown, Vice Chancellor Business &
Financial Services

Date _____

Date _____

Exhibit A

Budget July 1, 2013-June 30, 2014
Alternative Education Program and Come Back Kids Program

Listed below is the budget to add an additional Student Resource Specialist to assist our staff in connecting students to resources supporting high school completion and assist with accessing College.

Riverside County Office of Education Foster Services Unit to fund an additional one (1) Student Resource Specialist	\$47,827.00
Fixed Benefits of	10,291.00
H.W.	\$20,482.00
Mileage reimbursement for meeting with foster and neglected youth and monthly cell phone usage	\$3,000.00
The maximum dollar amount for consideration for the service of one Student Resource Specialist and associated expenses is:	<u>Funding Year 13-14</u> <u>\$81,600.00</u>

CLASSIFIED POSITION DESCRIPTION

STUDENT RESOURCE SPECIALIST (Workforce Preparation)

DEFINITION

Under general supervision of the Vice President Workforce and Resource Development, or designee, the Student Resource Specialist is responsible for providing a broad range of services to support at-risk students who are in foster care, probation or out of home placements. The Student Resource Specialist initiates student contact and monitors student progress to ensure student success within the designated program; provides career/vocational and academic advising; assists students in removing barriers to academic success; develops and implements recruitment and retention strategies; and designs and delivers workshops and training sessions.

TYPICAL TASKS

1. Assists in advisement of students on program requirements and development of academic and career goals.
2. Assists in evaluation of student's academic history and education, including transcript evaluation.
3. Works collaboratively with program faculty, other departments and community partners to develop strategies for keeping at-risk students in class.
4. Assists in providing support and referrals for students experiencing family, personal, or economic crises which may impact school performance.
5. Assists the program faculty in developing activities on various topics such as time management, study strategies, goal setting, learning styles, career planning, and communication skills.
6. Consults with a variety of social service agencies in the community to explain general program requirements, or to address individual student progress or needs.
7. Develops, implements, and maintains marketing, recruitment, and retention strategies for assigned program.
8. Creates brochures, orientation materials, forms and documents for distribution and presentation.
9. Coordinates activities to introduce students to available community services and campus resources.
10. Facilitates orientation meetings.
11. Makes presentations to schools, community organizations, churches, and other groups to explain the program.
12. Maintains an active case file on each enrolled student.
13. Keeps accurate case notes and documentation.
14. Provides statistical information and summarizes information in reports as needed.
15. Submits required paperwork according to specified timelines.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly and supportive atmosphere for students, faculty, staff, and the public.
18. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

An associate degree in a related field from an accredited institution and two years of related work experience in an educational or social service field are required. Possession of a bachelor's degree from an accredited institution is desired.

Ability to: understand, interpret, and apply California public school and College policies, rules, and regulations; use a computer; work with at-risk and culturally diverse student populations; work with students in advising and developing goals; assess student needs and coordinate educational and community-based services; manage caseloads and case files.

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.



Agenda Item (VI-B-6-d)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-d)
Subject	Agreement to Support Mental Health Curriculum for Physician Assistant Program with Office of Statewide Planning and Development
College/District	Moreno Valley
Funding	Song-Brown Grant
Recommended Action	It is recommended that the Board of Trustees approve agreement with the Office of Statewide Planning and Development in the amount of \$100,000.00 for continuation of the Mental Health Fellowship Program for Physician Assistant graduates.

Background Narrative:

The Physician Assistant Program received funding (\$100,000.00) from the Office of Statewide Planning and Development to support the continuation of the Mental Health Fellowship Program for Physician graduates to prepare them to work in public mental health settings. The fellowship has been established between RCCD, Riverside County Regional Medical Center, and Riverside County Department of Mental Health. The term of the agreement/award is September 1, 2013 through October 15, 2015.

Prepared By: Sandra Mayo, President, Moreno Valley College
Roslynn Byous, Director

Attachments:

[Agreement 13-4057 July 29 2013](#)

STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER 13-4057
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Office of Statewide Health Planning and Development (OSHPD)

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this Agreement is: 09/01/2013 through 10/15/2015
or upon DGS approval

3. The maximum amount of this Agreement is: \$ 100,000.00
One Hundred Thousand Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work 02 page(s)

Exhibit B – Budget Detail and Payment Provisions 03 page(s)

Exhibit C* – General Terms and Conditions GTC610

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) 01 page(s)

Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions 04 page(s)

Attachment A 04 page(s)

Attachment B 04 page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Riverside Community College District

BY (Authorized Signature)

DATE SIGNED(Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Aaron S. Brown, Vice Chancellor of Business and Financial Services

4800 Magnolia Avenue, Riverside, CA 92506

STATE OF CALIFORNIA

AGENCY NAME

OSHPD

BY (Authorized Signature)

DATE SIGNED(Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

400 R Street, Suite 359, Sacramento, Ca 95811

California Department of General Services Use Only

Exempt per:

Exhibit A**SCOPE OF WORK**

1. Contractor agrees to the following:
 - A. Under the direction of the Director of the Riverside County Regional Medical Center/Moreno Valley Physician Assistant Program will use grant funds to support continuous funding of the Mental Health Fellowship Program. Grant funds will allow three graduate Physician Assistants to complete the Mental Health Physician Assistant Fellowship.
 - B. Budgeted personnel with anticipated duties:
 1. Faculty – Will coordinate and monitor student activities; and provide analysis of collected data and analysis on program effectiveness and Fellow learning.
 2. Fellowship Graduate #1 - Provide day-to-day culturally competent/family centered mental health care to patients with diverse ethnic and racial backgrounds in medically underserved areas; under physician's order, write drug orders or transmit a physician's drug order to manage patients; establish client-centered and family-centered partnerships to individualize patient care that is effective and improves the quality of life of the patient; carry out approved psychological treatment to mental health patients; and participate in clinical and academic activities required in the program's curriculum.
 3. Fellowship Graduate #2 - Provide day-to-day culturally competent/family centered mental health care to patients with diverse ethnic and racial backgrounds in medically underserved areas; under physician's order, write drug orders or transmit a physician's drug order to manage patients; establish client-centered and family-centered partnerships to individualize patient care that is effective and improves the quality of life of the patient; carry out approved psychological treatment to mental health patients; and participate in clinical and academic activities required in the program's curriculum.
 - C. Submission of a progress report evaluating the program's effectiveness after Payment Year 1. (See Attachment A)
 - D. Submission of a complete final report including data outcomes for the program at the end of the Payment Year 2. (See Attachment B)
 - E. OSHPD agrees to provide:
 - A. The Program Director of the Physician Assistant Program, the master certification form and instructions prior to the effective date of the contract (09/01/2013) for Payment Year 1 (2013/2014), and each Payment Year thereafter.

Exhibit A

2. Direct all contract inquiries to:

Requesting Agency: OSHPD	Contracting Agency: Riverside Community College District
Name: Manuela Lachica, Program Director	Name: Aaron S. Brown, Vice Chancellor of Business and Financial Services
Phone: (916) 326-3752	Phone: (951) 222-8789
Fax: (916) 322-2588	Fax: N/A
E-mail: Manuela.Lachica@oshpd.ca.gov	E-mail: Jim.buysse@rccd.edu

The project representatives during the term of this Agreement will be:

Requesting Agency: OSHPD	Training Program: RCRMC Moreno Valley College
Section/Unit: Healthcare Workforce Development Division (HWDD)	Section/Unit: Physician Assistant Program
Attention: Barbara Zendejas, Program Analyst	Attention: Roslynn Byous, DPA, PA-C Program Director
Address: 400 R Street, Room 330 Sacramento, CA 95811	Address: 16130 Lasselle Street, Moreno Valley CA 92551
Phone: (916) 326-3755	Phone: (951) 571-6166
Fax: (916) 322-2588	Fax: N/A
E-mail: Barbara.Zendejas@oshpd.ca.gov	E-mail: Roslynn.Byous@mvc.edu

EXHIBIT B

The OSHPD shall reimburse the Contractor for the expenses incurred in providing the services outlined in Exhibit A in accordance with the following schedule:

PAYMENT YEAR 1: 09-01-2013 to 08-31-2014

<u>PERSONNEL SERVICES:</u>	<u>Total Reimbursement Not to Exceed:</u>
Faculty Member Salary & Benefits	\$ 6,592
Graduate Physician Assistant Fellow #1 Six month stipend and fixed charges	\$27,000
Graduate Physician Assistant Fellow #2 Six month stipend and fixed charges	\$27,000
<u>OTHER COSTS:</u>	
Accreditation Review Commission on Education For Physician Assistants, membership and cost of the accreditation process	\$ 4,500
<u>INDIRECT COSTS</u>	\$ 5,208
<u>Sub-total for Payment Year 1: 09-01-2013 to 08-31-2014</u>	<u>\$ 70,300.00</u>

EXHIBIT B

The OSHPD shall reimburse the Contractor for the expenses incurred in providing the services outlined in Exhibit A in accordance with the following schedule:

PAYMENT YEAR 2: 09-01-2014 to 08-31-2015

<u>PERSONNEL SERVICES:</u>	<u>Total Reimbursement Not to Exceed:</u>
Graduate Physician Assistant Fellow #1 Six month stipend and fixed charges	\$27,000
<u>OTHER COSTS:</u>	
Accreditation Review Commission on Education For Physician Assistants, membership and cost of the accreditation process	\$ 500
<u>INDIRECT COSTS</u>	\$ 2,200
<u>Sub-total for Payment Year 2: 09-01-2014 to 08-31-2015</u>	<u>\$29,700</u>
<u>Contract Total</u>	<u>\$ 100,000.00</u>

EXHIBIT B**BUDGET DETAIL AND PAYMENT PROVISIONS****Payment**

- A. For services satisfactorily rendered in accordance with the Scope of Work, Exhibit A and upon receipt and approval of the quarterly certifications as specified in this Article, Item C, OSHPD agrees to compensate Riverside Community College District for actual expenditures incurred in accordance with the rates specified in Exhibit B, pages 1 and 2 of 3.
- B. Transfers of funds between the personnel services category and any other budget category will require a budget modification and contract amendment. Budget modifications consist of a change within the approved budget that does not amend the amount or the term of the contract. Contractors may only request one (1) budget modification per fiscal year. Revised budget pages are required and must reflect the proposed budget modification. With the exception of the personnel services category, a transfer of funds up to 15% of the contract is permissible across each budget category (i.e., operating expenses, major equipment, and other costs) with notification to the OSHPD.
- C. Quarterly certifications shall include the Contract Number, expenditures for the quarter and a certification by the Director of the Physician Assistant Program (original signature) that each expenditure is true and correct under the terms of this Contract. These documents shall be submitted for payment on a quarterly basis in arrears to:

Barbara Zendejas, Program Analyst
Song-Brown Training Program
Office of Statewide Health Planning and Development
400 R Street, Room 330
Sacramento, CA 95811

- D. OSHPD will withhold the final quarterly payment due to the Contractor under this Contract until all required reports are submitted to OSHPD and approved. OSHPD will notify the contractor of approval in writing.

Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Contract does not appropriate sufficient funds for the program, this Contract shall be of no further force and effect. In this event, OSHPD shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Contract and Contractor shall not be obligated to perform any provisions of this Contract.
- A. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, OSHPD shall have the option to either cancel this Contract with no liability occurring to OSHPD, or offer a Contract amendment to Contractor to reflect the reduced amount

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. RESOLUTION OF CONTRACT DISPUTES:

Any dispute arising under this agreement, which cannot be resolved at the State Program Administrator level nor at the Director's level of the Department (OSHPD) signing this contract may be submitted to non-binding arbitration after the following process, has been completed:

- A. The Contractor first discusses a problem informally with the Family Physician Training Act Administrator. If unresolved, the problem shall be presented as a grievance to the Deputy Director, Healthcare Workforce Development Division, in writing, stating the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought.
- B. The Deputy Director shall make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor and shall respond in writing to the Contractor indicating the decision and reasons for it.
- C. Should the Contractor find the Deputy Director's decision an unacceptable one, a letter shall be sent to the Director within ten (10) working days of receipt of the Deputy Director's decision. The Director or designee shall meet with the Contractor within twenty (20) working days of receipt of the Contractor's letter. Should the Contractor disagree with the Director's decision, the Contractor and Director may agree to submit the matter to non-binding arbitration.

2. TRAVEL

Travel and per diem reimbursement shall be in accordance with state travel regulations and rates. Reimbursement of out-of-state travel requires prior written authorization by the Office of Statewide Health Planning and Development (OSHPD) program Contract Manager who may either approve said travel in a budget exhibit or issue a letter of approval if such travel was not previously specified in an approved budget. A copy of the Contractor's approved travel rates shall be provided to OSHPD upon request.

EXHIBIT E

ADDITIONAL PROVISIONS**1. Primary Care Physician Assistant Standards Adopted by the California Healthcare Workforce Policy Commission on May 13, 1998.**

- I. Each Primary Care Physician Assistant Training Program approved for funding under the Song-Brown Health Care Workforce Training Act (hereinafter "the Act") shall, prior to the initiation of training and the transfer of State funds:
 - A. Meet the standards set forth by the Medical Board of California for the training of Assistants to the Primary Care Physician pursuant to Section 3500, Chapter 7.7, Division 2 of the Business and Professions Code and to Section 1399.500, Article 1-7, Division 13.8, Physician Assistant Examining Committee of the Medical Board of California, Title 16 of the California Code of Regulations.
- II. Each Primary Care Physician Assistant Training Program approved for funding under the Act shall include a component of training in medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare Primary Care Physician Assistants for service in such neighborhoods or communities.
- III. Appropriate strategies shall be developed by each training institution receiving funds under the Act to encourage Primary Care Physician Assistants who are trained in the training program funded by the Act to enter into practice in areas of unmet priority need for primary care family physicians within California as defined by the California Healthcare Workforce Policy Commission (hereinafter referred to as "areas of need"). Such strategies shall incorporate the following elements:
 - A. An established procedure to identify, recruit, and admit primary care physician assistant trainees who possess characteristics which would suggest a predisposition to practice in areas of need, and who express a commitment to serve in areas of need.
 - B. An established counseling and placement program designed to encourage training program graduates to enter practice in areas of need.
 - C. A program component such as a preceptorship experience in an area of need, which will enhance the potential of training program graduates to practice in such an area.

EXHIBIT E**2. Contract Criteria Adopted by the California Healthcare Workforce Policy Commission on February 16, 2000.****I. Contract Awards**

- A. Each contract entered into, pursuant to the Song-Brown Health Care Workforce Training Act, Health and Safety Code, Sections 128200, et., (the Act), shall be based on the recommendation of the California Healthcare Workforce Policy Commission to the Director of the Office of Statewide Health Planning and Development recorded in the Healthcare Workforce Policy Commission official minutes.
- B. Each contract shall be for a purpose authorized by the California Healthcare Workforce Policy Commission Standards for Primary Care Physician Assistant Programs.
- C. No contracts shall provide for indirect costs in excess of 8% of the amount of total expenditures under the contract.
- D. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the California Healthcare Workforce Policy Commission Standards for Primary Care Physician Assistant Training Programs.
- E. Purpose for Which Contract Funds May be Expended
 - 1. Contract funds may be expended for any purpose which the training institution judges will most effectively advance the education of Primary Care Physician Assistant students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the training institution.
 - 2. Contract funds may be used for expenses incurred for the provision of training, including faculty and staff salaries, necessary alterations and renovations, and supplies and travel directly related to the training program.
 - 3. Contract funds may be used for new construction only when such construction is specifically provided for in the contract

II. Contract Terms

- A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the California Healthcare Workforce Policy Commission.
- B. Each contract shall specify the total amount allowable under the contract and allowable in each budget category authorized under the ontract, and shall be in accordance with recommendations of the California Healthcare Workforce Policy Commission.

EXHIBIT E**III. Accounting Records and Audits****A. Accounting**

Accounting for contract funds will be in accordance with the education institution's accounting practices based on generally accepted accounting principles consistently applied regardless of the source of funds. Supporting records must be in sufficient detail to show the exact amount and nature of expenditures.

Training institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the primary care nurse practitioner training program provided that the institution maintains such written fiscal control and accounting procedures as are necessary to assure proper disbursement of, and accounted for, such commingled funds, including provisions for:

1. The accurate and timely separate identification of funds received under the Act.
2. The separate identification of expenditures prohibited by the contract criteria.
3. An adequate record of proceeds from the sale of any equipment purchased by funds received under the Act.

B. Record Retention and Audit

1. The education institution shall permit the Director of the Office of Statewide Health Planning and Development, or the Auditor General, or the State Controller, or their authorized representatives, access to records maintained on source of income and expenditures of its nursing education program for the purpose of audit and examination.
2. The education institution shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract.

EXHIBIT E

3. The education institution agrees to make available at the office of the education institution at all reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit or reproduction by an authorized representative of the State.
4. The education institution shall preserve and make available its records (a) for a period of three (3) years from the date of final payment under this contract, and (b) for such longer period, if any, as is required by applicable statute, by any other clause or this subcontract, or by subparagraph a or b below:
 - a. If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.
 - b. Records which relate to (1) litigation of the settlement of claims arising out of the performance of this contract, or (2) costs and expenses of this contract as to which exception has been taken by the State or any of its duly authorized representatives, shall be retained by the education institution until disposition of such appeals, litigation, claims, or exceptions.
5. Except for the records described in subparagraph 4 above, the education institution may, in fulfillment of its obligation to retain the records as required by this clause, substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of the two (2) years following the last day of the month or reimbursement to the education institution of the invoice or voucher to which such records relate, unless a charter person is authorized by the State or its duly authorized representatives

ATTACHMENT A

Physician Assistant Mental Health Special Program – Progress Report

- This form is a SAMPLE only
- The original will be available for download on September 01, 2014
- Download at: <http://www.oshpd.ca.gov>

Program Questions

1. Please provide a brief description of your Song-Brown Physician Assistant Mental Health (PA MH) Special Programs objectives, and the progress your program has made for each objective this 1st year of the contract.
2. How many students are being supported by funds awarded for your Song-Brown PA MH Special Program?
3. How many hours did students participate in psychiatric rotations?

Total student hours per Academic Term/Year	
Hours Per Student	

4. How many students do you anticipate will seek employment in a public mental health setting? What factors will affect those students' decision to seek employment at a public mental health site?
5. Have you encountered unexpected successes and/or challenges in implementing your Mental Health Special Program? If so, what has been the source of these successes and/or challenges?
6. Describe your experience working and collaborating with County Mental Health Facilities? What can improve these experiences?
7. Please provide information on any organizational or programmatic changes, including changes in key leadership.
8. Based on your experience to date, do you anticipate successful completion of the award? Please explain.
9. Have you had the opportunity to share your experience with other physician assistant education leadership who may want to replicate this program? If so, when and how?

ATTACHMENT A

Budget Information

Included is a budget schedule from your contract. Please note any adjustments in your line item expenditures for Payment Year 1(2013-2014) and Payment Year 2 (2014-2015). Please explain any differences from your submitted budget schedule.

Payment Year 1: 2013-2014

PERSONNEL SERVICES:	TOTAL REIMBURSEMENT NOT TO EXCEED	ADJUSTMENT
OPERATING EXPENSES:		
Other Costs:		
Indirect costs		
Contract Year 2013-2014 Sub-Total		

Payment Year 2: 2014-2015

PERSONNEL SERVICES:	TOTAL REIMBURSEMENT NOT TO EXCEED	ADJUSTMENT
OPERATING EXPENSES:		
Other Costs:		
Indirect costs		
Contract Year 2014-2015 Sub-Total		

Contract Total	
-----------------------	--

Do you anticipate you will need to amend your budget for the Payment Year 2?

Yes

No

Explanation:

ATTACHMENT A

Program Information

Please provide the following information:

Program Director Name

Degrees

Title of Position

Mailing Address (Organization, Street, City, State, Zip Code)

E-Mail Address

Telephone No.

FAX Number

CERTIFICATION AND ACCEPTANCE (Please sign report in blue ink):

I, the undersigned, certify that the statements herein are true and complete to the best of my knowledge:

Program Director

Date

ATTACHMENT B

Physician Assistant Mental Health Special Program – Final Report

- This form is a SAMPLE only
- The original will be available for download on September 1, 2015
- Download at: <http://www.oshpd.ca.gov>

Program Data

How many students are currently enrolled in your program?	
How many of those students participate in your Physician Assistant Mental Health special program?	
How many graduates have participated in your PA Mental Health Special program?	
How many graduates have taken positions in Mental Health Professional Shortage Areas (MHPSA's) or Public Mental Health Sites? MHPSA information website: http://www.oshpd.ca.gov/General_Info/MSSA/Maps/HPSA_Mental.pdf Please provide an additional sheet listing the graduate names and current practice site address.	

1. Provide a brief overview of your programs successes and/or challenges in meeting the objectives of your special program.

2. How many hours did students participate in psychiatric rotations?

Total student hours per Academic Term/Year	
Hours Per Student	

3. What, if any, difficulties are your graduates having in securing employment in a MHPSA or Public Mental Health setting

ATTACHMENT B

Song Brown Program Requirements

Section 128230 of the Song-Brown Act requires that:

"...the commission shall give priority to programs that have demonstrated success in the following areas:

- (a) Actual placement of individuals in medically underserved areas.
- (b) Success in attracting and admitting members of minority groups to the program.
- (c) Success in attracting and admitting individuals who were former residents of medically underserved areas.
- (d) Location of the program in a medically underserved area.
- (e) The degree to which the program has agreed to accept individuals with an obligation to repay loans awarded pursuant to the Health Professions Education Fund."

1. What accomplishments in your special program demonstrate success in further advancement of the statute requirements cited in Section 128230 of the Song-Brown Act?

2. Explain what measures are in place to sustain your special program beyond the funding awarded by Song-Brown. If applicable, include institutional letters of support stating how the program will be sustained.

Mental Health Services Act Requirements

Chapter 14 Article 2 of the Mental Health Services Act provides the following principles and values:

Client Driven, Community Collaboration, Cultural Competence, Family Driven, Wellness, Recovery and Resilience Focused and Integrated Service Experience for clients and their families.

1. What has your PA Mental Health Special Program done to meet the principles and values set forth by the Mental Health Service Act?

2. What, if any, barriers were there in meeting these principles and values.

ATTACHMENT B

Program Information

Please provide the following information:

Program Director Name	Degrees	Title of Position
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Mailing Address (Organization, Street, City, State, Zip Code)

E-Mail Address	Telephone No.	FAX Number
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CERTIFICATION AND ACCEPTANCE (Please sign report in blue ink):

I, the undersigned, certify that the statements herein are true and complete to the best of my knowledge:

Program Director	Date
------------------	------



Agenda Item (VI-B-6-e)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-e)
Subject	First Amendment to the Client Services Agreement to Remit Stop-Loss Premiums with HealthNow Administrative Services
College/District	District
Funding	Self-Insurance Fund
Recommended Action	It is recommended that the Board of Trustees approve the First Amendment to our Client Services Agreement with HealthNow Administrative Services to remit the District's stop-loss premiums to International Assurance of TN/American Fidelity.

Background Narrative:

In December 2012, the Board approved a contract between Riverside Community College District (RCCD) and HealthNow Administrative Services (HNAS) for third party administration services for the RCCD Self-Funded Medical Plan. It is a practice in the industry for the third party administrator to remit stop-loss premiums to the insurance carriers as part of the regular invoicing process.

To enhance invoicing efficiency, HNAS will perform this additional service for RCCD as a regular part of the terms and conditions of their contract. There is no impact to the budget because the same amount, \$126,000, will be invoiced to us through HNAS as we currently pay International Assurance of TN/American Fidelity.

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

Attachments:

[20130820_1stAmendToClientServAgrmntWithHealthNow_StopLoss_Backup](#)

FIRST AMENDMENT TO CLIENT SERVICES AGREEMENT

This First Amendment to Client Services Agreement (this "First Amendment") is entered into as of the 1st day of July, 2013 ("First Amendment Effective Date") by and between HealthNow Administrative Services d/b/a Brokerage Concepts Inc. ("Contractor") and Riverside Community College District ("Plan Sponsor") and supplements and amends the terms of the Client Services Agreement dated as of January 1, 2013 (the "Agreement") by and between Contractor and Plan Sponsor.

WHEREAS, Contractor and Plan Sponsor have entered into an arrangement where Contractor shall assist the Plan Sponsor in the administration and management of the Plan Sponsor's Employee Welfare Benefit Plan; and

WHEREAS, it is desired by Plan Sponsor that Contractor perform additional services in accordance with the terms and conditions set forth in this First Amendment.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, Plan Sponsor and Contractor agree as follows:

The Parties hereby agree to amend the Agreement as follows:

1. Any reference in the agreement to "Brokerage Concepts Inc. d/b/a HealthNow Administrative Services" shall be replaced with "HealthNow Administrative Services d/b/a Brokerage Concepts Inc."
2. The following shall be added to Schedule "A" :
 - s. Remit stop-loss premiums to Plan Sponsor's designated stop-loss carrier.
3. All other terms and condition of the Agreement shall remain in full force and effect. In the event of conflict between the terms of this First Amendment and the Agreement the terms of this First Amendment shall control.

IN WITNESS WHEREOF, Contractor and Plan Sponsor have executed this First Amendment to be effective as of the First Amendment Effective Date.

Riverside Community College District

By: Aaron S. Brown

Title: Vice Chancellor, Bus. & Fin. Serv.

Date: _____

HealthNow Administrative Services d/b/a Brokerage Concepts Inc.

By: _____

Title: _____

Date: _____



Agenda Item (VI-B-6-f)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-f)
Subject	Contract for Performance Riverside Paymaster Services with O.D. Music, Inc.
College/District	Riverside
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve the contract with OD Music, Inc. for the 2013-14 Performance Riverside schedule from August 1, 2013 through June 30, 2014 in the amount of \$350,000.00.

Background Narrative:

Presented for the Board's review and consideration is a contract between the Riverside Community College District and OD Music, Inc. for the delivery of paymaster services for professional talent (actors, musician, directors, etc.) for Performance Riverside and Performing Arts productions. Similar contracts have been used for the past seven years. Total payroll costs for professional talent contracted to Performance Riverside and Performing Arts is estimated at \$350,000 including 13-14 Season shows: The Drowsy Chaperone, Wild Party, Spamalot, Smash Musical, MacBeth, Kinetic Conversations, and Orchestral & Choral Masterworks. Exact costs for individual shows will be determined when the shows are cast and the musicians are contracted. As compensation for the services of making the required payroll and tax liability payments, OD Music, Inc. will receive a service fee for three percent (3%) of the entire package. The term of the agreement is from August 1, 2013 – June 30, 2014.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside

Attachments:

[2013-14 OD Music, Inc. Contract](#)

OD Music, Inc.
Bob O'Donnell, Proprietor
4920 Natoma Avenue
Woodland Hills, CA 91364

June 20, 2013

This letter of agreement between OD Music, Inc. and Riverside Community College District, on behalf of Riverside City College, Performance Riverside and Riverside City College Fine and Performing Arts, when executed on behalf of your company, and OD Music, Inc., constitutes our entire agreement relating to/for the services we provide in connection with certain of your company's and/or talent personnel. We cannot commence any service on your behalf until you have signed below and returned a copy of this letter of agreement to us. Total estimated costs for actors, directors, orchestra members, tech team members, and vendors for musical productions in 2013-2014 are estimated at \$350,000.00. OD Music, Inc. will charge a total service fee of 3% of the total package per show. The shows are: The Drowsy Chaperone – October 2013, Wild Party – November 2013, Kinetic Conversations – December 2014, Monty Python's Spamalot – February 2014, An Epic Broadway Musical - TBA – April 2014, Macbeth – May 2014, and Orchestral & Choral Masterworks – May 2014.

1. During the term of this agreement, beginning August 1, 2013 through June 30, 2014 you hereby acknowledge that the payments to crew and/or talent we provide in connection with all live theatre and any other types of production produced by you are subject to social security withholding, unemployment insurance and disability insurance payments. In connection with the services we provide to your company during the term of this agreement:
 - a. We will make all required wage and benefit payments for services provided by such crew members and/or talent as you designate in connection with your live theatre and any other type of production, and we will issue individual checks to each of these crew members and talent.
 - b. We will file all applicable reports for said payments with the appropriate government agency, and we will pay all required employer payroll taxes, and disability and unemployment insurance contributions.
 - c. We will furnish you with itemized invoices for all fees and payments made by us, and all expenses incurred by us, in connection with the crew members and/or talent for whom your company has requested the services covered by this agreement.
 - d. We will handle routine crew and/or talent inquiries relating to their wages and benefits related to work for your company. No commitments on your behalf will be made by us to such crew and/or talent without your prior approval.

- e. You agree to supply us with completed time cards and/or talent contracts, if any, and any other required documents including W-4's, W-9's and I-9 forms, and in the event you fail to provide verified, accurate, complete, and timely information, we will not be responsible for the timeliness or accuracy of any payments to crew members and/or talent, and to other persons or organizations that may be required as a result of the work performed by the crew members and/or talent for your company.
 - f. For purposes of immigration laws only, we shall be regarded as the employer of record for income tax and FICA withholding purposes only. You shall be responsible for completion of such forms as are required by immigration laws of the United States, including I-9's , and will indemnify and hold us harmless in connection therewith. We will provide you with reasonable assistance in connection with any such form requirements, but cannot assume responsibility since you or your agents are actually auditioning and casting talent and hiring production crews.
 - g. OD Music, Inc. will meet the employer obligations required by Actors Equity Association, i.e., workman's compensation insurance, and the withholding duties and payment of welfare benefits.
 - h. OD Music, Inc. will serve as the employer of record of all contracted performance employees (Union and non-union affiliated) and thereby meet state and federal requirements as prescribed by law. This would include, but not be limited to, the withholding of personal income taxes, the maintenance of all required immigration forms, and other responsibilities that an employer must meet (e.g. responsible for W-2 forms).
2. We will assume all responsibility for the payments made by us in accordance with reports or other information your company provides, and will indemnify and hold you harmless with respect to any claims or actions, relating to the failure by us to make payments required hereunder, provided that you submit to us accurate and timely information. Notwithstanding the foregoing, you agree to reimburse us for payments made to correct underpayments or overpayments to crew and/or talent resulting from inaccurate information you give to us, provided that in the case of an underpayment, your total cost will not exceed the amount that should have been paid plus any related penalties or costs. You also agree to indemnify and hold us harmless with respect to any claims asserted, or actions instituted, against OD Music, Inc. by or on behalf of any crew and/or talent, or by any labor organization representing such crew and/or talent, based on your company's alleged failure to comply with any applicable collective bargaining agreement or employment laws, or wrongful treatment of the crew members or talent.

3. As compensation for our services making the required payroll and related payments, we will be entitled to a service fee of 3% of the total package.
4. Your company will pay our invoices so that we receive payment in full upon receipt of the invoice. We reserve the right to discontinue our services if we do not receive timely payment of our invoices in full from your company.
5. This agreement shall continue until terminated either by your company or by OD Music, Inc. upon no more than 90 days or less than 30 days advance written notice of termination.
6. This agreement comprises the entire agreement between your company and OD Music, Inc. relating to the subject matter contained herein. Any amendment or modification to this agreement must be made in writing and signed by both parties.
7. This agreement shall be construed in accordance with the laws of the State of California for contracts wholly performed therein, without regard to conflict of law principals.
8. You hereby agree to submit to the personal jurisdiction of the Courts of the County of Riverside, State of California as the exclusive venue for the enforcement of any right or obligation under this Agreement, and waive any defense based on venue or inconvenient forum.
9. The parties agree that prior to instituting any legal proceedings concerning any dispute arising out of or in connection with this Agreement, excepting your obligation to pay payroll and benefits, the parties will participate in a non-binding mediation proceeding, utilizing a third party mediator from AAA, JAMS, or other similar alternative dispute resolution service. The costs of the mediator shall be borne equally by both parties.
10. Insurance. Prior to commencing performance hereunder, OD Music, Inc. shall accomplish the following:
 - a. Worker's Compensation Insurance. Contractor shall have in effect, during the entire life of this agreement, workers' compensation and employer liability insurance providing full statutory coverage. In signing this agreement, OD Music, Inc. makes the following certification, required by section 1861 of the California Labor Code:
 - i. I am aware of the provisions of section 700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provision of the Code, and I will comply with

such provisions before commencing the performance of this work of the Agreement.

- b. OD Music, Inc. shall procure and maintain comprehensive general liability insurance coverage that shall protect RCCD from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from OD Music, Inc. activities as well as RCCD's activities under this contract. Such insurance shall name RCCD as an additional insured with respect to this agreement and the obligations of RCCD hereunder. Such insurance shall provide for limits of not less than \$1,000,000.00.

11. Hold Harmless. OD Music, Inc. agrees to and shall indemnify and hold harmless the District, its officers, employees, and agents from and against any lawsuit, demand or liability claim arising out of the matters described herein, where such lawsuit, demand is based in whole or in part upon the contention, whether or not true, that the Contractor acted or failed to act in a negligent fashion, or failed to perform according to the terms of this Agreement, thereby causing injury to person or property, or death, or economic loss of any kind. Contractor's obligations hereunder shall include the obligation to defend, at its own expense, any lawsuit brought against the District, which is within the scope of this indemnity obligation, and such obligations shall be triggered by the service, upon District, of any such lawsuit or claim related thereto, provided written notice therefore is given by District to Contractor.

If the above accords with your understanding and agreement, kindly indicate your consent hereto by signing in the place provided below.

Riverside Community College District
On behalf of Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

OD Music, Inc.
4920 Natoma Avenue
Woodland Hills, CA 91364

Aaron Brown, Vice Chancellor,
Business and Financial Services

Bob O'Donnell
CEO

Date

Date

Attachment A
2013 Employer Burden Rates

Union & Non-Union Actors	
FICA	6.2%
Medicare	1.45%
FUTA	.8%
SUI	5.2%
Employers Training Tax	.1%
Workers Comp Insurance (Rate Increase)	13.65%
Payroll Handling	3%
Total Liability	30.4%
Musicians	
FICA	6.2%
Medicare	1.45%
FUTA	.8%
SUI	5.2%
Employers Training Tax	.1%
Workers Comp Insurance (Rate Reduction)	4.25%
Payroll Handling	3%
Total Liability	21%
Stage Manager/Tech Crew	
FICA	6.2%
Medicare	1.45%
FUTA	.8%
SUI	5.2%
Employers Training Tax	.1%
Workers Comp Insurance	6.25%
Payroll Handling	3%
Total Liability	23%

General Information:

- No charge to enter W4's
- No charge to print W2's
- We require that you make payment before checks are issued.
- We agree to mail checks in a timely fashion so that they arrive on time for scheduled pay dates.

EXHIBIT A

OD Music, Inc., Bob O’ Donnell, Proprietor, shall bill the District on a quarterly or as requested basis by Performance Riverside as follows:

- _____ 1. Total payroll cost for employees contracted to Performance Riverside by the O.D. Music Inc., Bob O’ Donnell, Proprietor for services rendered as of the billing date or for services to be up to eight weeks after the billing date; and
- _____ 2. An Administrative fee of 3% of total payroll cost.
- _____ 3. Total payroll costs for union and off-contract actors shall include gross salaries, employer taxes and workers comp coverage @ 28%, pension and health benefits and a 3% fee for payroll handling on the entire package. This would include the wages, employer tax liability, and pension and health benefits.

**AGREEMENT AND ARULES GOVERNING EMPLOYMENT UNDER THE
GUEST ARTIST AGREEMENT SALARY REQUIREMENTS**

(a) Salary Minimums. Minimum weekly salaries for Guest-Artists are based on the maximum number of performances in any one week. Minimum weekly salaries are as follows:

Tier Structure Highlights

	Tier I	Tier II	Tier III
Maximum Performance Per Week	3	5	8
Maximum Weekly Hours Before/After 1st Public Performance	25/15	32/22	42/32
Span of Day	7 of 8.5 hours	7 of 10 hours	7 of 12 hours
Minimum Weekly Actor Salary	\$300.00	\$400.00	\$510.00
Minimum Weekly SM/ASM Salary	\$360.00	\$480.00	\$612.00
Engagement of 1 Week or Less	\$50.00 in addition to minimums listed above		
Overtime	\$12.00 and \$20.00 per 1/2 hour		
Health Contribution	\$145.00/week	\$165.00/week	\$167.00/week
Additional Performance Payment	1/3	1/5	1/8

In cases where the engagement is one week or less, the applicable minimum is \$50 more. Union fees are as follows: up to \$142.00 tier one, \$157.00 tier two, and \$169.00 tier three, for health/welfare payment, \$20.00 per day (\$140.00 per week) for Out-of-Town Actors weekly per diem and all said requirements outlined in Exhibit B for professional actor/stage manager members of Actors’ Equity Association rendering services to the District.

_____ 4. Total Payroll cost for Musicians shall include Gross Salaries, Employer Tax Liability of 19% and a payroll handling fee of 3% on the entire package. This would include the Wages and Employer Tax Liability fees.

_____ 5. All billings by OD Music, Inc. shall include a section entitled, “Reconciliation of advance payments and services rendered.” In this section OD Music, Inc. will report any advance payments made by the District prior billing cycle and the associated services actually rendered since the date of the last billing.



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VI-B-7)

Meeting 8/20/2013 - Regular

Agenda Item Consent Agenda Action (VI-B-7)

Subject Out-of-State Travel

College/District District

Funding

Recommended Action It is recommend 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: Cynthia Azari, Interim Chancellor
Linda Martinez, Administrative Assistant I

Attachments:

[Out-of-State Travel-082013](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

August 20, 2013

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

Retroactive:

- 1) Mr. Derrick Johnson, director, athletics, Riverside City College, to travel to Orlando, Florida, June 11 -14, 2013, to attend the National Alliance of Two Year College Athletic Administrators. Estimated cost: \$1,730.00. Funding source: the general fund. (This travel request was not submitted in time for the May Board meeting. Therefore, this travel request could not be included in the May meeting.)
- 2) Ms. Donna Lesser, director, health, human and public services, Moreno Valley College, to travel to Portland, Oregon, June 7 – 11, 2013, to attend the American Dental Education Association's Allied Program Director's Conference. Estimated cost: \$1,799.95. Funding source: the general fund. (This travel request was not submitted in time for the May Board meeting. Therefore, this travel request could not be included in the May meeting.)
- 3) Mr. Jeffrey Williamson, statewide director, center for international trade development, District, to travel to Hong Kong, August 11 – 18, 2013, to attend the Hong Kong Food Expo and California State Trade Promotion Pavilion. Estimated cost: \$3,630.00. Funding source: State Trade and Export Promotion Grant Funds. (This travel request was not submitted in time for the June Board meeting. Therefore, this travel request could not be included in the June meeting.)

Current:

Moreno Valley College:

- 1) Dr. Fabian Biancardi, associate professor, political science, humanities and social sciences, to travel to Florence, Italy, August 31 – November 23, 2013, to provide Leadership and Course Offerings for the 2013 Fall Semester. There is no cost to the District.
- 2) Ms. Micki Clowney, director, upward bound math and science, to travel to Chicago, Illinois, September 8 – 11. 2013, to attend the Council for Opportunities in Education's 32nd Annual Conference. Estimated cost: \$2,429.35. Funding source: Grant fund.
- 3) Ms. Bonavita Quinto, associate professor, humanities and social sciences, to travel to Seattle, Washington, October 1 – 6, 2013, to attend the Association of Community Colleges Trustees 44th Annual Leadership Congress. Estimated cost: \$2,820.00. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

August 20, 2013

- 4) Dr. Jeff Rhyne, associate professor, English, to travel to Florence, Italy, August 31 – November 23, 2013, to provide Leadership and Course Offerings for the 2013 Fall Semester. There is no cost to the District.
- 5) Dr. Greg R. Sandoval, vice president, student services, to travel to Chicago, Illinois, October 25 – 29, 2013, to attend the HACU Latino Higher Education Leadership Institute and the 27th Annual Conference. Estimated cost: \$3,104.20. Funding source: the general fund.
- 6) Ms. Silvia Trejo, STEM counselor/instructor, humanities and social sciences, to travel to Seattle, Washington, October 1 – 6, 2013, to attend the Association of Community Colleges Trustees 44th Annual Leadership Congress. Estimated cost: \$2,877.40. Funding source: the general fund.

Norco College:

- 1) Ms. Miriam Alonso, program director, upward bound, to travel to Chicago, Illinois, September 8 – 11, 2013, to attend the 32nd Annual Council for Opportunity in Education Conference. Estimated cost: \$2,704.35. Funding source: TRiO-Corona/Norco Unified School District High School Upward Bound Grant funds.
- 2) Ms. Eva Amezola, program director, upward bound, to travel to Chicago, Illinois, September 8 – 11, 2013, to attend the 32nd Annual Council for Opportunity in Education Conference. Estimated cost: \$2,415.40. Funding source: TRiO-Alvord Unified School District Upward Bound Grant funds.
- 3) Ms. Hortencia Cuevas, program director, student support services programs, to travel to Chicago, Illinois, September 7 – 11, 2013, to attend the 32nd Annual Council for Opportunity in Education Conference. Estimated cost: \$2,880.39. Funding source: \$1,440.20 from the Student Support Services Realizing Individual Services in Education and \$1,440.19 from the Student Support Services.
- 4) Mr. Mark DeAsis, dean , admissions and records, to travel to Park City, Utah, October 14 – 18, 2013, to attend the 2013 National Association of Veteran Program Administrators Training and Conference. Estimated cost: \$1,348.68. Funding source: the general fund.
- 5) Ms. Julie Mendez, director, upward bound, to travel to Chicago, Illinois, September 8 – 11, 2013, to attend the 32nd Annual Council for Opportunity in Education Conference. Estimated cost: \$2,423.40. Funding source: TRiO-Corona/Norco Unified School District Centennial High School Upward Bound Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

August 20, 2013

- 6) Mr. Anthony Muniz, assistant, upward bound, to travel to Chicago, Illinois, September 8 – 11, 2013, to attend the 32nd Annual Council for Opportunity in Education Conference. Estimated cost: \$2,334.35. Funding source: TRiO-Corona/Norco Unified School District Centennial High School Upward Bound Grant funds.
- 7) Ms. Rowana Thompson, assistant, upward bound, to travel to Chicago, Illinois, September 8 – 11, 2013, to attend the 32nd Annual Council for Opportunity in Education Conference. Estimated cost: \$2,395.35. Funding source: TRiO-Alvord Unified School District Upward Bound Grant funds.

Riverside City College

- 1) Dr. Amber Casolari, associate professor, economics, to travel to Atlanta, Georgia, October 3 – 6, 2013, to attend the Teaching Professor Technology Conference. Estimated cost: \$1,810.60. Funding source: the general fund.
- 2) Mr. Jose Diaz, director, upward bound, to travel to Marietta, Georgia, September 24 – 26, 2013, to attend the Blumen Database Training. Estimated cost: \$2,543.83. Funding source: Upward Bound Grant fund.
- 3) Ms. Sandra Fontana, associate professor, American sign language, to travel to Baltimore, Maryland, August 22 – 28, 2013, to attend the 12th Biennial Deaf Seniors of American Conference. There is no cost to the District.
- 4) Mr. Kevin Mayse, associate professor, performing arts, to travel to Danville, Kentucky, September 4 – 7, 2013, to participate in a concert tour and perform with Keith Brion and the New Sousa Band. There is no cost to the district.
- 5) Mr. Clifford J. Ruth, associate professor, communication studies, to travel to Washington DC, November 20 – 24, 2013, to facilitate a presentation at the National Communication Association Annual Conference. Estimated cost: \$2,267.71. Funding source: the general fund.
- 6) Dr. Ward Schinke, associate professor, political science, to travel to Korea, November 23 – December 2, 2013, to accompany nine (9) students participating in the National Model United Nations Conference. Estimated cost: \$24,226.70. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

August 20, 2013

Riverside Community College District:

- 1) Ms. Mary Figueroa, Board Member, to travel to Seattle, Washington, September 30 – October 6, 2013 to attend the California Community College Trustees Board Meeting and the 2013 Association of Community College Trustees Leadership Congress event. Estimated cost: \$3,156.92. Funding source: the general fund.



Agenda Item (VI-B-8-a)

Meeting 8/20/2013 - Regular

Agenda Item Consent Agenda Action (VI-B-8-a)

Subject Surplus Property - Donation

College/District Norco

Funding N/A

Recommended Action It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) finding that the property does not exceed the total value of \$5,000; and (3) authorize the property to be donated to the College of the Canyons to meet their instructional needs.

Background Narrative:

Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. Norco College has purchased 35 new instructional drafting tables as a replacement for existing instructional tables which are still viable for a teaching environment. After affording our local school districts first right of refusal, we are proud to transfer this instructional equipment to another public community college. Rather than selling the instructional tables as scrap metal, this donation leverages state dollars and maximizes the system's investment in Career & Technical Education. The District has determined that the property on the attached list does not exceed the total value of \$5,000 and is requesting the property to be donated to the College of the Canyons.

Prepared By: Paul Parnell, President, Norco College
Kevin Fleming, Associate Dean, Career and Technical Education

Attachments:

[College of the Canyons Acceptance Letter](#)
[Surplus Donation List](#)



July 19, 2013

Kevin Fleming
Dean Instruction, Career and Technical Education
Norco College
2001 Third Street
Norco, CA 92860

Dear Kevin:

College of the Canyons would like to accept your very generous donation of 32 Mayline Ranger drafting tables to our architecture and interior design program. That program was recently assigned a new classroom space, outfitted only with general classroom tables and chairs. Your donation of these drafting tables will allow us to equip the classroom much more appropriately for architecture and interior design student use.

We will pick up the tables after this donation is approved by your board, at no cost to Norco College.

Thank you!

Best regards,

A handwritten signature in black ink that reads "Kristin".

Kristin Houser
Dean Career Technical Education
College of the Canyons

Surplus Property August 20, 2013

QUANTITY	BRAND	DESCRIPTION	MODEL#	SERIAL3	ASSET TAG#
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6489
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6478
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6475
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6472
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6474
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6480
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6484
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6490
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6488
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6482
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6494
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6479
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6477
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6459
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6493
1	MAYLINE	DRAFTING TABLE	N/A	N/A	6483
1	RANGER	DRAFTING TABLE	N/A	N/A	6481
1	RANGER	DRAFTING TABLE	N/A	N/A	6471
1	RANGER	DRAFTING TABLE	N/A	N/A	6467
1	RANGER	DRAFTING TABLE	N/A	N/A	6473
1	RANGER	DRAFTING TABLE	N/A	N/A	6463
1	RANGER	DRAFTING TABLE	N/A	N/A	6460
1	RANGER	DRAFTING TABLE	N/A	N/A	6468
1	RANGER	DRAFTING TABLE	N/A	N/A	6458
1	RANGER	DRAFTING TABLE	N/A	N/A	6464
1	RANGER	DRAFTING TABLE	N/A	N/A	6466
1	RANGER	DRAFTING TABLE	N/A	N/A	6462
1	RANGER	DRAFTING TABLE	N/A	N/A	6470
1	RANGER	DRAFTING TABLE	N/A	N/A	6469
1	RANGER	DRAFTING TABLE	N/A	N/A	6492

Surplus Property August 20, 2013

14252	Gateway	VX700A	CPU	6/18/2013	P10144359
missing	Gateway	EV700B	CPU	6/18/2013	MU17026C0
14239	Gateway	VX700A	CPU	6/18/2013	P910144360
18472	Gateway	700-069CS	CPU	6/18/2013	17004A344016
99999	Gateway	E7006	CPU	6/18/2013	HDA8J7005875
21938	Gateway	FPD1730	CPU	6/18/2013	QS7330401577
21896	Gateway	FPD1730	CPU	6/18/2013	QS7330401585
21802	Gateway	FPD1730	CPU	6/18/2013	MUL7003D0020
25666	Gateway	FPD1765	CPU	6/18/2013	MW6772B0E0386
39006	Gateway	FPD1975W	CPU	6/18/2013	M1383B0N03512
missing	Gateway	FPD1810	CPU	6/18/2013	MU8006A0009764
21955	Gateway	E-4000	CPU	6/18/2013	30253861
21956	Gateway	E-4000	CPU	6/18/2013	30253841
21957	Gateway	E-4000	CPU	6/18/2013	30253843
21959	Gateway	E-4000	CPU	6/18/2013	30253885
21960	Gateway	E-4000	CPU	6/18/2013	30253886
21961	Gateway	E-4000	CPU	6/18/2013	30253856
21962	Gateway	E-4000	CPU	6/18/2013	30253893
21963	Gateway	E-4000	CPU	6/18/2013	30253906
21964	Gateway	E-4000	CPU	6/18/2013	30253839
21993	Gateway	E-4000	CPU	6/18/2013	30253824
22004	Gateway	E-4000	CPU	6/18/2013	30253828
22005	Gateway	E-4000	CPU	6/18/2013	30255620
22024	Gateway	E-4000	CPU	6/18/2013	30253831
22027	Gateway	E-4000	CPU	6/18/2013	30253858
22028	Gateway	E-4000	CPU	6/18/2013	30253838
22029	Gateway	E-4000	CPU	6/18/2013	30253821
22030	Gateway	E-4000	CPU	6/18/2013	30253860
22030	Gateway	E-4000	CPU	6/18/2013	30253852
22031	Gateway	E-4000	CPU	6/18/2013	30253874
22062	Gateway	E-4000	CPU	6/18/2013	30253823
22063	Gateway	E-4000	CPU	6/18/2013	30253832
22073	Gateway	E-4000	CPU	6/18/2013	30253915
22074	Gateway	E-4000	CPU	6/18/2013	30255655
22076	Gateway	E-4000	CPU	6/18/2013	32533859
22077	Gateway	E-4000	CPU	6/18/2013	30253855
22255	Gateway	E-4000	CPU	6/18/2013	30260602
87 Total	Virco	Sled	Desks	6/18/2013	N/A
31367	Gateway	E-6500	CPU	6/18/2013	36276466
19454	Gateway	E-3600	CPU	6/18/2013	27157905
19452	Gateway	FPD1810	Monitor	6/18/2013	B008120
15443	HP	3150	PRINTER	6/18/2013	USFL000588
15854	SONY	VPL-PX20	PROJECTOR	6/18/2013	12339
17285	PANASONIC	PV-C2780	TV/VCR COMBO	6/18/2013	C1AA40122
18094	HP	5300	SCANNER	6/18/2013	TW11521356
15013	PHILLIPS	PA7027C	TELEVISION	6/18/2013	78953610
19239	NEC	LCD-1720M	MONITOR	6/18/2013	2102309VA
19454	GATEWAY	E3600	CPU	6/18/2013	27157905
19452	GATEWAY	FPD1810	MONITOR	6/18/2013	KUL8015B0081070
21106	GATEWAY	E6000	CPU	6/18/2013	30100166

**Surplus Property
August 20, 2013**

21097	GATEWAY	FPD1530	MONITOR	6/18/2013	MUL5016E0037601
21106	GATEWAY	E6000	CPU	6/18/2013	30100166
21097	GATEWAY	FPD1530	MONITOR	6/18/2013	5016E0037601
21106	GATEWAY	E6000	COMPUTER	6/18/2013	30100166
21097	GATEWAY	FPD1530	MONITOR	6/18/2013	5016E0037601
21498	COMPAQ	1501	MONITOR	6/18/2013	CN3157C348
22086	GATEWAY	E4000	CPU	6/18/2013	30253870
22085	GATEWAY	E4000	CPU	6/18/2013	30255632
22053	GATEWAY	E4000	CPU	6/18/2013	30255647
22135	GATEWAY	E4000	CPU	6/18/2013	30254357
19454	GATEWAY	E3600	CPU	6/18/2013	27157905
15443	HP	3150	PRINTER	6/18/2013	USFL000588
15854	SONY	VPL-PX20	PROJECTOR	6/18/2013	12339
17285	PANASONIC	PV-C2780	TV/VCR COMBO	6/18/2013	C1AA40122
24503	DELL	PRECISION 535	CPU	6/18/2013	4512712224
24587	GATEWAY	FPD1730	MONITOR	6/18/2013	TL819A502001081
25130	GATEWAY	E4300	CPU PC	6/18/2013	35016647
25174	GATEWAY	E4300	CPU PC	6/18/2013	35101299
26926	GATEWAY	PROFILE 5.5	MONITOR	6/18/2013	35433807
30521	DELL	E173FPF	MONITOR	6/18/2013	CN0D87254S6R7L
30251	DELL	E173FPB	MONITOR	6/18/2013	CN0663354F0UOL
30173	DELL	DHM	CPU	6/18/2013	5Z8RM71
30186	DELL	DHM	CPU	6/18/2013	3VQQM71
31277	BROTHER	FAX4100	FAX MACHINE	6/18/2013	U60298E5J269957
34608	GATEWAY	E6500D	CPU	6/18/2013	36612499
34609	GATEWAY	E6500D	CPU	6/18/2013	36612501
22053	GATEWAY	E4000	CPU	6/18/2013	30255647
21097	GATEWAY	FPD1530	MONITOR	6/18/2013	MUL5016E0037601
36480	GATEWAY	E6610D	CPU	6/18/2013	39395719
36645	HP	5590	SCANNER	6/18/2013	US75YTR0PB
34479	GATEWAY	E4620S	CPU	6/18/2013	40599196
21498	COMPAQ	1501	MONITOR	6/18/2013	CN3157C348
22085	GATEWAY	E4000	CPU	6/18/2013	30255632
38608	HP	L1710	MONITOR	6/18/2013	3CQ9060PWW
22053	GATEWAY	E4000	CPU	6/18/2013	30255647
24503	DELL	PRECISION 535	CPU	6/18/2013	4512712224
39723	DELL	DCSM1F	CPU	6/18/2013	13F7QM1
22135	GATEWAY	E4000	CPU	6/18/2013	30254357
52274	DELL	D09M	CPU	6/18/2013	CD59QW1
51215	GATEWAY	FPD1730	MONITOR	6/18/2013	MSN6250N01576



Agenda Item (VI-B-8-b)

Meeting	8/20/2013 - 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, and 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

Background Narrative:

Facilities Planning & Development staff reports that the projects listed on the attachment are now complete.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Chris Carlson, Chief of Staff & Facilities Development
Majd Askar, Purchasing Manager

Attachments:

[08202013_Notices of Completion](#)

COMPLETED PROJECTS

August 20, 2013

Project

Norco Operations Center – Electrical
Norco Operations Center – Fire Sprinklers

Contractor

Mike Cox Electric, Inc.
First Responder Fire Protection Corp.

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

Name **Aaron S. Brown**
Business and Financial Services
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 08/20/2013. The work done was:
Norco Operations Center - Electrical DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Mike Cox Electric, 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 Norco,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 08/20/2013

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, Business & Financial Services, Aaron S. Brown 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 **Aaron S. Brown**
 Business and Financial Services
 Street Address **4800 Magnolia Avenue**
 City & State **Riverside, CA 92506**

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
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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 08/20/2013. The work done was:
Norco Operations Center - Fire Sprinklers DSA #04-111515
- The name of the contractor, if any, for such work of improvement was First Responder Fire Protection Corp.
(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 Norco,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 08/20/2013

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, Business & Financial Services, Aaron S. Brown 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)



Agenda Item (VI-B-8-c)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommend that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

Background Narrative:

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

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Bill Bogle, Controller

Attachments:

[08202013_Surplus Property List](#)

Surplus Property August 20, 2013

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	SHARP	VCR	XA-705	908719876	14159
1	SHARP	VCR	XA-705	908719881	14178
1	HP	PRINTER - DESKJET	970C	MY023180PQ	15892
1	SONY	PROJECTOR	VPL-PX20	25683	15897
1	GATEWAY	MONITOR - 17 INCH FLATSCREEN	FPD1570	KUL5033D00841	16869
1	GATEWAY	MONITOR - 17 INCH	EV700	MU17026CM9399	17178
1	SHARP	VCR	XA-905	104718994	17700
1	SHARP	VCR	XA-905	104719180	17701
1	GATEWAY	COMPUTER - CPU PC	E3600	26141409	19157
1	SONY	PROJECTOR	VPL-PX15	13312	19369
1	SONY	PROJECTOR	VPL-PX15	13145	19368
1	GATEWAY	COMPUTER - CPU PC	E4650	26995861	19441
1	GATEWAY	MONITOR - 15 INCH - FLATSCREEN	FPD1530	MUL5018A0014221	19599
1	CANON	FAX MACHINE	LC2050	YKM17008	19806
1	GATEWAY	COMPUTER - CPU PC	E4000	29220938	19949
1	GATEWAY	COMPUTER - CPU PC	E4000	29220938	19949
1	GATEWAY	COMPUTER - CPU PC	E4000	29220938	19949
1	PANASONIC	DVD PLAYER	PV-D4752	J2IA49616	20074
1	SONY	PROJECTOR	VPL-PX15	52185	20127
1	SONY	PROJECTOR	VPL-PX15	52192	20126
1	GATEWAY	MONITOR - 18 INCH FLATSCREEN	FPD1830	MUL8007C0004954	20151
1	GATEWAY	MONITOR - 18 INCH FLATSCREEN	FPD1830	MUL8007C0004954	20151
1	GATEWAY	MONITOR - 18 INCH FLATSCREEN	FPD1830	MUL8007C0004954	20151
1	PANASONIC	VCR	AG-2580P	G2A1413JV2	22748
1	PANASONIC	VCR	AG-2580P	G2A1388JV2	22749
1	PANASONIC	VCR	AG-2580P	G2A1413JV2	22748
1	PANASONIC	VCR	AG-2580P	G2A1388JV2	22749
1	GATEWAY	COMPUTER - CPU PC	E6100	32659524	22875
1	GATEWAY	COMPUTER - CPU PC	E6100	32661695	22861
1	GATEWAY	MONITOR - 17 INCH FLATSCREEN	FPD1730	MUL7003D0027496	21836
1	GATEWAY	COMPUTER - CPU PC	E6100	32661695	22861
1	GATEWAY	COMPUTER - CPU PC	E6100	32659524	22875
1	GATEWAY	MONITOR - 18 INCH FLATSCREEN	FPD1830	MUL8007C0004954	20151
1	GATEWAY	COMPUTER - CPU PC	E4650	26995861	19441
1	SONY	PROJECTOR	VPL-PX20	25683	15897
1	GATEWAY	COMPUTER - CPU PC	E3600	26141409	19157
1	CANON	FAX MACHINE	LC2050	YKM17008	19806
1	SHARP	TELEVISION COLOR	XM-2701		20830
1	SHARP	TELEVISION COLOR	XM-2701	314099	5487
1	QUASAR	TELEVISION VCR COMBINATION	VV2020	SB40351126	8959
1	YAMAHA	MIXER AUDIO	MC1602		23604
1	EPSON	PRINTER	R800	FMJE007885	21332
1	ANCHOR	SPEAKER WITH SOUND SYSTEM	6000ACUI	E5005792	23879
1	PANASONIC	VCR	AG-1350P	C4TB02157	23883
1	PANASONIC	VCR	AG-1350P	C4TB01127	23885
1	PANASONIC	VCR	AG-1350P	C4TB00498	23886
1	PANASONIC	VCR	AG-1350P	C4TB02143	23887
1	JVC	MINI DV/S-VHS VCR	SR-VS30U	089H1049	23890
1	SONY	CD/DVD PLAYER	DVP-NS725P	2586839	23893
1	HP	PRINTER - DESKJET	970C	MY023180PQ	15892
1	SONY	PROJECTOR	VPL-PX15	200021	26424
1	GESTETNER	COPIER	DSM635	5K101009591	24791
1	SONY	PROJECTOR	VPLPX15	2000349	25437
1	HP	PRINTER - LASERJET	C8963A	SG47U1103V	26987
1	DELL	MONITOR	1704FPTT	CN0Y42997161854PAN52	31121
1	DELL	CPU PC	DHM	8X3VN71	30542
1	DELL	CPU PC	DHM	6Y3VN71	30557
1	DELL	MONITOR	E173FPB	CN0V49314663354S43ML	30483
1	DELL	MONITOR	E173FPB	CN0V49314663354S45JL	30489

Surplus Property August 20, 2013

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR	E173FPB	CN0U49314663354S30FL	30497
1	DELL	MONITOR	E173FPF	CN0D54287287254S70GL	30499
1	DELL	MONITOR	E173FPF	CN0D54287287254S70GL	30501
1	DELL	MONITOR	E173FPF	CN0D54287287254S6M5L	30507
1	DELL	MONITOR	E173FPF	CN0D54287287254S721L	30509
1	DELL	MONITOR	E173FPF	CN0D54287287254P0M0S	30524
1	DELL	MONITOR	E173FPF	CN0D54287287254S6R5L	30532
1	DELL	MONITOR	E173FPF	CN0D54287287254S7NVL	30587
1	DELL	MONITOR	E173FPF	CN0D54287287254S7NYL	30603
1	DELL	MONITOR	E173FPB	CN0U49314663354Q04TL	31146
1	DELL	MONITOR	E173FPB	CN0U49314663354Q0DWL	31148
1	DELL	MONITOR	E173FPB	CN0U49314663354S247L	30010
1	DELL	MONITOR	E173FPB	CN0D54287287254P32HS	30073
1	DELL	MONITOR	E173FPB	CN0D54287287254S8W5L	30074
1	DELL	CPU PC	DHM	CVQQM71	30180
1	DELL	CPU PC	DHM	5S8RM71	30197
1	HP	PRINTER	Q5933A	CNG1F26953	26729
1	DELL	CPU PC	DHM	6JDYN71	30907
1	DELL	CPU PC	DHM	BMDYN71	30908
1	GATEWAY	CPU PC	E4300B	35903290	31272
1	GATEWAY	CPU PC	E6300	360666695	32395
1	DELL	CPU PC	GX620	J0RVX91	30968
1	GATEWAY	CPU PC	E6500	36616215	34636
1	SONY	PROJECTOR	VPL-PX20	25683	15897
1	GATEWAY	MONITOR - 18 INCH FLATSCREEN	FPD1830	MUL8007C0004954	20151
1	APPLE	CPU PC	A1186	G881231WXYL	36815
1	GATEWAY	CPU PC	S9232T	4503918	36872
1	GATEWAY	MONITOR - 15 INCH - FLATSCREEN	FPD1530	MUL5018A0014221	19599
1	GATEWAY	MONITOR - 17 INCH FLATSCREEN	FPD1570	KUL5033D00841	16869
1	GATEWAY	MONITOR - 17 INCH FLATSCREEN	FPD1730	MUL7003D0027496	21836
1	EPSON	PRINTER	R300	FK9K206655	40399
1	FORD	VAN	E-350	1FBJS31G3LHA72509	1990
1	FORD	VAN	E-350	1FBJS31G3MHA60930	1991
1	FORD	TRUCK	RANGER	1FTCR10U5NUC05955	1992
1	DODGE	TRUCK	DAKOTA	1B7FL26X8MS288084	1991
1	FORD	VAN	E-350	1FBJS31G7MHA60932	1991
1	TAYLOR-DUNN	UTILITY VEHICLE	B2-10	99456	NONE
1	GREEN	2 EACH AUDIO VISUAL CARTS	NONE	NONE	NONE
1	NONE	5 EACH RACK SHELVES	NONE	NONE	NONE
1	NONE	1 EACH 2 DRAWER FILE CABINET	NONE	NONE	NONE
1	NONE	1 EACH GREY FELT COVERED CART	NONE	NONE	NONE
1	SHARP	VCR	XA-305	110336459	NONE
1	SHARP	VCR	XA-305	11326402	NONE
1	SHARP	VCR	XA-605A	710725056	NONE
1	TOSHIBA	VCR	M-65	87928155	NONE
1	PHILLIPS	TV	PA7032 C101	77616953	NONE
1	SHARP	TV	WX-303	8763524Z	8961
1	PANASONIC	VCR	AGVP320	G51A40001	NONE
1	BURLE	VCR	TC3960B	70202703	NONE
1	SHARP	VCR	XA-905	11715497	NONE
1	SHARP	VCR	XA-505	510725371	NONE
1	SHARP	VCR	XA-905	11714719	NONE
1	SHARP	VCR	XA-905	12716149	NONE
1	SHARP	VCR	XA-905	11715483	NONE
1	JBL	SPEAKER	MR-825	26354	7174
1	JBL	SPEAKER	MR-825	21074	7175
1	3M	TRANSPARENCY MAKER	4550	NONE	NONE
1	3M	TRANSPARENCY MAKER	4550	NONE	NONE
1	YAMAHA	SPEAKER SMALL	NONE	NONE	55446

Surplus Property August 20, 2013

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	YAMAHA	SPEAKER SMALL	NONE	NONE	55447
1	YAMAHA	SOUND BOARD	MC1602	23604	23604
1	SONY	CD/DVD PLAYER	DVP-NS55P	3008623	NONE
1	SONY	CD/DVD PLAYER	DVP-NS400D	1031506	NONE
1	SONY	DVD/CD PLAYER	DVP-NS55P	1018613	NONE
1	PANASONIC	VCR	AG-1340P	LITB01011	NONE
1	HITACHI	TV	CT7872B	WOJO13169	NONE
1	SONY	35M CAMERA	MVC-CD10000	63698	NONE
1	CORP. EXPRESS	PAPER CUTTER	NONE	NONE	NONE
1	CORP. EXPRESS	PAPER CUTTER	NONE	NONE	NONE
1	BOGEN	TRIPOD	NONE	NONE	NONE
1	NONE	BROWN END TABLE	NONE	NONE	NONE
1	NONE	CORNER-BLACK/BROWN TABLE	NONE	NONE	A00006
1	NONE	COMPUTER CART	NONE	NONE	A00025
1	NONE	4 LEVEL BOOKSHELF	NONE	NONE	A00024
1	EIKI	CD/CASSETTE RECORDER	7070A	9440	7874
1	EIKI	CD/CASSETTE RECORDER	7070A	9421	7875
1	EIKI	CD/CASSETTE RECORDER	7070A	9298	7876
1	EIKI	CD/CASSETTE RECORDER	7070A	21182	NONE
1	EIKI	CD/CASSETTE RECORDER	7070A	9442	NONE
1	TASCAM	DAT RECORDER	DA-30MK11	290078	300901
1	PHILLIPS	TV	24PT6341	GL1A0541005059	NONE
1	RCA	DVD/CD PLAYER	DRC285	PA097H216A0955	NONE
1	SHARP	VCR	XA-605A	802730883	NONE
1	NONE	GRAY TABLE	NONE	NONE	NONE
1	NONE	SIDE PIECE FURNITURE	NONE	NONE	NONE
1	NONE	LONG BROWN DESK ORGANIZER	NONE	NONE	A02163
1	NONE	2 DRAWER FILE CABINET	NONE	NONE	NONE
1	NONE	GRAY BLACK CHAIR	NONE	NONE	NONE
1	NONE	2 PIECE FURNITURE SET	NONE	NONE	NONE
1	NONE	1 PIECE FURNITURE SET	NONE	NONE	NONE
1	NONE	4 DRAWER FILE CABINET	NONE	NONE	NONE
1	NONE	DESK WITH HUTCH	NONE	NONE	A02201
1	NONE	COMPUTER DESK SMALL	NONE	NONE	A02234
1	NONE	BROWN WOOD CHAIR	NONE	NONE	NONE
1	NONE	DARK BROWN WOOD TABLE	NONE	NONE	NONE
87	NONE	DESKS	NONE	NONE	NONE



Agenda Item (VI-B-8-d)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-d)
Subject	Destruction of Records
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the destruction of the records on the attached listing.

Background Narrative:

All records which have been held for the required retention periods and any permanent records which have been classified as Class 3 after having been duly microfilmed and held for the required retention period may be destroyed as per Title 5, Section 59020 et seq., of the California Administrative Code. Class 3 - Disposable Records are defined as any record archived for 3 years after July 1 of that fiscal year. These include records basic to audit; relating to attendance; full-time equivalent students; or a business or financial transaction (purchase orders; invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.); detailed records used in the preparation of reports and; periodic reports, such as daily, weekly and monthly reports, bulletins and instructions. Board Policy 3310 establishes and authorization for destruction of records and Administrative Procedure 3310 establishes the procedures for destruction of records.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Bill Bogle, Controller

Attachments:

[08202013_Destruction of Records Listing](#)

**Destruction of Records
 August 20, 2013**

Container Number	Dept.	Description	Destroy Date
C0100210825	10	3/24/08 - 6/30/08 CASHIER SESSIONS & RECONCILIATIONS	7/30/11
C0100156300	10	AUXILIARY BUSUNESS SERVICES, 2005-2007 DISTRICT FINANCIALS, 2001-2004 COMMISSION	7/1/12
C0100156335	10	2001-2006 ABS BANK ANALYSIS, 2007 COSMETOLOGY, CULINARY ACADEMY, NORCO VOICE, VIEWPOINT	7/1/12
C0100156338	10	CASHIER SESSIONS & RECONCILIATIONS SESSIONS 72329-74261	7/1/12
C0100254271	10	ABS FOOD SERVICE INVENTORY AND TREANSFERS	7/1/12
C0100254272	10	ABS COMMUNITY EDUCATIONS CASH & BANKCARDS	7/1/12
C0100254273	10	ABS DISTRICT INSURANCE INVOICES, WORKERS COMPENSATION ACCOUNT, RCCD MEDICAL ACCOUNTS	7/1/12
C0100254275	10	ABS DISTRICT INVOICES A-J	7/1/12
C0100254276	10	ABS DISTRICT INVOICES K-Z	7/1/12
C0100254277	10	ASRCC CASH RECEIPTS	7/1/12
C0100254278	10	ASRCC CASH RECEIPTS	7/1/12
C0100254279	10	ASRCC CASH RECEIPTS	7/1/12
C0100254282	10	2006-2009 ASRCC MISCELLANEOUS INVOICES, 2006-2008 ASRCC FINANCIAL	7/1/12
C0100254283	10	ASRCC ACCOUNTS PAYABLE A-L	7/1/12
C0100254284	10	ACCOUNTS PAYABLE M-R	7/1/12
C0100254285	10	ASRCC ACCOUNTS PAYABLE S-Z	7/1/12
C0100254288	10	2008-2009 BLANACE SHEETS, ECS RIVERSIDE - MO VAL - NOR, GUIDANCE TESTS, CASHIER RECEIPTS, DENTAL HYGEINE	7/1/12
C0100254289	10	2008-2009 CULINARY REIMBURSEMENTS/ PETTY CASH, BAG LOG, LIBRARY REFUNDS & PAYMENTS, INTERNATIONAL STUDENTS, RETURNED CHECK NOTICES	7/1/12
C0100254290	10	2008-2009 METERED PARKING, FOOD SERVICE RECEIPTS, GUIDANCE TESTS, LIBRARY	7/1/12
C0100254291	10	2008-2009 DISTRICT RECEIPTS	7/1/12
C0100254292	10	2008-2009 ASRCC DISTRICT FINANCIALS, THEATRE RECONCILIATIONS	7/1/12
C0100254294	10	2008-2009 YEAR END REPORTS - ALL FUNDS	7/1/12
C0100254302	10	1/09 - 06/09 ABS CASH SHEETS FOR CAFE & TRAILER, NORCO - MORENO VALLEY -TIGERS DEN	7/1/12
C0100254306	10	FOOD SERVICE, REGISTER TAPES, RIVERSIDE - MO VAL - NROCO	7/1/12
C0100254307	10	FOOD SERVICES, REGISTER TAPES, RIVERSIDE - MO VAL - NORCO	7/1/12
C0100254314	10	FOOD SERVICES, CASH COUNT SHEETS, RIVERSIDE MO VAL NORCO	7/1/12
C0100230352	10	7/08 - 6/09 THEATER CREDIT CARDS AND VOID	7/30/12
C0100230343	10	JAN - MAR 2009 - FOOD SERVICE BANKCARD RECEIPTS	7/31/12
C0100230344	10	MAR-MAY 2009 - FOOD SERVICE BANKCARD RECEIPTS	7/31/12
C0100210841	10	2007-2008 STUDENT ACCOUNTS AGED BAL & DEFERMENTS	12/31/12
C0100210842	10	2008 STUDENT ACCOUNTS - REFUNDS SUMMER & FALL	12/31/12
C0100210843	10	2009 STUDENT ACCOUNTS - COTOP RETURNED LETTERS	12/31/12
C0100254312	10	STUDENT ACCOUNTS, CREDIT CARD RECEIPTS, CASH FUND RECEIPTS	12/31/12
C0100292095	10	STUDENT ACCOUNTS BEN CLARK TRAINING CENTER ADJ & FIT BILLING STATEMENTS	6/1/13

**Destruction of Records
 August 20, 2013**

Container Number	Dept.	Description	Destroy Date
C0100056716	10	ABS ASRCC BANKCARDS & ST SERVICE FEES, FOOD SERVICE ST. BOARD & INCOME STMTS, BANK RECONCILIATIONS & STATEMENTS, RCC FOUNDATION STATEMENTS & FINANCIALS	6/30/13
C0100056721	10	FOOD SERVICES, CASH COUNT SHEETS, RIVERSIDE CAFE & TIGER'S DEN,	6/30/13
C0100123168	10	26 ACCOUNTS PAYABLE STUDENT REFUND ORDER APPROVAL	6/30/13
C0100153958	10	ABS ASRCC FINANCIAL STATEMENTS FISCAL YEAR	6/30/13
C0100154072	10	44-08 STATE BOARD OF EQUALIZATION ACCOUNTS PAYABLE FY 07/08	6/30/13
C0100156316	10	AUXILIARY BUSUNESS SERVICES PAID PARKING CITIATIONS	6/30/13
C0100156336	10	CASHIER SESSIONS & RECONCILIATIONS - SESSIONS 68111-70174	6/30/13
C0100157532	10	ABS FOUNDATION BANK RECS BENEFACTOR POSTING THEATER & BANK RECS	6/30/13
C0100157543	10	CAHSIER SESSIONS & RECONCILIATIONS	6/30/13
C0100157546	10	ABS PAID PARKING CITATIONS	6/30/13
C0100157558	10	ABS DISTRICT BANK STATEMENTS, FOUNDATION & FOOD SERVICES FINANCIALS, ASRCC, STUDENT SERVICES FEE	6/30/13
C0100254270	10	ABS BANKCARD RECONCILIATIONS	6/30/13
C0100292116	10	PAYROLL DEDUCTION FORMS 04/05, PAYROLL DEDUCTION SHEETS 04/05, PAYROLL DEDUCTION SHEETS 05/06, PAYROLL DEDUCTION	6/30/13
CCCCC086009	10	COLLEGE BANK ASRCC FINANCIAL STATEMENTS	6/30/13
CCCCC086011	10	COLLEGE BANK ASRCC LEDGERS PREVIOUS YEARS	6/30/13
CCCCC086022	10	COLLEGE BANK ASRCC PAYABLES P.O.'S LEDGER CARDS	6/30/13
CCCCC086123	10	BUSINESS SERVICES BANK STATEMENTS INVOICES FROM RCC OLD ARROYO FILES 1986	6/30/13
CCCCC086201	10	COLLEGE BANK BOOKSTORE PAYABLES FINANCIALS ENDING INVENTORY	6/30/13
CCCCC086481	10	COLLEGE BANK BOOKSTORE - ASB FINANCIAL LEDGERS	6/30/13
CCCCC086489	10	COLLEGE BANK BOOKSTORE ASB FINANCIAL LEDGERS	6/30/13
CCCCC086502	10	COLLEGE BANK ASB BUDGET GENERAL LEDGER ACTIVITY CARDS	6/30/13
CCCCC086512	10	COLLEGE BANK ASRCC STATEMENTS	6/30/13
CCCCC086544	10	COLLEGE BANK ASRCC FINANCIAL STATEMENTS	6/30/13
CCCCC105935	10	COLLEGE BANK RCCD ASRCC LEDGERS & FINANCIAL STATEMENTS	6/30/13
CCCCC105936	10	COLLEGE BANK RCCD ASRCC LEDGERS & FINANCIAL STATEMENTS	6/30/13
CCCCC212333	10	ASRCC - 1099'S 92-95 G/L V&V REG. 94-95	6/30/13
CCCCC263950	10	CK# 3099-3315 ADMISSION DMBA 06/23/98-06/22/99 REC# 596-1082 CK# 1898-2005 ADMISSIONS 06/12/98-06/22/99 CK# 1897-2006 BOOKSTORE 06/25/98-06/23/99 REC# 7927-8758 CK# 3403-3628 DISTRICT 06/17/98-07/21/1998 REC# 82867-83400 CK# 3893-3912 CAPS 06/23/98-06/22/99 CK#1325-1381	6/30/13
CCCCC263978	10	RECEIPT BOOKS - DISTRICT REC# 83401-86203 CHECK# 3913-4033	6/30/13
CCCCC281146	10	AUXILIARY BUSINESS SERVICE RCC BOOKSTORE FINANCIAL WITH INVENTORY	6/30/13
CCCCC281147	10	AUXILIARY BUSINESS SERVICE RCC BOOKSTORES FINANCIALS WITH INVENTORY	6/30/13
CCCCC281472	10	RETURN AND EXCHANGE TICKETS	6/30/13
CCCCC281488	10	ABS 1995-96 A.S.R.C.C. FINANCIAL STATEMENTS & DEFAIL	6/30/13
CCCCC281497	10	AUXILIARY BUSINESS SERVICES BOOK STORE ACCOUNTS PAYABLE A-M 1998-1999	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCCC281498	10	AUXILIARY BUSINESS SERVICES BOOK STORE ACCOUNTS PAYABLE N-Z 1998-1999	6/30/13
CCCCC281525	10	RECORDS OF DEPOSITS	6/30/13
CCCCC284004	10	ABS BOOKSTORE MERCH BANKCARD RECEIPTS	6/30/13
CCCCC461707	10	MISCELLANEOUS REFUNDS	6/30/13
CCCCC467674	10	AUXILIARY BUSINESS SERVICES	6/30/13
CCCCC467698	10	STATE GRANTS 95-97 STUDENT FEDERAL GRANTS 95-97	6/30/13
CCCCC467741	10	ACCOUNTING SERVICES RECORD OF DEPOSITS DIRECT	6/30/13
CCCCC467802	10	AUXILIARY BUSINESS SERVICES ACCOUNTING INVOICES CUSTOMIZED TRAINING SOLUTIONS	6/30/13
CCCCC674447	10	ACCOUNTING SERVICES RECORDS OF DEPOSIT DISTRICT	6/30/13
CCCCC674472	10	REFUND RUNS	6/30/13
CCCCC674551	10	ACCOUNTING SERVICES RECEIPT BOOK CAFETERIA ADMISSIONS CAPS	6/30/13
CCCCC721433	10	CASHIER SESSION/RECONCILIATIONS	6/30/13
CCCCC721435	10	ABS RECEIPTS CATERING INVOICES	6/30/13
CCCCC721444	10	CASHIER SESSION/RECONCILIATIONS	6/30/13
CCCCC721448	10	CASHIER SESSION/RECONCILIATIONS	6/30/13
CCCCC721462	10	ABS CASHIER SESSION/RECONCILIATION	6/30/13
CCCCC721469	10	NO DESC.	6/30/13
CCCCC721473	10	ABS ASRCC PAYABLES	6/30/13
CCCCC727302	10	STUDENT ACCOUNTS PARKING PERMIT LOGS MISCELLNEOUS MANUAL RECEIPT BOOKS CASHIERS REPORTS 1/03 - 2/03	6/30/13
CCCCC727327	10	STUDENT ACCOUNTS CREDIT CARD RECEIPTS	6/30/13
CCCCC748589	10	ABS CASHIER SESSIONS & RECONCILIATIONS 30355 - 30974	6/30/13
CCCCC748590	10	AUXILIAR BUSINESS SERVICES FOOD SERVICES DAILY REGISTER SALE	6/30/13
CCCCC748591	10	ABS CASHIER SESSIONS & RECONCILIATIONS 32909-33499	6/30/13
CCCCC748592	10	AUXILIAR BUSINESS SERVICES ASRCC CASH RECEIPTS 07/02-06/03 ASRCC DEPOSIT SLIPS 07/00 - 06/01	6/30/13
CCCCC748593	10	ABS ASRCC BANKCARDS & ST. SERVICES FEES RCCD BANKCARD REFUND DISTRICT ACCOUNTS RECEIVABLE	6/30/13
CCCCC748594	10	ABS COMMUNITY EDUCATION CASH & BANKCARDS RECEIPTS	6/30/13
CCCCC748595	10	ABS CASHIER SESSIONS & RECONCILIATIONS 34277 - 34887	6/30/13
CCCCC748596	10	ABS CASHIER SESSIONS & RECONCILIATIONS 29960 - 30354	6/30/13
CCCCC748598	10	ABS AUXILIAR BUSINESS SERVICES BANKCARD RECONCILIATIONS	6/30/13
CCCCC748599	10	ABS CASHIER SESSIONS & RECONCILIATIONS 28817 - 29364	6/30/13
CCCCC748601	10	ABS ASRCC 2001 - 2002 CASHIER RECEIPTS	6/30/13
CCCCC748602	10	ABS COSMETOLOGY RECONCILIATIONS	6/30/13
CCCCC748603	10	ABS COMMUNITY EDUCATION CASH & BANKCARD RECEIPTS	6/30/13
CCCCC748604	10	AUXILIAR BUSINESS SERVICES ASSOCIATED STUDENTS ACCOUNTS PAYABLE	6/30/13
CCCCC748605	10	ABS FOOD SERVICES INVENTORY & DISTRICT CATERING TRANSFER	6/30/13
CCCCC748606	10	ABS FOOD SERVICES ACCOUNTS PAYABLE	6/30/13
CCCCC748609	10	AUXILIAR BUSINESS SERVICES CASHIERS OFFICE	6/30/13
CCCCC748611	10	ABS FRAUDULENT GRANTS, BANKCARDS CHARGEBACKS BANK STATEMENTS FOR BOOKSTORE	6/30/13
CCCCC748612	10	AUXILIAR BUSINESS SERVICES ASSOCIATED STUDENTS ACCOUNTS PAYABLE I-Q	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCC748613	10	ABS CASHIER SESSIONS & RECONCILIATIONS 31880 - 32484	6/30/13
CCCC748614	10	ABS CASHIER SESSIONS & RECONCILIATIONS 29365 - 29959	6/30/13
CCCC748615	10	ABS ASRCC PAYABLE 2001-2002 R-Z	6/30/13
CCCC748616	10	ABS CASHIER SESSIONS & RECONCILIATIONS 33500 - 34276	6/30/13
CCCC748617	10	AUXILIAR BUSINESS SERVICES ASSOCIATED STUDENTS	6/30/13
CCCC748618	10	ABS FOOD SERVICES: VENDING, TRANSFERS, INVENTORY	6/30/13
CCCC748621	10	ABS AUDITORS REPORTS, FRAUDULENT CHECKS, BANKCARD CHARGEBACK	6/30/13
CCCC748622	10	ABS ASRCC ACCOUNTS PAYABLE A-G	6/30/13
CCCC748623	10	ABS FOOD SERVICES ACCOUNTS PAYABLE A-O	6/30/13
CCCC748624	10	ABS COMMUNITY EDUCATION CASH & BANKCARD RECEIPTS	6/30/13
CCCC748625	10	ABS CASHIER SESSIONS & RECONCILIATIONS 30977 - 31879	6/30/13
CCCC748626	10	ABS CASHIER SESSIONS & RECONCILIATIONS 32485 - 32908	6/30/13
CCCC748627	10	ABS ASRCC PAYABLE 2001-2002 H-Q	6/30/13
CCCC748630	10	ABS - FOOD SERVICES DAILY REGISTER SALES	6/30/13
CCCC748691	10	ABS FOOD SERVICES REGISTER TAPES	6/30/13
CCCC748692	10	ABS FOUNDATION: ACCOUNTS PAYABLE	6/30/13
CCCC914910	10	ABS PARKING CITATIONS	6/30/13
CCCC914931	10	ABS PARKING CITATIONS	6/30/13
CCCC914933	10	ABS DISTRICT TRANSCRIPT RECEIPT, DISTRICT RECEIPTS, CAFETERIA RECEIPTS, METERED PARKING CASH COUNT SHEETS, PARKING FINES 1991 - 1994	6/30/13
CCCC914934	10	ABS BAG SING OUT SHEETS, BRINKS DEPOSITS BOOK RECORDS, VAULT BALANCE SHEETS, ECS CASH COUNT SHEETS, DENTAL HYGIENE , CASH COUNT SHEETS, HEALTH CHARGE RECEIPTS ISO CASH COUNT SHEETS , LOST LIBRARY FORMS, METERED PARKING CASH COUNT SHEETS	6/30/13
CCCC914975	10	ABS FOOD SERVICES, REGISTER TAPES	6/30/13
CCCC914976	10	DISTRICT BANK STATEMENTS FD SERVICES, CLEARING, REVOLVING BANKCARDS, COM ED, FOUNDATION, FINANCIALS FD SERVICES AND FOUNDATION , RCCD BANKCARD REFUNDSASRCC SS FEES AND BANK	6/30/13
CCCC914977	10	ABS COMMUNITY EDUCATION CASH AND BANK CARDS	6/30/13
CCCC914978	10	ABS CASHIER SESSIONS AND RECONCILIATIONS, SESSIONS	6/30/13
CCCC914979	10	ABS ASRCC CASH RECEIPTS	6/30/13
CCCC914981	10	ABS AUXILIARY BUSINESS SERVICES BANK CARD RECONCILIATION	6/30/13
CCCC914982	10	FOOD SERVICES CASH COUNT SHEETS	6/30/13
CCCC914983	10	ABS COMMUNITY EDUCATION CASH AND BANK CARD RECEIPTS	6/30/13
CCCC914984	10	RETURNED ITEM CHARGE NOTICE ASB ATHLETIC REQUISITION, METERED PARKING	6/30/13
CCCC914985	10	ABS FOOD SERVICES REGISTER TAPES	6/30/13
CCCC914986	10	CASHIER SESSIONS AND RECONCILIATIONS	6/30/13
CCCC914987	10	ABS ASRCC CASH RECEIPTS	6/30/13
CCCC914989	10	ABS THEATER TICKETS	6/30/13
CCCC914990	10	FOOD SERVICES REGISTER TAPES	6/30/13
CCCC914991	10	ABS CASHIER SESSIONS AND RECONCILIATIONS 39062 39508	6/30/13
CCCC914992	10	FOOD SERVICES REGISTER TAPES	6/30/13
CCCC914993	10	ABS CASHIER SESSIONS AND RECONCILIATIONS	6/30/13
CCCC914994	10	ASRCC PAYABLES T-Z	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCCC914995	10	ABS DISTRICT INVOICES A-P	6/30/13
CCCCC914996	10	SHEETS, ISO DEPOSIT SHEETS HEALTH CENTER DEPOSIT RECEIPTS, LOST LIBRARY SHEETS, GUIDANCE TEST BANK DEPOSITS REPORTS, LIBRARY REFUNDS	6/30/13
CCCCC914997	10	ABS ECS CASH DEPOSITS	6/30/13
CCCCC914998	10	DISTRICT INVOICES Q-Z	6/30/13
CCCCC914999	10	ABS ASRCC BANK STATEMENTS AND RECONCILIATIONS	6/30/13
CCCCC915001	10	ABS THEATER TICKETS AND BANK CARD RECEIPTS	6/30/13
CCCCC915002	10	ADMINISTRATIVE PETTY CASH REIMBURSEMENTS	6/30/13
CCCCC915005	10	ABS FOOD SERVICES REGISTER TAPES	6/30/13
CCCCC915007	10	ABS FOOD SERVICES REGISTER TAPES	6/30/13
CCCCC915008	10	COMMUNITY EDUCATION CASH AND BANK CARD RECEIPTS	6/30/13
CCCCC915009	10	ABS COMMUNITY EDUCATION CASH AND BANK CARD RECEIPTS	6/30/13
CCCCC915010	10	ABS FOOD SERVICES CASH COUNT SHEETS	6/30/13
CCCCC915013	10	ABS FOOD SERVICES REGISTER TAPES	6/30/13
CCCCC915014	10	ABS CASHIER SESSIONS AND RECONCILIATIONS	6/30/13
CCCCC915022	10	SIGN PAYES	6/30/13
CCCCC915025	10	ABS CASHIER SESSIONS AND RECONCILIATIONS 35504-35916	6/30/13
CCCCC915029	10	ABS CASHIER SESSIONS AND RECONCILIATIONS 36402-36914	6/30/13
CCCCC915034	10	ABS CASHIER SESSIONS AND RECONCILIATION 36915-37829	6/30/13
CCCCC915039	10	ABS CASHIER SESSIONS AND RECONCILIATIONS 35918-36401	6/30/13
CCCCC915040	10	STUDENT ACCOUNTS CREDIT CARDS TRANSACTION SLIPS	6/30/13
CCCCC915044	10	STUDENT ACCOUNTS - CREDIT CARDS SLIPS	6/30/13
C0100292104	10	PAID PARKING CITES JANUARY 2009 - FEBRUARY 2009, JUNE 2009 - JULY 2009	7/1/13
C0100292114	10	PAID PARKING CITES MARCH 2009-MAY 2009	7/1/13
C0100292117	10	GUIDANCE TEST RECEIPTS METERS (RIV, MV, NOR), LIBRARY REFUNDS, FOOD SERVICES PINK RECEIPTS	7/1/13
C0100292123	10	STAFF PARKING RECEIPTS, DENTAL HYGEINE RECEIPTS, MEMO'S PETTY CASH REIMBURSEMENTS, CHILD CARE RECEIPTS (R, N, MV), CAFETERIA (GOLD COPIES), VAULT BALANCE SHEETS, RETURNED CHECKS LETTERS, COUNTY REQ'S (PARKING CITATIONS), CITATION REFUND PAGE, FOOD	7/1/13
C0100289178	20	2008-2009 IND FLEX, BUDGET, DISTRICT OFFICE I-E	1/31/13
C0100123191	20	WORKSHOPS AND FILES	6/30/13
CCCCC281487	20	1997 FLEX CONTRACTS	6/30/13
CCCCC281512	20	1996 FSD APLICATIONS 1996 FLEX FORMS	6/30/13
CCCCC281514	20	95-96 FLEX FORMS, 96-97 FSD APLICATIONS	6/30/13
CCCCC281517	20	1995 FSD APPLICATIONS	6/30/13
CCCCC281520	20	1996 FSD APLICATIONS	6/30/13
CCCCC915011	20	05 FLEX FILES	6/30/13
C0100210770	25	STATE FUNDED CONST - MLK CENTER - MV & NORCO ECS - STATE FUNDED SCHEDULE MAINT 01/02, 02/03, 03/04, 04/05, 05/06, STATE HAZ SUB 02/03- 04/05	6/30/13
CCCCC212314	25	DISTRICT RECEIPTS CAFETERIA RECEIPTS BOOKSTORE RECEIPTS	6/30/13
CCCCC263945	25	BUS-SVCS MO VAL PHASE II EQUIP/NORCO PHASE II EQUIP	6/30/13
CCCCC263963	25	BUSINESS SERVICES - MORENO VALLEY PH I EQUIP FILES & LIBRARY EQUIPMENT	6/30/13
CCCCC281489	25	PIPELINE 94-96, AC 95-96, NSF 92, 95-96	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCCC281492	25	RECORD OF DEPOSITS DISTRICT FY 98-99	6/30/13
CCCCC281511	25	RECORDS OF DEPOSITS ADMISSIONS BOOK ST. DIRECT DEPOSIT FY 89-99	6/30/13
CCCCC281518	25	RECORDS OF DEPOSIT DISTRICT, CAPS, CAFETERIA FY 98-99	6/30/13
CCCCC748669	25	ACCOUNTING SERVICES RECORDS OF DEPOSITS F/Y 02/03	6/30/13
CCCCC748673	25	ACCOUNTING SERVICES RECEIPT BOOKS DISTRICT F/Y 02/03	6/30/13
CCCCC748683	25	ACCOUNTING SERVICES RECORDS OF DEPOSIT CAFETERIA DISTRICT F/Y 02/03	6/30/13
CCCCC748687	25	ACCOUNTING SERVICES RECORDS OF DEPOSITS DIRECT DEP. CAPS. ADMISSIONS F/Y 02/03	6/30/13
CCCCC748688	25	ACCOUNTING SERVICES, RECEIPT BOOKS, CAFETERIA, ADMISSIONS F/Y 02/03	6/30/13
C0100210781	30	FY 07/08 PIAD INVOICES GAYLORD - HERFF JONES	6/30/13
C0100123151	30	ACCOUNTS PAYABLE	6/30/13
C0100123159	30	ACCOUNTS PAYABLE	6/30/13
C0100154049	30	08 PAID INVOICE AND CLOSED PO'S	6/30/13
C0100154068	30	DEPT. 30 ACCOUNTS PAYABLE WARRANT REGISTERS 1/1/2002 12/31/2003	6/30/13
C0100154071	30	DPT. 30 ACCOUNTS PAYABLE WARRANT REGISTERS	6/30/13
C0100154074	30	FY 07/08 PAID INVOICES - AAA PORTABLE - AMERICAN MISC	6/30/13
C0100154075	30	FY 07/08 PAID INVOICES - AMP MECHANICAL - AT&T (AUGUST)	6/30/13
C0100210771	30	FY 07/08 PAID INVOICES AT&T (APRIL - SEPT)	6/30/13
C0100210772	30	FY 07/08 PAID INVOICES AT&T (MAY) - AO-AZ MISC (JULY-DEC)	6/30/13
C0100210773	30	FY 07/08 PAID INVOICES AO-AZ MISC (JAN - JUNE) - BLICK ART	6/30/13
C0100210774	30	FY 07/08 PAID INVOICES - BML SUPPLY - BR MISC	6/30/13
C0100210775	30	FY 07/08 PAID INVOICES - BS- BZ MISC - CHRONICLE MISC	6/30/13
C0100210776	30	FY 07/08 PAID INVOICES CINGULAR - C INITIASL	6/30/13
C0100210777	30	FY 07/08 PAID INVOICES CA-COL MISC (JAN-JUNE) - CP-CZ MISC	6/30/13
C0100210778	30	FY 07/08 PAID INVOICES D&D MISC - DJ-DZ0 MISC	6/30/13
C0100210779	30	FY 07/08 PAID INVOICES - EASTERN - FINELINE	6/30/13
C0100210780	30	FY 07/08 PAID INVOICES - FISHER - SCIENTIFIC - GATEWAY	6/30/13
C0100210782	30	FY 07/08 PAID INVOICES HIGGINSON - HE--HN MISC	6/30/13
C0100210783	30	FY 07/08 PAID INVOICES HO-HZ MISC - LA - LD MISC	6/30/13
C0100210784	30	FY 07/08 PAID INVOICES - JMOJZ MISC LA-LD MISC	6/30/13
C0100210785	30	FY 07/08 PAID INVOICES LE-LN MISC MUSIC THEATRE	6/30/13
C0100210786	30	FY 07/08 PAID INVOICES - MWB BUISNESS - MO - MZ MISC (JAN - JUNE)	6/30/13
C0100210787	30	FY 07/08 PAID INVOICES MO- MZ MISC (JULY - DEC) - OLD MISC	6/30/13
C0100210788	30	FY 07/08 PAID INVOICES - OFFICE DEPOT (JULY- MAY)	6/30/13
C0100210789	30	FY 07/08 PAID INVOICES - OFFICE DEPOT (JUNE) - PEPSI	6/30/13
C0100210790	30	FY 07/08 PAID INVOICES - PERFECT FORM - PU - PZ MISC	6/30/13
C0100210791	30	FY 07/08 PAID INVOICES Q MISC RIVERSIDE PUB UTILITIES	6/30/13
C0100210792	30	FY 07/08 PAID INVOICES - RIVERSIDE CITY FIRE RUORZ MISC	6/30/13
C0100210793	30	FY 07/08 PAID INVOICES - SALLEY BEAUTY - SPICERS PAPER	6/30/13
C0100210794	30	FY 07/08 PAID INVOICES, SQUIRES- LUMBER - SE-SH MISC	6/30/13
C0100210795	30	FY 07/08 PAID INVOICES SI-SN MISC T INTIALS	6/30/13
C0100210796	30	FY 07/08 PAID INVOICES TA-TE MISC. US FOOD SERVICES	6/30/13
C0100210797	30	FY 07/08 PAID INVOICES US HEALTHWORKS - VERIZON (MARCH)	6/30/13
C0100210798	30	FY 07/08 PAID INVOICES VERIZON (FEB) - VA-VZ MISC (JAN-JUNE)	6/30/13

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Container Number	Dept.	Description	Destroy Date
C0100210799	30	FY 07/08 PAID INVOICES VA-VZ (JULY-DEC) XYZ MISC	6/30/13
C0100210800	30	FY 07/08 PAID INVOICES, MISC STUDENT REFUNDS AND STIPENDS - ZERO/NEGATIVE V	6/30/13
C0100210801	30	FY 07/08 PAID INVOICES, ZERO/ NEGATIVE BALANCE, TRAVEL (0) - WARRANT/CANCE/PIESSUE	6/30/13
CCCCC086238	30	FISCAL OPERATIONS ACCOUNTS PAYABLE	6/30/13
CCCCC086246	30	FISCAL OPERATIONS ACCOUNTS PAYABLE INVOICE WARRANTS A M	6/30/13
CCCCC086291	30	FISCAL OPERATIONS ACCOUNTS PAYABLE INVOICE WARRANTS A Z	6/30/13
CCCCC086296	30	FISCAL OPERATIONS ACCOUNTS PAYABLE N XYZ	6/30/13
CCCCC461708	30	PAID INVOICES PRIME EQUIP RCC BOOKSTORE	6/30/13
CCCCC701857	30	ACCOUNTS PAYALE HOME DEPOT	6/30/13
CCCCC701858	30	ACCOUNTS PAYABLE INSIGH MEHA	6/30/13
CCCCC701859	30	ACCOUNTS PAYABLE CUSTOM MANUFACTURING	6/30/13
CCCCC701860	30	ACCOUNTS PAYABLE US OFFICE PRODUCTS	6/30/13
CCCCC701861	30	ACCOUNTS PAYABLE YELLOW PURCHASE ORDERS	6/30/13
C0100062880	40	ACCOUNTING SVCS RECORDS OF DEPOSITS 1/1/2005 12/31/2006	7/1/11
C0100062881	40	ACCOUNTING SVCS RECORDS OF DEPOSITS 1/1/2005 12/31/2006	7/1/11
C0100062882	40	ACCOUNTING SVCS RECORDS OF DEPOSITS 1/1/2005 12/31/2007	7/1/11
CCCCC914911	40	ACCOUNTING SERVICES RECORDS OF DEPOSIT 1/1/2003 12/31/2004	7/1/11
CCCCC914927	40	ACCOUNTING SERVICES : RECORDS OF DEPOSIT 1/1/2003 12/31/2004	7/1/11
C0100154060	40	ACCRUAL REPORTS AND BACKUP 1/1/2004 12/31/2005	7/1/11
C0100156258	40	ACCOUNTING SERVICES, RECORDS OF DEPOSIT 1/1/2006 12/31/2007	7/1/12
C0100156264	40	ACCOUNTING SERVICES, RECORDS OF DEPOSITS 1/1/2006 12/31/2007	7/1/12
C0100156286	40	ACCOUNTING SERVICES RECORDS OF DEPOSIT FY 06/07 1/1/2006 12/31/2007	7/1/12
C0100156268	40	ACCOUNTING SERVICES, RECEIPT BOOKS DISTRICT 1/1/2006 12/31/2007	7/1/13
C0100156273	40	ACCOUNTING SERVICES, REDEIPT BOOKS CAFETERIA DMSA 1/1/2006 12/31/2007	7/1/13
C0100230297	40	FY 2008 RECORDS OF DEPOSIT 1/1/2008 12/31/2008	7/1/13
C0100230300	40	FY 2008 RECORDS OF DEPOSITS 1/1/2008 12/31/2008	7/1/13
C0100230306	40	FY2008 RECORDS OF DEPOSIT 1/1/2008 12/31/2008	7/1/13
C0100230307	40	FY 2008 RECORDS OF DEPOSIT 1/1/2008 12/31/2008	7/1/13
C0100156320	60	NORCO DEAN OF STUDENT SERVICES- 2008/2009 REQUISTIONS (ADMISSIONS-STUDENT)	1/31/12
C0100156322	60	(TRCO/TDS), INTENTS TO HIRE, BUDGET TRANSFER, FIELD TRIP REQUESTS, VERIFICATIONS, CROSS ENROLLMENT FORMS, HOURLY TIMESHEETS	6/30/13
CCCCC086383	60	ADMISSIONS ATTENDANCE & GRADE ROSTERS FINAL GRADE SHEETS SPRING '93 40017-51093 SO-Z	6/30/13
CCCCC086573	60	ADMISSIONS ATTENDANCE & GRADE ROSTERS FALL '94 HE-S	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCCC152990	60	SPRING 1997 - FINAL GRADE SHEETS 40000-44000 AND ATTENDANCE & GRADE RECORDS, FALL 1996 INSTRUCTOR DROP SHEETS A-Z AND ACTIVE/INACTIVE CERTIFICATIONS	6/30/13
CCCCC295895	60	FALL 1999 - ACTIVE/INACTIVE ENROLLMENT CERTS A-C, FINAL GRADES 00062-29826, ACADEMIC HISTORY A-Z, POSITIVE ATTENDANCE BLANK-	6/30/13
CCCCC295896	60	FALL 1999 - ATTENDANCE & GRADE ROSTER 12785-28189	6/30/13
CCCCC295897	60	ROSTER 200886-90988, FINAL GRADE SHEETS 90056-94289, ACADEMIC HISTORY A-Z, INSTRUCTOR DROP A-Z, POSITIVE ENROLLMENT	6/30/13
CCCCC295898	60	FALL 1999 - ATTENDANCE & GRADE ROSTER 28190-50122	6/30/13
CCCCC295899	60	SPRING 2000 - ATTENDANCE & GRADE ROSTER 20538-41625	6/30/13
CCCCC295900	60	SPRING 2000 - FINAL GRADES 40500-48945, POSITIVE ATTENDANCE A-Z, ACADEMIC HISTORY A-Z, INSTRUCTOR DROP A-Z, ACTIVE/INACTIVITY CERTS BLANK-L	6/30/13
CCCCC295901	60	FALL 1999 - ACTIVE/INACTIVE ENROLLMENT CERTS D-Z, WINTER 2000 FINAL GRADE SHEETS 19197-60080, ATTENDANCE & GRADE ROSTER 35012-70315, POSITIVE ATTENDANCE A-Z, SUMMER 2000 POSITIVE ATTENDANCE A-Z, WINTER 2000 ACADEMIC HISTORY A-Z AND	6/30/13
CCCCC295902	60	SPRING 2000 - ATTENDANCE & GRADE ROSTER 41627-70356, FINAL GRADE MISC 20883-40499	6/30/13
CCCCC489145	60	ATTENDANCE ROSTERS SPRING 2001 SUMMER 2001 BEGINNING 91899 75700 91899	6/30/13
CCCCC489148	60	FALL 2000 51501 53878	6/30/13
CCCCC489149	60	ATTENDANCE GRADE ROSTERS SPRING 2001 20000 75699	6/30/13
CCCCC489152	60	ATTENDANCE ROSTERS SUMMER 2001 GRADE ROSTERS 91900 92563	6/30/13
CCCCC727350	60	CENSVS FORMS 89600 90267	6/30/13
CCCCC727352	60	ATTENDANCE ROSTERS 14600 15398	6/30/13
CCCCC748641	60	ADMISSIONS 02 FALL ATTENDANCE SHEETS 15400 16499	6/30/13
CCCCC748642	60	ADMISSIONS 02 FALL ATTENDANCE SHEETS 13100 13898	6/30/13
CCCCC748644	60	ATTENDANCE 03-SPR 88799 88803	6/30/13
CCCCC748646	60	ADMISSIONS 03-SPR ATTENDANCE SHEETS 87900 88799	6/30/13
CCCCC748649	60	ADMISSIONS 03-SPR ATTENDANCE SHEETS V 89500 90299	6/30/13
CCCCC748650	60	ADMISSIONS FINAL GRADES 02 FALL	6/30/13
CCCCC748651	60	ADMISSIONS 02 FALL ATTENDANCE SHEETS ROSTERS 13900 14599	6/30/13
CCCCC748652	60	INSTRUCTOR, DROP CENSVS 86000 89597	6/30/13
CCCCC748653	60	ADMISSIONS 02 FALL ATTENDANCE SHEETS 12371 13099	6/30/13
CCCCC748654	60	ADMISSIONS ATTENDANCE ROSTERS 94056 95241	6/30/13
CCCCC748657	60	ADMISSIONS 03 SPR ATTENDANCE SHEETS 86000 86999	6/30/13
CCCCC748658	60	ADMISSIONS 03 SPR ATTENDANCE SHEETS 87000 87893	6/30/13
CCCCC748659	60	ADMISSIONS 02 FALL FINAL GRADES 12371 14999	6/30/13
CCCCC748660	60	ADMISSIONS INACTIVE & ACTIVE 02 FALL A RO	6/30/13
CCCCC748661	60	03 SUM FINAL GRADES REPORTS, CENSVS FORMS ACADEMIC HISTORY	6/30/13
CCCCC748662	60	ADMISSIONS FINAL GRADE REPORTS 03 SPR 86000 89799	6/30/13
CCCCC762495	60	GRADES FALL 03 172000 177798	6/30/13
CCCCC762500	60	ATTENDANCE FALL 03 18503 19099	6/30/13
CCCCC762503	60	INSTRUCTOR DROPS ACADEMIC HISTORY POSITIVE ATTENDANCE FALL 03	6/30/13
CCCCC762504	60	INSTRUCTOR DROPS FALL 03	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCCC762505	60	INSTRUCTOR DROPS ACADEMIC HISTORY POSITIVE ATTENDANCE WINTER 04	6/30/13
CCCCC762506	60	ATTENDANCE SPRING 03 34600 35199	6/30/13
CCCCC762507	60	ATTENDANCE FALL 03 16500 17199	6/30/13
CCCCC762508	60	ATTENDANCE FALL 03 19100-19886, 16547-16999, GRADES	6/30/13
CCCCC762509	60	ATTENDANCE FALL 03 17800 18400	6/30/13
C0100123210	70	APPLIED TECH'S DESIPLINES BUDGET 2002/03 A-C 1/1/2002 12/31/2003 A-C	6/30/13
CCCCC674400	70	EXCEPTION REPORTS A-TECH CONFERENCE ATTENDANCE REPORTS AUTO TECH TRAINING CERTIFICATES ROOM CHARTS SPECIAL PROJECTS REGISTERS 7/1/1997 6/30/1998	6/30/13
CCCCC674506	70	STUDENT FINANCIAL 2001-2002 DEFERMENTS SR. CITIZENS WAWEDFEE	6/30/13
CCCCC674507	70	APPLIED TECH TEACHING ASSISTANT INVOICES BUDGET	6/30/13
CCCCC674509	70	TOYOTA ELECTRONICS JOURNALISM NITRITION PHOTO TELECOMMUNICATIONS WELDING CHECKED 7/23/03	6/30/13
CCCCC674511	70	OF FIRE ELECTRONICS ENGINEER FORD GRAPHICS MANUFACTURING PRODUCTION PRINT TELECOMMUNICATION TOYOTA WELDING	6/30/13
CCCCC674512	70	APPLIED TECH CLASS SCHEDULES 7/1/1973-6/30/89	6/30/13
CCCCC674533	70	APPLIED TECH BUDGET A-H	6/30/13
CCCCC674534	70	APPLIED TECH BUDGET A-G	6/30/13
CCCCC674540	70	APPLIED TECH BOARD OF TRUSTEES MEETING	6/30/13
CCCCC674546	70	APPLIED TECH BUDGET A-T	6/30/13
CCCCC674549	70	APPLIED TECHNICIAN OUTDATED COURSE OUTLINE WELDING CERTIFICATION ELECTRONICS	6/30/13
CCCCC674550	70	APPLIED TECH RCC CATALOG AUTO COURSE OUTLINE CONSTRUCTION KAISER INFORMATIONS	6/30/13
C0100161258	87	PROCUREMENT ASSISTANCE CENTER, ARCHIVES 1/1/2000 12/31/2003	1/1/13
C0100161261	87	OFFICE OF ECON DEV, DEAN FILES	1/1/13
C0100161263	87	PROCUREMENT ASISTANCE CENTER ARCHIVES	1/1/13
C0100161264	87	OFFICE OF ECON DEV DEAN FILES	1/1/13
C0100161266	87	PROCUREMENT ASSISTANCE CENTER ARCHIVE 1/1/2000 12/31/2003	1/1/13
C0100239498	100	2009 - FALL APPLICATIONS, CONTINING APPLICATIONS 1/1/2009 12/31/2009	1/1/12
C0100188191	100	SPRING 2008 APPLICATIONS PENDING FALL 2007	6/30/12
C0100188192	100	STUDENT FILES & RETURN MAIL M-Z	6/30/12
C0100188193	100	STUDENT FILES AND RETURN MAIL FALL 2007 A-L	6/30/12
C0100210803	100	EOPS STUDENT FILES- SPRING 2008- BOX 1 OF 3 A-F 1/1/2008 6/30/2008	6/30/12
C0100210804	100	EOPS STUDENTS FILES SPRING 2008 BOX 2 OF 3 G-ME 1/1/2008 6/30/2008	6/30/12
C0100210805	100	EOPS STUDENT FILES SPRING 2008 BOX 3 OF 3 MI-Z 1/1/2008 6/30/2012	6/30/12
C0100210806	100	APPS FALL 2008- SPRING 2007 9/1/2008 6/30/2012	6/30/12
C0100210807	100	DAILY REPORTS, CONTINUING APPLICATION, ONE SEP , BANQUET 1997-2002	6/30/12

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Container Number	Dept.	Description	Destroy Date
C0100240075	100	EOPS 2009 SPRING STUDENT FILES L RI 1/1/2009 12/31/2009	9/30/12
C0100240076	100	EOPS -2009 SPRING STUDENT FILES F-K 1/1/09 12/31/09	9/30/12
C0100240078	100	EOPS 2009 SPRING STUDENT FILES RO-Z 1/1/09 12/31/09	6/30/12
C0100240079	100	2008 APPT 4 DAY REPORT 2009 NO WS APPS, DAILY REPORTS, APPT 4 DAY, SIGN IN SHEETS, TIME SHEETS	5/1/13
CCCCC281491	100	EOPS ARCHIVE SPRING '97 A-M 1 OF 2	5/1/13
CCCCC281493	100	EOPS ARCHIVE SPRING 97'	5/1/13
CCCCC281495	100	EOPS- BUDGET 1989-1997	5/1/13
CCCCC281496	100	EOPS FALL '97 MC-Z	5/1/13
CCCCC281500	100	EOPS ARCHIVE SPRING '99 FILES D-Y	5/1/13
CCCCC281503	100	EOPS ARCHIVE 5PG '99 FILES F-N	5/1/13
CCCCC281504	100	EOP'S- PROG PROG-PLANS	5/1/13
CCCCC281506	100	EOPS- ARCHIVE FALL '96, A-Z	5/1/13
CCCCC281513	100	EOPS FALL 97, A-M	5/1/13
CCCCC281515	100	EOPS ARCHIVE 5 PG 99 FILES A-E	5/1/13
CCCCC674484	100	EOPS FILES A-F	5/1/13
CCCCC674493	100	EOPS FILES L-PH	5/1/13
CCCCC674494	100	EOPS B.V.'S & MISC. PAPERS DESTROY-7/2004	5/1/13
CCCCC721468	100	EOPS FILES 1/1/2003 12/31/2003	5/1/13
CCCCC721476	100	EOPS FILES 12/31/03	5/1/13
CCCCC748680	100	MISCELLANEOUS EOPS PAPERWORK	5/1/13
CCCCC797872	100	2 OF 3 EOPS STUDENT FILES	5/1/13
CCCCC798166	100	SPRING 2004 EOPS FILES G MAR	5/1/13
CCCCC915003	100	OF 2 EOP'S FILES FALL	5/1/13
CCCCC915004	100	1 OF 1 EOP'S APPLICATIONS, REG. FORMS SPRING 06	5/1/13
C0100123148	110	A-A'S, M AND O FACILITIES 12/1/2001 6/30/2002	6/30/13
C0100123152	110	WORK ORDERS FACILITIES M/O 1/1/2002 12/31/2002	6/30/13
C0100123155	110	ABSENCE AFFIDAVITS FACILITIES-MAINT. 1/1/2003 12/31/2004	6/30/13
C0100123161	110	FACILITIES INVOICES BUDGET MAINTENANCE BINDER 1/1/1998 12/31/1999	6/30/13
C0100123162	110	CUSTODIAL BUDGET 1/1/2003 12/31/2005	6/30/13
C0100123165	110	WORKORDERS IN AND OUT 1/1/2004 12/31/2004	6/30/13
C0100123167	110	GROUND'S BUDGET 7/1/2003 6/30/2004	6/30/13
C0100123179	110	1991, BUDGET 1998-1999, SUB HOURS 1999, PINK COPIES, SUB HOURS 2000 PINK COPIES 1/1/1992 12/31/1992	6/30/13
C0100157574	110	WORK ORDERS 2005-2006 FACILITIES/ M&O	6/30/13
C0100157575	110	ADM RECORDS 06/07 FACILITIES M&O	6/30/13
C0100157577	110	A/A 06/07 2 OF , FACILITIES M&O	6/30/13
C0100157585	110	FACILITIES UTILICATIONS COMPLETED REQUESTS 06-07 1/1/2006	6/30/13
C0100157586	110	MISC. ADMIN 1996/1997 FILES FACILITIES/M&O	6/30/13
C0100157594	110	2 OF 2 1997-2000 OPERATIONS REPORTS & FILES FACILITIES/ M&O	6/30/13
C0100157597	110	UTILITIES VAN REQ	6/30/13
C0100157598	110	FACILITIES REQUESTS 07-08 1/1/2007 2/28/2008	6/30/13
C0100157603	110	MISC. ADMIN RECORDS 2000/2001 FACILITIES / M&O	6/30/13
C0100157604	110	AA 2003/2004 FACILITIES/ M&O	6/30/13
C0100157605	110	1 OF 2 1997-2000 OPERATIONS REPORTS & FILES FACILITIES/ M& O 1/1/1997 12/31/2000	6/30/13

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Container Number	Dept.	Description	Destroy Date
C0100157606	110	AA 06/07	6/30/13
C0100157607	110	WORK ORDERS 2005-2006 FACILITIES/M&O 1/1/2005 12/31/2006	6/30/13
C0100157609	110	MISC. 1996/97 FACILITIES/ M& O 1/1/1996 12/31/1997	6/30/13
CCCC086319	110	COMPREHENSIVE PLANS MASTER PLAN	6/30/13
CCCC086349	110	REPORTS OFFICE OF RESEARCH AND PLANNING	6/30/13
CCCC086390	110	FACILITIES REMODELS CONTRACTS	6/30/13
CCCC086519	110	FACILITIES BLUEPRINTS	6/30/13
CCCC086588	110	PLANNING & DEVELOPMENT COMMITTEE	6/30/13
CCCC090180	110	FACILITIES - BOOKS	6/30/13
CCCC172210	110	MISCELLANEOUS PHI SLIDES OFF CAMPUS	6/30/13
CCCC172213	110	PPG'S CAMPUS DEVELOPMENT	6/30/13
CCCC260122	110	FACILITIES BUDGETS 1/1/1994 12/31/1995	6/30/13
CCCC284028	110	FACILITIES USAGE 1/1/1996 12/31/1996	6/30/13
CCCC519879	110	DL/LRC - ARCHITECTURAL STATEMENTS OF QUALIFICATIONS FACILITIES & PLANNING	6/30/13
CCCC519886	110	BOOKSTORES- NORCO & MORENO VALLEY MULTI MEDIA TRAINING CENTER FACILITIES & PLANNING	6/30/13
CCCC519888	110	CENTERPOINTE AKA COMMUNITY CENTER DISTANCE LEARNING TECH 'A' FACILITIES & PLANNING	6/30/13
CCCC721309	110	VAN INSPECTION REPORT 1/1/1998 12/31/2000	6/30/13
CCCC721385	110	WORKORDERS FAC. 1/1/1992 12/31/1998	6/30/13
CCCC721395	110	97-98 CUSTODIAL REQUISITIONS BUDGET FILE	6/30/13
CCCC721403	110	UTIL-MAINT SCHED'L BYINRLY ACTN. MEMOS LETTERS 1/1/1992 12/31/2000	6/30/13
CCCC798137	110	FACILITIES DEPARTMENT 2001 MAINTANCE FILES C.R.P. 21	6/30/13
CCCC798139	110	CUSTODIAL BUDGET 2000-2003	6/30/13
CCCC798140	110	2001 MAINTANCE	6/30/13
CCCC798150	110	25 A.A.'S 12/1/2001 6/30/2002	6/30/13
CCCC798151	110	FACILITIES USAGE SPECIAL EVENTS LONG TIME PATRONS A-Z 1/1/1990 12/31/1999	6/30/13
CCCC798155	110	FACILITIES USAGE RIVERSIDE CITY CAMPUS	6/30/13
CCCC798156	110	FACILITIES REQUESTS FISCAL YEAR 2002-2003	6/30/13
CCCC798157	110	FACILITIES DEPARTMENT W.O. 2002/2003	6/30/13
CCCC798159	110	19 FACILITIES DEPARTMENT 2001/2002 INVOICES	6/30/13
CCCC798160	110	FACILITY USAGE HOURS (YEARLY) 1991-1997	6/30/13
CCCC798161	110	FACILITIES REQUESTS 2003-2004	6/30/13
CCCC798165	110	FACILITIES REQUEST 2000	6/30/13
CCCC798169	110	FACILITIES REQUEST 2001	6/30/13
CCCC914928	110	05 - 06 CITD, FSS, FACULTY AND STAFF DIVERSITY, GPA, CAL WORKS, NEW VISIONS	6/30/13
CCCC914929	110	BILINGUAL CAREER LADDER, MORENO VALLEY BIO TECH MATERIALS TITLE III	6/30/13
C0100062878	120	ACCOUNTING SVCS RECEIPTS BOOKS DISTRICTS ADMISSIONS	7/1/12
C0100062879	120	ACCOUNTING SVCS RECEIPTS BOOKS CAFETERIA, CAPS, DMBA	7/1/12
C0100123205	120	ACCOUNTING SVCS LABOR DISTRIBUTION GM-IA	6/30/13

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Container Number	Dept.	Description	Destroy Date
C0100123227	120	ACCOUNTING SVCS LABOR DISTRIBUTION 12M-7A	6/30/13
C0100173923	120	CHANGES/NOTES, FINAL BUDGET 04/05 EXCEL WORKING DOCUMENTS, TENTATIVE BUDGET 04/05 WORKING PAPERS	6/30/13
C0100173924	120	CONTRACTS, UNEMPLOYMENT INSURANCE 1994 & PRIOR, FACULTY COMP- P/T, RCCD DEVELOPMENT CORP TAX RETURNS 86-89, AB 1725,	6/30/13
C0100173928	120	AARON BROWN- HEALTH TRANSFER BACK-UP DOCUMENTS03/04, HEALTH TRANSFER BACK UP 04/05, BUDGET DEVELOPMENT 02/03	6/30/13
C0100173931	120	BUDGET 01/02, ADOPTED BUDGET 02/03, ADOPTED BIDGET 03/04, CHANCELLOR'S OFFICE STATWIDE BUDGET WORKSHOP 01/02,ETC....	6/30/13
C0100173932	120	BUDGET 03/04, TENTATIVE BUDGET 04/05, FIANL BUDGET 04/05 WORKING PAPERS	6/30/13
C0100173935	120	AARON BROWN, BARBARA B. MILIKEN ESQ 2004/BARBARA MULLEN, TRAN 99/00,03/4,04/05 & 05/06	6/30/13
CCCCC085727	120	BUSINESS SERVICES SPECIAL PROJECTS	6/30/13
CCCCC085859	120	BUSINESS SERVICES CETA PEP	6/30/13
CCCCC086156	120	BUSINESS SERVICES PEP PROGRAM	6/30/13
CCCCC086248	120	BUSINESS SERVICES BOARD OF TRUSTEES	6/30/13
CCCCC086493	120	BUSINESS SERVICES PEP PROGRAM 1/1/1970 12/31/1970	6/30/13
CCCCC086503	120	BUSINESS SERVICES PEP PROGRAM 1/1/1970 12/31/1970	6/30/13
CCCCC086513	120	BUSINESS SERVICES STATE VA REHAB. 7/1/1972 6/30/1974	6/30/13
CCCCC086558	120	PSPAC/DEVELOPMENT PLAN	6/30/13
CCCCC086575	120	PSPAC MISC. UNBOUND REPORTS	6/30/13
CCCCC086606	120	BUSINESS SERVICES VEA-NSF GRANTS 7/1/1970 6/30/1974	6/30/13
CCCCC212307	120	FINANCE & CATEGORICAL PROJECTS 1/1/1991 12/31/1993	6/30/13
CCCCC229194	120	COMPLETED GRANT FILES	6/30/13
CCCCC263943	120	LABOR DISTRIBUTION 1/1/1997- 12/31/1998	6/30/13
CCCCC263944	120	LABOR DISTRIBUTION 1/26/1996- 6/30/1997	6/30/13
CCCCC263980	120	TRAN FILES - FINANCE 1/1/1992 12/31/1996	6/30/13
CCCCC263984	120	BUDGET EXPENDITURES 1/1/1990 12/31/1994	6/30/13
CCCCC264228	120	GRANTS & CONTRACT CHONOLOGICAL 10/97 - 12/97 CALWORKS FINANCIAL MANAGMENT BOOK 1 & 2 97/98 CALWORKS AND THE YEARS	6/30/13
CCCCC264261	120	GRANTS	6/30/13
CCCCC264262	120	GRANTS - IEEIC WORKING PAPERS	6/30/13
CCCCC281454	120	GRANTS	6/30/13
CCCCC284013	120	PIPELINE GRANTS	6/30/13
CCCCC284168	120	GRANTS PIPELINE 1/1/1997 12/31/1998	6/30/13
CCCCC284169	120	GRANTS PIPELINE MISCELLANEOUS 1/1/1997 12/31/1998	6/30/13
CCCCC284170	120	GRANTS PIPELINE 1/1/1997 12/31/1998	6/30/13
CCCCC467692	120	ACOCUNTING SERVICES LABOR DISTRIBUTION 7/1/1998 6/30/1999	6/30/13
CCCCC510769	120	PIPELINE 1/1/1995 12/31/1997	6/30/13
CCCCC510800	120	PIPELINE-GRANTS 1/1/1995 12/31/1996	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCC721384	120	CITD-MISCELLANEOUS	6/30/13
CCCC721386	120	CITD/CMTAC 1/1/2000 12/31/2001	6/30/13
CCCC721394	120	PROGRAM FILES 1/1/1998 12/31/1999	6/30/13
CCCC721396	120	CITD/CMTAC 1/1/1999 12/31/2000	6/30/13
CCCC721401	120	PROGRAM FILES 1/1/1999 12/31/2000	6/30/13
CCCC721406	120	PROGRAM FILES 1/1/1999 12/31/2000	6/30/13
CCCC721408	120	CITD CMTAC 1/1/1998 12/31/1999	6/30/13
CCCC721412	120	PROGRAM FILES 1/1/1999 12/31/2003	6/30/13
CCCC721414	120	CITD 1/1/1998 12/31/1999	6/30/13
CCCC721415	120	PROGRAM FILES 1/1/1999 12/31/2000	6/30/13
CCCC721417	120	PROGRAM FILES 1/1/1998 12/31/1999	6/30/13
CCCC721421	120	PROGRAM FILES 1/1/1998 12/31/1999	6/30/13
CCCC798686	120	EXP. CONTRACTS AND AGREEMENTS M-Z	6/30/13
CCCC860674	120	BUYASSE- CHANCELLOR'S OFFICE, SAN JOAQUIN DELTA COLLEGE	6/30/13
CCCC860675	120	PROGRAM STUDIES 1983/1993	6/30/13
CCCC860676	120	BUYASSE- PROGRAM REVIEWS- 1983/1991 STAFF DIRECTORIES	6/30/13
CCCC860682	120	F/S 1984/1980 BUYASSE- COMP. PLAN PLANNING SUMMARIES	6/30/13
CCCC860690	120	BUYASSE- RCOE COM PARISON REPORTS 1967/1998	6/30/13
CCCC867372	120	LEARNING RESOURCE CENTER PRELIM	6/30/13
CCCC914895	120	LABOR DISTRIBUTION REPORTS ACCOUNT SERVICES	6/30/13
CCCC914908	120	LABOR DISTRIBUTION REPORTS, SUMMARY BY SPLIT PROGRAM	6/30/13
C0100123187	150	6 PA PROGRAM CPX EVAL. TEST 06/26/04, 11/18/00, GRANT FUNDED	6/30/13
CCCC085757	150	FISCAL OPERATIONS CERT. PAYROLL 7/1/1988 6/30/1991	6/30/13
CCCC086192	150	BUSINESS SERVICES I.E.T.P. & M.D.T.A.	6/30/13
CCCC086219	150	ADA COST REPORT CHILD DEVELOPMENT CETA VEA 7/1/1969 6/30/1977	6/30/13
CCCC086245	150	BUSINESS SERVICES WIN PROGRAM 1970	6/30/13
CCCC086539	150	POS PAC MISCELLANEOUS FILES	6/30/13
CCCC086577	150	BUSINESS SERVICES VEA FILES	6/30/13
CCCC263949	150	REFERENCE BOOKS GRANT & CONTRACT SVCS 1/26/2000 1/26/2000	6/30/13
CCCC263952	150	CONTRACT ARCHIVES 1/1/1990 12/31/1995 M-WOTC	6/30/13
CCCC263971	150	CONTRACT ARCHIVES 1/1/1990 12/31/1995 A-JTEA	6/30/13
CCCC263979	150	CONTRACT ARCHIVES 1/1/1990 12/31/1995 M-WOTC	6/30/13
CCCC264227	150	REFERENCE BOOK GRANTS & CONTRACT SERVICES 1/26/2000 1/26/2000	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCCC264236	150	BOARD REPORTS 96/97 FOSTER CARE EDUCATION & INDEPENDENT LIVING PROGRAM 96/97 PLANNING AND DEVELOPMENT TEAM MEETING 96/97 RCCD BUDGET BOOK RIVERSIDE REGIONAL ED. DATA/SUMMARY SPLIT PROGRAM WELFARE REFORM INFO. PACKET (4) CCC CALWORKS PROGRAM ADVISORY NO. 2 (5 COPIES) MONEY DOES MATTER FOR SCHOOL EMPLOYEES (3 PAMPLETS) PROGRAM INFO. (MICROSOFT INTERNET EXPLORER) RCCD SOLUTIONS FOR BUSINESS & INDUSTRY COLORADO CC & OCCUPATIONAL ED. SYSTEM (WORKFORCE SKILLS) JOB GROWTH NEEDED, BY COUNTY FOR WTW GOALS 96/97 COMMUNITY COLLEGE WEEK 96/97 STUDENT WORKER: TERESA PARMELY 96/97 INVENTORY: SPECIAL PROJECTS BRAIN - DESERT PARTNERS 96/97 RCC CATALOG SPECIAL PROJECT BUDGET BUDGET BUNCH 96/97 PAYROLL MATTERS 97/98 PLANNING & DEVELOPMENT PROJECT STATUS REPORTS 97/98 COMMUNITY COLLEGE WEEK POSTDOCTORAL AND RESEARCH ASSOCIATION PROGRAMS 97/98 HOURLY CLASSIFIED TIME SHEETS 96-98 WAREHOUSE ORDERS 95-98 SUPPLIES RECEIVED 97/98 BUDGET PREP	6/30/13
CCCCC264249	150	GRANTS - ILS 89-95 ECON. DEV. PGM 93-94 VOC. ED. 93-94 RRC DEEF. 91-94 TRANS. RATES 94	6/30/13
CCCCC264253	150	REFERENCE BOOK - GRANT & CONTRACT SERVICES 1/26/2000 1/26/2000	6/30/13
CCCCC281460	150	GRANTS 1/1/1991 12/31/1995	6/30/13
CCCCC281469	150	GRANTS 1/1/1995 12/31/1998	6/30/13
CCCCC281494	150	97-98 PAC, 93-97 CID, 94-95 BUDGET DOCS 93 AACC TRIO, 97 NEW VISION CALSIP, 93 CACT, 89/90 ECS 95/96 HEALTH CARE, GUIDE FOR WRITING 2 YEAR GRANT, CHAMPS GRANT	6/30/13
CCCCC281499	150	93-97 MISC RFA/RFP'S	6/30/13
CCCCC281505	150	PRIOR YEARS AND/OR TERMINATED GRANTS	6/30/13
CCCCC284001	150	PIPELINE GRANTS	6/30/13
CCCCC284010	150	GRANTS CITD 1/1/1991 12/31/1994	6/30/13
CCCCC284030	150	GRANTS - MISC RFA'S 1/1/1990 12/31/1996	6/30/13
CCCCC284159	150	GRANTS US DEPARTMENT	6/30/13
CCCCC284160	150	GRANTS WORKING DOCUMENTS MISCELLANEOUS	6/30/13
CCCCC284166	150	GRANT DEPARTMENT BUSINESS WEEK NEWSPAPER ARTICLES	6/30/13
CCCCC284174	150	GRANT REPORTS	6/30/13
CCCCC284175	150	GRANT REPORTS	6/30/13
CCCCC284180	150	GRANT DEPARTMENT BOARD AGENDAS 3/18/1997 12/31/1998	6/30/13
CCCCC284182	150	GRANT DEPARTMENT	6/30/13
CCCCC284183	150	GRANT DEPARTMENT	6/30/13
CCCCC510837	150	GRANTS	6/30/13
CCCCC629734	150	525674	6/30/13
CCCCC721301	150	GRANT & CONTRACT SERVICES INLAND EMPIRE ECON. INVESTMENT SCHOOL ENRICHMENT (MISC) FACULTY INTERSHIP 1/1/1999	6/30/13
CCCCC721303	150	BOARD AGENDAS & MINUTES CABINET MTG AGENDAS ROBERT MEJA CORRESPONDENCE GRANT & CONTRACT SERVICES 1/1/1998	6/30/13
CCCCC721310	150	GRANT & CONTRACTS SERVICES GRANT DEV. FISCAL SUMMARY BY SPLIT PROGRAMS & BUDGET REQUESTS MARK ISREAL LEGILATIVE BRIEFS GRANT & CONTRACT SERVICES CHROMOLOGICAL 1/1/1997	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCC721319	150	GRANTS & CONTRACTS IECC CHANCELLOR'S OFFICE 1988-89 LEGIS BRIEF MULTI 1997-98 LEGISLATIVE UPDATE MI LEGISLATIVE NOTES	6/30/13
CCCC721321	150	GRANT & CONTRACT SERVICES JTPA RFA SYETP 1999 1/1/1999 12/31/1999	6/30/13
CCCC721336	150	GRANT & CONTRACT SERVICES BOARD AGENDAS CABINET AGENDAS MTG PACKAGES FEDERAL GRANTS CONTRACTS WEEKLY	6/30/13
CCCC721399	150	CITD/CMTAC FACULTY INTERM RECORDS	6/30/13
CCCC747951	150	MCHS 2K	6/30/13
CCCC748620	150	'01 CLASS STUDENTS FILES MCHS	6/30/13
CCCC748628	150	MCHS	6/30/13
CCCC748639	150	MCHS PLANNING 97-98	6/30/13
CCCC748671	150	GRANT & CONTRACT DEPT. TITLE III RECORDS 1999-2000	6/30/13
CCCC748674	150	TEXT BOOK DATA 99-01-01 MCHS	6/30/13
CCCC748679	150	GRANT & CONTRACT SERVICES TITLE III RECORDS	6/30/13
CCCC748681	150	GRANT & CONTRACT SERVICES TITLE III RECORDS 1998-1999 GRANT & CPNTRACT SERVICES TITLE III RECORDS 1998-1999	6/30/13
CCCC748702	150	GRANT & CONTRACT SERVICES TITLE III RECORDS 2000-2001	6/30/13
CCCC914899	150	GRANTS AND CONTRACTS DEPT. THAP TITLE III MISCELLENAOUS, UPWARD BOUND	6/30/13
CCCC914900	150	GEAR UP PLANNING, 01-02 GEAR UP FINANCIAL, 02-03 EARLY COLLEGE INTIATIVE MATERIALS 1/1/2000 12/31/2001	6/30/13
CCCC914901	150	00-01 GRANT DEPT. CHRON., 01-02 CENTER FOR PRIMARY ED., 01-02 FSS/FIPSE FINANCIAL, 02-02 GRANT DEPT. FINANCIAL, 99 - TITLE III COPY PROPOSAL	6/30/13
CCCC914902	150	01-02 USAID, VOICES AMERICANS, TRDD PLANNING AND FINANCIAL, RSA FINANCIAL, MCHS, GRANT DEPT. 8/23/2005 8/23/2005	6/30/13
CCCC914905	150	98-99 MCHS YEAR 2, 99-00 HUD RSA, 99-00 NEW VISIONS, 99-00 MCHS YEAR 3, HUD FINANCIAL	6/30/13
CCCC914909	150	1997 MCHS MISCELLENAOUS, MESA MISCELLENAOUS, MIRCOSOF WORKING CONNECTIONS, AACC/USA, USAID, 1997 CALL WOKS, 1997-1998 WORK ABILITY , AMTC, YOSEMITE	6/30/13
CCCC914917	150	00-01 GEAR UP FINANCIAL, 00-01 NIH PLANNING, 00-01 MCHS YEAR 4, 00-01 FSS FINANCIAL, 00-01 GRANT DEPT. FINANCIAL	6/30/13
CCCC914919	150	GRANTS AND CONTRACTS DEPARTMENT, IEIC DOCUMENTS 1995 TITLE III MISCELLENAOUS	6/30/13
CCCC914922	150	1999-2002 FSS, 1999 FIPSE, 1999 GEAR UP, 1998 IEIC	6/30/13
CCCC914925	150	GRANTS, GEAR UP FINANCIAL, GRANT DEPARTMENT FINANCIAL, TALENT SEARCH MV AND NORCO, RSA, HUD, GEAR UP MEETINGS, 02-03 GEAR UP PLANNING, 02-04 MCHS YEAR 4	6/30/13
CCCC914930	150	05 -11 00-01 TRDP PLANNING AND FINANCIAL, VOICES AMERICAS PLANNING, NEW VISIONS	6/30/13
CCCC914932	150	05-08 97-98 RIVERSIDE COUNTY POA, L TRAIN, MORENO VALLEY ONE STOP, MCAS, USAID	6/30/13
C0100208760	160	DAILY LOGS/ OTC' & APT LOGS 1999-2002	6/30/12
C0100286373	160	2003-2007 TEMP LOGS - 1998-1999 DAILY LOGS - 1981-2006 HEALTH EXAM FORMS- 2006-2010 TB BILLING	6/30/13
C0100286374	160	1996-2008 STATISTICS 1/1/1996 12/31/2008	6/30/13
CCCC281501	160	MEDICAL RECORDS A-Z ACCIDENTS REPORTS 1993/1994 HEALTH SERVIC	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCCC281502	160	ACCIDENT REPORTS ME-Z, 89-94/ 94-95 A-Z	6/30/13
CCCCC281508	160	EMPLOYEE ACCIDENTS 86-87 A-Z OCT 92-94 T.B. LOG 11/92-12/94 MED RECORDS B-Z, RCC HEALTH SVS	6/30/13
CCCCC281509	160	HEALTH SVS LOG JULY,JUNE 1986-1989 JULY92-JUN 93, JUN 96-JUN 98	6/30/13
CCCCC281510	160	ACCIDENT REPORTS ME-Z, 89-94 A-M RCC HEALTH SVS	6/30/13
CCCCC281524	160	DAILY LOG JULY 1989 DEC 1995 RCC HEALTH SERVICES	6/30/13
C0100286486	170	PRESIDENT SEARCH (MUTO) 1 OF 2 (HR 428)	1/1/12
C0100286487	170	PRESIDENT SEARCH (MUTO) 2 OF 2 (HR 429)	1/1/12
C0100289074	170	2008-2009 CHANCELLOR SEARCH #3 (DR. GRAY) (HR 430)	7/1/12
C0100286467	170	CERTIFICATED RECRUITMENTS - C944-C954 (HR 373)	10/1/12
C0100230356	170	CERTIFICATED RECRUITMENTS C913 TO C914	11/30/12
C0100230357	170	CERTIFICATED RECRUITMENTS C902 TO C912	11/30/12
C0100230378	170	CERTIFICATED RECRUITMENTS C857 TO C863	12/31/12
C0100257294	170	CLASSIFIED RECRUITMENTS - #268-3274 (HR 263)	2/1/13
C0100257295	170	CLASSIFIED RECRUITMENTS - #0600241-0600247 (HR 267)	2/1/13
C0100257297	170	CLASSIFIED RECRUITMENTS - #06000203-06000215 (HR 261)	2/1/13
C0100257298	170	2008-2009 - INACTIVE VOLUNTEER FORMS - BOX 2 OF 2	2/1/13
C0100257299	170	CLASSIFIED RECRUITMENTS - #3275-3279 (HR 260)	2/1/13
C0100257300	170	CLASSIFIED RECRUITMENTS - #0600283-0600297 (HR 270)	2/1/13
C0100257301	170	2003-2010 - EDD FORMS - BOX 2 OF 6 (HR 281)	2/1/13
C0100257302	170	CLASSIFIED RECRUITMENTS - #0600301-0600305 (HR 271)	2/1/13
C0100257303	170	CLASSIFIED RECRUITMENTS - #3252-3267 (HR 264)	2/1/13
C0100257304	170	CLASSIFIED RECRUITMENTS - #0600315-0600335 (HR 273)	2/1/13
C0100257305	170	2007-2008 - INACTIVE VOLUNTEER FORM 2 OF 2 BOXES (HR 279)	2/1/13
C0100257306	170	CLASSIFIED RECRUITMENTS - #0600305-0600314 (HR 272)	2/1/13
C0100257307	170	CLASSIFIED RECRUITMENTS - #0600729-0600238 (HR 268)	2/1/13
C0100257308	170	2008-2009 - INACTIVE VOLUNTEER FORMS - BOX 1 OF 2 (HR 276)	2/1/13
C0100257309	170	CLASSIFIED RECRUITMENTS - #0600335-0600352 (HR 274)	2/1/13
C0100257311	170	CLASSIFIED RECRUITMENTS - #3304 AND 0600097-06002002 (HR 262)	2/1/13
C0100257312	170	2007-2008 - INACTIVE VOLUNTEER FORM - BOX 1 OF 2 (HR 278)	2/1/13
C0100257296	170	2003-2010 - EDD FORM - BOX 1 OF 2 (HR 280)	6/30/13
CCCCC264246	170	HUMAN RESOURCES - ADVERTISEMENTS 1/1/90-12/31/1998	6/30/13
CCCCC281490	170	CERTIFIED RECRUITMENTS #C-540 -C-545	6/30/13
CCCCC281507	170	CERTIFICATED RECRUITMENTS #C-529 TO C-532	6/30/13
CCCCC281516	170	CLASSIFIED RECRUITMENTS #1550-#1556	6/30/13
CCCCC281519	170	CERTIFICATED RECRUITMENTS #C-533 TO C-538	6/30/13
CCCCC281521	170	CERTIFICATED RECRUITMENTS # C-523 TO C-527	6/30/13
CCCCC281522	170	CERT. RECRUITMENTS #C-520 TO C-522	6/30/13
CCCCC281523	170	CERTIFICATED RECRUITMENTS #C-517 TO C-519	6/30/13
CCCCC519971	170	HUMAN RESOURCES RECRUITMENTS 1654-1671	6/30/13
CCCCC748640	170	RECRUITMENT 2001 INCOMPLETE APPLICATIONS	6/30/13
CCCCC748647	170	RECRUITMENT 2001 NOT SELECTED FOR INTERVIEWS	6/30/13
CCCCC748665	170	HUMAN RESOURCES CLASIFIED RECRUITMENTS 1975-1982	6/30/13
CCCCC748666	170	HUMAN RESOURCES RECRUITMENTS 1938-1947	6/30/13
CCCCC748675	170	HUMAN RESOURCES RECRUITMENTS 1948-1963	6/30/13
CCCCC748694	170	RECRUITMENT 2000	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCC748695	170	HUMAN RESOURCES CLASSIFIED RECRUITMENTS 1964-1974	6/30/13
C0100157632	180	2 OF 2 VTEA SURVEYS INSTITUTIONAL RESEARCH 07 SPRING 07 SPRING	1/1/12
C0100157639	180	1 OF 2 07 SPRING 07 SPRING VTEA SURVEYS INSTITUTIONAL RESEARCH	1/1/12
C0100123252	180	1 OF 1 VTEA SUMMER 2005	12/31/12
CCCC212341	180	Description: WORK EXPERIENCE HAS NOT BEEN MICROFILMED	6/30/13
CCCC721482	180	VTEA SPRING 2000	6/30/13
CCCC739567	180	SURVEYS - WINTER VTEA INTRUCTIONAL RESEARCH	6/30/13
CCCC747950	180	SPRING 2004 - VTEA SURVEYS	6/30/13
CCCC797901	190	INTERNATIONAL STUDENT CTR. STUDENT FILES	12/31/09
C0100055838	190	INTERNATIONAL STUDENT CTR STUDENT FILES ALQ ZHA	12/31/12
C0100157576	190	INT'L STUDENT CENTER STUDENT FILES 2007 HUS YAM	12/31/12
C0100157678	190	INTERNATIONAL STUDENT CENTER STUDENT FILES AKI YU	12/31/12
C0100157689	190	INTERNATIONAL STUDENT CTR STUDENT FILES AMR SON	12/31/12
CCCC721337	190	INTERNATIONAL STUDENT CENTER AL-YAN	1/31/13
C0100123183	190	INTERNATIONAL STUDENT CTR. STUDENT FILES	6/30/13
C0100157665	190	INTERNATIONAL STUDENT CTR. STUDENT FILES CAT SAB	6/30/13
CCCC085966	190	INTERNATIONAL CENTER LI-Q	6/30/13
CCCC085981	190	INTERNATIONAL CENTER - 9 G-LEE	6/30/13
CCCC086466	190	INTERNATIONAL STUDENTS	6/30/13
CCCC467673	190	INTERNATIONAL STUDENT CENTER STUDENT FILES KAHA KRIP	6/30/13
CCCC467675	190	INTERNATIONAL STUDENT CENTER STUDENT FILES KUBO-MARQ	6/30/13
CCCC467678	190	INTERNATIONAL STUDENT CENTER STUDENT FILES PICU-TULE	6/30/13
CCCC467681	190	INTERNATIONAL STUDENT CENTER I-20'S	6/30/13
CCCC467682	190	INTERNATIONAL STUDENT CENTER STUDENT FILES GALLE-KAEM	6/30/13
CCCC467687	190	INTERNATIONAL STUDENT CENTER STUDENT FILES WEN-ZUNI	6/30/13
CCCC467690	190	INTERNATIONAL STUDENT CENTER STUDENT FILES CHAO-GIDA	6/30/13
CCCC467691	190	INTERNATIONAL STUDENT CENTER STUDENT FILES ABDU-ALMU	6/30/13
CCCC467699	190	INTERNATIONAL STUDENT CENTER INTERNATIONAL CLUB	6/30/13
CCCC467705	190	INTERNATIONAL STUDENT CENTER STUDENT FILES ALMU-CHAN	6/30/13
CCCC467706	190	INTERNATIONAL STUDENT CENTER STUDENT FILES TAN-WEER	6/30/13
CCCC467707	190	INTERNATIONAL STUDENT CENTER STUDENT FILES MART-PHUM	6/30/13
CCCC520016	190	INTERNATIONAL STUDENT CENTER - STUDENT FILES ALA-KHO	6/30/13
CCCC520024	190	INTERNATIONAL STUDENT CENTER - STUDENT FILES ABD-WAR	6/30/13
CCCC520026	190	INTERNATIONAL STUDENT CENTER - STUDENT FILES KID-YOO	6/30/13
CCCC520440	190	INTERNATIONAL STUDENT CENTER - STUDENT FILES AIMO-YU/ANDR-YAMA	6/30/13
CCCC674489	190	STUDENT ACCOUNTS UP TO 1999 BILLING INFORMATION FOR INTERNATIONAL STUDENTS MISCELLANEOUS	6/30/13
CCCC748663	190	INTERNATIONAL STUDENTS CENTER STUDENTS FILES ALM YAM	6/30/13
CCCC914924	190	INTERNATIONAL STUDENT CENTER STUDENT FILES SAK-YUA	6/30/13
CCCC085992	210	VEA-45 7/1/1977 6/30/1979	12/31/12
CCCC797968	210	NURSING H-I	12/31/12
CCCC797988	210	NURSING 1B-H	12/31/12
CCCC797998	210	NURSING 1B-H	12/31/12
CCCC797999	210	NURSING 1B-H	12/31/12
CCCC798136	210	NURSING 2 H-1B	12/31/12
CCCC798138	210	NURSING 8 H-1B	12/31/12

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Container Number	Dept.	Description	Destroy Date
CCCCC798142	210	NURSING 7 H-1B	12/31/12
CCCCC798144	210	NURSING 6 H-1B	12/31/12
CCCCC798145	210	NURSING 3 H-1B	12/31/12
CCCCC798168	210	NURSING 9 H-1B	12/31/12
C0100208750	220	DESERT REGIONAL CONSORTIUM 06/07	7/30/12
C0100208753	220	VTEA OCC ED EXPENDITURES 06/07	7/30/12
C0100335970	220	06 FALL/SPRING CTE WORK EXPERIENCE	6/1/13
C0100335971	220	07 FALL/SPRING CTE WORK EXPERIENCE	6/1/13
C0100123268	220	09 OCUPPATIONAL EDUCATION PROGRAM APPROVAL FILES ALL DATES	6/1/13
C0100210308	220	CTE	6/30/13
C0100210309	220	CTE	6/30/13
C0100230355	220	FY-2009 DACUM & PATHWAYS RESEARCH APHALBETICAL	6/30/13
C0100292010	220	YEMP EVALS (CHEMAWA, LANDMARK, MISSION)	6/30/13
C0100292012	220	YEMP EVALS (WELLS, UNI HEIGHTS, EARHART)	6/30/13
C0100292013	220	YEMP EVALS (WELLS, LANDMARK, SUNNYMEAD, LAKESIDE AND CENTRAL)	6/30/13
C0100292017	220	YEMP EVALS CHEMAWA & CENTRAL	6/30/13
C0100292020	220	370-PERKINS 1-C TIME SHEETS JAN 06-JUL 08	6/30/13
CCCCC263961	220	VATEA FALL 1/1/1999 12/31/1999	6/30/13
CCCCC263962	220	VATEA F98 1/1/1998 12/31/1998	6/30/13
CCCCC263969	220	VATEA FALL 1/1/1998 12/31/1998	6/30/13
CCCCC263983	220	VATEA FALL 1/1/1999 12/31/1999	6/30/13
CCCCC264225	220	VATEA FALL 1998 INSTITUTIONAL RESEARCH	6/30/13
CCCCC264240	220	VATEA SPRING 99 - INST. RES.	6/30/13
CCCCC264251	220	VATEA SPRING 99	6/30/13
CCCCC264263	220	VATEA FALL 99 INSTITUTIONAL RESEARCH	6/30/13
CCCCC721392	220	VTEA FALL 00	6/30/13
CCCCC721393	220	VTEA FALL 00	6/30/13
CCCCC721404	220	CITD 1996-1997, 1995-1996, 1990-1995	6/30/13
CCCCC721405	220	CITD- MISC 1997-2000	6/30/13
CCCCC721409	220	CITD 1997-1998	6/30/13
CCCCC721419	220	VTEA FALL	6/30/13
CCCCC721466	220	VTEA	6/30/13
CCCCC721470	220	VTEA SPRING 2000	6/30/13
CCCCC721472	220	VTEA SPRING 2002	6/30/13
CCCCC721474	220	VTEA FALL	6/30/13
CCCCC721475	220	VTEA SPRING 2002	6/30/13
CCCCC721481	220	VTEA FULL	6/30/13
CCCCC739575	220	SPRING 2004 - VTEA SURVEYS	6/30/13
CCCCC748638	220	SPRING 03 VEAT SURVEYS	6/30/13
CCCCC748682	220	SPRING 03 VTEA SURVEYS	6/30/13
C0100160719	245	5 OF 5 JOB TICKETS 1/1/2004 12/31/2005	7/31/12
C0100160720	245	1 OF 5 JOB TICKETS 1/1/2004 12/31/2005	7/31/12
C0100160721	245	2 OF 5 JOB TICKETS 1/1/2004 12/31/2005	7/31/12
C0100160722	245	3 OF 5 JOB TICKETS 1/1/2004 12/31/2005	7/31/12
C0100160726	245	4 OF 5 JOB TICKETS 1/1/2004 12/31/2005	7/31/12
CCCCC798702	250	TERMINATED AND RETIRED TSA'S RCCD ELIGI LISTS CERTS	7/31/12

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Container Number	Dept.	Description	Destroy Date
CCCCC798726	250	RCCD REPORTS CX'ED TSA'S CXED AFLAC 00/01 CERTS 01/02 PAN'S DELTA ELIGI. LIST DED SHEETS 01-9 7/1/1991 6/30/1992	6/30/13
CCCCC085730	250	FISCAL OPERATIONS INSURANCE 7/1/1991 6/30/1992	6/30/13
CCCCC085758	250	FISCAL OPERATIONS WORKER'S COMPENSATION OPEN ENROLLMENT 7/1/1991 6/30/1992	6/30/13
CCCCC085798	250	FISCAL OPERATIONS INSURANCE 7/1/1992 6/30/1993	6/30/13
CCCCC085806	250	FISCAL OPERATIONS INSURANCE 7/1/1966 6/30/1979	6/30/13
CCCCC085812	250	FISCAL OPERATIONS INSURANCE 7/1/1984 6/30/1989	6/30/13
CCCCC085816	250	FISCAL OPERATIONS INSURANCE 7/1/1987 6/30/198	6/30/13
CCCCC085827	250	RISK MANAGEMENT ENROLLMENT FORMS 7/1/1994 6/30/1995	6/30/13
CCCCC085828	250	RISK MANAGEMENT INSURANCE 7/1/1988 6/30/1989	6/30/13
CCCCC085832	250	RISK MANAGEMENT INSURANCE 7/1/1994 6/30/1995	6/30/13
CCCCC085833	250	RISK MANAGEMENT FRINGES 7/1/1982 6/30/1983	6/30/13
CCCCC085835	250	FISCAL OPERATIONS INSURANCE 7/1/1960 6/30/1977	6/30/13
CCCCC085836	250	RISK MANAGEMENT FRINGES 7/1/1981 6/30/1982	6/30/13
CCCCC085837	250	RISK MANAGEMENT BENEFIT RUNS TSA'S	6/30/13
CCCCC085865	250	FISCAL OPERATIONS INSURANCE 7/1/1992 6/30/1993	6/30/13
CCCCC085874	250	RISK MANAGEMENT INSURANCE 7/1/1975 6/30/1977 In 5/10/1996 6/30/2013	6/30/13
CCCCC085898	250	RISK MANAGEMENT 7/1/1988 6/30/1989	6/30/13
CCCCC085910	250	RISK MANAGEMENT INSURANCE MONTHLY REPORTS OPEN ENROLLMENT PAYOUTS BENEFITS 7/1/1992 6/30/1993	6/30/13
CCCCC086042	250	RISK MANAGEMENT OPEN ENROLLMENT PAYOUTS BENEFITS 7/1/1993 6/30/1994	6/30/13
CCCCC086063	250	RISK MANAGEMENT OPEN ENROLLMENT PAYOUTS BENEFITS 7/1/1993	6/30/13
CCCCC086119	250	MONTHLY REPORTS RCC ELIG. REPORTS 7/1/1993 6/30/1994	6/30/13
CCCCC086129	250	RCC ELIG LIST & PCS POLICE REPORTS VOLUNTARY EMPLOYEE DEDUCTIONS	6/30/13
CCCCC086130	250	FISCAL OPERATIONS INSURANCE, PAYROLL AUTHORIZATIONS, 1988	6/30/13
CCCCC086133	250	RISK MANAGEMENT DEDUCTION SHEETS 7/1/1993 6/30/1994	6/30/13
CCCCC086136	250	TSA PAYMENTS, OPEN ENROLL FORMS, PAYROLL AUTHORIZATIONS	6/30/13
CCCCC086155	250	RISK MANAGEMENT INSURANCE 7/1/1986 6/30/1988	6/30/13
CCCCC086174	250	RISK MANAGEMENT WORKMAN'S COMPENSATION ACCIDENT REPORTS	6/30/13
3	250	RISK MANAGEMENT CLOSED WORKMAN'S COMPENSATION 7/1/1966 6/30/1980	6/30/13
CCCCC086216	250	FISCAL OPERATIONS INSURANCE 7/1/1971 6/30/1972	6/30/13
CCCCC086259	250	DIST. INS 1975 A-Z	6/30/13
CCCCC086327	250	RISK MANAGEMENT INSURANCE CLAIMS 1980	6/30/13
CCCCC086359	250	RISK MANAGEMENT FRINGE BENEFITS 7/1/1984 6/30/1985	6/30/13
CCCCC086368	250	RISK MANAGEMENT FRINGE BENEFITS 7/1/1984 6/30/1985	6/30/13
CCCCC086388	250	RISK MANAGEMENT FRINGE BENEFITS 7/1/1984 6/30/1985	6/30/13
CCCCC086440	250	RISK MANAGEMENT INSURANCE 7/1/1989 6/30/1991	6/30/13
CCCCC086442	250	RISK MANAGEMENT INSURANCE 7/1/1989 6/30/1991	6/30/13
CCCCC086559	250	INSURANCE CLAIMS 7/1/1984 6/30/1986	6/30/13
CCCCC086602	250	RISK MANAGEMENT INSURANCE 7/1/1986 6/30/1988	6/30/13
CCCCC090794	250	RISK MANAGEMENT - INSURANCE PAYMENTS DUES - UNITED WAY MONTHLY REPORTS 1995-96	6/30/13

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Container Number	Dept.	Description	Destroy Date
CCCCC090795	250	RISK MANAGEMENT - PAYROLL DED SHEETS OPEN ENROLLMENT FORMS THEFT REPORTS 1995-96	6/30/13
CCCCC090796	250	RISK MANAGEMENT - WORKER'S COMPENSATION CLOSED CASES 1986-89 ACCIDENT REPORTS	6/30/13
CCCCC130861	250	AFLAC AGREEMENTS FSA'S PD 1/1/1995 12/31/1996	6/30/13
CCCCC130867	250	INSURANCE PAYMENTS 1/1/1996 12/31/1997	6/30/13
CCCCC130871	250	RBK MANAGEMENT DEPARTMENT CLOSED LAB CASES WORK COMP 89/90 POLICE REPORTS 84/85	6/30/13
CCCCC130876	250	RISK MANAGEMENT DEPARTMENT DUES VOLUME DEDUCTIONS PAYMENTS INSURANCE PAYMENTS 1/1/1996 12/31/1997	6/30/13
CCCCC159221	250	RISK MANAGEMENT MONTHLY REPORTS DEDUCTION SHEETS 1/1/1996 12/31/1997	6/30/13
CCCCC159223	250	RISK MANAGEMENT CLAIMS WORKERS COMPENSATION 1/1/1991 12/31/1995	6/30/13
CCCCC229199	250	RISK MANAGMENT DEPT. STUDENT INS. 87-91 TERM TSA'S TERM COBRA NO RESPONSE COBRA LETTERS GOLDWARE & TAYLOR LIABILITY INS. OPEN ENROLLMENT PMT DUES FOR. F. GOODWIN	6/30/13
CCCCC798688	250	RISK MANAGEMENT LIABILITY	6/30/13
CCCCC798693	250	AFLAC PAYMENTS, DATATEL REPORTS, OPEN ENROLL FORMS 99-00	6/30/13
CCCCC798700	250	REPORTS AND PAYMENTS 93/94 AND 94/95 ACCIDENTS REPORTS AND WORKERS COMP CLAIMS	6/30/13
CCCCC798703	250	LIABLITY PERFORMANCE RIVERSIDE	6/30/13
CCCCC798705	250	SCRMA, CHECK RUNS, SIGNED OPEN ENROLLMENT FORMS, ACCIDENT REPORTS- OLD TRANSFER OF EXPENDITARES OFF WORK NOTICES 6/1/2002 7/1/2002	6/30/13
CCCCC798708	250	98/99 INS. PAYMENTS FOR HEALTH LIFE AND ALL VOL. DED PAY INS. AFLAC RCCD REPORTS 99 OPEN ENROLLMENT FORMS	6/30/13
CCCCC798711	250	LIABILITY CLAIMS 90-95 1/1/1990 12/31/1995	6/30/13
CCCCC798712	250	CLAIMS 1960-1994 1/1/1960 12/31/1994	6/30/13
CCCCC798713	250	01/02 10-12 DED SHEETS EE DED PAYMENTS INS DUES	6/30/13
CCCCC798716	250	REQUEST FOR PROP. SIPE SELF SAFETY	6/30/13
CCCCC798717	250	16 INCIDENTS 1998-1999 THRU 2001-2002, WC FIRST AID 2001-2002, SCRMA CLAIM REPORTS 1997-1998 TO 2001-2002 PROPERTY/LOSS	6/30/13
CCCCC798722	250	LIABILITY CLAIMS	6/30/13
CCCCC798723	250	ACCOUNT SERVICES PAYROLL FT CERTIFICATED PAYROLLS 8M-12M 2003/2004 CL PLANS, SPECIAL PROJECTS	6/30/13
CCCCC798724	250	LIABILITY CLAIMS	6/30/13
CCCCC798725	250	2003/2004 ACCOUNT SERVICE PAYROLL F/T PAYROLL CL 1M-6M	6/30/13
CCCCC798727	250	01/02 AFLAC PAYMENTS, SALARY, RE DIRECTION SHEETS, CX'ED SCRMA PAYMENTS MONTHLY EE RUNS	6/30/13
C0100289229	255	07-08 STUDENT EMPLOYMENT FILES T-Z	6/30/12
C0100289231	255	07-08 STUDENT EMPLOYMENT FILES E-L	6/30/12
C0100289232	255	07-08 STUDENT EMPLOYMENT FILES L-T	6/30/12
C0100289236	255	07-08 STUDENT EMPLOYMENT A-D	7/1/13
C0100310151	255	G-STUDENT EMPLOYMENT TRANSFER CENTER FY 2008-2009	7/1/13
C0100310152	255	STUDENT EMPLOYMENT FILES: TUTORIAL SVCS THRU Z, MISC REPORTS FY 2008-2009	7/1/13

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Container Number	Dept.	Description	Destroy Date
C0100310153	255	STUDENT EMPLOYMENT FILES A-F FY 2008-2009	7/1/13
CCCCC674424	260	RIVERSIDE SFS BOGW APPLICATIONS 7/1/2000 6/30/2001 K-T	8/30/13
CCCCC674505	260	RIVERSIDE PELL FILES 7/1/2000 6/30/2001 JOR LEE	8/30/08
CCCCC674542	260	RIVERSIDE SFS PELL FILES 7/1/2000 6/30/2001 SAL SMI	8/30/08
CCCCC674554	260	RIVERSIDE SFS PELL FILES 7/1/2000 6/30/2001 COR DIE	8/30/08
CCCCC739563	260	RIVERSIDE SFS BOGW APPLICATIONS 7/1/2001 6/30/2002 A Z	8/30/08
CCCCC739564	260	RIVERSIDE SFS CAL GRANTS ROSTER 7/1/2001 6/30/2002	8/30/09
CCCCC739565	260	RIVERSIDE SFS APPLICATIONS EVALUATION FORMS 7/1/2001	8/30/09
CCCCC739566	260	RIVERSIDE SFS PELL FILES 7/1/2001 6/30/2002 HINT JONES	8/30/09
CCCCC739576	260	NORCO SFS 7/1/2001 6/30/2002 MORA SOLD	8/30/09
CCCCC739577	260	RIVERSIDE SFS SCHOLARSHIP APPLICATIONS 7/1/2001 6/30/2002	8/30/09
CCCCC739604	260	NORCO SFS PELL FILES 7/1/2001 6/30/2002 SAMA ZUIE	8/30/09
CCCCC739617	260	NORCO SFS PELL FILES 7/1/2001 6/30/2002 DELA HINO	8/30/09
CCCCC739622	260	RIVESIDE SFS PELL FILES 7/1/2001 6/30/2002 ROBI SANCH	8/30/09
CCCCC739630	260	MORENO VALLEY CAMPUS PELL FILES 7/1/2001 6/30/2002 LOZA	8/30/09
CCCCC739637	260	RIVERSIDE SFS PELL 7/1/2001 6/30/2002 ECKB GARCIA	8/30/09
CCCCC915053	260	SCHAPPS SFS - RIV 1/1/2003 12/1/2004	8/30/09
CCCCC915054	260	SCHOLARSHIP APPLICATIONS RIV 1/1/2003 12/1/2004	8/30/09
CCCCC915055	260	COD RECORDS 1/1/2003 12/31/2004	8/30/09
CCCCC915056	260	PELL FILES SFS - RIV 1/1/2003 12/31/2004 DAV GAR	8/30/09
CCCCC915057	260	1/1/2003 12/31/2004 HOR LYO	8/30/09
CCCCC915058	260	PELL FILES SFS - RIV 1/1/2003 12/31/2004 SOG WHI	8/30/09
CCCCC915059	260	SCHOLARSHIP APPLICATIONS 1/1/2003 12/31/2004	8/30/09
CCCCC915060	260	RCC SCHOLARSHIP APPLICATIONS RIV 1/1/2003 12/31/2004	8/30/09
CCCCC915061	260	PELL - FILES SFS - RIV 1/1/2003 12/31/2004 GAR HOR	8/30/09
CCCCC915063	260	SCHOLARSHIP APPLICATION RIV 1/1/2003 12/31/2004	8/30/09
CCCCC915065	260	RCC SCHOLARSHIP APPLICATIONS SFS - RIV 1/1/2003 12/31/2004	8/30/09
CCCCC915066	260	PELL INFORMATION CARDS SFS - RIV 1/1/2003 12/31/2004 A Z	8/30/09
CCCCC915068	260	RCC SCHOLARSHIP APPLICATIONS SFS - RIV 1/1/2003 12/31/2004	8/30/11
CCCCC915069	260	SCHOLARSHIP APPLICATION SFS -RIV 1/1/2003 12/31/2004 A F	8/30/11
CCCCC915074	260	RCC SCHOLARSHIP APPLICATIONS SFS - RIV 1/1/2003 12/31/2004	8/30/11
C0100208693	260	STUDY ABROAD 4/05, 05/06, 06/07 CHILD DEV GRANT - 04/05,05/06,06/07 CHAFEE GRANT 05/06, 06/07	8/30/12
C0100208735	260	CAL GRANT, GPA FILES, ENROLLMENT FILES, RECONCILIATION 06/07 RECONCILIATION, PAST IPA'S 05/06	6/30/12
C0100292028	260	DIRECT DEPOSIT O-R	6/30/12
C0100336100	260	PELL FILES A-F	6/30/13
C0100208690	260	NON-RESIDENT STOP PAYMENT. REISSUE COLLEGE BANK INFO. MRR FUND BALANCE	8/30/12
C0100208695	260	BOGW RIV K Z 1/1/2004 12/31/2005	8/30/12
CCCCC085753	260	STUDENT EMPLOYMENT FILES O Z 7/1/1991 6/30/1992	8/30/12
CCCCC085756	260	FINANCIAL AID STUDENT EMPLOYMENT A N 7/1/1991 6/30/1992	8/30/12
CCCCC085763	260	FINANCIAL AID STUDENT EMPLOYMENT 7/1/1976 6/30/1981	8/30/12

**Destruction of Records
 August 20, 2013**

Container Number	Dept.	Description	Destroy Date
CCCCC085771	260	FINANCIAL AID STUDENT EMPLOYMENT 7/1/1990 6/30/1991	8/30/12
CCCCC085780	260	FINANCIAL AID STUDENT EMPLOYMENT M Z O 7/1/1989 6/30/1990	8/30/12
CCCCC085794	260	FINANCIAL AID STUDENT EMPLOYMENT H O 7/1/1990 6/30/1991	8/30/12
CCCCC085795	260	FINANCIAL AID STUDENT EMPLOYMENT M Z 7/1/1984 6/30/1985	8/30/12
CCCCC085799	260	FINANCIAL AID STUDENT EMPLOYMENT A Z 7/1/1980 6/30/1981	8/30/12
CCCCC085807	260	FINANCIAL AID STUDENT EMPLOYEE FILES A I 7/1/1988 6/30/1989	8/30/12
CCCCC085808	260	FINANCIAL AID STUDENT EMPLOYEE FILES A L 7/1/1984 6/30/1985	8/30/12
CCCCC085819	260	FINANCIAL AID STUDENT EMPLOYEE FILES K S 7/1/1981 6/30/1982	8/30/12
CCCCC085825	260	FINANCIAL AID STUDENT EMPLOYMENT A J 7/1/1981 6/30/1982	8/30/12
CCCCC085830	260	FINANCIAL AID STUDENT TIME CARDS 7/1/1973 6/30/1974	8/30/12
CCCCC085840	260	FINANCIAL AID STUDENT EMPLOYMENT PRINT OUT 7/1/1983 6/30/1984	8/30/12
CCCCC085843	260	FINANCIAL AID STUDENT EMPLOYEE FILES J Z 7/1/1988 6/30/1989	8/30/12
CCCCC085864	260	FINANCIAL AID TIME CARDS 7/1/1976 6/30/1977	8/30/12
CCCCC085888	260	FINANCIAL AID COLLEGE WORK STUDY 7/1/1979 6/30/1980	8/30/12
CCCCC085914	260	FINANCIAL AID STUDENT EMPLOYMENT 7/1/1986 6/30/1987	8/30/12
CCCCC085947	260	FINANCIAL AID STUDENT EMPLOYMENT PRINTOUT 7/1/1993 6/30/1994	8/30/12
CCCCC085957	260	FINANCIAL AID STUDENT EMPLOYMENT PRINTOUT 7/1/1993 6/30/1994	8/30/12
CCCCC086023	260	FINANCIAL AID STUDENT EMPLOYMENT TA ZUB 7/1/1993 6/30/1994	8/30/12
CCCCC086144	260	FINANCIAL AID STUDENT LABOR TIME CARDS 7/1/1987 6/30/1988	8/30/12
CCCCC086147	260	FINANCIAL AID WORK EXPERIENCE 7/1/1982 6/30/1984	8/30/12
CCCCC086148	260	FINANCIAL AID STUDENT EMPLOYMENT T Z 7/1/1981 6/30/1982	8/30/12
CCCCC086151	260	FINANCIAL AID STUDENT EMPLOYMENT FILES ME Z 7/1/1983 6/30/1984	8/30/12
CCCCC086168	260	FINANCIAL AID WORK EXPERIENCE 7/1/1981 6/30/1982	8/30/12
CCCCC086179	260	FINANCIAL AID CO-OP WORK EXPERIENCE 7/1/1978 6/30/1979	8/30/12
CCCCC086205	260	FINANCIAL AID STUDENT EMPLOYMENT 7/1/1982 6/30/1983	8/30/12
CCCCC086207	260	FINANCIAL AID STUDENT EMPLOYMENT VEA'S	8/30/12
CCCCC086213	260	FINANCIAL AID STUDENT EMPLOYMENT 7/1/1982 6/30/1983	8/30/12
CCCCC086217	260	FINANCIAL AID STUDENT EMPLOYMENT 7/1/1982 6/30/1983	8/30/12
CCCCC086267	260	FINANCIAL AID STUDENT EMPLOYMENT FILES M S 7/1/1993 6/30/1994	8/30/12
CCCCC086290	260	FINANCIAL AID STUDENT EMPLOYMENT FILES M S 7/1/1983 6/30/1984	8/30/12
CCCCC086318	260	FAY MAC 7/1/1989 6/30/1990	8/30/12
CCCCC086326	260	PAR TUR 7/1/1989 6/30/1990	8/30/12
CCCCC086328	260	FINANCIAL AID STUDENT EMPLOYMENT AB FAR 7/1/1989 6/30/1990	8/30/12
CCCCC086332	260	FINANCIAL AID STUDENT EMPLOYMENT 7/1/1982 6/30/1985	8/30/12
CCCCC086336	260	FINANCIAL AID STUDENT EMPLOYMENT TUR Z	8/30/12
CCCCC086599	260	FINANCIAL AID STUDENT LABOR TIME CARDS 7/1/1987 6/30/1988	8/30/12
CCCCC086600	260	FINANCIAL AID STUDENT EMPLOYMENT 7/1/1986 6/30/1987	8/30/12
CCCCC086601	260	FINANCIAL AID STUDENT EMPLOYMENT 7/1/1986 6/30/1987	8/30/12

**Destruction of Records
 August 20, 2013**

Container Number	Dept.	Description	Destroy Date
CCCCC284037	260	STUDENT FINANCIAL SERVICES - GREEN BARS AB ZA 1/1/1995 12/31/1996	8/30/12
CCCCC284073	260	STUDENT FINANCIAL SERVICES MISCELLANEOUS FILES A Z 1/1/1990 12/31/1991	8/30/12
CCCCC284143	260	STUDENT FINANCIAL SERVICES - EMPLOYEE FILES A F 1/1/1996 12/31/1997	8/30/12
CCCCC284146	260	STUDENT FINANCIAL SERVICES - STUDENT FILES F M 1/1/1996 12/31/1997	8/30/12
CCCCC467714	260	RIVERSIDE PELL GRANTS GU HY 7/1/1997 6/30/1998	8/30/12
CCCCC467810	260	STUDENT EMPLOYMENT PAYROLL GREEN BAR REPORTS A Z 7/1/1997 6/30/1998	8/30/12
CCCCC467818	260	RIVERSIDE STUDENT EMPLOYMENT TIME SHEETS YELLOW COPIES A Z 7/1/1997 6/30/1998	8/30/12
CCCCC519873	260	PELL GRANTS JOJ LOB 1/1/1998 12/31/1999	8/30/12
CCCCC674498	260	STUDENT FINANCIAL 1999 REFUND RUNS PERMANENT	8/30/12
CCCCC914938	260	03 - 04 31 GRANT TRANSMITTALS	8/30/12
CCCCC914939	260	01-02 FWS HIRE PAPER WORK, PAYROLL RECORDS AND NOTES MISCELLANEOUS SFS RIV	8/30/12
CCCCC914941	260	03-04 RCC SCHOLARSHIP APPLICATIONS RIV	8/30/12
CCCCC914942	260	03-04 MISCELLANEOUS SCHOLARSHIP SFS - RIV	8/30/12
CCCCC914943	260	03-04 PELL FILES SFS - RIV MAA NGU	8/30/12
CCCCC914944	260	03-04 INCOMPLETE PELL FILES SFS RIV NGU WIL	8/30/12
CCCCC914945	260	03-04 GRANT TRANSMITTALS AND 03 FALL	8/30/12
CCCCC914946	260	03-04 PELL FILES RIC SOE RIC SOE	8/30/12
CCCCC914947	260	03-04 PELL FILES, INCOMPLETE FILES SFS - RIV ABR-MUR WHI-ZUI	8/30/12
CCCCC914948	260	03-04 RCC SCHOLARSHIP APPLICATION RIV	8/30/12
CCCCC914950	260	03-04 RCC SCHOLARSHIP APPLICATION RIV	8/30/12
CCCCC914951	260	03-04 STUDENT FINANCIAL SERVICES, PELL FILES SFS - MOVAL AAB DEVA	8/30/12
CCCCC914952	260	01-04 DEPENDENCY OVERRIDES SFS - RIV	8/30/12
CCCCC914954	260	03-04 PELL FILES SFS - RIV NGU RIC	8/30/12
CCCCC914955	260	03-04 PELL FILES SFS - RIV BUR DAV	8/30/12
CCCCC914956	260	03-04 MISCELLANEOUS RIVERSIDE SCHOLARS INFOR. SFS- RIV	8/30/12
CCCCC914958	260	03-04 BOGW APPS SFS - RIV A-G	8/30/12
CCCCC914959	260	03-04 PELL FILES BCF , ALPHA SPAN SFS - MOVAL A-Z VAM-ZUBI	8/30/12
CCCCC914960	260	03-04 GRANT TRANSMITTALS COD RECORDS	8/30/12
CCCCC914961	260	01-03 APPEAL FORMS SFS - NOR MAN ZEP	8/30/12
CCCCC914962	260	03-04 SCHOLARSHIP APPLICATIONS SFS - RIV N V	8/30/12
CCCCC914963	260	03-04 GRANT TRANSMITTALS SPRING AND SUMMER 2004	8/30/12
CCCCC914967	260	03-04 PELL FILES SFS - RIV ABA BUR	8/30/12
CCCCC914969	260	PELL FILES SFS - MOVAL PERE VARE	8/30/12
CCCCC914970	260	03-04 GRANT TRANSMITTALS FALL 03	8/30/12
CCCCC915062	260	SCHOLARSHIP FILES SFS - RIV	8/30/12
CCCCC915064	260	PELL FILES SFS MO VAL KENN PERE	8/30/12
CCCCC915067	260	BOG W APPLICATION SFS - RIV R Z	8/30/12
CCCCC915070	260	BOG W APPLICATIONS SFS-RIV H O	8/30/12
CCCCC915071	260	BOG W APPLICATIONS SFS -MO VAL	8/30/12

**Destruction of Records
 August 20, 2013**

Container Number	Dept.	Description	Destroy Date
CCCC915072	260	PELL FILES SFS - MO VAL DIAZ KEND	8/30/12
CCCC915075	260	SCHOLARSHIP APPLICATIONS RIV	8/30/12
C0100173948	260	SCHOLARSHIP APPLICATIONS H.S. APPS A BAK	12/31/12
C0100173949	260	COD RECORDS 1/1/2006 12/31/2007	12/31/12
C0100173950	260	CHECK TRANSMITTALS JAN 07, SUMMER 07 1/1/2006 12/31/2007	12/31/12
C0100173954	260	SCHOLARSHIP APPLICATIONS T Z	12/31/12
C0100173959	260	OUTSIDE SCHOLARSHIP FILES AND BEFORE N Z 1/1/06 12/31/07	12/31/12
C0100173960	260	CHECK TRANSMITTALS NOV 06, DEC 06 1/1/2006 12/31/2007	12/31/12
C0100173961	260	SCHOLARSHIP APPLICATIONS DEL HEA 1/1/2006 12/31/2007	12/31/12
C0100173964	260	CHECK TRANSMITTALS MARCH 07, MAY 07, JUNE 07 1/1/2006 12/31/2007	12/31/12
C0100173965	260	CHECK TRANSMITTALS SEPT, 06, OCT 06 1/1/2006 12/31/2007	12/31/12
C0100173966	260	OUTSIDE SCHOLARSHIP FILES RIV AND BEFORE A F 1/1/06 12/31/07	12/31/12
C0100173969	260	SCHOLARSHIP APPLICATIONS RIV M PET 1/1/2006 12/31/2006	12/31/12
C0100173970	260	BOGW APPS. RIV,MV, NOR G M 1/1/06 12/31/07	12/31/12
C0100173971	260	OUTSIDE SCHOLARSHIP FILES RIV AND BEFORE G M 1/1/06 12/31/07	12/31/12
C0100208711	260	APPEAL APPROVED A I 1/1/2005 12/31/2006	12/31/12
C0100208712	260	APPEAL APPROVED J Z 1/1/05 12/31/06	12/31/12
C0100208778	260	SCHOLARSHIP APPLICATIONS RIV PET S 1/1/2006 12/31/2007	12/31/12
C0100208779	260	CHECK TRANSMITTALS MAY '07, JUNE '07	12/31/12
C0100208783	260	SCHOLARSHIP APPLICATIONS RIV HEA L 01/01/06 12/31/07	12/31/12
C0100208784	260	SCHOLARSHIP APPLICATIONS RIV BAK DEL 1/1/2006 12/31/2007	12/31/12
C0100239513	260	2006-2007 AUDIT FINANCIAL RECONCILIATIONS	12/31/12
C0100208766	260	DIRECT DEPOSIT 07/08	1/31/13
C0100208767	260	07/08 BOGS	1/31/13
C0100292150	260	0 BALANCE SCHOLARSHIPS	1/31/13
C0100208741	260	R2T4 05/06 & 06/07	6/30/13
C0100208765	260	CHAFEE CHILD DEV 03/04	6/30/13
C0100208768	260	R2T4 06/07	6/30/13
C0100208773	260	2006-2007 APPEAL APPROVED & DENIED - ALL CAMPUSES	6/30/13
C0100208774	260	CCAMPIS/SHINE 05/06, 06/07, 07/08 CHILD DEV GRANT 07/08 CHAFEE 07/08 PKG REPORTS THRY 12/07 & DL 07/08 LETTER H-Q	6/30/13
C0100208776	260	PARKING REPORTS A-G & R-Z 07/08 SUBS & PUSHED ISIR REPORTS 07/08	6/30/13
C0100292030	260	07-08 ATTENDANCE	6/30/13
C0100292046	260	04/05-08/09 SCHOLARSHIP MISC. (CK. AUTH, SEL. SHEETS, ETC.)	6/30/13
C0100292071	260	09-07 SCHOLARSHIP FILES	6/30/13
CCCC086003	260	STUDENT ACCOUNTS 7/1/2001 6/30/2002	6/30/13
CCCC674500	260	STUDENT ACCOUNTS 7/1/2001 6/30/2002	6/30/13



Agenda Item (VI-B-8-e)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-e)
Subject	Resolution No. 1-13/14 Regarding Appropriations Subject to Proposition 4 Gann Limitation
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 1-13/14 which establishes the 2013-2014 Gann Limit for the Riverside Community College District at \$168,932,799.

Background Narrative:

In November 1979, the voters passed Proposition 4 which imposes an annual appropriations limit on the District. This is known as the Gann Limit. Pursuant to Government Code Section 7910, the Board must approve the District's Gann Limit and make other necessary determinations for the succeeding fiscal year pursuant to Article XIIIIB of the California Constitution.

The District has developed the documentation used to determine the 2013-2014 Gann Limit and it is available for public inspection at the office of the Vice Chancellor, Business and Financial Services, 3617 Saunders St. Riverside, California, between 7:30 a.m. and 4:00 p.m. A copy of the worksheet used to compute the Gann Limit is attached for the Board's review and information. A resolution required to establish the District's 2013-2014 Gann Limit is also attached.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[08202013_Gann Limit Worksheet 2013-2014](#)

[08202013_Resolution No. 1-13/13 – Appropriations Subject to Proposition 4 Gann Limitation](#)

Attachments

CALIFORNIA COMMUNITY COLLEGES
 GANN LIMIT WORKSHEET
 2013-14

DISTRICT NAME: Riverside Community College District
 DATE: August 20, 2013

I. 2013-14 APPROPRIATIONS LIMIT:

A. 2012-13 Appropriations Limit		\$ <u>165,890,453</u>
B. 2013-14 Price Factor: 1.0512		
C. Population factor:		
1. 2011-12 Second Period Actual FTES	<u>25,941</u>	
2. 2012-13 Second Period Actual FTES	<u>25,130</u>	
3. 2013-14 Population change factor	<u>.96874</u>	
(line C.2. divided by line C.1.)		
D. 2012-13 Limit adjusted by inflation and population factors		\$..... <u>168,932,799</u>
(line A multiplied by line B and line C.3.)		
E. Adjustments to increase limit:		
1. Transfers in of financial responsibility	\$	
2. Temporary voter approved increases	_____	
3. Total adjustments - increase		_____
Sub-Total		\$..... <u>168,932,799</u>
F. Adjustments to decrease limit:		
1. Transfers out of financial responsibility	\$	
2. Lapses of voter approved increases	_____	
3. Total adjustments - decrease		<u>< ></u>
G. 2013-14 Appropriations Limit		\$ <u>168,932,799</u>

II. 2013-14 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)		\$ <u>94,574,699</u>
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	 <u>480,000</u>
C. Local Property taxes	 <u>25,767,813</u>
D. Estimated excess Debt Service taxes	
E. Estimated Parcel taxes, Square Foot taxes, etc.	
F. Interest on proceeds of taxes	 <u>26,914</u>
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates		<u>< ></u>
H. 2013-14 Appropriations Subject to Limit		\$ <u>120,849,426</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 APPROPRIATIONS SUBJECT TO PROPOSITION 4 GANN LIMITATION
 RESOLUTION No. 1-13/14

On the motion of Member _____, seconded
 by Member _____, the following
 resolution is adopted:

WHEREAS, the voters in the State of California, in November of 1979, passed
 Proposition 4;

NOW, THEREFORE, BE IT RESOLVED that pursuant to Government Code Section
 7910, the appropriation limit in 2013-2014 for the Riverside Community College District shall be
 \$168,932,799.

PASSED AND ADOPTED THIS 20th day of August, 2013, by the Board of Trustees of the
 Riverside Community College District of Riverside County, California.

AYES: _____

NOES: _____

ABSENT: _____

STATE OF CALIFORNIA)
) ss
 COUNTY OF RIVERSIDE)

I, Samuel Davis, Secretary of the Board of Trustees of the Riverside Community College
 District of Riverside County, California, do hereby certify that the foregoing is a full, true and
 correct copy of a resolution duly adopted by said Board at a August 20, 2013 meeting held at its
 regular place of meeting and by the vote above stated, which resolution is on file in the office of
 the Board.

 Secretary, Board of Trustees



Agenda Item (VI-B-8-f)

Meeting	8/20/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-f)
Subject	Resolution No. 02-13/14 Regarding Delegation of Tort Claims and Workers' Compensation Claims Settlement Authority -
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees adopt Resolution 02-13/14 to delegate tort claims and workers' compensation claims settlement authority.

Background Narrative:

On April 28, 2009, the Board of Trustees adopted Resolution No. 38-08/09 to establish delegated settlement authority for claims brought against the District pursuant to the California Tort Claims Act as follows:

\$1 - \$50,000 Chancellor or Designee

Workers' compensation claims settlement authority was not included in Resolution No. 38-08/09 since the workers' compensation laws are specific when it comes to the value of any given injury, and employers have little room for negotiating that value. However, staff is recommending adding workers' compensation settlement authority to formally establish settlement authority delegation.

To better facilitate the processing of claims brought against the District staff recommends revising delegated settlement authority levels for tort claims and workers' compensation levels as follows:

\$1 - \$100,000 General Counsel and/or Director, Risk Management

\$100,001 - \$150,000 Vice Chancellor, Business & Financial Services

\$150,001 - \$250,000 Chancellor

For tort claims filed against the District, the District's self-insured retention is \$250,000 and for workers' compensation claims filed against the District, the self-insured retention is \$500,000. The District is responsible for paying all sums up to the self-insured retention limits for any claims in either category. Once that retention amount is pierced, the carrier then covers any amount over the retention.

The Chancellor will notify the Board of tort claim and workers' compensation settlements.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

Ruth Adams, General Counsel

Michael Simmons, Director, Risk Management, RCCD

Attachments:

[08202013_Resolution No. 2-13/14 for Delegation of Tort Claims and Workers' Compensation Claims Settlement Authority](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DELEGATION OF TORT CLAIMS AND WORKERS' COMPENSATION SETTLEMENT
AUTHORITY

RESOLUTION No. 02-13/14

WHEREAS, the Tort Claims Act of the California Government Code, (the "Act") requires tort claims against a local public entity to be presented to the local public entity prior to suit; and

WHEREAS, Government Code Section 935.4 authorizes a local public entity to delegate to an employee the authority to perform the function as the governing body of the public entity under the Act and Education Code Section 72502 makes the provisions of the Act applicable to the Riverside Community College District (the "District"); and

WHEREAS, the District Risk Management Department manages all Workers' Compensation Claims filed against the District under the laws of the State of California; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the District to authorize certain District individuals, within specified limits, to allow, reject, or settle the above-referenced claims brought against the District.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Trustees of the Riverside Community College District as follows:

Section 1: The following individuals are authorized to reject any claims brought against the District pursuant to the Tort Claims Act: General Counsel and/or Director, Risk Management. In addition, the Director, Risk Management is authorized to reject claims brought against the District under the workers' compensation laws of the State of California.

Section 2: The following individuals are authorized to allow or settle claims brought under either the Tort Claims Act or the workers' compensation laws of the State of California up to the amounts indicated:

General Counsel and/or Director, Risk Management	\$1 - \$100,000
Vice Chancellor, Business & Financial Services	\$100,001 - \$150,000
Chancellor	\$150,001 - \$250,000

In allowing, settling, or rejecting claims brought against the District the individuals identified above shall follow all applicable procedures and requirements set forth by law.

The Chancellor will notify the Board of Trustees of such settlements.

Section 3: All claims brought against the District pursuant to the Act that are \$250,001, or higher, will be brought to the Board of Trustees for consideration and approval.

Section 5: This Resolution will supersede Resolution No. 38-08/09

ADOPTED this 20th day of August, 2013.

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees



Agenda Item (VIII-A-1)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Revised and New Board Policies - Second Reading and Approval
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Board Policies 4020 and 5500.

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:

Academic Affairs

Board Policy 4020 Program, Curriculum, and Course Development - this is a revision of the Policy that was last revised on April 22, 2008.

Student Services

Board Policy 5500 Standards of Student Conduct - this is a revision of the Policy that was last revised on May 17, 2011.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Ruth Adams, General Counsel

Attachments:

[Board Policies for Second Reading-Approval - August 2013](#)

**BP 4020 PROGRAM, CURRICULUM, AND COURSE
DEVELOPMENT**

References:

Education Code Sections 70901(b), 70902(b) and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
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 Code of Federal Regulations Sections 600.2, 602.24, 603.24 and 668.8

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for vocational and occupational programs.
- consideration and review of financial and administrative impact.

All new programs and program deletions shall be approved by the Board of Trustees.

Program or course modifications shall be approved by the Chancellor/President, or his/her designee, upon the recommendation of the respective Curriculum Committee.

All new **courses and** programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program are subject to approval by the Board. Non-degree-applicable credit and degree-applicable courses, that are not part of an existing, approved program must satisfy the conditions authorized by Title 5 regulations and are subject to approval by the Board.

NOTE: *The language below is legally required in an effort to show good faith compliance with the applicable federal regulations.*

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor will establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The Chancellor shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Date Approved: May 15, 2007

Revised: April 22, 2008

Revised:

BP 5500 STANDARDS OF STUDENT CONDUCT

References:

Ed Code Section 66300, 66301, 76033;
Accreditation Standard II.A.7.b
Health and Safety Code Section 11362.79
34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, **implying**, or threatening to cause, **harm** physical injury to another person (**whether or not the threat is in person, handwritten, or by phone, text, email or any other electronic means**). **Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.**
2. Possessing or, **selling** or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from **the College**

President, with concurrence a District employee, which is concurred by the Chancellor.

3. Unlawful Possessing or, **using**, **selling**, **offer**ing to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, **bribery**, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking in any area where smoking has been prohibited by law or by **policy or procedure** regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, ~~sex or~~ gender, **gender identity, gender expression**, race, color, ancestry, **genetic information**, sexual orientation, 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 (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. **Engaging in willful** misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. **Engaging in** disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. **Engaging in dishonesty**. ~~Cheating, plagiarism (including plagiarism in a student publication), or~~

—engaging in other ~~forms of~~ academic dishonesty. Forms of Dishonesty include, but are not limited to:

- a. Plagiarism, **defined as** presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
- b. Cheating, **defined as the** use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, **internet resources** and other students' work;
- c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
- d. **Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.**
- e. **Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;**
- f. **Buying or selling authorization codes for course access.**

~~13. Dishonesty, forgery, alteration or misuse of District documents, records or identification, or knowingly furnishing false information to the District.~~

14. **Entering or using District facilities without authorization.** Unauthorized entry upon or use of District facilities.

15. **Engaging in lewd, indecent or obscene conduct** on District-owned or controlled property, or at District-sponsored or supervised functions.

16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

17. **Engaging in persistent, serious misconduct** where other means of correction have failed to bring about proper conduct.

18. **Preparing, Unauthorized preparation, giving, selling, transferring, distributing, or Publishing** eation, for any commercial purpose, of any

contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure **without authorization**.

19. **Using** ~~en~~ e, possessing ~~en~~ en, distributing ~~en~~ en or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violating ~~en~~ of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
21. **Using** ~~en~~ e of an electronic recording or any other communications devices (such as **MP3 players** ~~walkmans~~, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of service animals) on District property.
25. Distributing ~~en~~ of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. ~~The~~ **Riding/using** e of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) **outside of** ~~is limited to~~ paved streets or thoroughfares normally used for vehicular traffic.
27. ~~In addition, The~~ **Riding/using** e of **any and** all types of skates,

skateboards, scooters, or other such conveyances is prohibited on District property, ***without prior approval*** ~~except for approved activities.~~

27. ***Attending*** ~~The presence in classrooms or laboratories of non-enrolled~~ individuals (except for those individuals who are providing accommodations to students with disabilities) ***when not officially enrolled in the class or laboratories and*** ~~is prohibited~~ without the approval of the faculty member.

28. ***Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.***

29. ***Abuse of process, defined as the submission of malicious or frivolous complaints.***

30. ~~The violation of~~ ***Violating any District Board Policy or Administrative Procedure not mentioned above.***

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Chief ***Vice President of Student Services Officer*** of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Chief ~~Instructional Officer~~ ***Vice President of Academic Affairs*** of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5520.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty

members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007
(Replaces the Standards of Student
Conduct portion of Policy 6080)
Revised: May 17, 2011
Revised:



Agenda Item (VIII-B-1)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Agreement for Contract Education with International Rectifier Corporation
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve agreement for contract education with International Rectifier Corporation for the amount of \$298,652.

Background Narrative:

This agreement is part of a joint project with RCCD, Norco College and Mt San Jacinto Community College to provide International Rectifier Corporation with educational programs awarding academic credit based on a contractual agreement. This project was initiated at the request of International Rectifier Corporation to provide a fully accredited, Associate of Science degree with an Electronics concentration for its employees.

Because International Rectifier is located in the Mt San Jacinto College District's service area, Mt San Jacinto College will provide the courses leading to units of credit for General Education requirements and Norco College will provide the courses for the Electronics requirements. Mt San Jacinto will make a separate agreement with International Rectifier for General Education courses that are directly transferrable to Norco College. When the general education courses are completed with a passing grade by the IR employees, they will transfer these units to Norco College. Once the general education and electronics requirements are completed, the students will petition to graduate with an AS degree in electronics from Norco College. The program will not receive apportionment and no FTEs will be added to the Norco College load. The contractual fees will cover the direct costs of instruction and administration. Attached also is a set of guidelines for contract education in this matter of for-credit, contract classes with the appropriate Education Code citations.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
John Tillquist, Associate Vice Chancellor, Economic Development
Paul Parnell, President, Norco College

Attachments:

[International Rectifier Agreement 8 8 2013](#)
[Guidelines for Contract Education 8 8 2013](#)

**AGREEMENT FOR CONTRACT INSTRUCTION
(CREDIT INSTRUCTION)**

Riverside Community College District on Behalf of Norco College, hereinafter referred to as "Contractor", and International Rectifier Corporation, hereinafter referred to as "Recipient," mutually agree as follows:

1. Contractor represents that it is a public post-secondary institution with the capability and the experience to provide services in the area of general education at the post-secondary level.
2. The Contractor will charge for the actual cost of the program, to include instruction, administrative costs and any other costs necessary to conduct the program. The cost of instruction could vary by college and by programs in accordance with California Education Code §78021(b).
3. Contractor represents that these classes are being provided in accordance with the California Education Code, §78020-78023.
4. Facilities for face-to-face classes will be provided by Recipient to conduct the program specified herein. They shall meet the requirements of state and local safety and health regulations during the term of the Agreement. The Contractor will provide the course management system for the online classes if needed.
5. Recipient and Contractor will honor the schedule of meeting times mutually agreed upon beginning August 2013 and not to exceed June 2016.
6. The location of the services shall be:

41915 Business Park Drive
Temecula, CA 92590

7. For a fee not to exceed **\$298,652** Contractor shall provide two (2) cohorts of the following services:

The Contractor will provide For-Credit Classes as follows:

TWO COHORTS (UP TO 48 STUDENTS)			
<i>Course</i>	<i>Units</i>	<i># of Sections</i>	<i>Cost/section</i>
ELE-11, DC (Direct Current) Electronics 108 hours	4	2	19,722
ELE-13, AC (Alternating Current) Electronics 108 hours	4	2	19,722
ELE-25, Digital Techniques 108 hours	4	2	19,722
ELE-26, Microprocessors & Microcontrollers 108 hours	4	2	19,722
ELE-27, Technical Communications 54 hours	3	2	13,972
ELE-64, Programmable Logic Controllers 90 hours	3	2	18,372
ELE-23, Devices & Circuits 108 hours	4	2	19,722
ELE-28, Electronics CAD (Computer Aided Design) 90 hours	3	2	18,372
Totals	29		\$ 149,326
Total Program Cost			\$298,652

A similar class that meets the general education requirements can be substituted during the term of this contract if mutually agreed upon by both parties. Should Recipient require additional services in any of the above components, the fee shall be negotiated separately.

8. The instructor(s) shall be selected by the Contractor based on subject matter expertise and availability. Faculty will be selected in accordance with California Education Code §78022(a) which states:

“Faculty in all credit and noncredit contract education classes shall be selected and hired according to procedures existing in a community college district for the selection of instructors for credit classes.
9. The Instructor for Contractor agrees to take the International Rectifier, “Safety Awareness Training” that includes two parts: a 15 minute video (IRTM Overview Video) and a 16 minute on-line course (Awareness I: General Overview) prior to the start of any classes delivered at the International Rectifier site.
10. Instructors shall not enter the wafer fab manufacturing area.
11. All participants shall be under the direction and supervision of the instructor as specified herein.
12. All students selected by the Recipient must abide by the Acceptable Use Policies when utilizing the Contractor’s Course Management System. All students must take the Online Skills Assessment Workshop prior to the start of their first online class.

13. Students for all courses will only include employees of International Rectifier Corporation.
14. The Contractor will invoice the Recipient for the total cost of each course on the first day of class. The Recipient shall compensate the Contractor for the total cost of each course provided pursuant to this Agreement in the amount specified within forty-five (45) days following the receipt of an invoice from the Contractor for the services described herein.
15. The Contractor implies no guarantee that participants will receive credits and/or the Associate Degree based on course offerings. Participants must meet the academic requirements based on assigned coursework and examinations to earn the units of credit. Recipient will incur costs of instruction regardless of participant achievement.
16. Contractor will provide twelve laptop computers for use in the courses. Contractor will purchase licenses for electronics education software, install in the computers and provide this resource for the courses. This is included in the quoted cost of the program.
17. The Recipient will provide participants with all needed test equipment, laboratory space and consumables for this program.
18. Participants will purchase their own textbooks and ancillary technical tools required by the course.
19. Contractor represents that all operations of Contractor's business are and will continue to be conducted in compliance with Title VI and VII of the Civil Rights Act of 1964; Title IX of the Higher Education Act of 1972, the Privacy Rights of Parents and Students Act of 1974, and all applicable local, state and federal health and safety regulations.
20. Contractor shall indemnify, defend and hold Recipient harmless against any liability whatever arising from any negligent or willful acts or omissions of the Contractor or subcontractors participating or functioning in this training program and activities herein provided, to the extent provided by law.
21. Recipient shall indemnify, defend, and hold Contractor harmless against any liability whatever arising from any negligent or willful acts or omissions of Recipient's employees assigned directly to this training program and activities herein provided, to the extent provided by law.
22. The parties shall both provide proof of coverage of general liability insurance (including property) in the amount of \$1,000,000 per incident, \$3,000,000 aggregate, as well Workers' Compensation insurance in accordance with the requirements of the State of California.
23. The Contractor retains the right to cancel any class that is offered under this agreement no later than 10 days before the first meeting of the class. In the event that a course must be cancelled the Contractor will work with the Recipient to offer an appropriate substitute course or the next course in the established pattern so as not to disrupt the calendar for students in progress.

The Recipient retains the right to cancel the course that is offered under this agreement no later than 10 days before the first meeting of the class. If the course is canceled 10 days to 30 days prior to start of the course, 20% of the fee will be due.

If the Recipient cancels the course 9 days to 2 days prior to the course, it shall pay the College District 75 % of the Course Fee.

If the Recipient cancels the course 1 day before the course or later, 100% of the fee will be due.

A course may be rescheduled within 90 days of the original course date, with no penalty fee. All fees are due by the original due date.

21. This contract shall be governed in accordance with the laws of the State of California.

CONTRACTOR

RIVERSIDE COMMUNITY
COLLEGE DISTRICT AND
NORCO COLLEGE

RECIPIENT

International Rectifier
CLIENT

BY: _____
(Signature)

Aaron S. Brown
Vice-Chancellor,
Business and Financial
Services

4800 Magnolia Avenue
Riverside, CA 92506

BY: Rick Grasmann
(Signature)

(Please print
or type
name and
title) Gil Glass

41915 Business Park Drive
Temecula, CA 92590

PHONE: _____

PHONE: (951) 375-5078

DATE: _____

DATE: 6/17/13

EIN:
(Federal
Employer
Identification
Number) 95-1528961

Guidelines for Contract Education at California Community Colleges

In the context of current economic and educational conditions in California, community colleges are getting requests for offering courses or programs through alternative channels. The information below is intended as a guideline to offering such courses or programs by CCC.

1. A California community college may contract with a public or private entity, corporation, association, person or body, for the purposes of providing instruction, services, or both, by the College. This is contract education. **Ed Code §78021(a)**
2. Students can earn unit credits and, when applicable, receive certificates and degrees for work completed through contract education.
California Code of Regulations, Title 5, §55170
3. The college will charge for the actual cost of the program, to include instruction, materials, books, administrative costs and any other costs necessary to conduct the program. The cost of instruction could vary by college and by programs.
Ed Code §78021(b)
4. There is no set fee for administrative costs. That fee will be based on the program/training desired. The party contracting for the instruction or services must sign an agreement, which will outline the instruction/training to be provided, along with all costs necessary to provide the instruction/training.
5. Student enrollment fees do not apply to a contract education program if the entire cost of a course, including administrative costs, is paid by a public or private agency, corporation, or association with which the District contracts.
Ed Code §76300 (e) (3)
6. Attendance of students in contract education programs shall not be included for purposes of calculating the FTES for apportionment to the District.
Ed Code §78021(c)
7. Courses that are fully paid for by an employer do not need to be open to the public.
8. Faculty teaching credit and noncredit contract education classes shall be compensated in the same manner as comparable faculty in the regular, noncontract education program.

Faculty teaching not-for-credit contract education classes shall be compensated in the same manner as faculty in the regular, noncontract education program if the course meets the same standards as a course in the credit curriculum.
Ed Code § 78022 (b) and (d)



Agenda Item (VIII-B-2)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-2)
Subject	Agreement to Support Tutorial and Training for Physician Assistant Program with the Office of Statewide Planning and Development
College/District	Moreno Valley
Funding	Song-Brown Grant
Recommended Action	It is recommended that the Board of Trustees approve agreement with the Office of Statewide Planning and Development in the amount of \$119,977.00.

Background Narrative:

The Physician Assistant Program was awarded \$119,977.00 from the Office of Statewide Health Planning and Development (OSHPD) funds to assist the program with the cost of student support, program evaluation and the accreditation process. The term of the award is August 1, 2013 through September 15, 2014.

Prepared By: Sandra Mayo, President, Moreno Valley College
Rossllynn Byous, Director

Attachments:

[Agreement 13-4084 8 8 2013](#)

AGREEMENT NUMBER 13-4084
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
 Office of Statewide Health Planning and Development (OSHPD)

CONTRACTOR'S NAME
 Riverside Community College District

2. The term of this Agreement is: 08-01-2013 through 09-15-2014
 or upon DGS approval

3. The maximum amount of this Agreement is: \$119,977.00
 One hundred nineteen thousand, nine hundred seventy-seven dollars and zero cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

- | | |
|--|------------|
| Exhibit A – Scope of Work | 02 page(s) |
| Exhibit B – Budget Detail and Payment Provisions | 02 page(s) |
| Exhibit C* – General Terms and Conditions | GTC610 |
| Check mark one item below as Exhibit D: | |
| <input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) | 01 page(s) |
| <input type="checkbox"/> Exhibit - D* Special Terms and Conditions | |
| Exhibit E – Additional Provisions | 04 page(s) |
| Attachment A | 03 pages |

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Riverside Community College District		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 4800 Magnolia Avenue Riverside, CA 92506		
STATE OF CALIFORNIA		
AGENCY NAME OSHPD		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 400 R Street, Suite 359, Sacramento, Ca 95811		

Exempt per:

EXHIBIT A

SCOPE OF WORK

1. Contractor agrees to the following:

- A. Under the direction of the Director of the Riverside County Regional Medical Center/Riverside College Physician Assistant Program use grant funds to support the needs of educationally disadvantaged students by implementing educational support services that will help students be successful.
- B. Budgeted personnel with anticipated duties:
 - 1. Faculty Tutors – Offer small group and one-on-one tutorial support for students who have been deemed at-risk based on their examination scores and practicum scores.
- C. Submission of a complete final report including data outcomes for the program within 30 days of the end of the contract year. (See Attachment A) for sample report.

2. OSHPD agrees to provide:

- A. The Program Director of the Physician Assistant Program, the current year's (08-01-2013 to 07-31-2014) master certification form and instructions by September 30th of the year.

Direct all contract inquiries to:

Requesting Agency: OSHPD	Contracting Agency: Riverside Community College District
Name: Manuela Lachica, Program Director	Name: Aaron S. Brown, Vice Chancellor, Business and Financial Services.
Phone: (916) 326-3752	Phone: (951) 222-8789
E-mail: manuela.lachica@oshpd.ca.gov	E-mail: aaron.brown@rccd.edu

The project representatives during the term of this Agreement will be:

Requesting Agency: OSHPD	Training Program: Riverside County Regional Medical Center
Section/Unit: Healthcare Workforce Development Division (HWDD)	Section/Unit: Physician Assistant Program
Attention: Melissa Omand, Program Analyst	Attention: Roslynn S. Byous, DPA, PAC
Address: 400 R Street, Room 330 Sacramento, CA 95811	Address: 16130 Lasselle Street Moreno Valley, CA 92551
Phone: (916) 326-3753	Phone: (951) 571-6166
E-mail: melissa.omand@oshpd.ca.gov	E-mail: Roslynn.byous@mvc.edu

EXHIBIT B

The OSHPD shall reimburse the Contractor for the expenses incurred in providing the services outlined in Exhibit A in accordance with the following schedule:

CONTRACT YEAR: 08-01-2013 to 07-31-2014**PERSONNEL SERVICES:****Total Reimbursement
Not to Exceed:**

Faculty Tutors
Salary & Benefits

\$40,530

OPERATING EXPENSES:

Office and instructional supplies, copying,
Printing and any other items needed to run
Program

\$8,100

MAJOR EQUIPMENT:

2 Apple iPads with Wi-Fi,
Cell 32Gb @ \$730 each

\$1,460

Recorders for Examination Preparation
6 @ \$600.00 each

\$3,600

OTHER COSTS:

2 iPads monthly fee
(\$30 each x 1 yr)

\$1,440

Third Party Evaluator
Assist with development and analyze
For program enhancement

\$46,560

Exam Preparation

\$8,000

Simulation Training

\$1,400

Indirect Costs (8% maximum)

\$8,887

Total for Contract Year: 08-01-2013 to 07-31-2014

\$119,977

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

Payment

- A. For services satisfactorily rendered in accordance with the Scope of Work, Exhibit A and upon receipt and approval of the quarterly certifications as specified in this Article, Item C, OSHPD agrees to compensate Riverside Community College District for actual expenditures incurred in accordance with the rates specified in Exhibit B, page 1 of 2.
- B. Budget modifications consist of a change within the approved budget that does not amend the amount or the term of the contract. Contractors may only request one (1) budget modification per fiscal year. Revised budget pages are required and must reflect the proposed budget modification. With the exception of the personnel services category, a transfer of funds up to 15% of the contract is permissible across each budget category (i.e., operating expenses, major equipment, and other costs) with notification to the OSHPD. Transfers of funds between the personnel services category and any other budget category will require a budget modification and contract amendment.
- C. Semester certifications shall include the Contract Number, expenditures for the quarter and a certification by the Director of the Physician Assistant Program (original signature) that each expenditure is true and correct under the terms of this Agreement. These documents shall be submitted for payment on a semester basis in arrears to:

Melissa Omand, Program Analyst
Song-Brown Training Program
Office of Statewide Health Planning and Development
400 R Street, Room 330
Sacramento, CA 95811

- D. OSHPD will withhold the final semester payment due to the Contractor under this Contract until all required reports are submitted to OSHPD and approved. OSHPD will notify the contractor of approval in writing.

Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Contract does not appropriate sufficient funds for the program, this Contract shall be of no further force and effect. In this event, OSHPD shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Contract and Contractor shall not be obligated to perform any provisions of this Contract.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, OSHPD shall have the option to either cancel this Contract with no liability occurring to OSHPD, or offer a Contract amendment to Contractor to reflect the reduced amount.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. RESOLUTION OF CONTRACT DISPUTES:

Any dispute arising under this agreement, which cannot be resolved at the State Program Administrator level nor at the Director's level of the Department (OSHPD) signing this contract may be submitted to non-binding arbitration after the following process, has been completed:

- (A) The Contractor first discusses a problem informally with the Family Physician Training Act Administrator. If unresolved, the problem shall be presented as a grievance to the Deputy Director, Healthcare Workforce Development Division, in writing, stating the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought.
- (B) The Deputy Director shall make a determination on the problem within ten (10) working days after receipt of the written communication from the Contractor and shall respond in writing to the Contractor indicating the decision and reasons for it.
- (C) Should the Contractor find the Deputy Director's decision an unacceptable one, a letter shall be sent to the Director within ten (10) working days of receipt of the Deputy Director's decision. The Director or designee shall meet with the Contractor within twenty (20) working days of receipt of the Contractor's letter. Should the Contractor disagree with the Director's decision, the Contractor and Director may agree to submit the matter to non-binding arbitration.

2. POTENTIAL SUBCONTRACTORS

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the act and omissions of its subcontractors and of persons either directly or indirectly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any contractor.

3. TRAVEL

All travel and per diem expenses will be reimbursed in accordance with Department of Personnel Administration rules and regulations governing excluded employees. These rules may be viewed at <http://www.dpa.ca.gov/personnel-policies/travel/rules-for-excluded-employees.htm>

4. EQUIPMENT PURCHASE

Per State Contracting Manual (7.29), title to any equipment purchased or built with state funds will vest in the state.

EXHIBIT E

ADDITIONAL PROVISIONS

1. Primary Care Physician Assistant Standards Adopted by the California Healthcare Workforce Policy Commission on May 13, 1998.

- I. Each Primary Care Physician Assistant Training Program approved for funding under the Song-Brown Health Care Workforce Training Act (hereinafter "the Act") shall, prior to the initiation of training and the transfer of State funds:
 - A. Meet the standards set forth by the Medical Board of California for the training of Assistants to the Primary Care Physician pursuant to Section 3500, Chapter 7.7, Division 2 of the Business and Professions Code and to Section 1399.500, Article 1-7, Division 13.8, Physician Assistant Examining Committee of the Medical Board of California, Title 16 of the California Code of Regulations.
- II. Each Primary Care Physician Assistant Training Program approved for funding under the Act shall include a component of training in medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare Primary Care Physician Assistants for service in such neighborhoods or communities.
- III. Appropriate strategies shall be developed by each training institution receiving funds under the Act to encourage Primary Care Physician Assistants who are trained in the training program funded by the Act to enter into practice in areas of unmet priority need for primary care family physicians within California as defined by the California Healthcare Workforce Policy Commission (hereinafter referred to as "areas of need"). Such strategies shall incorporate the following elements:
 - A. An established procedure to identify, recruit, and admit primary care physician assistant trainees who possess characteristics which would suggest a predisposition to practice in areas of need, and who express a commitment to serve in areas of need.
 - B. An established counseling and placement program designed to encourage training program graduates to enter practice in areas of need.
 - C. A program component such as a preceptorship experience in an area of need, which will enhance the potential of training program graduates to practice in such an area.

EXHIBIT E

2. Contract Criteria Adopted by the California Healthcare Workforce Policy Commission on February 16, 2000.

I. Contract Awards

- A. Each contract entered into, pursuant to the Song-Brown Health Care Workforce Training Act, Health and Safety Code, Sections 128200, et., (hereinafter "the Act"), shall be based on the recommendation of the California Healthcare Workforce Policy Commission to the Director of the Office of Statewide Health Planning and Development recorded in the Healthcare Workforce Policy Commission official minutes.
- B. Each contract shall be for a purpose authorized by the California Healthcare Workforce Policy Commission Standards for Primary Care Physician Assistant Programs.
- C. No contracts shall provide for indirect costs in excess of 8% of the amount of total expenditures under the contract.
- D. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the California Healthcare Workforce Policy Commission Standards for Primary Care Physician Assistant Training Programs.

E. Purpose for Which Contract Funds May be Expended

- 1. Contract funds may be expended for any purpose which the training institution judges will most effectively advance the education of Primary Care Physician Assistant students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the training institution.
- 2. Contract funds may be used for expenses incurred for the provision of training, including faculty and staff salaries, necessary alterations and renovations, and supplies and travel directly related to the training program.
- 3. Contract funds may be used for new construction only when such construction is specifically provided for in the contract

II. Contract Terms

- A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the California Healthcare Workforce Policy Commission.
- B. Each Contract shall specify the total amount allowable under the Contract and allowable in each budget category authorized under the Contract, and shall be in accordance with recommendations of the California Healthcare Workforce Policy Commission.

EXHIBIT E**III. Accounting Records and Audits****A. Accounting**

Accounting for contract funds will be in accordance with the education institution's accounting practices based on generally accepted accounting principles consistently applied regardless of the source of funds. Supporting records must be in sufficient detail to show the exact amount and nature of expenditures.

Training institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the primary care nurse practitioner training program provided that the institution maintains such written fiscal control and accounting procedures as are necessary to assure proper disbursement of, and accounted for, such commingled funds, including provisions for:

1. The accurate and timely separate identification of funds received under the Act.
2. The separate identification of expenditures prohibited by the contract criteria.
3. An adequate record of proceeds from the sale of any equipment purchased by funds received under the Act.

B. Record Retention and Audit

1. The education institution shall permit the Director of the Office of Statewide Health Planning and Development, or the Auditor General, or the State Controller, or their authorized representatives, access to records maintained on source of income and expenditures of its nursing education program for the purpose of audit and examination.
2. The education institution shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract.

EXHIBIT E

3. The education institution agrees to make available at the office of the education institution at all reasonable times during the period set forth in subparagraph 4 below any of the records for inspection, audit or reproduction by an authorized representative of the State.
4. The education institution shall preserve and make available its records (a) for a period of three (3) years from the date of final payment under this contract, and (b) for such longer period, if any, as is required by applicable statute, by any other clause or this subcontract, or by subparagraph a or b below:
 - a. If this contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.
 - b. Records which relate to (1) litigation of the settlement of claims arising out of the performance of this contract, or (2) costs and expenses of this contract as to which exception has been taken by the State or any of its duly authorized representatives, shall be retained by the education institution until disposition of such appeals, litigation, claims, or exceptions.
5. Except for the records described in subparagraph 4 above, the education institution may in fulfillment of its obligation to retain the records as required by this clause substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of the two (2) years following the last day of the month or reimbursement to the education institution of the invoice or voucher to which such records relate, unless a charter person is authorized by the State or its duly authorized representatives

ATTACHMENT A

Base Funding - Final Report

- This form is a **SAMPLE**
- The original will be available for download on August 1, 2014.
- Download form at: <http://www.oshpd.ca.gov>

As stated in your contract, Exhibit A, Section C, a final report including data outcomes is due at the end of the contract period.

Program Student Information	
How many students were enrolled in your PA program during the term of your contract XX-XXXX	
How many students graduated from the PA program during the term of your contract?	
If there were students that did not graduate during this period, how many are currently enrolled?	
Of those students that graduated during the contract period, how many have taken positions in Areas of Unmet Need?	
How many students were directly supported with the funding you received through contract XX-XXXX	

1. Provide a brief overview of your programs successes and/or challenges in meeting the objectives stated in your proposal.

2. If there were student(s) that withdrew from the program, please cite the reason(s) for withdrawal.

3. What accomplishments in your program demonstrate success in further advancement of the goals cited in Section 128230 of the Song-Brown Act?

4. Using the form provided on the following page provide an accounting of how contract funds have been spent.

ATTACHMENT A

CONTRACT YEAR: 08-01-2013 to 07-31-2014

PERSONNEL SERVICES:	*BUDGET	ACTUAL EXPENDITURES	EXPLANATION
Faculty Tutors			
OPERATING EXPENSES:			
Office and Instructional Supplies			
MAJOR EQUIPMENT:			
2 Apple iPads with Wi-Fi			
6 Recorders for Examination Preparation			
OTHER COSTS:			
2 iPads monthly fee			
Third Party Evaluation			
Exam Preparation			
Simulation Training			
Indirect costs			
Contract Year 2013 -2014 Sub-Total			

*Includes any requested re-budgets

ATTACHMENT A

5. Please provide the following information:

Program Director Name	Degrees	Title of Position
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Mailing Address (Organization, Street, City, State, Zip Code)

E-Mail Address	Telephone No.	FAX Number
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CERTIFICATION AND ACCEPTANCE (Please sign report in blue ink):
I, the undersigned, certify that the statements herein are true and complete to the best of my knowledge:

Program Director



Agenda Item (VIII-B-3)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-3)
Subject	Inter-Agency Agreement for the Middle College High School Program with Moreno Valley Unified School District
College/District	Moreno Valley
Funding	Moreno Valley Unified School District
Recommended Action	It is recommended that the Board of Trustees approve the agreement for the Middle College High School Program between Riverside Community College District, Moreno Valley College and Moreno Valley Unified School District in the amount of \$65,000.

Background Narrative:

Moreno Valley College's Middle College High School Program (MCHS) was established in 1999 through a partnership with Moreno Valley Unified School District. Under the MCHS grant's objectives for continued funding, it is required that the program apply for a high school code. However, after a review of this high school code requirement, all parties involved declared an interest to pursue an alternative approach that would institutionalize the parties' commitment to the Middle College High School Program. An institutional commitment will strengthen the MCHS program relationships and support the achievement of the improved educational success of students while in high school and enhance readiness for college. The educational success and college preparedness of students will serve the interest of both students and the community. Upon approval by both Districts' Board of Trustees, the Moreno Valley Unified School District will contribute sixty-five thousand dollars (\$65,000) to Moreno Valley College to support the MCHS program. The initial term of the agreement shall be from July 1, 2013 to June 30, 2014.

Prepared By: Sandra Mayo, President, Moreno Valley College
Greg Sandoval, Vice President, Student Services

Attachments:

[Inter-Agency Agreement with MVUSD 8 8 13](#)

INTER-AGENCY COOPERATION AGREEMENT

THIS AGREEMENT is entered into this 20th day of August 2013, by and between Riverside Community College District, on Behalf of Moreno Valley College, ("College") and the Moreno Valley Unified School District ("District"), both located in the City of Moreno Valley and the County of Riverside.

RECITAL

WHEREAS, both the College and the District have a common interest in improving the educational success of students;

WHEREAS, improving the educational success of students while in high school will lead to enhanced readiness for college;

WHEREAS, the educational success and college preparedness of students will serve the interest of both students and the community;

I. TERMS OF THE AGREEMENT

NOW THEREFORE, College and District agree as follows:

- A. The College will offer the Middle College High School program to the District's eligible 11th and 12th grade high school students. The Parties desire to cooperate in the planning, development, and implementation of a middle college high school program that would provide high school students the opportunity to complete their high school diploma and transfer sequentially or directly to a two or a four-year college. It is hoped that recruitment efforts will bring together a student population that is reflective of the District. Program emphasis will be based on a strong liberal arts and sciences foundation appropriate to a general high school curriculum. Enhanced basic skills remediation, as well as subject-specific skills building, will be available.
- B. **Governance:** All District Middle College students receiving college credits from the College are governed by the policies and procedures applicable to students, instructional procedures, academic standards and course offerings, whether courses are offered at the college campus, at off-campus sites or in any other venue.
- C. **Staffing:** The District will maintain a designated College Liaison, a full time high school Counselor and a full time high school English Teacher. The District's College Liaison will provide support and guidance to the Middle College Administrator and participate in the Middle College High School Consortium Team. The high school Counselor will provide academic, social and personal counseling to all Middle College students. The English Teacher will provide academic instruction to Middle College students in English 3 and Multicultural Literature (English 4). In addition, both the high school Counselor and the English Teacher will participate in the Middle College Recruitment Committee, weekly student meetings (House meetings), and Team Meetings. The College will

provide an assigned college administrator, who will be responsible for communication and coordination of program operations.

- D. **Instructional Calendar:** The Middle College High School program calendar will be aligned with the RCCD/College calendar, independent of the District calendar.
- E. **Accuplacer:** The College agrees to administer the assessment (Accuplacer) placement exam for District Middle College students in the spring term of each calendar year. The District will pay for Assessment Placement (Accuplacer) exam costs.
- F. **Registration:** The District Middle College students will follow the college's matriculation process including application, assessment, orientation, and registration. The Middle College High School program will place no more than 5 students in any one college class section, consistent with past and current practices. All courses are available for District Middle College students, excluding Anatomy & Physiology and Microbiology. Enrollment to a Guidance 48 classes per summer term will be offered.
- G. **Tuition and Costs:** District Middle College students will be exempt from mandatory enrollment fees (however students will be responsible for student health and student services fees). The District will be responsible for the cost of books and other instructional expenses.
- H. **Professional Development:** The College will provide necessary training regarding matriculation and degree requirements to College Liaison and High School Counselor.
- I. **Facilities:** The College agrees to provide facilities on the Moreno Valley campus for college courses that will be taken by District Middle College students. District Middle College students will be granted equal access to all College facilities consistent with any College student. District Middle College students enrolled in College courses will have access to all College services (i.e., library, tutoring, student ID cards, health services, etc.) The College will continue to provide to both the high school Counselor and English Science Teacher, a workstation which includes, but it is not limited to a computer, printer and phone.
- J. **Discipline:** Matters of discipline will be handled cooperatively between the College and the District. The District agrees students with discipline issues will be dismissed from Middle College and returned to their high school of residency.
- K. An advisory committee will be established to make sure that facility, equipment, and operational plans are pursued, and in tandem with the development of curricula by high school and college faculty. Since the concept of the Middle College High School program is predicated on the seamless transition from high school through college, the Middle College High School program calendar will be aligned with the College academic calendar, as feasible. There will be an annual review of the agreement between the College and the District.

- L. The District will contribute sixty-five thousand dollars (\$65,000) for the academic year 2013/2014 to support the Middle College High School program. In return, it is anticipated that up to seventy District students will be served by the Middle College High school Program.

- M. The initial term of this agreement shall be from July 1, 2013 to June 30, 2014, with the option to renew the agreement for additional year periods upon written agreement of the parties in the form of an Amendment. Either party may terminate this agreement without cause with 60 days' written notice to the other party. Any District students currently participating in the program at the effective date of termination will be allowed to continue through the completion of that College semester.

II. INDEMNIFICATION/INSURANCE

The parties mutually agree and understand that, during the terms of this Agreement:

- A. the College will indemnify, defend and hold harmless the District and its Trustees, officers, employees, students and agents, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, arising out of, or in connection with its performance of this agreement for the active negligence and willful acts or omissions of College's Trustees, officers, employees, students and agents.
- B. the District will indemnify defend and hold harmless the College and its Trustees, officers, employees, students and agents, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, arising out of, or in connection with its performance of this agreement for the active negligence and willful acts or omissions of District's Trustees, officers, employees, students and agents.
- C. the parties will provide each other with a Certificate of Insurance, evidencing general liability coverage in the amount of at least \$1,000,000 per incident and \$3,000,000 in the aggregate, as well as workers' compensation coverage for its employees in amounts required by the State of California. Each party will name the other as an additional insured on their Certificate of Insurance.

III. MISCELLANEOUS PROVISIONS

This Agreement constitutes the complete understanding of the parties regarding the matters to which it refers, and incorporates all prior oral agreements in contemplation of this written Agreement. This written Agreement contains all the relevant understandings between the parties.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

The parties shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law. The parties understand that harassment of any student or employee of the other party with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

In witness whereof the parties have executed the Agreement as of the date and year indicated.

Riverside Community College District, on Behalf of Moreno Valley College

By _____

Sandra L. Mayo, Ed. D., President

_____ Date

Moreno Valley Unified School District

By _____

Judy D. White, Ed. D., Superintendent

_____ Date



Agenda Item (VIII-B-4)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-4)
Subject	Inter-Agency Agreement for Middle College High School Program with Val Verde Unified School District
College/District	Moreno Valley
Funding	Val Verde Unified School District
Recommended Action	It is recommended that the Board of Trustees approve the agreement for the Middle College High School Program between Riverside Community College District, Moreno Valley College and Val Verde Unified School District in the amount of \$35,000.

Background Narrative:

Moreno Valley College's Middle College High School Program (MCHS) was established in 1999 through a partnership with Val Verde Unified School District. Under the MCHS grant's objectives for continued funding, it is required that the program apply for a high school code. However, after a review of this high school code requirement, all parties involved declared an interest to pursue an alternative approach that would institutionalize the parties' commitment to the Middle College High School Program. An institutional commitment will strengthen the MCHS program relationships and support the achievement of the improved educational success of students while in high school and enhance readiness for college. The educational success and college preparedness of students will serve the interest of both students and the community. Upon approval by both Districts' Board of Trustees, the Val Verde Unified School District will contribute thirty-five thousand dollars (\$35,000) to Moreno Valley College to support the MCHS program. The initial term of the agreement shall be from July 1, 2013 to June 30, 2014.

Prepared By: Sandra Mayo, President, Moreno Valley College
Greg Sandoval, Vice President, Student Services

Attachments:

[Inter-Agency Agreement with Val Verde USD 8 8 13](#)

INTER-AGENCY COOPERATION AGREEMENT

THIS AGREEMENT is entered into this August 20th day of August 2013, by and between Riverside Community College District, on Behalf of Moreno Valley College, ("College") and the Val Verde Unified School District ("District"), both located in the City of Moreno Valley and the County of Riverside.

RECITAL

WHEREAS, both the College and the District have a common interest in improving the educational success of students;

WHEREAS, improving the educational success of students while in high school will lead to enhanced readiness for college;

WHEREAS, the educational success and college preparedness of students will serve the interest of both students and the community;

I. TERMS OF THE AGREEMENT

NOW THEREFORE, College and District agree as follows:

- A. The College will offer the Middle College High School program to the District's eligible 11th and 12th grade high school students. The Parties desire to cooperate in the planning, development, and implementation of a middle college high school program that would provide high school students the opportunity to complete their high school diploma and transfer sequentially or directly to a two or a four-year college. It is hoped that recruitment efforts will bring together a student population that is reflective of the District. Program emphasis will be based on a strong liberal arts and sciences foundation appropriate to a general high school curriculum. Enhanced basic skills remediation, as well as subject-specific skills building, will be available.
- B. **Governance:** All District Middle College students receiving college credits from the College are governed by the policies and procedures applicable to students, instructional procedures, academic standards and course offerings, whether courses are offered at the college campus, at off-campus sites or in any other venue.
- C. **Staffing:** The District will maintain a designated College Liaison and a full time high school Social Science Teacher. The District's College Liaison will provide support and guidance to the Middle College Administrator and participate in the Middle College High School Consortium Team. The Social Science Teacher will provide academic instruction to Middle College students in United States History, Government and Economics. In addition, the Social Science Teacher will participate in the Middle College Recruitment Committee, weekly student meetings (House meetings), and Team Meetings. The College will provide an assigned college administrator, who will be responsible for communication and coordination of program operations.

- D. Instructional Calendar:** The Middle College High School program calendar will be aligned with the RCCD/College calendar, independent of the District calendar.
- E. Accuplacer:** The College agrees to administer the assessment (Accuplacer) placement exam for District Middle College students in the spring term of each calendar year. The District will pay for Assessment Placement (Accuplacer) exam costs.
- F. Registration:** The District Middle College students will follow the college's matriculation process including application, assessment, orientation, and registration. The Middle College High School program will place no more than 5 students in any one college class section, consistent with past and current practices. All courses are available for District Middle College students, excluding Anatomy & Physiology and Microbiology. Enrollment to a Guidance 48 classes per summer term will be offered.
- G. Tuition and Costs:** District Middle College students will be exempt from mandatory enrollment fees (however students will be responsible for student health and student services fees). The District will be responsible for the cost of books and other instructional expenses.
- H. Professional Development:** The College will provide necessary training regarding matriculation and degree requirements to College Liaison.
- I. Facilities:** The College agrees to provide facilities on the Moreno Valley campus for college courses that will be taken by District Middle College students. District Middle College students will be granted equal access to all College facilities consistent with any College student. District Middle College students enrolled in College courses will have access to all College services (i.e., library, tutoring, student ID cards, health services, etc.) The College will continue to provide the high school Social Science Teacher a workstation which includes, but it is not limited to a computer, printer and a phone.
- J. Discipline:** Matters of discipline will be handled cooperatively between the College and the District. The District agrees students with discipline issues will be dismissed from Middle College and returned to their high school of residency.
- K.** An advisory committee will be established to make sure that facility, equipment, and operational plans are pursued, and in tandem with the development of curricula by high school and college faculty. Since the concept of the Middle College High School program is predicated on the seamless transition from high school through college, the Middle College High School program calendar will be aligned with the College academic calendar, as feasible. There will be an annual review of the agreement between the College and the District.

- L. The District will contribute thirty-five thousand dollars (\$ 35,000) for the academic year 2013/2014 to support the Middle College High School program. In return, it is anticipated that thirty-five District students will be served by the Middle College High school Program.

- M. The initial term of this agreement shall be from July 1, 2013 to June 30, 2014, with the option to renew the agreement for additional year periods upon written agreement of the parties in the form of an Amendment. Either party may terminate this agreement without cause with 60 days' written notice to the other party. Any District students currently participating in the program at the effective date of termination will be allowed to continue through the completion of that College semester.

II. INDEMNIFICATION/INSURANCE

The parties mutually agree and understand that, during the terms of this Agreement:

- A. the College will indemnify, defend and hold harmless the District and its Trustees, officers, employees, students and agents, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, arising out of, or in connection with its performance of this agreement for the active negligence and willful acts or omissions of College's Trustees, officers, employees, students and agents.
- B. the District will indemnify defend and hold harmless the College and its Trustees, officers, employees, students and agents, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, arising out of, or in connection with its performance of this agreement for the active negligence and willful acts or omissions of District's Trustees, officers, employees, students and agents.
- C. the parties will provide each other with a Certificate of Insurance, evidencing general liability coverage in the amount of at least \$1,000,000 per incident and \$3,000,000 in the aggregate, as well as workers' compensation coverage for its employees in amounts required by the State of California. Each party will name the other as an additional ensured on their Certificate of Insurance.

III. MISCELLANEOUS PROVISIONS

This Agreement constitutes the complete understanding of the parties regarding the matters to which it refers, and incorporates all prior oral agreements in contemplation of this written Agreement. This written Agreement contains all the relevant understandings between the parties.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

The parties shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law. The parties understand that harassment of any student or employee of the other party with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

In witness whereof the parties have executed the Agreement as of the date and year indicated.

Riverside Community College District, on Behalf of Moreno Valley College

By _____

Sandra L. Mayo, President

_____ Date

Val Verde Unified School District

By _____

Juan M. Lopez, Superintendent

_____ Date



Agenda Item (VIII-B-5)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-5)
Subject	Inter-Agency Agreement for the Moreno Valley College/Nuview Bridge Early College High School Program with Nuview Union School District
College/District	Moreno Valley
Funding	Nuview Union School District
Recommended Action	It is recommended that the Board of Trustees approve the agreement for the Moreno Valley College/Nuview Bridge Early College High School Program between Riverside Community College District, Moreno Valley and Nuview Union School District in the amount of \$100,000.

Background Narrative:

Moreno Valley College/Nuview Bridge Early College High School Program (NBECHS) was established in 2005 through a partnership between Moreno Valley College and Nuview Union School District for the period October 2005 through August 2010. This past year both parties held discussions to re-establish a formal partnership in serving high school students with college potential from the Nuview Union School District. The parties are committed to strengthening the NBECHS program relationships and support the achievement of the improved educational success of students while in high school and enhance readiness for college. The educational success and college preparedness of students will serve the interest of both students and the community. Upon approval by both Districts' Board of Trustees, the Nuview Union School District will contribute one hundred thousand dollars (\$100,000) to Moreno Valley College to support the NBECHS program. The initial term of the agreement shall be from July 1, 2013 through June 30, 2014.

Prepared By: Sandra Mayo, President, Moreno Valley College
Greg Sandoval, Vice President, Student Services

Attachments:

[Inter-Agency Agreement with Nuview Union SD 8 8 13](#)

INTER-AGENCY COOPERATION AGREEMENT

THIS AGREEMENT is entered into this 20th day of August 2013, by and between Riverside Community College District, on Behalf of Moreno Valley College, ("College") and the Nu view Union School District ("District"), both located in the County of Riverside.

RECITAL

WHEREAS, both the College and the District have a common interest in improving the educational success of students;

WHEREAS, improving the educational success of students while in high school will lead to enhanced readiness for college;

WHEREAS, the educational success and college preparedness of students will serve the interest of both students and the community;

I. TERMS OF THE AGREEMENT

NOW THEREFORE, College and District agree as follows:

- A. The College will offer the Early College High School program to the District's eligible high school students. The Parties desire to cooperate in the planning, development, and implementation of a early college high school program that would provide high school students the opportunity to complete their high school diploma and transfer sequentially or directly to a two or a four-year college. It is hoped that recruitment efforts will bring together a student population that is reflective of the District. Program emphasis will be based on a strong liberal arts and sciences foundation appropriate to a general high school curriculum. Enhanced basic skills remediation, as well as subject-specific skills building, will be available.
- B. **Governance:** All District Early College students receiving college credits from the College are governed by the policies and procedures applicable to students, instructional procedures, academic standards and course offerings, whether courses are offered at the college campus, at off-campus sites or in any other venue.
- C. **Staffing:** The District will maintain a designated College Liaison. The District's College Liaison will provide support and guidance to the assigned college administrator and participate in the Early College High School Consortium Team. The College will provide an assigned college administrator, who will be responsible for communication and coordination of program operations.
- D. **Instructional Calendar:** The Early College High School program calendar will be aligned with the RCCD/College calendar, independent of the District calendar.

- E. **Accuplacer:** The College agrees to administer the assessment (Accuplacer) placement exam for District Early College students in the spring term of each calendar year. The District will pay for Assessment Placement (Accuplacer) exam costs.
- F. **Registration:** The District Early College students will follow the college's matriculation process including application, assessment, orientation, and registration. The Early College High School program will place no more than 5 students in any one college class section, consistent with past and current practices. All courses are available for District Early College students, excluding Anatomy & Physiology and Microbiology. Two sections of either Guidance 45 or 48 will be offered to District Early College students, for both the fall and spring semesters.
- G. **Tuition and Costs:** District Early College students will be exempt from mandatory enrollment fees (however students will be responsible for student health and student services fees). The District will be responsible for the cost of books and other instructional expenses.
- H. **Professional Development:** The College will provide necessary training regarding matriculation and degree requirements to College Liaison.
- I. **Facilities:** The College agrees to provide facilities on the Moreno Valley campus for college courses that will be taken by District Early College students. District Early College students will be granted equal access to all College facilities consistent with any College student. District Early College students enrolled in College courses will have access to all College services (i.e., library, tutoring, student ID cards, health services, etc.)
- J. **Discipline:** Matters of discipline will be handled cooperatively between the College and the District. The District agrees students with discipline issues of any type will not be given access to the College campus.
- K. An advisory committee will be established to make sure that facility, equipment, and operational plans are pursued, and in tandem with the development of curricula by high school and college faculty. Since the concept of the Early College High School program is predicated on the seamless transition from high school through college, the Early College High School program calendar will be aligned with the College academic calendar, as feasible. There will be an annual review of the agreement between the College and the District.
- L. The District will contribute one hundred thousand dollars (\$ 100,000) for the academic year 2013/2014 to support the Early College High School program. In return, it is anticipated that up to 240 District students will be served by the Early College High school Program, not including students enrolled in guidance courses at the College site.

- M. The initial term of this agreement shall be from July 1, 2013 to June 30, 2014, with the option to renew the agreement for additional year periods upon written agreement of the parties in the form of an Amendment. Either party may terminate this agreement without cause with 60 days' written notice to the other party with a pro-rated re-distribution of funds as appropriate. Any District students currently participating in the program at the effective date of termination will be allowed to continue through the completion of that College semester.

II. INDEMNIFICATION/INSURANCE

The parties mutually agree and understand that, during the terms of this Agreement:

- A. The College will indemnify, defend and hold harmless the District and its Trustees, officers, employees, students and agents, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, arising out of, or in connection with its performance of this agreement for the active negligence and willful acts or omissions of College's Trustees, officers, employees, students and agents.
- B. The District will indemnify defend and hold harmless the College and its Trustees, officers, employees, students and agents, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, arising out of, or in connection with its performance of this agreement for the active negligence and willful acts or omissions of District's Trustees, officers, employees, students and agents.
- C. The parties will provide each other with a Certificate of Insurance, evidencing general liability coverage in the amount of at least \$1,000,000 per incident and \$3,000,000 in the aggregate, as well as workers' compensation coverage for its employees in amounts required by the State of California. Each party will name the other as an additional insured on their Certificate of Insurance.

III. MISCELLANEOUS PROVISIONS

This Agreement constitutes the complete understanding of the parties regarding the matters to which it refers, and incorporates all prior oral agreements in contemplation of this written Agreement. This written Agreement contains all the relevant understandings between the parties.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

The parties shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law. The parties understand that harassment of any student or employee of the other party with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

In witness whereof the parties have executed the Agreement as of the date and year indicated.

Riverside Community College District, on Behalf of Moreno Valley College

By _____

Sandra L. Mayo, President

_____ Date

Nu view Union School District

By _____

David Pyle, Superintendent

_____ Date



Agenda Item (VIII-D-1)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	Updated List of Prequalified Firms for Furniture, Fixtures and Equipment (FF&E) Consulting Services
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the updated list of prequalified furniture, fixtures and equipment consulting firms: HMC Architects, LPA Inc., NTD Architecture, and Pal Id Studio, Inc.

Background Narrative:

On November 7, 2012 the Board of Trustees approved four (4) firms to be included in the list of prequalified Furniture, Fixtures and Equipment (FF&E) consulting firms for District and College projects. The prequalified list included Dovetail Decision Consultants, Inc., HMC Architect, NTD Architecture, and Pal Id Studio, Inc.

In May 2013, Dovetail Decision Consultants, Inc. requested to be removed from the prequalified list. Subsequently, staff discovered an error had occurred that had inadvertently prevented LPA, Inc. from being considered when the original list was established. After reviewing LPA's statement of qualifications, it is recommended that LPA be included in the list of prequalified FF&E consulting firms.

Attached is the updated list of prequalified furniture, fixtures and equipment consulting firms.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Purchasing Manager

Attachments:

[08202013_Updated FF&E Consulting Services List](#)

**Furniture, Fixtures and Equipment (FF&E) Consulting Services
Updated List of Recommended Firms**

Firm

HMC Architects
LPA Inc.
NTD Architecture
Pal Id Studio, Inc.

Location

Ontario
Irvine
San Diego
Fullerton



Agenda Item (VIII-D-2)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-2)
Subject	Budget Refinement for Student Services Building and Ancillary Projects Budget
College/District	Riverside
Funding	College Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve a project budget refinement for the various components of Student Services Building and Ancillary Projects Budget, from the \$32 million total project budget.

Background Narrative:

At the April 17, 2012 Board of Trustees meeting, the Board considered and approved a Project Budget for a new Student Services Building and ancillary projects in the amount of \$32 million. While the report narrative outlined the elements of the project in generalities, a breakdown of scope and budget allocation of the \$32 million was not specified.

At this time, the outline of scope and project components are well understood and therefore budget allocation of the \$32 million can be presented and considered by the board. Earlier at the June 19, 2012 meeting, two of the ancillary project components were approved but the funding allocation provided needs to be adjusted; so providing an allocation for all six components of the \$32 million will assure budget allocation and compliance for the entire \$32 million. Each component will conform to its budget allocation to assure that all projects elements of the \$32 million overall project will be accomplished, as overall planned and budgeted.

Exhibit 1 (attached) denotes the six components that are included in the \$32 million Student Services Building and Ancillary Projects Budget, and are themselves refinements to the overall scope presented to the board in April 17, 2012 for the initial budget approval.

At the Board Committee meeting on August 6, questions to the scope of the Grab-n-Go Café arose. Staff noted that information on that ancillary project would be provided. Exhibit 2 (attached) is the floor/ site plan for the Grab-n-Go Café, along with the cost breakdown for the \$1.6 million allocated.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

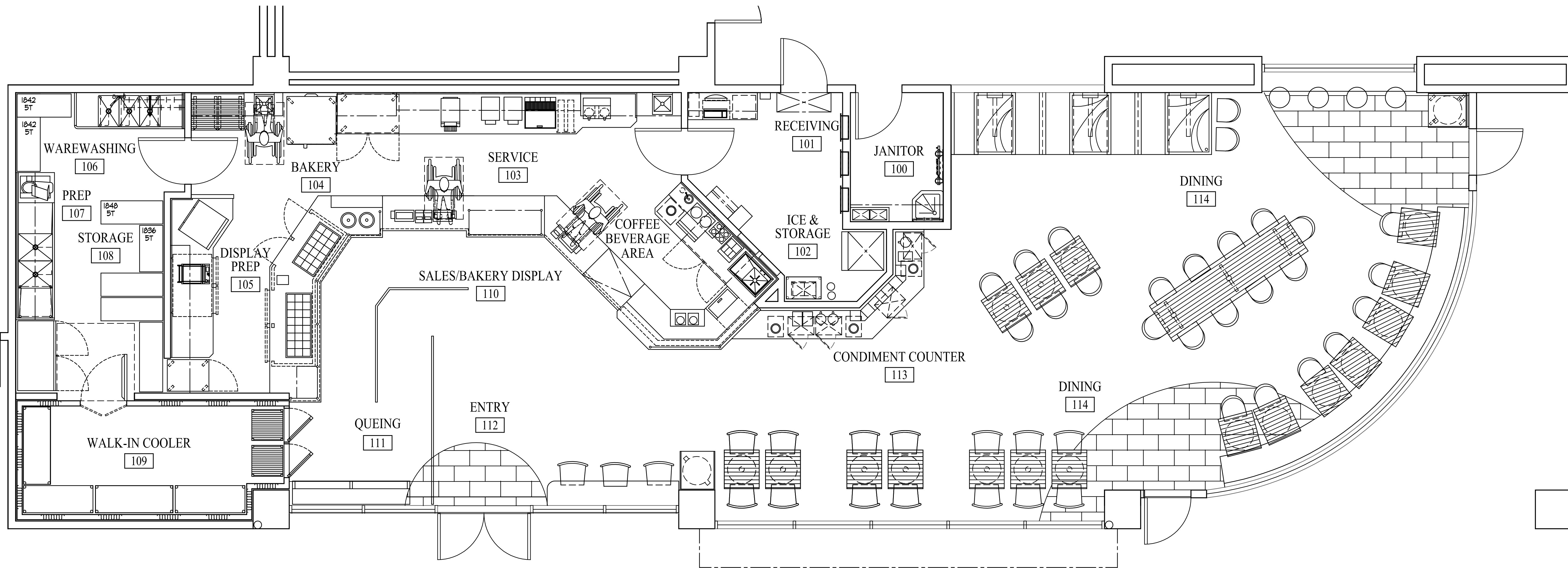
[Project Budget Breakdown for \\$32 Million](#)
[Cafe \(Grab and Go\) Plan and Cost Breakdown](#)

Exhibit 1

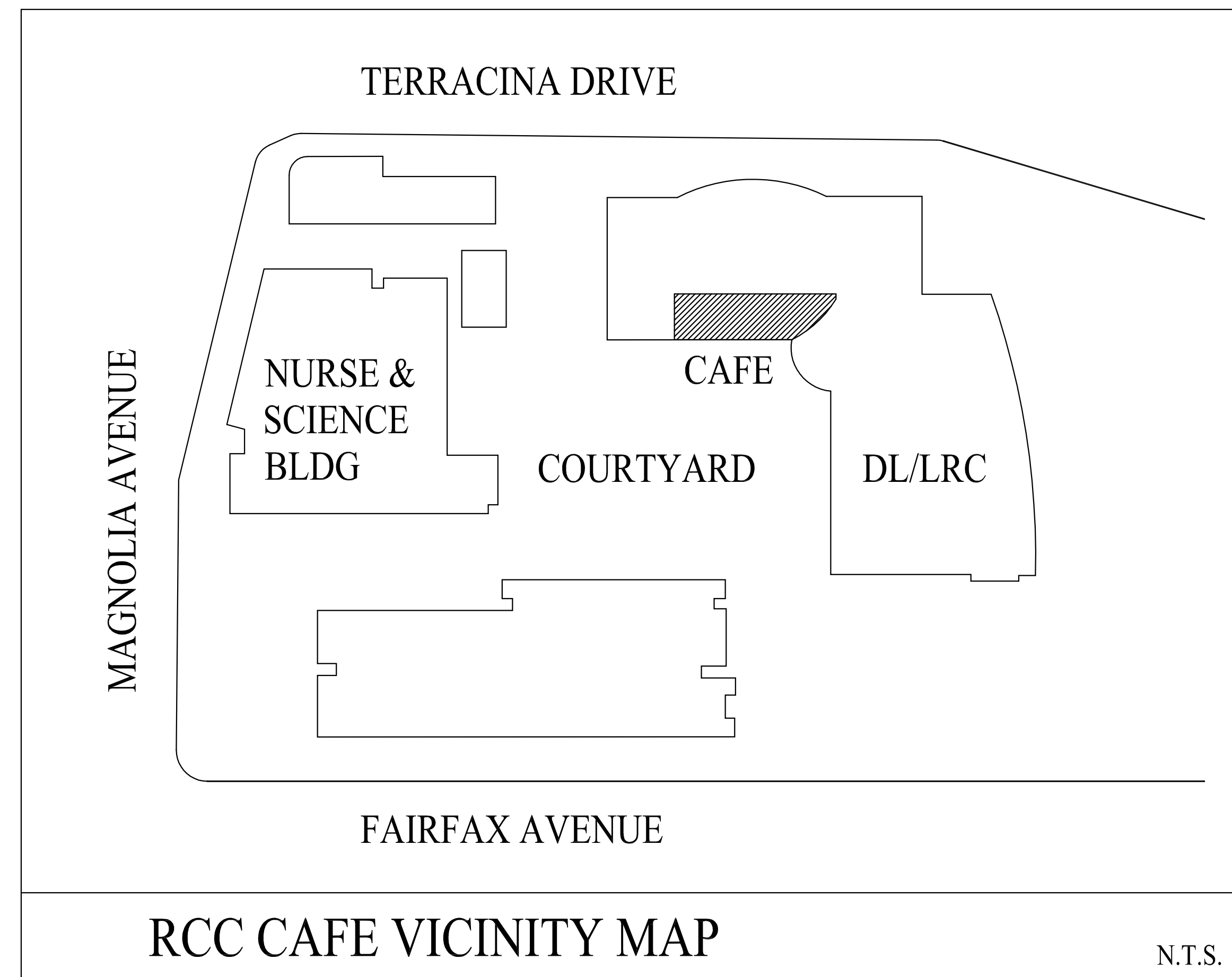
RIVERSIDE CITY COLLEGE: STUDENT SERVICES BUILDING PROJECT BUDGET

Project Component	Project Budget
Student Services/Administration Building-Phase I	\$ 24,375,000
Student Services/Administration Building-Phase II	\$ 1,550,000
Lovekin Complex Portable Bldg Relocation/Grading	\$ 2,000,000
Lovekin Complex Tennis Courts	\$ 2,250,000
Lovekin Complex/Parking Structure Restriping	\$ 225,000
DL/LRC Grab-n-Go Café	\$ 1,600,000
TOTAL	\$ 32,000,000

EXHIBIT 2 - RCC GRAB-N-GO CAFE



Grab-n-Go Café Project Cost Outline	
Architectural & Engineering Consultant Services & Agency Approvals	\$137,316.00
Site Preparation/ Construction	\$705,614.00
General Contractor Contingencies, Overhead/ Profit, and Bonds/ Insurance	\$151,900.00
Test and Inspections	\$50,752.00
Construction Contingencies	\$112,018.00
Technology/ Kitchen Equipment (Direct Purchase by RCCD)	\$442,400.00
Total Estimated Project Cost	\$1,600,000.00



ARCHITECT:
 HIGGINSON + CARTOZIAN ARCHITECTS, INC.
 1455 WEST PARK AVENUE
 REDLANDS, CALIFORNIA 92373
 Ph. (909) 793-3100 Fax: (909) 793-3140
 website: hcarchinc.com

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CONSULTANT:

 TriMark RobertClark
 Foodservice Design, Equipment and Supplies.
 2801 McGraw Avenue, Suite B
 Irvine, CA 92614
 Tele (949) 753-7171 Fax (949) 753-7174

CLIENT:
 DLLRC
 Express
 Café



Riverside City Campus
 Riverside Community College District

APPROVALS:

REVISIONS:
 ▲ DATE: 08/07/13 DSA REVISIONS
 ▲ DATE:
 ▲ DATE:
 CHECKED BY: W.H. DRAWN BY: P.A.J., B.J.H.
 DATE: JULY 26, 2013-DSA COMMENTS

SHEET TITLE:
 EQUIPMENT
 FLOOR PLAN

SHEET NO.:

K-3.1 P



Agenda Item (VIII-D-3)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-3)
Subject	Budget Augmentation for the Groundwater Monitoring Wells Compliance Project
College/District	Norco
Funding	Measure C Program Contingency Funds
Recommended Action	It is recommended that the Board of Trustees approve a budget augmentation of \$417,600, for a project budget not to exceed \$517,660 for the groundwater monitoring wells compliance project.

Background Narrative:

At the June 21, 2011 meeting, the Board of Trustees approved a tentative project budget in the amount of \$100,000 for the Ground Monitoring Wells disposition project at Norco College. Since approval of the tentative budget, Riverside Community College District (RCCD) has been working on a compliance plan and program with the Department of Toxic Substances Control (DTSC). Since tentative project budget approval, two of the three wells have been identified and re-established for testing, and the third testing well is also now operable. The remaining work the District has with DTSC is to prepare and complete the development of a Soils Management Plan, Operations and Maintenance Work Plan, and Land Use Covenant to be reviewed and accepted by DTSC; and to test and monitor the wells for a five-year period.

The funding from the initial tentative budget has been expended in support of the above-referenced activities and through invoices from DTSC that include charges incurred for their review and work. In order to cover DTSC invoices and the remaining work to be conducted to achieve compliance, it is necessary to augment the project budget from its tentative amount of \$100,000, to a budget not to exceed \$517,660. The attached exhibit outlines the expenditures, both incurred and planned, to bring this project to completion. This includes the services for monitoring the wells for the five year duration.

Prepared By: Paul Parnell, President, Norco College
Beth Gomez, Vice President, Business Services (Norco)
Chris Carlson, Chief of Staff & Facilities Development
Calvin Belcher, Project Manager
Bart Doering, Director, Construction

Attachments:

[Norco Wells Project Funding Breakdown August 2013](#)

Project Budget Norco Groundwater Monitoring

Tentative Project Budget Approved (June 2011)	\$ 100,000.00
Dudek Costs:	
Monitoring oversight	\$ 53,791.68
Other Costs:	
Field surveying, well reconstruction, asphalt removal/repair	\$ 14,105.00
Department of Toxic Substance Control:	\$ 24,657.58
Subtotal	\$ 92,554.26
<hr/> <hr/>	
Compliance Cost	
DTSC	
Plan(s) Review	\$ 20,000.00
DTSC Invoices	\$ 30,000.00
Land Use Covenant (LUC)	\$ 15,000.00
Dudek:	
Meetings and Negotiations with DTSC	\$ 15,000.00
Soil Management Plan	\$ 7,000.00
Ground Water Monitoring	
DTSC	
Testing Estimate, Annual Cost (\$4,797, est for 5 yrs)	\$ 23,985.00
Staff Costs, Annual Monitoring (\$25,736, est for 5 years)	\$ 128,675.00
Dudek	
Ground Water Sampling (\$22,800, est for 5 years)	\$ 114,000.00
Project Contingency	\$ 64,000.00
Total Project Budget	\$ 517,660.00



Agenda Item (VIII-D-4)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-4)
Subject	Budget Augmentation for the District-wide Utility Infrastructure Upgrade Project
College/District	Riverside
Funding	District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees augment the budget for the District-wide Utility Infrastructure Upgrade Project by \$500,000 for a total amount not to exceed \$7.5 million.

Background Narrative:

At the December 14, 2010 meeting the Board of Trustees approved the District-wide Utility Infrastructure Upgrade project and budget in the amount of \$7 million, utilizing District, centrally controlled Measure C fund. The project has included various components and phases, and at Riverside City College, the final phase of the District-wide Utility Infrastructure Upgrade Project is being undertaken with the 12kV campus loop upgrade. With bids and project costs, it is necessary to augment the total project budget, by \$500,000 to assure there is adequate funding to cover project bids, inspection services and project contingency. In addressing the upgrade and replacement of ageing infrastructure, having these funds allocated at this time should provide for prudent project delivery, while enhancing the campus infrastructure.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Wolde-Ab Isaac, Interim President, Riverside
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Bart Doering, Director, Construction
Calvin Belcher, Project Manager

Attachments:



Agenda Item (IX-A-1)

Meeting	8/20/2013 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Resolution No. 03-13/14 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 03-13/14, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service and send the appropriate notification.

Background Narrative:

The position reduction identified is part of cost-reduction strategies for Performance Riverside at Riverside City College. Due to the funding situation, the position of Administrative Assistant II will be eliminated as we continue to deal with significant financial problems as a result of consecutive years of funding cuts and other factors unique to RCCD.

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

Attachments:

[20130820_ResNo 03 13-14_LayoffAndReduceHoursOfTheClsfdServ_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 03-13/14

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

WHEREAS, projected funding levels and/or work load for a classified position load has been eliminated or reduced, the Governing Board of the Riverside Community College District (“District”) hereby finds it necessary and in the best interest of the District to eliminate the classified service as specified below:

<u>Position Title</u>	<u>Department</u>	<u>FTE</u>
Administrative Assistant II	Performance Riverside, Riverside City College	1.0

NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that, as of October 18, 2013 the classified position specified herein shall be eliminated 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 no later than 60 days prior to the effective date of layoff as set forth above.

ADOPTED this 20th day of August, 2013.

President of the Board of Trustees

ATTEST:

Secretary, Board of Trustees



Agenda Item (IX-B-1)

Meeting	8/20/2013 - Regular
Agenda Item	Administrative Reports (IX-B-1)
Subject	2013-2014 Moreno Valley College Catalog
College/District	Moreno Valley
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the 2013-2014 Moreno Valley College catalog as submitted.

Background Narrative:

The catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2012-2013 academic year.

Prepared By: Sandra Mayo, President, Moreno Valley College
Ray Maghroori, Provost/Vice Chancellor, Educational Services

Attachments:

[Moreno Valley College Catalog 2013-14_backup](#)

[Moreno Valley College Catalog 2013-14 backup](#)



Agenda Item (IX-B-2)

Meeting	8/20/2013 - Regular
Agenda Item	Administrative Reports (IX-B-2)
Subject	2013-2014 Norco College Catalog
College/District	Norco
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the 2013-2014 Norco College catalog as submitted

Background Narrative:

The catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2012-2013 academic year.

Prepared By: Paul Parnell, President, Norco College
Ray Maghroori, Provost/Vice Chancellor, Educational Services

Attachments:

[Norco College Catalog 2013-14_backup](#)

[Norco College Catalog 2013-14 backup](#)



Agenda Item (IX-B-3)

Meeting	8/20/2013 - Regular
Agenda Item	Administrative Reports (IX-B-3)
Subject	2013-2014 Riverside City College Catalog
College/District	Riverside
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the 2013-2014 Riverside City College catalog as submitted.

Background Narrative:

The catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2012-2013 academic year.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside
Ray Maghroori, Provost/Vice Chancellor, Educational Services

Attachments:

[Riverside City College Catalog 2013-14_backup](#)



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

Agenda Item (XII-A)

Meeting	8/20/2013 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	Presentation of Annual Report by Measure C Citizens' Bond Oversight Committee
College/District	District
Information Only	

Background Narrative:

Proposition 39 and the Bylaws of the RCCD Measure C Citizens' Bond Oversight Committee require that the Committee submit an annual report to the Board of Trustees. The report is submitted as an information item and details the activities of the Committee during the past year in a format determined by Committee members. The RCCD administrator who staffs the Committee prepares the report; its content is reviewed and approved by the Committee prior to presentation to the Board of Trustees.

Prepared By: Jim Parsons, Assoc Vice Chancellor, Strategic Communications & Relations

Attachments:

[CBOC Report_082013](#)



Summary of the Citizens' Bond Oversight Committee

Proceedings and Activities 2012-13

Meetings of the Citizens' Bond Oversight Committee

The Committee conducts its meetings in accordance with the provisions of the Ralph M. Brown Public Meeting Act, Government Code Sections 54950 et seq. Meeting notices and agendas are sent to members of the Committee within the required period and are posted at RCCD campuses and education centers. Meeting notices, agendas, minutes, and documents and reports received by the Committee are a matter of public record and are available through the RCCD website: <http://www.rcc.edu/cboc> or by calling the RCCD Strategic Communications and Relations office at (951) 222-8857.

Meeting - October 12, 2012

Riverside City College
Digital Library & Learning Resource Center
4th Floor Conference Room
4800 Magnolia Avenue
Riverside, CA 92506



School of Nursing and Science/Math Building –
Riverside City College

- Vincenti, Lloyd & Stutzman, LLP presented the 2011-12 Annual Audit as required by Proposition 39. Audit recorded an unqualified opinion—in essence a clean audit. Member Barnhart asked about bond service debt related to Series A&B and Member Dale asked about any classified salaries paid from Measure C funds. Auditor noted that 57% of expenditures were audited—in line with industry standards. Committee approved acceptance of the audit.
- Committee members received an updated Financial Report and Project Commitments Report and discussed building maintenance costs, legal fees, and claims outstanding.
- Facilities & Planning staff reported status of the ADA transition plan, summer construction, and the conversion of part of the Lovekin Complex to tennis courts, and the current tennis courts atop the parking structure to parking spaces.
- Committee approved the requests of Members Ferguson, Kraus and Hix to serve second terms, beginning in February 2013.
- Committee determined meeting dates for the 2013 calendar year, changing meeting times from 6 p.m. to 4 p.m. and maintaining current rotation of meeting locations among the RCCD colleges.

Meeting - February 20, 2013

Moreno Valley College
Humanities Building, Rm. 234
16130 Lasselle Street
Moreno Valley, CA 92551

- MVC President Sandra Mayo briefed the Committee members on the status of Measure C construction projects at the campus, including the Student Academic Services Building scheduled for completion in fall 2013, the new emergency phone system, science laboratory improvements, and the College's intent to develop a new education master plan prior to updating the facilities master plan. Committee Member Kraus asked about remaining Measure C funds allocated to MVC and the likelihood that the funds would be enough to meet the College's vision and needs. Dr. Mayo discussed aspects of the education master plan indicating how priorities were set.
- Committee members received a financial expenditures update, noting a cash balance of \$8.2 million under the current bond issuance. Finance administrator Aaron Brown informed the Committee about an upcoming IRS audit related to the 2007 Measure C bond issuance—an information only audit.
- Facilities & Planning staff presented the Projects Commitment Report. Committee Member Ferguson asked about the Norco College fuel cell project footprint and projected energy and cost savings; Member Kraus asked for a status on the Center for Human Performance (shovel ready status), and about parking downtown related to the RCCD Renaissance Block projects. F&P administrator Bart Doering reported on the status of the district-wide ADA transition/improvement plan, noting that MVC and NC were scheduled to complete Phase 1 in April, and that RCC would be going out to bid on related projects.
- RCCD General Counsel Ruth Adams discussed a labor inquiry/complaint that had generated certified letters to several District personnel, as well as to each CBOC member. Padilla & Associates, PLA administrators, were investigating and correcting the issue.
- Member Barnhart requested that Facilities & Planning generate an annual report concerning project change orders.
- Chair Chavez asked about recent Board of Trustee items related to the loan of Measure C funds for college projects/programs. Finance administrator Aaron Brown briefed Committee members on the items, noting that each had to do with construction timing required by grants received by the colleges, and that reimbursement of the funds to Measure C was guaranteed. Members Barnhart and Taylor recommended that information be readily available so that no one misconstrued the use of Measure C funds.



Student Academic Services Building
Under Construction, Moreno Valley College



Student Academic Services Building Concept
Moreno Valley College

Meeting - April 11, 2013

Norco College
Center for Student Success, Rm. 219
2001 Third Street
Norco, CA 92860

- Finance administrator Aaron Brown discussed the limited activity that occurred during the period and responded to a question regarding unfunded projects. Member Dale asked how the money paid for facilities used during the Splash TV series production at RCC affected Measure C. Mr. Brown responded that the College/District is allowed via IRS regulations to earn a certain amount of money relative to the investment of Measure C dollars in a project. The amount is determined by several factors including the length of time a specific contract for facility use is



Norco Operations Center
Norco College

in place—most of RCC facilities fall within a 3-5 day regulation. Member Dale asked how the funds would be used; intent is for the use to be for general maintenance, pool caretaker, and related costs.

- Mr. Brown updated the Committee on the IRS audit status, which encompassed several facilities, including the Riverside Aquatics Complex at RCC and the Dental Hygiene Building at Moreno Valley College.
- Facilities & Planning staff updated the Committee on current projects, including groundwater monitoring at Norco College, RCCD ADA construction, Network Operations Center at Norco College (95% complete), submission of IPP to the State for a new Cosmetology Building at RCC, and changes in Physician Assistant laboratory scope and completion of an emergency phones project at MVC. Member Dale asked whether a seismic survey had been done at RCC; Facilities & Planning administrator Orin Williams responded that none had been done recently, though one was planned for the Quadrangle. Member Dale also asked whether RCCD had complete maps of boundaries and/or easements related to campuses; Mr. Williams said the District doesn't have comprehensive maps, but staff knows where all utilities, access roads, easements, etc. are located.
- Facilities & Planning administrator Bart Doering presented an executive summary report tracking project change orders (previously requested by Member Barnhart). Committee instructed staff that they would like the report prepared annually.

Meeting - July 11, 2013

Riverside City College
O.W. Noble Administration Building, Rm. 109
4800 Magnolia Avenue
Riverside, CA 92506

- Business & Finance staff presented the Financial Report, stating that an additional allocation of \$1.6 million in Measure C to the MVC Student Academic Services Building, which was related to the re-scoping of Furniture, Fixtures & Equipment (FF&E) plan. An IRS audit completion letter was distributed related to an information audit conducted by the agency—RCCD found to be in good standing.
- RCC's VP of Business Services reported on the in-progress and planned solutions to the odor and HVAC problems in the new Science Building following air and system testing. Many of the solutions proved to be low-cost, easily implemented, and effective; none of the findings indicated potential health issues.
- Facilities Planning & Development staff distributed and reviewed the project At-A-Glance report and the Capital Projects Executive Summary. Notable changes included construction of MVC SAS being 85% complete, groundwater well monitoring at Norco College underway in conformance with requirements (anticipated total cost \$200,000-250,000), the design presentation for the planned Student Services Center at RCC, and an update on the district-wide ADA improvements project. Also discussed were the ongoing updates of facilities master plans at each college.
- Committee members received a draft design comp of the 2012/13 Annual Report, which will be presented to the Board of Trustees at the August 2013 meeting.
- Committee unanimously selected member Nicolas Ferguson to serve as Chair and member Rikki Hix to serve as Vice Chair for the 2013/14 year.



Statement of Compliance

This Annual Report is submitted to the Board of Trustees by the Riverside Community College District Citizens' Bond Oversight Committee.

This Committee advises that, to the best of its knowledge, the Riverside Community College District complies with the requirements in Article XIII A, Section 1(b) (3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure C and no funds were used for any teacher or administrative salaries or other operating expenses as prohibited by Article XIII A, Section (b) (s) (a) of the California Constitution.

Respectfully submitted:
Richard Chavez, Chair
Citizens' Bond Oversight Committee

Date: August 20, 2013

Riverside Community College District
Citizens' Bond Oversight Committee

2012-13 Annual Report



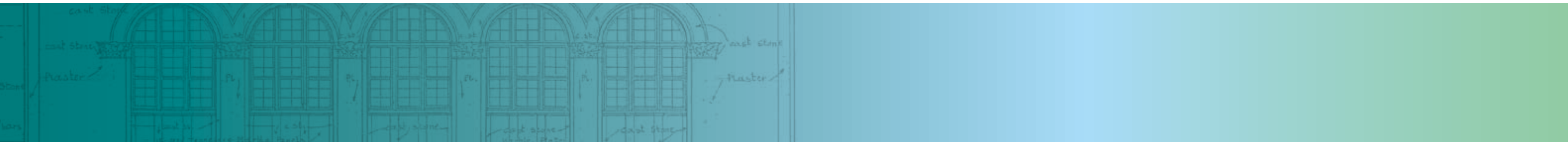
Submitted to the
Riverside Community College District
Board of Trustees
August 20, 2013



2012-13 Annual Report



Riverside Community College District
Citizens' Bond Oversight Committee



Riverside Aquatics Complex
Riverside City College



Student Academic Services Rendering
Moreno Valley College

Richard Chavez, Chair
Allison Dale, Vice Chair
Dave Barnhart
Nicolas Ferguson
Rikki Marie Hix
Jeff Kraus
Robert Taylor



Agenda Item (XII-B)

Meeting	8/20/2013 - Regular
Agenda Item	Business From Board Members (XII-B)
Subject	Recognition of Outgoing Citizens' Bond Oversight Committee Members
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees officially recognize the service of four outgoing Citizens' Bond Oversight Committee members--Mr. Richard Chavez, Mr. David Barnhart, Ms. Allison Dale, and Mr. Robert Taylor-for outstanding service to the public, Riverside Community College District, and its three colleges.

Background Narrative:

RCCD Measure C Citizens' Bond Oversight Committee (CBOC) members are eligible to serve two, two-year terms. Upon completion of their term(s) it is appropriate for the Board of Trustees to officially recognize the contributions and stewardship of these committee members. Through their efforts, the Board of Trustees and the public is assured that public monies approved by voters through the general obligation bond measure in 2004 are spent in accordance with Proposition 39 and the ballot measure. In July 2013, four individuals completed second two-year terms of service on the CBOC: Mr. Richard Chavez (Chair), Ms. Allison Dale (Co-Chair), Mr. David Barnhart and Mr. Robert Taylor. During four years of service on the committee, these individuals proved themselves to be dedicated, engaged and responsive in performing required oversight duties. Through their participation, they helped ensure that RCCD students and local communities benefit from high quality, accessible learning environments.

Prepared By: Jim Parsons, Assoc Vice Chancellor, Strategic Communications & Relations

Attachments:



Agenda Item (XII-C)

Meeting	8/20/2013 - Regular
Agenda Item	Business From Board Members (XII-C)
Subject	Appointment of Individuals to the Measure C Citizens' Bond Oversight Committee
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees consider the applications submitted by individuals interested in serving on the Measure C Citizens' Bond Oversight Committee and select four individuals to serve in the open categories--community-at-large, business, labor, and retired citizen--for initial two-year terms.

Background Narrative:

When vacancies occur on the RCCD Measure C Citizens' Bond Oversight Committee (CBOC)—either through resignation or the completion of a member's term—it is the responsibility of the Board of Trustees to select and appoint individuals to fill those vacancies. CBOC currently has openings in four categories: Community-at-large, Business, Labor, and Retired Citizen representative. Notices advertising the vacancies were placed on the District website and affiliated social media sites, in local print media, and through direct contact with the area chambers of commerce, the San Bernardino-Riverside Labor Council, current and former CBOC members, and local community and business sources. A CBOC applicant matrix and applications are submitted to the Board of Trustees for consideration.

Prepared By: Jim Parsons, Assoc Vice Chancellor, Strategic Communications & Relations

Attachments:

[CBOC Applicant Matrix_8_20_2013](#)
[CBOC Applications_8_20_2013](#)

CITIZENS' BOND OVERSIGHT COMMITTEE APPLICANTS
as of 08/13

Applicant	Community-at-large	Business	Labor	Retired Citizen Organization	City of Residence	Student Organization	College Support Organization	Taxpayer Organization
Morrie Barembaum	X				Corona			
Susan Cash	X			X	Riverside			
Debbie Caudell	X				Riverside			
James Cuevas	X	X			Riverside			
Ilona "Loni" Emmert	X				Riverside			
Bob Frost			X		Riverside			
Denise Fleming	X	X			Moreno Valley			
Alesia Fuller	X	X			Riverside			
Ruthee Goldkorn	X	X			Moreno Valley			
Gary Leach	X				Riverside			
George Perez	X	X			Riverside			
Demetrious John Peros	X			X	Riverside			
Bradly Stevens	X	X			Moreno Valley			
Matthew W. Tutor	X	X			Riverside			
Mary Van Doren	X			X	Riverside			

* Student Organization, College Support Organization and Taxpayer Organization positions not open until 2015

Applicant	Community-at-large	Business	Labor	Retired Citizen Organization	City of Residence	Student Organization	College Support Organization	Taxpayer Organization
Robert Whitton III	X	X			Moreno Valley			
Terri Willoughby	X				Riverside			

CURRENT MEMBERS

Name	Category	Residence
Rikki Marie Hix	Student	Loma Linda
Nicolas Ferguson	College Support Org	Riverside
Jeff Kraus	Taxpayer Organization	Riverside

* Student Organization, College Support Organization and Taxpayer Organization positions not open until 2015

Application for Appointment Citizens' Bond Oversight Committee Riverside Community College District

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- Business Representative Company Name: _____
- Active Member of a Senior Citizen Group Group Name: _____
- Member of a Taxpayer Organization Organization Name: _____
- RCCD Student Organization/Student Club Org. Name: _____
- Member of a College Support Organization Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council
- At-Large Community Member

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Morrie J Barembaum
 Home Address: [Redacted] Corona CA 92880
 Home Telephone: [Redacted] E-mail: [Redacted]@mac.com

Employer Information:

Name of Employer: Santiago Canyon College
 Work Address: 8045 E. Chapman Ave Orange CA 92869
 Work Telephone: 714 628 4895 E-mail: barembaum_morrie@sccollege.edu

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: San Diego State University
 Degree/Major: Master of Science in Astronomy
 Vocational and/or Other Institution: _____
 Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
 2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes No If yes, please explain: _____
 3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: See attached
-
-
-

4. List participation in professional seminars, workshops or organizations: see attached

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) see attached

Please answer the following questions:

5. How long have you been a resident within the College District? 8 Years 4 Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes No If yes, which campus or center: _____

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes No If yes, please explain: _____

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) see attached

Are you a vendor, contractor or consultant of the College District? Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: Maria J. Barenbaum Date: 5/6/2013

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

Addendum to the
Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District
For Morrie Barembaum

3. I have gave a presentation to the Villa Park Rotary Club participated in my son's Cub Scout and Boy Scout troops.

4. I am a member of the American Astronomy Society and Sigma Xi. I have presented in COSMOS in the classroom workshop in 2008. I am the former President of Santiago Canyon College Academic Senate and participated on several committees and made regular presentations to the Rancho Santiago Community College District Board of Trustees.

Qualifications:

I work for the Rancho Santiago Community College District. In 2002, the voters in the RSCCD service area passed Measure E, which is a \$334 million facilities bond. I have been very involved with the planning and design of the buildings on campus - in particular, the Santiago Canyon College Science Center.

8. I would like to be appointed to the committee because my experience as a faculty member of the Rancho Santiago Community College District (RSCCD) and with the Santiago Canyon College Science Center would allow me to draw from a unique perspective. In concert with the other members of the Bond Oversight Committee, I would be able to help the Riverside Community College District avoid some of the deficiencies I have witnessed at RSCCD.

References:

Sandra Mayo, Ed. D.
President
Moreno Valley College
16130 Lasselle Street
Moreno Valley CA 92551
(951) 571-6160
sandra.mayo@mvc.edu

Juan Vazquez
President
Santiago Canyon College
8045 E. Chapman Avenue
Orange CA 92869
(714) 628-4930
vazquez_juan@sccollege.edu

Morrie Jay Barembaum

Corona CA 92880

@mac.com

Education**B. S.: Physics**, 1992, University of California, Irvine, CA, 92717**M. S.: Astronomy**, 1994, San Diego State University, San Diego, CA 92812**Single Subject Credential**, 1995, University of California, Irvine, CA, 92717
CLAD Credential Completed Spring 2000**Teaching Experience**Professor of Astronomy, Santiago Community College, 8/2000 – present

- Department Chair, Earth and Space Sciences, 8/2004 –5/ 2013
- President, SCC Academic Senate 2008-2012
- Member, College Council 8/2004 – present
- Member, Accreditation Committees
- Member, Fiscal Resource Committee 8/2004 – present
- Member: Technology Committee, 2/2001 - present

Teacher, Irvine High School, 9/1995 - present

- AP Physics and Physics instructor
- Co-Chair, Technology Committee
- Member: Site Improvement Council, 9/1997- 6/1999
- Member: Technology Committee, 1/1996 - 6/2000

Adjunct Instructor, Cypress Community College, 8/1995 - 8/2000

- Instructor: Physical Science 116, Introduction to Astronomy

Professional, Non-Teaching, ExperienceResearch Associate, San Diego State University, 8/1993 - 5/1994

- Observed binary system with 24 inch telescope on Mount Laguna, California (SDSU)
- Reduced and analyzed photometric data in the UBVRI system.
- Determined orbital and astrophysical elements of binary system
- Obtain standard star data to calibrate the 24 inch telescope

Assistant Lab Technician, University of California, Irvine, 6/89 - 6-1991

- Assisted in the development of cooling system for Plasma "Q-machine"
- Assisted in the maintenance of equipment in the undergraduate teaching lab

Associations

Member of

- American Astronomical Society
- Sigma Xi

Publications**Barembaum, M. J. & Etzel, P. B.** 1994, Bulletin of the AAS, 26, 1459**Barembaum, M. J. & Etzel, P. B.** 1995, Astronomical Journal, 109, 2680

Susan B. Cash

[REDACTED]
Riverside, CA 92506

[REDACTED]
[REDACTED]@sbcglobal.net

August 16, 2009

Beverly Buckley, CPS
Public Affairs
Riverside Community College
4800 Magnolia, Ave
Riverside, CA 92506-1299

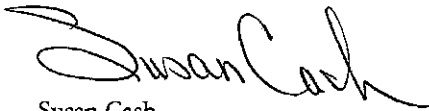
Dear Ms. Buckley:

SUBJECT: APPLICATION FOR THE CITIZEN'S BOND OVERSIGHT COMMITTEE.

Enclosed you will find my application and supporting material for the Citizen's Bond Oversight Committee.
Thank you for contacting me.

Should you require additional information, I can be reached at (951) 686-7578 or s-cash@sbcglobal.net.

Sincerely,



Susan Cash

Enclosures

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- Business Representative Company Name: _____
- Active Member of a Senior Citizen Group Group Name: _____
- Member of a Taxpayer Organization Organization Name: _____
- RCCD Student Organization/Student Club Org. Name: _____
- Member of a College Support Organization Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council
- At-Large Community Member

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Susan Cash
Home Address: _____
Home Telephone : _____ E-mail: _____@sbcglobal.net

Employer Information:

Name of Employer: retired – California State University, Los Angeles - Please see attached vita, University and Faculty Experience, pages 1-4
Work Address: _____
Work Telephone: _____ E-mail: _____

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: Please see attached vita, Education, page 4.
Degree/Major: _____
Vocational and/or Other Institution: _____

Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? __ Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes, __ No If yes, please explain: I was hired as a Part-time instructor 1986-1987
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: Advisory Board member, LA's Best (Better Educated Students for Tomorrow - is a nationally recognized after school education, enrichment and recreation program serving more than 28,000 children with the greatest needs and fewest resources throughout the City of Los Angeles); Mission Inn Foundation; Riverside Art Association and Art Alliance; President, Magnolia School PTA, Poly High School Band Booster

4. List participation in professional seminars, workshops or organizations: Please see attached vita, Selected Presentations, Lectures and Adjudication, page 6:

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) As a university administrator my responsibilities included the following: Liaison to the Joint Powers Authority for the construction and operation of the Herzberg-Davis Forensic Crime Center, a State of California, LA County, City of Los Angeles, and CSULA collaboration to build and operate the largest crime lab and forensic science teaching facility west of the Mississippi; Chair, CSULA Space Management Committee - oversight of the use of campus space and construction; Member, CSULA Master Plan Committee; administered five million dollar annual budget.

Please answer the following questions:

5. How long have you been a resident within the College District? 61 Years 10 Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? X Yes No If yes, which campus or center: I attended and received an AA degree from RCC in Riverside

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes X No If yes, please explain: _____

8. Why would you like to be appointed to this Committee? (Attach additional pages, if needed.)
Please see Attachment A

Are you a vendor, contractor or consultant of the College District? Yes X No If yes, please explain:

9. Are you available to attend Committee meetings on weeknights? X Yes No If no, please explain.

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: _____ Date: 8-14-2009

Completed signed applications should be returned the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

Attachment A

8. Why you would like to be appointed to this Committee?

With a strong commitment to public education, I believe that I can bring my experience and expertise in support of public funding to Riverside Community College. I have extensive experience in accountability and assessment of effectiveness in higher education, planning and operations of educational facilities, collaboration with various stakeholders, and proven leadership.

On a personal level, RCC provided an opportunity for me as a young student to transition from high school to higher education, leading to a rewarding professional career. RCC modeled the role envisioned in the California Masterplan for Education, in that I was able to transfer my first two years of college at RCC to a four-year university, and later to graduate school at UC, Irvine. I am grateful for the role RCC played and would like an opportunity to provide service.

ACADEMIC VITAE (ABRIDGED)

SUSAN BETH CASH

Home Address:

██████████
Riverside, CA 92506

██████████
Email: ██████████@sbcglobal.net

Retired - July 2008

UNIVERSITY EXPERIENCE

Academic Administration, California State University, Los Angeles:

Associate Vice President for Academic Affairs (2005-2008)

Assistant Vice President for Academic Affairs (2003-2005)

Faculty Affairs

- Faculty Policy - Serves as the Executive Secretary of the Faculty Policy Committee of the Academic Senate.
- Policy and Contract - Assures implementation for faculty (Unit III).
- Appointment, Retention, Tenure and Promotion (ARTP) –
 - Provides orientation and training to:
 - New faculty
 - Department and College personnel committees.
- Department Chair Training – Provides annual training sessions on chair roles and responsibilities.
- Faculty Colloquium Series – Serves as Executive Secretary to Faculty Colloquium Committee, and provides administration of the series.
- Sabbatical Leave Awards – Serves as Executive Secretary of the University Sabbatical Leave Award Committee and provides administration of the leaves.
- Liaison to University Counsel – Works with Counsel on the resolution of legal issues regarding faculty, staff and students.
- Liaison to the Chancellor's Office - on matters of faculty collective bargaining.
- Academic Calendar – Coordinates the updating and reporting of the campus academic calendar.

Academic Programs

- Program Review - Serves as the Executive Secretary of the Program Review Subcommittee of the Academic Senate, and coordinates the campus program review process.
- Academic Master Plan – Serves as the Executive Secretary of the University Ad hoc Committee on the 5-year Masterplan, and coordinates updating and reporting to Chancellor's Office.
- Herzberg-Davis Forensic Science Center – Liaison to Operations Committee of Joint Powers Authority for building and operations.

- Student Learning Outcomes Assessment - Oversees implementation of campus student learning outcomes assessment policies.
- Strategic Planning - Coordinates the development of the Academic Affairs Strategic Plan.
- Accreditation - Serves as WASC Accreditation Liaison Officer and provides leadership in the WASC accreditation process and compliance.
- Accountability – Serves as the campus Accountability Officer and coordinates development of the accountability reporting to the Chancellor’s Office.
- Institutional Research – Supervises the Director of Institutional Research, and provides oversight of the office.
- CalState TEACH – Supervises the Regional Director of CalState TEACH and provides oversight of the office.
- Honors Convocations and Commencement – Serves as Executive Secretary of the University Honors Convocation and Commencement Committee, and administers the implementation of both ceremonies.
- Los Angeles High School for the Arts – Serves as liaison with high school in residence.
- California Regional Forensic Crime Lab – Serves as liaison with State, County and City representatives
- Mentor to new Dean of Extended Education and Dean of Health and Human Services.

Acting Associate Vice President for Academic Affairs - Academic Programs (Mar.–Sept. 2003)

- Interim Dean, Educational Support Services – Provided administrative leadership to new units until dean was selected, June 2003.
- Extended Education – Provided oversight to unit in interim periods between deans.
- University Catalog – Administrative oversight of catalog update and publication.
- Space Management – Coordinated Academic Affairs space and served as chair of the Space Management Committee.
- Instructionally Related Activities (IRA) funding – Coordinated procedures for awarding and administration of funds.
- LA’s BEST – CSULA liaison and member of Advisory Board.

Academic Programs

- Program Review - Served as the Executive Secretary of the Program Review Subcommittee of the Academic Senate, and coordinated the campus program review process.
- Academic Master Plan – Served as the Executive Secretary of the University Ad hoc Committee on the 5-year Masterplan, and coordinated updating and reporting to Chancellor’s Office.
- Student Learning Outcomes Assessment - Oversaw implementation of campus student learning outcomes assessment policies.
- Strategic Planning - Coordinated the development of the Academic Affairs Strategic Plan.
- Accreditation - Served as WASC Accreditation Liaison Officer and provided leadership in the WASC accreditation process and compliance.
- Accountability – Served as the campus Accountability Officer and coordinated development of the accountability reporting to the Chancellor’s Office.
- Institutional Research – Supervised the Director of Institutional Research, and provided oversight of the office.

- CalState TEACH – Supervised the Regional Director of CalState TEACH and provided oversight of the office.
- Honors Convocations and Commencement – Served as Executive Secretary of the University Honors Convocation and Commencement Committee, and administered the implementation of both ceremonies.
- Los Angeles High School for the Arts – Served as liaison with high school in residence.

Associate Dean, Undergraduate Studies – General Education and Articulation (2001-2003)

- Curriculum - Reviewed all University curricular initiatives.
- General Education – Served as Executive Secretary of the General Education Subcommittee of the Academic Senate, administered general education policies, and coordinated the scheduling of the upper division GE courses.
- Assessment of General Education – Administered the assessment of student learning outcomes for general education and supervised the General Education Assessment Faculty Coordinator.
- Articulation – Reviewed all requests for articulation, coordinated with community colleges, and administered full ASSIST implementation.

General Education Assessment Faculty Coordinator (2001)

- GE Assessment – Led development and implementation of assessment plan for the GE Program.
- GE Subcommittee - Provided resource information about GE assessment, and assistance in writing the finalized assessment plan.
- College Assessment – Met with College Assessment Coordinators, Associate Deans, and discussions with Deans, Chairs and faculty to communicate the status of GE assessment.
- Assessment Measure Implementation – Implemented two pilot studies 1) the assessment of upper-division themes, and 2) the WPE/Diversity pilot and report of the study's process, analysis, results and recommendations.
- GE workshop - Assisted in coordinating a workshop for faculty teaching GE courses to provide strategies for implementing active learning, writing, assessment, and developing syllabi for GE courses.
- CSU Assessment Council – Served as a campus representative to the council.

Director of Student Services, College of Arts and Letters (1997-98)

- Director of Student Services - reviewed and approved graduate programs, provided reviews required for waiver of numerous campus policies, worked with students who were having significant problems that brought them to the Associate Dean's office.

Acting Chair/Associate Chair, Department of Art (1993-95)

- Acting Chair – Supervision of department faculty and staff, scheduling of courses and assignment of faculty, facilitate resolution of faculty, staff and student issues and concerns
- Associate Chair of the Department of Art - Fulfilled the duties of the Chair in her absences from campus, facilitated the resolution of student and faculty problems, scheduled classes, assistance with management of the department, and upon the resignation of the Fine Arts Gallery Director, organized and curated exhibitions.

Faculty:

- o Professor Emeritus, California State University, Los Angeles, 2009
- o Professor, California State University, Los Angeles, 2000
- o Associate Professor, California State University, Los Angeles, 1995
- o Director of Student Services, College of Arts and Letters, California State University, Los Angeles, 1997-98
- o Associate Chair, Art Department, California State University, Los Angeles, 1993 -1995
- o Acting Chair, Art Department, California State University, Los Angeles, 1994
- o Assistant Professor, California State University, Los Angeles 1991

Part-time faculty positions:

- Assistant Professor, California State University, Los Angeles, 1982-91
- Lecturer, University of California, Irvine, 1982- 90
- Visiting Professor, Pitzer College, Claremont California, 1988
- Instructor, Riverside Community College, Riverside California, 1986-87
- Instructor, Cypress College, Cypress, California, 1985-86
- Visiting Professor, University of Southern California, Los Angeles, California, 1985
- Lecturer, Orange Coast College, Costa Mesa, California, 1983-8

EDUCATION

- 1982, M.F.A., Fine Art, University of California, Irvine
- 1980, B.A., Art, California State University, Fullerton

ACADEMIC ACTIVITY**University:**

- Associate Vice President for Academic Affairs, 2005-2008
- Assistant Vice President for Academic Affairs, 2003-2005
- Acting Associate Vice President for Academic Affairs – Academic Programs, Mar. 2003 – Sept. 2003
- Associate Dean of Undergraduate Studies – General Education and Articulation, 2001 - 2003
- University General Education Assessment Coordinator, 2001
- Search Committee - Provost and Vice President for Academic Affairs, 2001
- Executive Committee, Academic Senate, 1997- 2001
- Secretary, Academic Senate, 1997 - 98, 1999- 2001
- Chair, University Educational Policy Committee, 1996 - 2001
- Strategic Planning Coordinating Committee, 2000 - 2001
- Academic Senate, 1994- 2001
- Ad Hoc General Education Assessment Faculty Working Group, 1999 - 2000
- Task Force, Curriculum Review Process for the Charter School of Education, 2000
- Steering Committee, University Academic Retreat Committee, 1999-2000
- Outstanding Professor Award Committee, 1999 - 2000
- Member, University-Wide, Non-School Based Lottery Advisory Committee, 2000
- Chair, Task Force, Student Outcomes Self-study, WASC, regional accreditation 1998-99
- Steering Committee, CSLA Self-study, WASC regional accreditation-1998-99
- Task Force, Student Academic Honesty, 1998-99

Ad Hoc Committee - University Faculty Retreat on Assessment, 1998
 Facilitator - University Faculty Retreat on Assessment, 1998
 Ad Hoc Committee -- 50th Anniversary Faculty Retreat - 1998
 Facilitator -- 50th Anniversary Faculty Retreat - 1998
 Ad Hoc Committee - Revision of the Program Review Handbook, 1998
 Executive Secretary, Ad Hoc Committee - Evaluation of Administrators, 1998
 Student Outcomes Assessment Subcommittee - 1996-97
 CSLA Representative, Cornerstones Conference-Monterey Bay, 1997
 Facilitator, CSLA Academic Retreat on General Education, 1997
 CSLA Representative, Annual Meeting, National Council of the Schools of Art and Design,
 Houston Texas, 1996
 Vice Chair, Educational Policy Committee 1994 - 96
 Chair, Program Review Subcommittee, 1995-96
 Chair, Ad Hoc Selection Committee, Dean of Arts and Letters, 1995-96
 CSLA Representative, Annual Meeting, National Council of the Schools of Art and Design,
 Kansas City, MO, 1994
 Ad Hoc Committee, PSSI - 1994
 Continuing Education Subcommittee, 1993-1994
 Marshall, Commencement and Graduation, 1994
 Academic Senate, Alternate, 1994

College:

Retention Tenure and Promotions (RTP) Committee A, Department of Theatre Arts and Dance,
 2001
 Faculty Policy Committee - 1999-2000
 Director of Student Services, 1997- 98
 RTP Committee B, 1996-97
 Chair, Executive Board, School of Arts and Letters, 1994-96
 RTP Committee B, 1995-97
 Faculty Affairs Committee, 1994
 Ad Hoc Committee, Lottery Proposal Selection Committee, 1994

Department:

Chair, Instructional Affairs Committee, 1996- 2001
 RTP Committee, 2000-2001
 Search Committee - Studio Arts, 2001
 Mentor, New Faculty Development - 1999-2000
 Steering Committee - NASAD accreditation self-study - 1999-2000
 Chair, Steering Committee, Innovative Instruction Award, 1998 - 99
 Chair, Studio Art Option, 1997- 98
 Chair, Graduate Screening Committee, 1997-98
 Committee for Annual Review of the Department Chair, 1997
 Acting Chair, Art Department, 1994
 Associate Chair, Art Department, 1993-95
 Ad Hoc Committee - Department Strategic Planning, 1995-96
 Ad Hoc Committee, Core Curriculum Modification - 1995

Ad Hoc Committee, G. E. - 1995 - 96
 Ad Hoc Committee, Program Review, 1994
 Chair, Ad Hoc Committee, Dept. Chair Evaluation, 1994, 95
 Chair, Exhibition and Community Affairs Committee, 1994
 Studio Option Committee, 1991-present
 Graduate Screening Committee, 1991-present
 Head, Ceramics Area, Art Department, 1991-present

INSTRUCTIONAL AREAS

Survey and Studio: Ceramics, Drawing, Sculpture , Three-dimensional Design
 Thesis Supervision

Faculty Mentor for *Grad Excel*, Graduate Teaching Assistanceship Program

Principle Graduate Advisor and Thesis/Project Committee member to over 30 graduate students

AWARDS AND RECOGNITION

Emeritus Professor, 2009
 Phi Kappa Phi, Honor Society, Chapter President
 Distinguished Women Award, CSULA, 2001
 CSULA, Innovative Instruction Award, Level II, 2000 - 01
 Sabbatical Leave, 1999 - Tokyo and Kyoto, Japan
 CSULA, Innovative Instruction Award, Level II, 1999
 Sasakawa Fellowship, American Association of State Colleges and Universities, 1998
 Japanese Studies Institute, 1998
 Affirmative Action Grant, California State University, Los Angeles, 1992
 International Art Competition, 1984

PROFESSIONAL ACTIVITY

Areas of research: Studio Arts production and Japanese Art

Selected Presentations, Lectures and Adjudication:

- Presentation, "*Accreditation Strategies at CSULA*", Western Association of Schools and Colleges, Irvine, CA, 2008
- Presentation, "*Developing the Institutional Proposal at CSULA*", Western Association of Schools and Colleges, Pomona, CA 2007
- Presentation, "*The Relationship between Evidence, Process, and Change in Assessing Upper Division General Education*", AAHE Assessment Conference, Seattle, Washington.2003
- Presentation, "*GE Assessment at CSULA*", CSU Assessment Conference, Fullerton, 2003
- Presentation, "*The Role of the Faculty in the Assessment of General Education*", WASC Annual Meetings, Irvine, CA 2003.
- Presentation, "*Orientation to GE, GE Assessment*", GE Faculty Workshop, CSULA, 2001

- Presentation, "*GE Assessment*", GE Workshop for new and part-time faculty, CSULA, 2000
- Presentation, "*The development of assessment and pilot projects for GE at CSULA*", CSU Conference on GE Learning Outcomes - Crowne Plaza LAX 2000
- Presentation, "*Governance Structures at CSLA*", "*Restructuring of Committees*", CSLA Academic Retreat, 2000
- Lecture, "*Visions of Nature: The examination of environmental images in Japanese art as a tool for understanding Japanese perspectives.*" Japanese Studies Association, Annual Conference, Honolulu, Hawaii, 2000
- Lecture/ Workshop, "*The Use Of Personal Imagery In Art*", Verdugo Hills Art Association, 1996
- Juror, Los Angeles Unified School District High School Art Exhibit, CSLA, Los Angeles, 1996
- Lecture, Contemporary Crafts and the Saxe Collection, Newport Harbor Art Museum, 1994
- Faculty Lecture, The Italian Experience, California State University, Los Angeles. 1994
- Lecture/Workshop, Istituto d'Arte Ballardini, Faenza, Italy, 1994
- Juror, *Affairs In The Garden, 20 Platinum Celebration*, Beverly Hills, CA., 1993
- Juror, East Los Angeles College Student Art Exhibition, Los Angeles, CA, 1993
- Invited Lecture, "*Contemporary Art in Ceramics*", Rio Hondo College, Whittier, California, 1992
- Presentation, "*Presentation of Ideas in Ceramics*", California Association of Independent Schools, Southern Regional Meeting, 1990
- Invited Lecture, University of California, Irvine, 1989
- Master Mentor, "*Sequential Approaches in Ceramics*", California Art Education Association, State Conference, 1989
- Presentation, "*Basic Education in the 90's*", California Art Education Association, Southern Area, 1989
- Lecture, Artist Lecture Series, Rancho Santiago College, Santa Ana, California
- Lecture, Municipal Art Gallery, Los Angeles, California, 1984
- Lecture, Pitzer College, Claremont Colleges, Claremont, CA, 1984
- Lecture, University of Southern California, Los Angeles, California, 1983
- Lecture, Orange Coast College, Costa Mesa, California, 1982

Selected Exhibitions and Exhibition Curation and Gallery Organization: Available upon request

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- Business Representative Company Name: _____
- Active Member of a Senior Citizen Group Group Name: _____
- Member of a Taxpayer Organization Organization Name: _____
- RCCD Student Organization/Student Club Org. Name: _____
- Member of a College Support Organization Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council
- At-Large Community Member

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Debbie Caudill
 Home Address: [Redacted] Circle, Riverside, CA 92508
 Home Telephone: [Redacted] E-mail: [Redacted]@earthlink.net

Employer Information:

Name of Employer: Riverside Unified School District - Rivera Elementary
 Work Address: 20440 Red Koppa Lane, Riv, CA 92508
 Work Telephone: 951-697-5757 E-mail: dcaudill@rusd.k12.ca.us

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: University of Redlands, California State University, Los Angeles
 Degree/Major: B.A. - Liberal Arts, M.A. - Educational Administration
 Vocational and/or Other Institution: NA
 Certificate/Technical Training: NA

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: Junior League of Riverside, Delta Kappa Gamma

4. List participation in professional seminars, workshops or organizations:

Leadership Riverside graduate 2009
California Teachers Association

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.)

Junior League of Riverside President 2009-2010.
Categorical Program Specialist at a school site for 14 years.

Please answer the following questions:

5. How long have you been a resident within the College District? 15 Years 7 Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes No If yes, which campus or center:

Riverside Campus

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes No If yes, please explain:

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) I feel that accessible education is a valuable community resource. I would like to support educational efforts at all levels in Riverside.

Are you a vendor, contractor or consultant of the College District? Yes No If yes, please explain:

9. Are you available to attend Committee meetings on weeknights? Yes No If no, please explain.

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: Rubbee Canfield

Date: 6-28-13

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

Debbie Caudill

Leadership Experience

12 years as an active in Junior League
2 years on the Ball Committee
1 year on the Events Committee
1 year as Program Development Committee Chair
1 year on Program Development Committee
1 year on Training/General Meeting Committee
1 year as Membership Development Co-chair
1 year on Nominating & Placement Committee
Annual Giving Chair
Fundraising Director Elect
Fundraising Director
President Elect
President 2009-2010

Member of Delta Kappa Gamma Society International (dedicated to the professional and personal growth of women educators)
Secretary
Committee Chair
President-elect
President 2006-2008

Master's of Arts in Educational Administration
Preliminary Administrative Services Credential
27 years in Education
Riverside Unified School District Elementary Teacher of the year – 2005-2006
Leadership Riverside Class of 2009

Categorical Program Specialist for two schools in RUSD for 14 years
Oversaw the development of school plan
Monitored, revised, and evaluated school plan on an ongoing basis
Monitored and coordinated several categorical budgets and presented updates to parents and staff
Organized, facilitated, and managed documentation for categorical programs,
School Site Council, English Learner Advisory Council, and Gifted and Talented Education
School Site coordinator for English Language Development

Grade Level Team Leader and member of School Leadership Team
Student Council Advisor
Mentor teacher and BTSA support provider
Program Quality Review Trainer and Consultant
Supervising Teacher (Master Teacher) for student teachers
Action Team Member of the Riverside Unified School District Strategic Planning Committee
Provided staff development and parent education presentations
Ten years as Daffodil Days coordinator at my school site
Fifteen years as Dodger Salute-to-Schools day coordinator
PTA teacher representative

Resident Assistant for two dorms at the University of Redlands
Head Resident of two dorms at the University of Redlands

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- Business Representative Company Name: JJC PROJECT MANAGEMENT GROUP, INC.
- Active Member of a Senior Citizen Group Group Name: _____
- Member of a Taxpayer Organization Organization Name: _____
- RCCD Student Organization/Student Club Org. Name: _____
- Member of a College Support Organization Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council
- At-Large Community Member

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

- MONDAY MORNING GROUP - VIRGINIA BLUMENTHAL (951) 682-5110
- RIVERSIDE CHAMBER OF COMMERCE - CINDY ROTH (951) 683-7100
- THE COMMUNITY FOUNDATION - DR. JONATHAN YORBA (951) 684-6631

General Information:

Name: JAMES CUEVAS
Home Address: [REDACTED], RIVERSIDE, CA. 92506
Home Telephone: [REDACTED] E-mail: [REDACTED]@JJCPMS.COM

Employer Information:

Name of Employer: JJC PROJECT MANAGEMENT GROUP, INC.
Work Address: 843 HIGHRIDGE ST., RIVERSIDE, CA. 92506
Work Telephone: (951) 789-4800 E-mail: JAMESCUEVAS@JJCPMS.COM

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: CALIFORNIA POLYTECHNIC UNIVERSITY, POMONA
Degree/Major: BACHELOR OF ARCHITECTURE
Vocational and/or Other Institution: _____
Certificate/Technical Training: ARCHITECT LIC# C30019, CONTRACTOR LIC# 821098

Additional Information:

1. Have you been a member of any College District committee? __ Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? __ Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: CHAIR OF THE COMMUNITY FOUNDATION SERVING RIVERSIDE/SAN BERNARDINO COUNTIES; MONDAY MORNING GROUP DIRECTOR - TRANSPORTATION COMMITTEE; GREATER RIVERSIDE CHAMBER OF COMMERCE - BOARD DIRECTOR;

4. List participation in professional seminars, workshops or organizations: MEMBER AMERICAN INSTITUTE OF ARCHITECTS.

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) SEASONED CONSTRUCTION PROFESSIONAL FOR OVER 30 YEARS ABLE TO SERVE THE COMMUNITY TO ENHANCE ITS QUALITY OF LIFE. I HAVE PARTICIPATED IN THE BUDGETTING/EXECUTION OF OVER \$100 M WORTH OF PROJECTS. I BRING TO THE COMMITTEE PRIOR OVERSIGHT EXPERIENCE OF OTHER COMMUNITY ORGANIZATIONS.

Please answer the following questions:

5. How long have you been a resident within the College District? 28 Years ___ Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? ___ Yes No If yes, which campus or center: _____


7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? ___ Yes No If yes, please explain: _____

8. Why would you like to be appointed to this Committee? (Attach additional pages, if needed.) I WOULD OFFER MY MANY YEARS OF CONSTRUCTION EXPERIENCE TO INSURE QUALIFIED EXPENDITURES ARE ACCOUNTED FOR. I BELIEVE SERVING ONE'S COMMUNITY WITH HUMILITY IS HOW WE INDIVIDUALLY GIVE BACK; BEING EXAMPLES TO OTHERS. "TO WHOM MUCH IS GIVEN, MUCH IS REQUIRED."
Are you a vendor, contractor or consultant of the College District? ___ Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes ___ No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature:  Date: 6/5/13

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

**James J. Cuevas AIA
Curriculum Vitae**

████████████████████ ██████████@jjcpmg.com
Riverside, California 92506

W:(951) 789-4800
C: ██████████

Career Summary

- Principle officer / Owner of JJC Project Management Group, Inc, a general construction and project management firm incorporated since 1998 with over \$100M of completed projects.
- Construction Industry manager with over 32 years of experience holding key leadership roles in general management, contract negotiations / administration, estimating, bidding, entitlement process, project development, operations, finance, and work force development.
- Lifelong commitment to issues, projects and initiative that impact the quality of life of the community. Creates strong community partnerships through active engagement with local business and community organizations.
- Goal driven strategic thinker with demonstrated capacity for driving projects through concept, development, promotion, community buy-in, funding, resource management, and completion.
- Advocate and partner with property ownership to achieve their investment goals. Maintains open and clear communication with all stakeholders.

Licensure, Certificate, Education, and Languages

- California Architect Board: License # C30019
- Contractors State License Board: License # 827698 – Classifications: B, C8, C10
- Member of The American Institute of Architects
- Class of 2009 “Leadership Riverside”
- California Emergency Management Agency Safety Assessment Program Inspector since 2006 assigned Essential Emergency Duties during times of disaster or emergency. ID# 64900
- California Polytechnic University Pomona “Bachelor of Architecture” 1985
- Fluent in Spanish speaking, reading and writing

Leadership and Advocacy

- Community Foundation Serving the Counties of Riverside and San Bernardino: Board Chair 2013 -2014, Vice Chair 2011 -2012, Secretary 2009 -2010. Board member since 2007. The Community Foundation is a nonprofit, public benefit corporation created by and for the residents of Riverside and San Bernardino Counties. Established in 1941, The Community Foundation has \$61 million in assets and provides college scholarships and grants to nonprofit organizations across the

two-county area. It serves as a regional convener to address issues regarding their Community Initiatives, which include Arts and Culture, Capacity Building, Environmental, Youth Philanthropy, and Education.

www.thecommunityfoundation.net

- Monday Morning Group: Director member since 2010 – Transportation Committee. MMG is a group of proven community leaders dedicated to social and economic well being of Western Riverside County and its environs, through informed, collective, and individual influence and actions. www.mondaymorninggroup.com
- Greater Riverside Chamber of Commerce: Board Director since 2009 – Government Affairs Council voting member / committee work. www.riverside-chamber.com
- Inland Empire Economic Partnership (IEEP): Board Director and Partner. The IEEP is focused on building a future wherein the many unique communities and sub-regions which make up the Inland Empire have collectively and successfully addressed current deficits in human capital, transportation infrastructure, educational attainment, environmental quality and political influence, transforming the region into an economically and politically vibrant region to rival that of any in the world. www.ieep.com
- California State University San Bernardino Philanthropic Foundation: Board Director since 2009. CSUSB Philanthropic Foundation is the gifting organization of CSUSB. The Foundation operates as a tax-exempt 501(c)(3) organization and encourage gifts and financial support while creating learning opportunities for students, alumni, and the community that compliment the University's teaching, research and public service goals driven by intellectual interaction and creativity. www.csusbfoundation.csusb.edu
- California State University San Bernardino, College of Education Dean's Advisory Committee Member since 2011.

Professional Experience

1998 – Present

JJC Project Management Group, Inc. – President and CEO.

James Cuevas established JJC Project Management Group on August 3, 1998 to provide value added quality customer service within the construction industry and has served the communities of the Inland Empire as well as Southern California for over fourteen years. James, along with staff, keep abreast of current building codes, Title 24 criteria, Section 504 national discrimination laws, and HUD's Section 3 provisions. Wherever required by law while executing a contract, James has employed prevailing wage criteria and has also been guided by the "Green Book" standards specifications for public works projects. James regularly attends AIA and California's licensure continuing education courses in an effort to maintain current best practices and awareness of technological advances along with the latest energy and green building practices and methodologies.

JJCPMG is a firm with a combined 75 years of experience, providing Project Management, Architectural Consulting and General Construction to the California Professional Services and Commercial Building sectors. James has earned a track record

of successfully executing and managing the completion of new construction, remodels, relocations, and upgrade projects on time and within budget. James' reputation is that of being creative, solution oriented and responsive to client needs. As a General Contractor with added C-8 (concrete specialty) and C-10 (electrical specialty) classifications, plus being licensed as an Architect, James specializes in commercial tenant improvement and remodel projects. James' experience and licensures bring a higher level of care and professionalism to each of his projects. During the past fourteen years James has remodeled over 200 private and public commercial, institutional, and residential facilities while maintaining ongoing operations with safe and clean customer access to client services. A good number of these projects were phased remodel projects requiring strict adherence to finely tuned plans. James places high value performing as the coordinating entity amongst the Owner, Architect & Engineers, Facility Management, City Public Works / Planning / Building & Safety, Wet & Dry Utilities, and Sub-Contractors / Vendors. James maintains that communications by written, verbal, and graphical forms is essential for project documentation and timely success. He utilizes programming sessions, distribution of meeting minutes, project scheduling software and weekly field reports as tools to update all approved stakeholders. Projects have run the spectrum from \$500.00 to several million dollars, and whether the job is small or large, the same attention is placed in order to maintain project goals and success. James is committed to build a team relationship with all parties inclusive of private public entities.

James has contracted successfully to provide services to the State, Counties, Cities, private commercial and residential stakeholders. James has currently completed projects for Riverside Economic Development Agency in excess of \$350K, City of Fontana in excess of \$175K, Altura Credit Union in excess of \$1M and is continually bidding to keep five months of work in the pipeline. During 2011/2012 James executed four complete major home remodels for Habitat for Humanity in excess of \$180K and recently completed a major renovation of a 1940's era private residence in excess of \$250K.

Another noteworthy project James directed and which maintained crucial deliverable dates was the integration, consolidation of over two hundred branch facilities during the Home Savings of America merger with Washington Mutual in 1999. This project was assigned in September 1998 and was successfully completed as planned in June 1999. Construction activities ranged from cosmetic remodels to complete phase remodeling of flipping teller-line positions with platforms desk and office locations to expanding vaults and adding major data cabling infrastructure. These projects typically included all new ceiling grids with upgrading lighting and fire sprinkler modifications. James sub-contracted this project with CB Richard Ellis but staffed with JJCPMG employees. James consistently works to meet stringent time requirements on all projects. Another project completed during 1st quarter 2008 required installation of new teller cash dispensing machines in 39 facilities and encompassed fixture modifications, electrical, ceiling, cabling, painting and floor components. The project's construction budget was just over \$325K with a short timeline of four months which was met.

James' qualifications also includes his project experience with ground up facilities shepherding projects from "cradle to grave" respective of the Entitlement process. In recent years James has been involved with over 120 DeNovo projects totaling over \$30M for Chase, Washington Mutual, CB Richard Ellis, Jones Lang LaSalle, Vista Credit Union and Altura Credit Union. Projects executed include the building out of general office space, retail store fronts, inline, end caps, free standing pads, and ground up retail sites.

Several other qualifications James brings to executing projects is compliance in documenting and processing the following deliverable task which are only a sampling:

Construction Document / Plan Review	Contracts / Work Authorization
Design Review & Value Engineering	Progress Field Reports / Daily Logs
RFIs, Addenda	Insurance Certificates
Bid Process	Schedule Tracking & Updating
Pre Construction Conference	Change Orders
Permit Submittal	Invoice / Cost Control / Pay Apps
Sub-Contractor Bidding	Filing Notice of Completion
Bid Review / Analysis	As - Builts
O&M and Warranties for Project Close Out	Move Management
Post Occupancy Relationship	Business Development

1995 – 1998

JJC Construction – Owner / Operator. License # 513304

James Cuevas established JJC Construction as a Sole Proprietorship in 1995 to provide construction services to Inland Empire commercial and residential clients with an emphasis on multi service value added one stop shopping. During this period James also engaged project management functions which allowed in excess of \$18M combined projects completed.

Several note worthy project management contracts James was directly involved with during this period are: 1) Wells Fargo / First Interstate Merger, 2) American Savings Integration / Merger, and 3) Great Western Saving Merger, plus over ten residential remodels.

James was contracted by the Satulah Group during 1996 to be the Vault Project Manager for the Wells Fargo / First Interstate merger which incorporated design, contract negotiations, cost control and implementation of new vault construction and safe deposit moves. James ownership and responsibility of the vault program, which was by far the highest risk activity of the Satulah contracted project, was essential to the ultimate success. Of the bank mergers of comparable size, to date at the time, none were completed in such short schedule and low budget. James diligence as a Satulah team member greatly attributed to achieving the tremendous results.

James was contracted by the Koll Company during 1997 to manage and put in place a team of six JJC personnel for the Integration of American Savings into Washington Mutual. This project was over a fast track four month period from start to end with construction, contract, cost control, scheduling, communication and reporting responsibilities of over 50 sites worth over \$5M. The project was executed on time and under budget.

James was contracted during late 1997 by the CB / Koll Companies to assemble a JJC team of twelve to manage all construction activities to merge and integrate Great Western Savings into Washington Mutual within a short eight month period to be completed late May 1998. The project responsibilities served over 130 sites and included the typical construction merger / integration activities in addition to all landlord notification and senior bank management presentation and sale of project schedule and acknowledgement / resolution of high risk concerns. The fiduciary responsibility by James for the project was in excess of \$13M. This project was successfully completed on time and within budget.

1984 – 1995 Bank of America Corporate Real Estate – Senior Project Manager

James Cuevas held several positions with increased level of responsibility from Project Coordinator and Project Manager to Senior Project Manager. James was responsible for all levels of construction, architecture, facility management, and real estate transaction management within his portfolio during his eleven years with Bank of America and manage successfully budgets well over \$50M. James experience with the bank entailed projects within data centers (LA), cash vaults (LA / Ontario), call centers, major back office service center (Brea), LA HQ Arco Towers, major high rise office space tenant improvements, and all sorts of retail DeNovo / remodel projects, inclusive of projects for executive protection. James was intimately involved with the Security Pacific Bank merger and other minor merger / integration projects. James involvement has placed him in a majority of bank sites in southern California and his name can be found as part of many real estate / projects files during his tenure.

1980 – 1983 LaValley Construction – Framer

James Cuevas held a series of framing positions for type V multi residential constructions projects. During college months James worked part-time and full time during summer season. This is the period James learned hands on trade methods and means plus the importance of scheduling project completions and team work.

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- **Business Representative** Company Name: _____
- **Active Member of a Senior Citizen Group** Group Name: not eligible / 52 yrs old - not retired.
- **Member of a Taxpayer Organization** Organization Name: _____
- **RCCD Student Organization/Student Club** Org. Name: _____
- **Member of a College Support Organization** Org. Name: _____
- **Member of the San Bernardino and Riverside Counties Central Labor Council**
- **At-Large Community Member** ✓

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: ILONA M. EMMERT (A.K.A. LONI EMMERT)
Home Address: [REDACTED] Riverside, Ca 92509
Home Telephone: [REDACTED] E-mail: [REDACTED]@yahoo.com

Employer Information:

Name of Employer: Universal Music Group
Work Address: 10 Universal City Plaza Universal City, Ca 91608
Work Telephone: 818-286-5477 E-mail: Loni.emmert@umusic.com

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: RCC
Degree/Major: AA Humanities / Fine Arts, A.S. Business / Marketing
Vocational and/or Other Institution: _____
Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes
 No If yes, please explain: I was adjunct faculty in Spring 2004, 2006
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: _____

*5/23 - Still Interested
eligible for retired category E-mailed on 5/13
on vacation until 5/22.
left v/m on 5/20/13 @ home phone*

4. List participation in professional seminars, workshops or organizations: _____

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) 25 years administration experience
which often included assisting with facilities
management.

Please answer the following questions:

5. How long have you been a resident within the College District? 35 Years ___ Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes ___ No If yes, which campus or center: my nephew attends
Riverside Campus, I have attended all three and online.

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? ___ Yes No If yes, please explain: _____

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) _____
Please see attached.

Are you a vendor, contractor or consultant of the College District? ___ Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes ___ No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature:  Date: 8-17-09

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

8. Why would you like to be appointed to this Committee?

As a current student, former adjunct faculty member, and ardent supporter of RCC, I am interested in joining the RCCD Citizen's Bond Oversight Committee as a way to become more involved in my college and in my community. After waiting many years myself to be able to return to college to continue my education, I am an enthusiastic advocate of higher education, continuing education, and adult education.

I have attended classes online and at all three campuses, taught a music class twice at the Riverside campus (spring semester of 2004 and 2006), graduated from RCC with my A.A. in 2006 and graduated with my A.S. from the Norco campus on June 11, 2009. I am extremely impressed and pleased with the projects that the Committee has accomplished (especially the Riverside campus parking structure – thank you so very much!). The Committee's future projects including the Nursing and Science Building are intriguing and a great step forward in our school's imminent evolution.

As a lifelong (well, nearly) resident of Riverside, I have had the pleasure of watching our college system grow but never as fast as the pace that it is currently growing. Even as I finish my last few transfer classes so that I can continue on and achieve my B.A. in English Literature, I plan to continue on as a student at RCC given the wonderful online classes that are offered. I would also like to remain active in the district by becoming a member on the RCCD Citizen's Bond Oversight Committee. I have 25 years of administrative and managerial experience as well as experience as both a student and a teacher at RCC that I can contribute as a member of the Committee. I submit my application and resume for your consideration and review at this time.

Loni Emmert

[REDACTED], Riverside, CA 92509

[REDACTED] email: [REDACTED]@yahoo.com

Professional Experience

Spring, 2004, 2006 Adjunct Faculty, Riverside Community College
Riverside, CA

Instruction of "The Business of Music." Included intro to the music business; music publishing contracts, songwriting, song pitching, royalty income, and sheet music; record companies including A&R, recording contracts, legal & business affairs, CD production, radio and video promotion, and royalties. Lessons also included licensing, soundtracks, film scores, music marketing, music sampling, music magazines including charts and sales figures featuring Billboard, and music organizations (RIAA, NARAS, AIMP, CCC, ASCAP, BMI, and SESAC).

4/2003 to Present Senior Manager Royalties & Copyright, Universal Music Group
Universal City, CA

Manage the Shared Services area of the Royalty & Copyright Department. Oversee mechanical licensing; prepare and approve licenses for music releases. Interface daily with music publishers, the Harry Fox Agency, music attorneys, managers, and executives. Oversee a heavy volume of paperwork, legal documents, licenses, and files. Oversee several computer systems. Implement new systems and organizational strategies for the department. Supervise and train staff; conduct employee reviews and delegate work assignments.

6/2002 to 4/2003 Signatories Representative, Directors Guild of America
Hollywood, CA

Daily interface with major motion picture and television directors, producers, and crewmembers. Ensure that all movie productions were produced in accordance with Guild requirements. Performed paralegal work. Ensured that all documents were fully executed. Prepared Payroll Deposit Agreements and salary calculations.

11/2000 to 05/2002 Copyright Manager, Warner/Chappell Music, Inc.
Los Angeles, CA

Administration of music publishing catalog; supervised protection of intellectual property including ownership and collection of income. Oversaw performance society registrations (BMI, ASCAP, SESAC). Extensive contract analysis for all agreements. Heavy drafting of correspondence, reports, documents, and Copyright Applications. Delegated work to staff. Handled personnel issues such as hiring, training, terminations, employee reviews and evaluations. Oversaw extensive worldwide computer database. Administration of sampled songs, including determining usage, obtaining approvals, negotiating rates and fees. Reviewed and approved credits and package copy for music releases.

~Continued~

7/2000 to 12/2000 Legal & Business Affairs Manager, Virgin Records America, Inc.
Beverly Hills, CA

Executed and administered all mechanical, synchronization, and master use licenses. Prepared and approved copy and legal credits for release packages. Requested and negotiated reduced rates from music publishers, attorneys, and songwriters. Interpreted various recording and music publishing agreements, contracts, and legal documents. Drafted agreements, licenses, legal documents, and correspondence, and modified third party licenses. Assisted royalty department and music publishers in tracking and distribution of income. Cleared side-artist agreements for guest recording artists. Researched conflicts and copyright issues for attorneys.

12/1989 to 7/1999 Director of Copyright, PolyGram Music Publishing
Hollywood, CA

Administration of major music publishing catalog. Supervised protection of intellectual property including ownership and collection of income. Oversaw performance society registrations (BMI, ASCAP, SESAC). Extensive contract and contract brief analysis for all agreements. Tracked contract options. Heavy drafting of correspondence, reports, documents, Copyright Applications and Copyright Renewal Applications. Managed and delegated work to copyright, licensing, and document imaging staff. Handled all personnel issues. Oversaw extensive worldwide computer database. Extensive proofreading and preparing of credits and package copy for music releases. Coordinated with film companies to administer cue sheets, scores, and composer agreements.

6/1984 to 12/1989 Administrative Assistant, Island Records and Music Publishing
Hollywood, CA

Assisted with all aspects of A&R, artist promotion and artist relations, radio and video promotion and marketing. Organized and assisted with special events such as the U2 movie premiere of "Rattle & Hum" and Robert Palmer's "Addicted to Love" #1 Billboard Party. Worked backstage at major concerts and events for all touring artists. Assisted with press events, television appearances, and concert tours. Assisted managers with all facets of business including recording budgets, press, publicity, interviews, meeting and conference call schedules, coordinating calendars, and arranging travel plans. Organized all incoming work and requests. Assisted with pitching songs for artists, films, and television projects.

Academic Degrees

A.A. Humanities & Fine Arts, Riverside Community College, 2008

A.S. Business / Marketing, Riverside Community College, 2009

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- **Business Representative** Company Name: IBEW Local Union 440
- **Active Member of a Senior Citizen Group** Group Name: _____
- **Member of a Taxpayer Organization** Organization Name: _____
- **RCCD Student Organization/Student Club** Org. Name: _____
- **Member of a College Support Organization** Org. Name: _____
- **Member of the San Bernardino and Riverside Counties Central Labor Council** *
- **At-Large Community Member**

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Robert C. Frost
Home Address: _____
Home Telephone: _____ E-mail: _____@IBEW440.org

Employer Information:

Name of Employer: IBEW Local Union 440
Work Address: 1405 Spruce St., Suite G, Riverside, CA 92507
Work Telephone: 951-684-5665 E-mail: email@ibaw440.org

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: _____
Degree/Major: _____
Vocational and/or Other Institution: IBEW Apprentice Training Center Riv.
Certificate/Technical Training: CA Vocational Teachers Credential

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity? PLA Review
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: _____

4. List participation in professional seminars, workshops or organizations:

Chairman CA State Wide Joint Apprenticeship Council, Executive Board
Member of Riverside County WIB, & S.B./Riv. Central Labor Council

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) 32 years IBEW Electrician Organized, 12 Years Business Manager, 7 Years Trustee on Health Trust, Pension Trust, Riverside Joint Apprenticeship Chairman

Please answer the following questions:

5. How long have you been a resident within the College District? 32 Years ___ Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? ___ Yes No If yes, which campus or center: _____

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? ___ Yes No If yes, please explain: _____

8. Why would you like to be appointed to this Committee? (Attach additional pages, if needed.) Oversite Committee is important for the community to assure funds are being used properly.

Are you a vendor, contractor or consultant of the College District? ___ Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes ___ No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: _____

Date: 7-10-13

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- Business Representative Company Name: _____
- Active Member of a Senior Citizen Group Group Name: _____
- Member of a Taxpayer Organization Organization Name: _____
- RCCD Student Organization/Student Club Org. Name: _____
- Member of a College Support Organization Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council
- At-Large Community Member

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Dr. Denise Fleming

Home Address: ██████████ Moreno Valley, CA 92553

Home Telephone: ██████████ E-mail: ██████████@gmail.com

Employer Information:

Name of Employer: Genesis Real Estate

Work Address: P O Box 3100 Riverside, CA

Work Telephone: 951-259-2581 E-mail: ██████████@gmail.com

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: Argosy University

Degree/Major: Doctorate Education

Vocational and/or Other Institution: _____

Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
 2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes No If yes, please explain: _____
 3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: Moreno Valley Unified School District Board Member
- _____
- _____
- _____

4. List participation in professional seminars, workshops or organizations: _____
California School Board Association

California Association School Business Officials

California Association Public Procurement Officials

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) Over 20 years in school procurement and construction contracts. Creating construction contracts for job walks overseeing construction and facility maintenance work.

Please answer the following questions:

5. How long have you been a resident within the College District? 25 Years 9 Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes No If yes, which campus or center: Riverside Campus

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes No If yes, please explain: _____

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) _____

I believe my over 20 years experience in this area would add to this committee. I am anxious to contribute and grow with the committee and move this board through
 Are you a vendor, contractor or consultant of the College District? Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: Denise Fleming Date: 6-19-13

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

Office: [REDACTED]
Moreno Valley, CA 92553
E-Mail: [REDACTED]@gmail.com
Voice: [REDACTED]
Cell: [REDACTED]

Curriculum Vitae Denise R. Fleming

EDUCATION

Ed.D., Argosy University, October 2011, Education

M.B.A., University of Phoenix, September 2006, Business Administration

Trinity Law School, June 1999

B.S. University of Phoenix, May 1998, Business Administration

EXPERIENCE

2012-present: Moreno Valley School Board Trustee

2008-present: Adjunct Professor Business Department, Argosy University, San Bernardino, CA

2008-2009: Anger Management Instructor, Rescue Team, Riverside, CA

1990-1998: Training Petty Officer, United States Navy Reserve

2000-2012: Contracts and Purchasing K12 School District

Riverside Unified School District

Riverside County Office of Education

Moreno Valley Unified School District

Plan, audit and supervise all purchasing, contracts and internal procurement functions for the Procurement Finance Area. Perform complex analytical and critical examinations of contracts. Resolve, review and evaluate audit findings per district guidelines. Review, evaluate and monitor requisitions for supplies, materials, equipment and services to ensure that specifications and governmental standards are met and maintained. Communicate and advise internal and external departments regarding buying standards, and commodity supply sources. Prepare bid specifications for the procurement of large commodities and services. Review and analyze bid data and prepare reports recommending selection and awarding of bids. Conduct and establish training guidelines for procurement department. Supervise and evaluate staff performance. Conduct presentations and training to internal and external departments and other clients as directed.

2000-present: Chief Executive Officer Ordained and Sustained Events Ministry:

Party planning business specializing in weddings and all celebratory events

2006-present : Owner and Operator Denise Fleming Realty

Courses Taught:**Undergraduate**

- Marketing 302
- Marketing Fundamentals
- Management 341
- Practical Business Decisions
- International Marketing
- Business Law
- ASP 100
- PSY 180
- One Source Software Application Procurement Program
- Galaxy Software Program
- QSS Software Procurement Program

Graduate

- E-Business Applications
- Employment Law & Public Policy

PUBLICATIONS

(2011) THE IMPACT OF VIRTUAL SCHOOL EDUCATION FOR AT RISK YOUTH

(2008) Evaluation of the Employee Performance Appraisal; The ABCs of Writing a Quality
Doctorial Dissertation: Copley Custom Textbooks, Ann Arbor, MI.

WORKSHOPS

April 2010: Preparing for the California High School Exit Exam
"Becoming A Vessel" presented in Rialto, CA 2010

PANELS:

"Issues Facing Young Adults" Young Adult Coalition, Riverside, CA 2010

PROFESSIONAL SERVICE:

Care Connexus Board of Directors, 2006

National Congress Black Women, 2010

PROFESSIONAL ORGANIZATIONS:

California Association School Business Officials (CASBO), 1995
Legislative Committee

California Association Purchasing Professional Organization (CAPPO), 2000

National Association Realtors, 2006

California School Board Association, 2012

African American Caucus, Regional Director Region 13 2012

Business Rep
At Large Comm Member

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- Business Representative** Company Name: MaDear, Inc
- Active Member of a Senior Citizen Group** Group Name: _____
- Member of a Taxpayer Organization** Organization Name: _____
- RCCD Student Organization/Student Club** Org. Name: _____
- Member of a College Support Organization** Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council**
- At-Large Community Member**

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Alesia Fuller, MPA
 Home Address: [Redacted] Riv, CA 92504
 Home Telephone: [Redacted] E-mail: [Redacted] yahoo

Employer Information:

Name of Employer: MaDear Inc
 Work Address: 4129 Main Street Suite 202, Riv, CA 92501
 Work Telephone: 951 367-9173 E-mail: MaDearcorp@yahoo.com

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: _____
 Degree/Major: _____
 Vocational and/or Other Institution: Attached
 Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: Yards Accountability Board
Child Protection Service

4. List participation in professional seminars, workshops or organizations: Mediation, How to deal with difficult people and Educational Tools

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.)

Attached

Please answer the following questions:

5. How long have you been a resident within the College District? 30 Years ___ Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? ___ Yes No If yes, which campus or center: _____

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? ___ Yes No If yes, please explain: _____

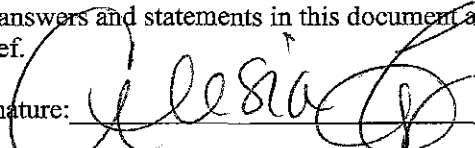
8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.)
To provide insights to community entities and education is my primary language.

Are you a vendor, contractor or consultant of the College District? ___ Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes ___ No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature:  Date: 4/23/2013

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

Alesia N. Fuller

[REDACTED] • Riverside • CA 92504
Home [REDACTED] • Work (951) 367-9173
Email • [REDACTED]@yahoo.com

Education

EdD, Organizational Leadership, Higher Education, Brandman University, Riverside, CA 06/2015
MPA, Public Administration, California State University, San Bernardino, San Bernardino, CA 12/2002
BA, Psychology, California State University, San Bernardino, San Bernardino, CA 12/2000
As, Business Administration/Marketing, Riverside Community College, Moreno Valley, CA 06/1994

Administrative Experience

March 2011-current; Certified Mediator, Community Action Partnership Program

Mediate conflict resolution, achieved through active listening, understanding, exploration of options and compromise; Mediate a win-win alternative to small claims court and community cases; Address community daily issues and conflicts for residents of Riverside County; Educate law enforcement on the mediation process of the agency; Address police referrals, which the local police departments refer disputing parties to participate in our program; Teach peer mediation to middle school and high school students; Mediate services to the Superior Court of California, Riverside County; Mediate services for small businesses in Riverside County; Continue public awareness education of alternatives to resolving disputes.

June 1999-December 2012; Executive Director, MaDear Inc (non profit organization)

Presented materials to specific audiences; Evaluated program effectiveness and compliance with regulations; Monitored program goals and productively statistics for state and local government compliance; Experience as a trainer/presenter; Prepared and presented comprehensive reports including analysis, conclusions and recommendations; Assisted in the design of the annual budget and business planning; Negotiated and defended recommendations and decisions; Assisted in the design of the annual Located funding both, private or public; Allotting Funds ensuring good use of funds; allot money for different purposes and see to it that financial help reaches the program entitled; Provided communication with the board of directors on issues related to development of the organization, and how the funds that the organization is receiving are used; Recruited and trained staff; Maintained Records of the tasks successfully completed by the organization and the places where it fell short to meet its targets.

May 2008- June 2009; Administrator, Guardian of Love Foster Family Agency

Provided day to day operations of Foster family agency; conducted staff and foster home evaluations; Maintained casework, medical files, and personnel files; Submitted, monitored, and reviewed reports to CCL, state licensing, and placing agencies; Conducted home inspections to the foster homes assuring the home is in regulations; conducted home studies and/or updates for prospective or verified homes; Conducted face to face interviews with each foster child and potential parents; Analyzed and assessed client needs for services and made appropriate referrals

June 1999-June 2003; Administrator, Cedric Young Group Home

Provided direction and evaluation of a group home facility within the limits of the functions and policies; Prepared facility's budget and management of expenditures according to the facility's budget limitations; Organized facility and delegation of responsibility to staff members; Assessed facility operations and program; and reporting to the licensee and making recommendations to address identified problems; Conducted the recruitment, appointment, evaluation and termination of staff; Developed plan for the orientation, development and training of staff, as specified; Reviewed complaints made by children or their authorized representative(s) as specified in Section 84072.2(a), and deciding upon the action to be taken to handle the complaint; Maintained up-to-date electronic records of all aspects of client case management in a centralized database;

Coordinated social service and mental health referrals, and follow-up for children and parents; Maintained day-to-day operation of residential facility; Provided technical information and support for other program staff in planning and implementing services for at risk minors

Ensured availability of mental health materials and resources for use in curriculum and daily classroom activities; Facilitated and/or conducted training for staff related to social services, mental health and disabilities; Implemented Mental Health Intervention Plans for minors; Trained, mentored, and assisted staff in the use of case management skills in assisting minors

Social Worker Experience

October 2011-February 2012; Social Worker volunteer, County of San Bernardino

November 2007-May 2008; Social Worker, Guardian of Love Foster Family Agency

June 2007-November 2007; Social Worker, ABC Foster Family Agency

June 1996-June 1999, Social Worker, Cedric Young Group Home

Developed individualized treatment plans and programs; Evaluated client's social functioning as well as family/group dynamics; Carried a case load of the more difficult types of social service cases requiring a high degree of technical competence where social or family problems, or environmental forces adversely affect family life; assesses client's problems and develops treatment plans; Performed treatment plan casework with a high degree of independence; Prepared and maintained case records; writes court and other types of reports and answers correspondence; Took part in staff development programs to increase knowledge of the social work processes and augment personal technical competence; Conducted field visits, away from the home office, in order to carry out service plans, observe and assess client needs, and provide information and social work services; Assessed client family environment in order to determine potential or imminent risk to the safety of children residing in the household; when safety needs dictate, removes child from home and transports them, complying with all safety regulations, including the use of age appropriate California safety mandated equipment, when assisting with initial removal or facilitating a placement change

April 1999-February 2001; Social Worker, Cameron Hill Associates, After Care

Developed and implemented Foster and Kinship Care Education and/or Independent Living Programs and working with foster and relative caregivers and foster youth is required; knowledge of the foster care system,

Teaching Experience

August 2011-December 2011; Human Services Instructor, Moreno Valley College, Riverside Community College District

July 2007-December 2011; Political Science Instructor, Mt. San Jacinto College, Jacinto College

February 2002-June 2008; Substitute Special Education Teacher, Riverside County Office of Education (k-12)

January 2007-July 2007; Special Education Instructor, Therapeutic Education Center (The Ranch), non public school, (9-12)

Trainer

August 2011-Current; Mediation, Riverside, Moreno Valley, and Perris school districts

August 2011-Current; Mediation, Moreno Valley and Temecula courts

Certification

Special Education	pending 06/2013
Early Childhood, Director permit	05/2013
Certificate of Clearance	07/2009

Community Certifications

Certified Mediator	08/2011
Anger Management	03/2005
PRICE Parenting	01/2003

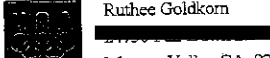


**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:


- **Business Representative** Company Name: See Attached business card
- **Active Member of a Senior Citizen Group** Group Name: _____
- **Member of a Taxpayer Organization** Organization Name: _____
- **RCCD Student Organization/Student Club** Org. Name: _____
- **Member of a College Support Organization** Org. Name: _____
- **Member of the San Bernardino and Riverside Counties Central Labor Council**
- **At-Large Community Member**

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name:  Ruthee Goldkorn
Home Address: Moreno Valley CA 92557-4216
Home Telephone:  E-mail:  @yashoo.com

Employer Information:

Name of Employer: Self
Work Address: Home BARNES
Work Telephone:  E-mail: knowbarriers@yashoo.com

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: _____
Degree/Major: See Attached
Vocational and/or Other Institution: _____
Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: See Attached

4. List participation in professional seminars, workshops or organizations: _____

See Attached

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.)

My business training with Dept. of Rehab & DSA, with DOJ & multiple DBTAC's

Please answer the following questions:

5. How long have you been a resident within the College District? 25 Years ___ Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes ___ No If yes, which campus or center: M.V.

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? ___ Yes No If yes, please explain: _____

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) _____

I represent many constituency groups that are under represented and I am a qualified rep.
Are you a vendor, contractor or consultant of the College District? ___ Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes ___ No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: _____

Date: Apr 9 2003

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

RUTHEE GOLDKORN

MORENO VALLEY, CALIFORNIA 92557

Ph: [REDACTED]

Cell: [REDACTED]

Fax: [REDACTED]

e mail [REDACTED]@yahoo.com

Ms. Wheelchair California 2001

President Emeritus, Ms. Wheelchair California Pageant, Inc.

A non profit advocacy corporation

PROFESSIONAL RESUME

Latin School of Chicago, 1969-1973

Community College, 1 quarter, Miami Florida 1973

Bryman School, Santa Monica, California, Certification 1973

Community College, San Fernando Valley, California

intermittent semesters 1974-1981, curriculum focus medicine

California Department of Rehabilitation, 1994, Title 24 and ADA

training for certification as a trained consultant in access compliance

1995-date training with CA DOJ, federal DOJ, National Association of

ADA Coordinators, CA Dept of Rehabilitation

Riverside Community College, Riverside California, 1998

Journalism, television news anchor for their cable news programming

MEDICAL CAREER 1973-1989

From 1974 to 1982 I specialized in the practice of Obstetrics and Gynecology. I received my certification as a child birth educator and labor adviser in 1980 and I had my own business teaching patients of practices in which I worked and outside referrals. The business name was The Baby Biz and operated as a home based enterprise from 1980 to 1984.

I was qualified as a surgical counselor, pregnancy counselor, accounts receivable counselor and Executive Administrator for the practices in which I worked. I obtained continuous training and career development from various associations during this time and I was qualified to assist a physician/surgeon in all office procedures and run the business side of the practice.

From 1975 to 1989 I specialized in management and business development in practices located in and around Beverly Hills, Cedars-Sinai Medical Center, Encino/Sherman Oaks, Good Samaritan Hospital, and Doctors Hospital of Long Beach. The areas of practice were High Risk Perinatal services, Plastic Surgery, ENT/Maxillo-facial Reconstructive Trauma Surgery, Hematology/Oncology, Internal Medicine and Orthopaedics.

I retired from my career in 1989.

In 2011 I became an Ambassador for the Abilities Expo. This position requires me to promote the Abilities Expo, market the Abilities Expo to my virtual and actual networks and associations, recruit exhibitors for the Los Angeles Expo and respond as an advocate to questions submitted by the disAbility community through the Abilities Expo web site and the “Ask the Ambassadors” program.

DISABILITY ADVOCACY AND CONSULTING

Following my initial training with the CA Dept of Rehab in 1994, in 1995 I founded O (No) Barriers Disabled Access Consulting and Advocacy Services and began to develop relationships with public and private entities and public policy and private law practices.

Since that time, I joined professional organizations related to disAbled access compliance and advocacy, Chambers of Commerce, and legislative officials. I have continued to develop my level of expertise and receive training through various agencies and entities.

RUTHEE GOLDKORN
MS. WHEELCHAIR CALIFORNIA 2001
President,
Ms. Wheelchair California Pageant, Inc.

[REDACTED]
Moreno Valley, California 92557

[REDACTED]
Fax [REDACTED]

Cell 9 [REDACTED]

[REDACTED]@yahoo.com

COMMUNITY SERVICE/PROFESSIONAL RESUME

Co-founder, Congregation Etz Chaim Synagogue, Moreno Valley, 1991
First female president Federation of Jewish Men's Clubs 1992/1994
Man of the Year, Federation of Jewish Men's Clubs 1992
Yom Ha'Shoah (Holocaust) Community events, 1992-1995 (including
having Counsel General's of Germany and Israel at Canyon Springs
High School Yom Ha'Shoah program, 1993)
Volunteer, MS Society, 1992-
Moreno Valley Traffic/Safety Advisory Committee 1992-1994
Volunteer Admin, Moreno Valley Emergency Response Committee, 1992
Wrote and MVUSD adoption of "Racism and the Holocaust" curriculum
which I teach as a volunteer at different sites, 1992-
Candidate, MVUSD School Board, 1992 and 2004
Member, Riverside County Democratic Central Committee, 1992-
Member, California Democratic Party, State Central Committee, 1992-
Delegate, California Democratic Party, State Central Committee, 1992-
Member, Disabilities Caucus, California Democratic Party, 1994-
Executive Board, Disabilities Caucus, California Democratic Party, 1996-
Member Moreno Valley Morning Optimists, 1992-1994
Established "Gail Snow Memorial Scholarship", Serrano Elementary,
1992-1997 (given every year to a 5th grade student based on
academics and achievements)
Multicultural Curriculum Committee, MVUSD 1993-1998

Eastern Municipal Water District Directors Advisory Committee, 1992-
Candidate, State Assembly, 65th. District, 1994
Member, California Democratic Council, 1994-1996
Strategic Planning Committee, MVUSD, 1995
Moreno Valley Accessibility Appeals Board, 1995-2004
Vice Chair, California Democratic Council 19th Region, 1996
North Ridge Magnet School PTA Board, 1995-1996
Established "O (No) Barriers" Disabled Access Consulting and Advocacy
Services, 1995
State Department of Rehabilitation access specialist training, 1995
Organized Riverside County "Stand For Children Community Action Team"
and first "Stand for Children" event in Moreno Valley, 1996
Riverside County Youth Accountability Board, Riverside Arlanza area,
1996-1997
Candidate, State Assembly, 65th Assembly District, 1996
Riverside County Youth Accountability Board, Moreno Valley Panel 1997-2004
Master Plan Advisory Committee, MVUSD 1998
Year 'Round Schools Subcommittee, MVUSD, 1997-2000
Multiple school site committees, North Ridge Magnet School, Vista Heights
Middle School, Canyon Springs High School, 1994-2000
Member, Lexington Who's Who of Executive Professionals, 1998-
Member, National Association of Women Business Owners, 1998-
Member, Californians for Disability Rights, Inc. 1999-
Executive Committee, Californians for Disability Rights, Inc. 2002-
Legislative Committee, Californians for Disability Rights, Inc. 2007-
Californians for Disability Rights Foundation, 2009-20112
Delegate to Executive Committee from Chapter 34, CDR, 1999-
Vice Chair, Riverside County Democratic Central Committee, 5th District,
1999- (District changed to Assembly District 65 then 63 by law)
Riverside and San Bernardino County Coordinator, Million Mom March
1999-2000
Vista Heights Middle School Promotion Committees, 2000
Founder, Western Riverside County Chapter Million Mom March, 2001
Winner, Ms. Wheelchair California Pageant, May 2001 (carried title to
March 2002)
Executive Director, Ms. Wheelchair California Pageant, 2001-2012, Elected
President and served 2012-2013
MVUSD High School #4 Naming Committee, 2001
MVUSD Attendance Boundary/Ed Specs Committee, 2001-
Crime Victims with Disabilities Initiative and Speakers Bureau, 2002-2003

MS Society Government Relations Committee, 2002-2004
MVUSD Budget Advisory Committee, 2002
Volunteer, Red Cross Fire Evacuation Center, San Bernardino, California
2003, 2006 and 2007
Member, Moreno Valley Chamber of Commerce, 1996-
Member, Moreno Valley Hispanic Chamber of Commerce, 1999, 2004-
Member, Moreno Valley Black Chamber of Commerce, 2004-
Member, United States Women's Chamber of Commerce, 2003-
Member, California Better Business Bureau, 2004-
Member, National Association of ADA Coordinators, 2004-2007
Member, Riverside County Superior Court-Community Committee, 2006-
Faculty, Riverside Temple Beth El Religious School Teacher, 2006-2007
Member, California Disabilities Chamber of Commerce, 2007-
Member, Kiwanis International Rose Float Committee Chapter, 2008-
Member, Riverside County Commission for Women, 5th District, 2008-2009
Volunteer, USGA, US Open, Torrey Pines, June 2008
Volunteer, ABILITY Awareness/Habitat for Humanity project, Downey, CA
July 21, 2009
Mentor, North High School Education and Human Services Academy,
2009/10
Cal State San Bernardino Access Committee, 2009-
Ambassador, Abilities Expo Los Angeles, 2011-
Induction Latino American Who's Who, 2012-
Induction, International Women's Leadership Association, 2012

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- **Business Representative** Company Name: _____
- **Active Member of a Senior Citizen Group** Group Name: _____
- **Member of a Taxpayer Organization** Organization Name: _____
- **RCCD Student Organization/Student Club** Org. Name: _____
- **Member of a College Support Organization** Org. Name: _____
- **Member of the San Bernardino and Riverside Counties Central Labor Council**
- **At-Large Community Member**

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Gary Leach
Home Address: ██████████, Riverside, CA 92504
Home Telephone: ██████████ E-mail: ██████████@charter.net

Employer Information:

Name of Employer: City of Riverside - Police Department
Work Address: 4102 Orange Street, Riverside, CA 92501
Work Telephone: 951.353.7964 E-mail: gleach@riversideca.gov

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: Chapman University
Degree/Major: M.A. - Organizational Leadership
Vocational and/or Other Institution: _____
Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? __ Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? __ Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: _____
 1. Current Member of Riverside Ending Homelessness Fund Advisory Committee
 2. Wildhaven Ranch - Lake Arrowhead
 3. Keep Riverside Clean & Beautiful - KCRB

4. List participation in professional seminars, workshops or organizations: _____

Professional Seminars: Budgeting for Police Agencies & Cultural Diversity

Affiliations: F.B.I. National Academy Associates &

Leadership Riverside Alumni, Class 2004

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) Please see attached page

Please answer the following questions:

5. How long have you been a resident within the College District? 26 Years 2 Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes No If yes, which campus or center: Riverside

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes No If yes, please explain: _____

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) _____

Please see attached page

Are you a vendor, contractor or consultant of the College District? Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature:  Date: 6-6-13

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

Answer to Question 4, Qualifications -

I have more than 27 years of law enforcement experience. During that time I have overseen numerous building improvement projects that included planning, contracts and compliance with the established budget. Additionally, I was responsible for several significant acquisitions. This process included competitive bids, contracts and approval of the project completion.

In my personal life I have co-managed the construction of three residences. These projects included building plan development and approval, land preparation and construction.

Lastly, I understand the dynamics of education and the importance of quality facilities. As an adjunct professor at Cal Baptist University I have seen the positive impact that facility improvements have upon the students and community.

Answer to Question 8 -

As a past RCC student and father of an alumnus, I have witnessed the positive impact that contemporary facilities have upon the success of our students and our community. The important work of this committee presents an opportunity to assist our College to grow responsibly through a balanced, objective perspective.

I believe prudent, visionary projects will establish RCC for future generations. My personal and professional experience plus balanced perspective will represent our community and region in a positive manner.

RECEIVED

JUL 12 2010

Public Affairs

Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- Business Representative Company Name: National Realty Group/National One Mortgage
- Active Member of a Senior Citizen Group Group Name: _____
- Member of a Taxpayer Organization Organization Name: _____
- RCCD Student Organization/Student Club Org. Name: National Society of Leadership & Success
- Member of a College Support Organization Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council
- At-Large Community Member

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: George S. Perez
 Home Address: _____ Riverside, CA 92504
 Home Telephone: _____ E-mail: _____ @charter.net

Employer Information:

Name of Employer: UC Riverside, National Realty Group/National One Mortgage
 Work Address: 3401 Watkins Drive, Riverside, CA 92521
 Work Telephone: 951-827-5542 E-mail: george.perez@ucr.edu

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: RCC, and UCR Extension
 Degree/Major: General Education, Warehouse Management, Purchasing
 Vocational and/or Other Institution: _____
 Certificate/Technical Training: Real Estate Agent and Loan Officer

Additional Information:

1. Have you been a member of any College District committee? __ Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? __ Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: Human Relations Commission for City of Riverside appointed March 2010 for a 4 year term. Board of Directors for Greater Riverside Hispanic Chamber of Commerce 1988

4. List participation in professional seminars, workshops or organizations: Ethics and the Conduct of Quasi-Judicial Bodies for the City of Riverside

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) licensed Real Estate agent and loan officer for National One Mortgage / National Realty Group

Please answer the following questions:

5. How long have you been a resident within the College District? 51 Years ___ Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes ___ No If yes, which campus or center: Riverside

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? ___ Yes No If yes, please explain: _____

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) As a Continuing Student at RCC, and a long time resident of Riverside, I am interested in becoming more involved in the College Community and the Community I reside in.

Are you a vendor, contractor or consultant of the College District? ___ Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes ___ No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: _____

George S. Perry

Date: 8 July 10

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

Demetrius Peros

[REDACTED] Riverside, CA 92504
Home: [REDACTED] Cell: [REDACTED] 5 : [REDACTED]@yahoo.com

Apr 29, 2013

RE: At-Large Community Member of Citizens' Bond Oversight Committee

I read with interest your posting for At-Large Community Member of Citizens' Bond Oversight Committee. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your committee.

As my resume indicates, I possess more than 30 years of progressive experience in business. My professional history includes positions such as Sr. Vice President of Operations at IHOP as well as Director of Operations at Taco Bell.

Most recently, my responsibilities as Sr. Vice President of Operations at IHOP match the qualifications you are seeking. I led company and franchise domestic and international operations as well as the IHOP's customer care center, training and development and operations services.

I have attached my resume for your review and I look forward to speaking with you further regarding your open committee position.

Sincerely,
Demetrius John Peros

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee

(Committee). Please indicate all Committee designations for which you are qualified:

•**Business Representative Company**

Name: _____

•**Active Member of a Senior Citizen Group Group**

Name: _____

•**Member of a Taxpayer Organization Organization**

Name: _____

•**RCCD Student Organization/Student Club Org.**

Name: _____

•**Member of a College Support Organization Org.**

Name: _____

•**Member of the San Bernardino and Riverside Counties Central Labor Council**

• **At-Large Community Member**

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation.

Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Demetrius John Peros

Home Address: _____ Riverside Ca 92504

Home Telephone: _____

E-mail: _____ @yahoo.com

Employer Information:

Name of Employer: Retired _

Work Address: N/A

Work Telephone: N/A

E-mail: N/A

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: University of Colorado

Degree/Major: Bachelor Degree Political Science

Vocational and/or Other Institution: N/A

Certificate/Technical Training: N/A

Additional Information:

1. Have you been a member of any College District committee? __ Yes X No If yes, if what capacity?

2. Are you or have you or anyone in your immediate family ever been employed by the District?
__ Yes

X No If yes, please explain: _____

3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations:

4. List participation in professional seminars, workshops or organizations:

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) Please see attached resume.

Please answer the following questions:

5. How long have you been a resident within the College District? _3_ Years _0_ Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes No If yes, which campus or center: _____

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes No If yes, please explain: _____

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) I have retired after 30 plus years of management and executive leadership. I am looking to give back to my community by lending my knowledge, training and experience to better the life of all people living in Riverside County.

Are you a vendor, contractor or consultant of the College District? Yes No If yes, please explain:

9. Are you available to attend Committee meetings on weeknights? Yes No If no, please explain.

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature:  Date: 4/29/13

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia

Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are

public records available for public review. If you have any questions, please call 951-222-8857

Demetrius Peros

[REDACTED], Riverside, CA 92504
Home: [REDACTED] Cell: [REDACTED]
[REDACTED]@yahoo.com

Executive Profile

Visionary Operations Executive with solid experience managing all levels of business operations including strategic planning, budgeting and administration. High-energy, results-oriented leader with entrepreneurial attitude, who excels at building teams, enforcing high level of quality in products and services. Offering outstanding presentation, communication and cross-cultural team management skills.

Skill Highlights

- Strategic planning
- Analytical
- Strong Communications
- Contract management
- Systems implementation
- Product development
- Global and strategic sourcing
- Multi-unit operations management
- Process improvement strategies
- Business process re-engineering

Core Accomplishments

Progressive professional growth track from hands on management to strategic brand leader, including development of employee engagement program, resulting in 200% decrease in annual employee turnover. Creation of critical KPIs to track and improve sales, profit, service, customer issues and safety. Streamlined operations reducing company operating budget 25 percent through process work flow and territory redesign.

Professional Experience

IHOP March 2009 to March 2012

Senior Vice President Operations
Glendale, CA

- Provided leadership direction and oversight for operations and standard operating procedures both international and domestic IHOP restaurants
- Reporting departments: Franchise Field Operations, Company Operations System, International Operations, Express Operations and Retail Products, Operations Services, Customer Care Call Center, Restaurant Training and Development.

IHOP November 2008 to May 2009

Interim President
Glendale, CA

- Provided brand leadership with direction and guidance for senior leadership team, while managing overall brand performance for sales and profit.
- Returned brand to positive sales and traffic growth.
- Prepared and presented 5-year strategic plan with senior leadership team to the Board of Directors.

IHOP October 2007 to December 2008

Senior Vice President of Operations Services
Glendale, CA

- Provided leadership direction and oversight for operations and standard operating procedures both international and domestic IHOP restaurants
- Reporting departments: Franchise Field Operations, Company Operations System, Operations Services, Customer Care Call Center, Restaurant Training and Development and IHOP Procurement.

IHOP

October 2006 to October 2007

Vice President of Operations Services

Glendale, CA

- Created, developed and implement new service platform focusing on "service as good as pancakes"
- Oversaw training and launch of new training program
- Completed research and development into guest expectations and enhanced guest metrics to reflect the expectations of the guests
- Improved customer metrics to lead family dining.
- Reporting Departments: Operations Services, Customer Care Call Center, Restaurant Training and Development.

IHOP

December 2004 to December 2006

Executive Director of Operations Services

Glendale, CA

- Designed and implemented process and protocol system for the testing and validation of programs prior to national implementation
- Developed and monitor restaurant AB ranking system and improved key rating metrics
- Reporting Departments: Operations Services and Customer Care Call Center

Taco Bell

February 1990 to January 2005

Director of Multibrand Operations and Development

Irvine, CA

Positions held during 15 years of Service at Taco Bell

- Director of Restaurant Systems and Menu Development
- Senior Manager Marketing Operations
- National Manager of Operations and Training for Franchise and License
- Regional Training Manager
- Field Training Manager
- Market Training Manager/Restaurant General Manager

Education

University Of Colorado

Bachelor of Arts: Political Science

Boulder, CO, USA

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- Business Representative** Company Name: SoCal Physicians Financial
- Active Member of a Senior Citizen Group** Group Name: _____
- Member of a Taxpayer Organization** Organization Name: _____
- RCCD Student Organization/Student Club** Org. Name: _____
- Member of a College Support Organization** Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council**
- At-Large Community Member**

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Bradly Stevens
Home Address: [Redacted] Dr. Moreno Valley, CA 92551
Home Telephone: [Redacted] E-mail: [Redacted]@gmail.com

Employer Information:

Name of Employer: SoCal Physicians Financial
Work Address: 1791 Third Street, Norco, CA 92860
Work Telephone: 909-307-4945 E-mail: bastevens@financialguide.com

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: University of Phoenix
Degree/Major: MBA, Bachelor in Finance
Vocational and/or Other Institution: _____
Certificate/Technical Training: Series 6, 7, 63, Life License, LUTCF, ChFC

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: Member at Large for Pick Riverside, President of PIHRA District

4. List participation in professional seminars, workshops or organizations: I provide these types of presentations regularly for my business.

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) I am a financial adviser that works with both companies and individuals and have been for 5 years. Also, my degree is in finance.

Please answer the following questions:

5. How long have you been a resident within the College District? 8 Years 0 Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes No If yes, which campus or center: Riverside. I attended Riverside and Norco myself.

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes No If yes, please explain: _____

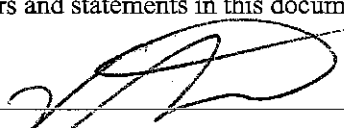
8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) The future of the Inland Empire is through education and I want to be part of making that future bright.

Are you a vendor, contractor or consultant of the College District? Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: 

Date: 03/06/2013

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- ✓ • **Business Representative** Company Name: McGladrey + Pullen, LLP
- **Active Member of a Senior Citizen Group** Group Name: _____
- **Member of a Taxpayer Organization** Organization Name: _____
- **RCCD Student Organization/Student Club** Org. Name: _____
- **Member of a College Support Organization** Org. Name: _____
- **Member of the San Bernardino and Riverside Counties Central Labor Council**
- ✓ • **At-Large Community Member**

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Matthew W. Tutor
Home Address: [REDACTED], Riverside, CA 92506
Home Telephone: [REDACTED] E-mail: [REDACTED]@rsmi.com

Employer Information:

Name of Employer: McGladrey + Pullen, LLP, certified public accountants
Work Address: 18401 Von Karman Ave, 5th Flr, Irvine, CA 92612
Work Telephone: 949-255-6678 E-mail: matthew.tutor@rsmi.com

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: See resume attached.
Degree/Major: _____
Vocational and/or Other Institution: _____
Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes
 No If yes, please explain: Patricia Tutor (mother) currently employed
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: Treasurer - AYSO (Santa Barbara, CA) 2002-2003

5/14/13 - Is still interested.
At large

4. List participation in professional seminars, workshops or organizations:

- (1) Member - American Institute of Certified Public Accountants
- (2) Member - California Society of Certified Public Accountants

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) I have nine years experience working in public accounting and specializing in financial statement audits of manufacturing and construction companies. See attached resume for additional information.

Please answer the following questions:

5. How long have you been a resident within the College District? 29 Years 0 Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes No If yes, which campus or center: Riverside City Campus - none currently attending.

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes No If yes, please explain:

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.)

I feel this would be a great experience professionally, considering my career but more importantly, I would like to use my skill to give back to my community.

Are you a vendor, contractor or consultant of the College District? Yes No If yes, please explain:

9. Are you available to attend Committee meetings on weeknights? Yes No If no, please explain.

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: Matthew Tuta

Date: 8/24/09

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

Matthew W. Tutor
[REDACTED]
Riverside, California 92506
[REDACTED]
[REDACTED]@yahoo.com

WORK EXPERIENCE

McGladrey & Pullen, LLP, Irvine, CA

Supervisor, September 2004-Present

Lead teams in financial statement audit and review engagements of complex entities; specialize in construction and manufacturing companies with revenues of \$50M - \$500M; maximize electronic tools and knowledge of accounting principles to meet client needs and complete projects efficiently

Bartlett, Pringle & Wolf, LLP, Santa Barbara, CA

Senior Accountant, August 2002-July 2003

Prepared audited financial statements of various retail, manufacturing and not-for-profit organizations; completed income tax returns for individuals, corporations and not-for-profit entities; held volunteer position as Treasurer for American Youth Soccer Organization, Santa Barbara County Chapter

Lance, Soll & Lunghard, LLP, Brea, CA

Senior Accountant, June 1999-July 2002

Supervised teams in audits, compilations and reviews of auto dealership financial statements; prepared tax returns for various types of entities, specializing in auto dealership industry; interfaced continuously with owners and management of major clients; served as member and firm representative of Auto Dealer Office Management Association; worked extensively with Reynolds & Reynolds auto dealer software

PROFESSIONAL LICENSE

Certified Public Accountant, State of California

EDUCATION

Southwestern University School of Law, Los Angeles, CA

August 2003-July 2004

Member, Entertainment and Sports Law Society, 2003-2004

Member, Intellectual Property Law Society, 2003-2004

California State Polytechnic University, Pomona, CA

Bachelor of Science, Business Administration-Accounting, August 1999

Application for Appointment Citizens' Bond Oversight Committee Riverside Community College District

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- Business Representative Company Name: _____
- Active Member of a Senior Citizen Group Group Name: _____
- Member of a Taxpayer Organization Organization Name: _____
- RCCD Student Organization/Student Club Org. Name: _____
- Member of a College Support Organization Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council
- At-Large Community Member

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: MARY VAN DOREN
 Home Address: _____, RIVERSIDE, CA 92501
 Home Telephone: _____ E-mail: _____@Gmail.com

Employer Information:

Name of Employer: RETIRED
 Work Address: _____
 Work Telephone: _____ E-mail: _____

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: - SEE RESUME ATTACHED -
 Degree/Major: _____
 Vocational and/or Other Institution: _____
 Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: - SEE COVER LETTER ATTACHED -

4. List participation in professional seminars, workshops or organizations: _____

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) SEE ATTACHED COVER LETTER

Please answer the following questions:

5. How long have you been a resident within the College District? 9 Years ___ Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? ___ Yes No If yes, which campus or center: _____

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? ___ Yes No If yes, please explain: _____

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.)
SEE ATTACHED COVER LETTER

Are you a vendor, contractor or consultant of the College District? ___ Yes No If yes, please explain: _____

9. Are you available to attend Committee meetings on weeknights? Yes ___ No If no, please explain. _____

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: _____

Date: 5/14/13

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 582-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

May 15, 2013

Citizen's Bond Oversight Committee Application Cover Letter for Mary Van Doren. This is a cover letter attachment for the application on the RCCD Citizen's Bond Oversight Committee - member-at-large.

As a graduate of Riverside Community College and a resident of Riverside Downtown for the past nine years I am interested in RCCD and the communities it serves. I am aware of the code to establish a committee, the purpose of the committee, and the Annual Report responsibilities (compliance, findings, and description of the Committees proceedings, activities, agendas and minutes) assigned to the Committee.


Recently I retired from Cal State University, Fullerton where I worked in the Provost and Vice President's Office for Academic Affairs. Consequently, I have the time to serve on the Committee. In my position as Division Resource Analyst / Specialist I worked with finance on numerous higher education funding sources and was responsible for the successful outcomes of Academic space allocations, reallocations and construction projects (of all sizes) for many years. And can say that I saved the division thousands of dollars by studying documents for correct or incorrect invoice and billing errors.

I hold a Master's in Public Administration with an emphasis in Urban Development. I have both education and experience in finances and construction. As a member of the Committee I would bring a team approach seeing the role in some respects as a second-reviewer, a proof-reader, and support for RCCD's administration in ensuring that expenditures are properly appropriated and most importantly to the citizens and residents of Riverside in ensuring their Measure C dollars are being carefully watched. I would bring knowledge of the procedure/process for document review in a timely and efficient manner with attention to detail.

Since I am both a graduate of RCC and a resident of Riverside, I will bring to the Committee an exceptional perspective of upholding diplomacy in the meetings and in relationships with others. I believe in respecting all individuals regardless of differences and that is concept is vital to achieve the purpose and responsibilities of the committee. I will comply with the articles, policies, and requirements of the Committee as stated in the Bylaws.

2009 I was honored with the Titan Excellence award, which the Campus bestows annual to those members who go above and beyond in the workplace and in 2011, I served on the City of Riverside's Charter Review Committee. Please consider my application I think I would be an excellent member ready to work on the oversight review for both intent and purpose of the public's bond expenditures.

Regards,


Mary Van Doren

████████████████████
Riverside, CA 92501
████████████████████

Mary Van Doren

Riverside, CA 92501

Summary:

Progressively responsible experience in finance, human resource, and administration. Proven management relationship building skills. Excellent computer skills with a high level of proficiency in Excel using Pivot Tables, Word, and PowerPoint. Accomplishments and performance recognized by management with several promotions. Enjoy taking on new challenges and increasing responsibilities.

Education:

California State University, Fullerton

Master in Public Administration

California State University, Fullerton

Bachelor of Science in Human Services

Certificate Program:

Community College Career for Teaching Assistants

Professional Experience:

California State University, Fullerton ■ Office of the Provost and Vice President for Academic Affairs ■ Division Resource Analyst Specialist 2008 - 2012

Managed the development, maintenance, and funding of the Part-time Faculty Projection Model. The divisions most critical funds management tool. Balance monthly revenue and expense summary report of all funds with a total of 106 million. Oversee division annual salary line balancing for faculty and staff. Monitor salary reports and position use to ensure data accuracy. Provided direction and training to division personnel to reinforce policies and practices related to finance and human resources. As well as, "other" fund transfers, expense corrections, research projects and reconciliations. Coordinated logistics of new construction and renovations, or relocation of projects (of all sizes) where the Vice President's Office participation and oversight is required. Represent the Assistant Vice President of Operations and Finance at project planning meetings. Compiled regular division status reports related to budget and expenses under proper and complete use of funds. Conducted a wide variety of finance, human resource, data compilation, analysis, and integrity projects for the division.

California State University, Fullerton ■ Office of the Associate Vice President for Academic Programs ■ Research Technician/Analyst 2005 - 2008

Co-authored a semi-annual report from gathered data and analysis of classroom utilization findings with recommendations for efficient usage. Present findings to Deans and Associate Deans for the eight campus colleges. Collaborative participation in establishing a set of general-use classroom guidelines and principles, approved and implemented by the Scheduling Office and College Associate Deans. Analyze data and make projections of future growth in consultation with Associate Deans on space renovations or classroom upgrades. Directed and worked with architects and construction teams (both on campus and lease agreements) in all stages of new construction, renovation, or relocation projects. Liaison between architect, College Deans, Associate Deans, Chairs, vendors, and/or key campus units or individuals related to relocations. Track progress of timelines and budget. Balance annual

purchasing of classroom renovations.

California State University, Fullerton ■ Office Manager 2005 - 2005

Manage the daily functions of a student support office serving over 600 students with direct responsibility for recruitment, training, monitoring, and supervision of part-time contractual employees, student assistants, and the front-desk receptionist. Organized and planned the workflow for six office staff in a fast-paced environment. Develop projections on expenditures. Maintain confidential client files, student assistant files and all personnel-related files. Advise students on program and campus policy. Oversee payroll for thirteen full time staff, twelve student assistant, and fifteen contractual employees. Responsible for program budget and purchase orders.

California State University, Fullerton ■ Administrative Support 1999 - 2005

First contact for department with 300 enrolled students and 14 full time faculty and 20 part time faculty. Assist 13 faculty with curriculum, student issues. Conceptualized and implemented a department master calendar. Maintain balanced budget of 600,000 dollars. Oversee all department purchasing using purchasing software packages. Successfully met textbook ordering due dates, earning the department \$1500.00 cash incentive by meeting deadlines. Advise students on program procedures and campus policy. Attend outreach events for recruitment. Develop and disseminate department newsletter, flyers, and brochures. Coordinate department graduation reception and related program and college events.

SKILLS

Advanced Word, Excel, Publisher, Power-Point and CSU software: FRS, SIS+, FAMIS, CMS.

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- **Business Representative** Company Name: Altura Credit Union Director, Member Services
- **Active Member of a Senior Citizen Group** Group Name: _____
- **Member of a Taxpayer Organization** Organization Name: _____
- **RCCD Student Organization/Student Club** Org. Name: _____
- **Member of a College Support Organization** Org. Name: _____
- **Member of the San Bernardino and Riverside Counties Central Labor Council**
- **At-Large Community Member**

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Robert W. Whitton III
Home Address: _____ Moreno Valley, CA 92557
Home Telephone: _____ E-mail: _____@alturacu.com

Employer Information:

Name of Employer: Altura Credit Union
Work Address: 2847 Campus Parkway Riverside, CA 92507
Work Telephone: 951-571-5201 E-mail: rwhitton@alturacu.com

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: Cal State University, San Bernardino
Degree/Major: Bachelor Business Administration
Vocational and/or Other Institution: Western CUNA Management School
Certificate/Technical Training: Jack Henry PowerOn programming

Additional Information:

1. Have you been a member of any College District committee? __ Yes No If yes, if what capacity?
 2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes
__ No If yes, please explain: I am a P/T Adjunct Professor at Riverside Campus, Business Admin
 3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: I coach my son's baseball team, but I am applying for the first time to volunteer for an oversight committee.
- _____

Robert W. Whitton III

Moreno Valley, CA 92557

KEY QUALIFICATIONS

- Successfully lead various organization-wide projects and operational initiatives involving multiple departments and external vendors.
- Responsible for the continued success of back-office operations functions including a full service contact center, ATM department, EFT department, payment processing and central operations department.
- Lead a cultural shift for back office functions in the Member Support area to create a value model focused on placing our customers first and making their needs the priority.
- Directed the development, design and implementation a multi-faceted banking IVR system.
- Managed ATM services to improve efficiency by decreasing ATM downtimes and cross-training for maximum coverage.
- Developed cost savings techniques in ATM cash handling, ACH Processing, wire processing, and Member notifications.

PROFESSIONAL EXPERIENCE

February 2010 – Present Altura Credit Union Riverside, CA

Director, Member Services

- Developed a staffing structure that significantly improved service levels and lead to a well-balanced and thriving contact center.
- Improved process efficiencies through the development of mistake-proof, easy-to-use assignment templates for each specific area.
- Lead a cultural shift for back office functions in the Member Support area to create a value model focused on placing our customers first and making their needs the priority
- Brought strong analytical and problem solving skills to a management role to create numerous efficiencies in each operational area.
- Lead projects to design check and balance methods for all ACH, Wire and ATM process to eliminate any errors that may occur.

December 2012 – Present Riverside Community College Riverside, CA

Adjunct Professor

- Instruct students on the history, foundation, and principles of Banking as it relates to the American economy. (Banking 51).

March 2004 – February 2010 Altura Credit Union Riverside, CA
Business Operations Analyst II

- Proven experience in the development and management of various process improvement projects throughout the organization.
- Assisted in the development of our Current IVR system, and key performance metrics within the Member Service Center.
- Gained an excellent understanding of Altura's "front-line" processes and behaviors that will aid in future process improvement ventures.
- Developed multiple-variable risk analyses designed to identify "at-risk" mortgage and consumer loans.
- Built and implemented metric systems to control and maintain various process improvement projects throughout the organization
- Designed monthly delinquency reports to used to analyze the delinquency in a loan portfolio by multiple loan factor tiers.
- Responsible for providing assistance to each department within the company to improve efficiency and lower costs.

March 1999 – March 2004 Hap' Arnold Club MARB, CA
Shift Supervisor

- Trained new employees, and ensured that the existing employee's skills were kept up-to-date by monitoring and coaching them on a monthly basis.
- Responsible for adhering to a monthly budget, as well as meeting and exceeding various sales goals.

EDUCATION

2000 – 2005 California State University San Bernardino, CA
Bachelor Degree, Business Administration, Management

- Knowledge of a wide range of business management applications.
- Member of the Financial Management Association.

June, 2009 Jack Henry and Associates (Symitar) San Diego, CA
PowerOn Certification

- Learned programming of the core banking system to develop custom reports and database management techniques.

July 2011 - Current Western CUNA Management School Claremont, CA
Financial Institution Management Program

- A three-year program designed to develop knowledge and leadership skills specific to the financial industry.



Formerly Riverside County's Credit Union

PO Box 908
Riverside, CA 92502-0908

Robert Whitton
Director, Member Services
Altura Credit Union

Robert has held various operational positions and now serves as the Director of Member Services for Altura Credit Union. He is responsible for the daily operations in the Electronic Services, ATM and Operations Support departments as well as the full-service Contact Center. He has over nine years experience in financial institution operations and also serves as an adjunct professor for Riverside Community College, where he teaches Principals of Banking and Lending classes.

Robert holds a Bachelor degree in Business Management along with several other technical accreditations and is currently a 3rd year student of Western CUNA Management School. In his off time, he enjoys camping, golfing and coaching his son's Little League team.

**Application for Appointment
Citizens' Bond Oversight Committee
Riverside Community College District**

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- Member of a Taxpayer Organization Organization Name: _____
- RCCD Student Organization/Student Club Org. Name: _____
- Member of a College Support Organization Org. Name: _____
- Member of the San Bernardino and Riverside Counties Central Labor Council
- At-Large Community Member

If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.

General Information:

Name: Terri Willoughby
 Home Address: [Redacted] Riverside CA 92506
 Home Telephone: [Redacted] E-mail: [Redacted]@hotmail.com

Employer Information:

Name of Employer: City of Menifee
 Work Address: 29714 Haun Road, Menifee CA 92586
 Work Telephone: 951-672-6777 E-mail: twilloughby@cityofmenifee.ca

Educational Background (optional; you may attach a resume or additional pages, if needed):

College and/or University: _____
 Degree/Major: _____
 Vocational and/or Other Institution: _____
 Certificate/Technical Training: _____

Additional Information:

1. Have you been a member of any College District committee? Yes No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes No If yes, please explain: _____
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: Riverside Road Runners Treasurer 2000 - present
California Society of Municipal Finance Officers - board

4. List participation in professional seminars, workshops or organizations:

California Society of Municipal Finance Officers - Board member
American Society of Public Administration - local chapter

Qualifications:

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.)

See attached resume - I have over twenty years experience in finance, including the financing of facilities, and construction projects.

Please answer the following questions:

5. How long have you been a resident within the College District? Years Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes No If yes, which campus or center: My daughter has attended the main & Norco campuses. I attended the main.

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes No If yes, please explain:

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.)

As an former alumni, this would give me an opportunity to give back to RCC.

Are you a vendor, contractor or consultant of the College District? Yes No If yes, please explain:

9. Are you available to attend Committee meetings on weeknights? Yes No If no, please explain:

Certificate of Applicant:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: *[Handwritten Signature]* Date: 3/7/13

Completed signed applications should be returned the the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

TERRI WILLOUGHBY[REDACTED]
RIVERSIDE, CA 92506

HOME: [REDACTED]

WORK: (951) 672-6777

EMAIL: [REDACTED]@HOTMAIL.COM

EMPLOYMENT**FINANCE DIRECTOR**
City of Menifee, Menifee, CA

2011-PRESENT

Responsible for managing the fiscal affairs of a newly-incorporated City, including establishing policies and practices to ensure proper internal controls are in place. As a Director, responsibilities included managing a staff of four, including recruitment of new staff as well as developing existing staff. Duties include oversight of Community Development Block Grant (CDBG) program, including establishing the City's entitlement status. Achievements include:

- *Assisting the City Manager with successfully balancing of the City's budget following the loss of 16% of the City's revenue due to revisions to State legislation.*
- *Developing and implementing the City's purchasing policies and procedures.*
- *Successfully presenting the City's application for CDBG entitlement status, and subsequently establishing the City's first CDBG program.*
- *Developed the City's policy on Community Facilities District (CFD) formation, and managed the formation of the City's initial districts.*
- *Successfully located financial solutions to a variety of infrastructure issues, including presenting to Council, and facilitating a revenue bond issuance to partially fund construction of City infrastructure projects.*
- *Reviewing of pending legislation and reporting on possible impacts to the City Manager, as well as the City Council.*
- *Prepared presentations to communicate financial issues to both the public as well as the City Council.*

FINANCE DIRECTOR
City of Barstow, Barstow, CA

2008-2011

Responsible for managing the fiscal affairs of the City, including maintaining timely and accurate accounting records of City financial transactions; oversight of the budget process, revenue generating activities, and providing professional input and recommendations on City issues. Responsibilities also include management of Information Technology Division, Human Resources division Risk Management, and Transit functions of the City. Achievements include:

- *Development and implementation of purchasing policy and processes*
- *Received "Meritorious" budget award from CSMFO for 2009-10 budget*
- *Successfully resolved all outstanding management comments from prior audits.*
- *Developed quarterly financial report for presentation to City Council and citizens.*
- *Currently implementing Project Accounting and Online Timekeeping.*

- *Finalizing Cost of Services (User Fee) study and Cost Allocation Plan*
- *Participating in task force to develop up-to-date*
- *Implemented purchasing card program.*
- *Wrote and implemented credit card policy.*
- *Assisted in successful labor negotiations*
- *Act as City Manager in the absence of City Manager*

CONTROLLER

2007-2008

City of Riverside-Finance Department Riverside, CA

Under general direction, to plan, direct, and supervise the personnel and general administrative activities of the Accounting Division, including maintenance of general and subsidiary ledgers, fees and charges, accounts payable, treasury, and payroll sections. To provide accounting services and instruction to other City departments, to maintain budgetary controls; to audit financial records and assist in the development and installation of new accounting systems; and to perform related work as required.

ASSISTANT CONTROLLER

2002-2007

City of Riverside-Finance Department

Riverside, CA

Supervised professional and administrative support staff. Analyze data for all aspects of control and compliance with established policies and procedures. Provided technical assistance to outside departments in areas such as preparing council reports as well as accounting issues. Monitor budgetary controls and work with departments to resolve budgetary issues. Developed and implemented procedures for fixed asset accounting. Prepare federal and state grant reports, as well as reviewing all aspects of grant accounting. Review accounting entries for accuracy and appropriateness. Work with outside auditors to insure reports reflect the proper financial condition of the City. Provide specialized reports and projects for both Finance managers as well as external department staff as required. Prepared curriculum for and conducted training classes for the accounting software package used by the City.

PRINCIPAL ACCOUNTANT

2000-2002

County of Riverside-Auditor/Controller

Riverside, CA

Plan, organize, direct and coordinate the daily operation of the Cash Flow and Analyses section of the General Accounting Division. Supervise and participate in the selection, training and evaluation of professional accounting personnel. Review laws, legislation and policies to assure compliance and to determine impact on accounting procedures and recommend changes when necessary, including coordinating county-wide implementation of the new governmental accounting standard, GASB 34. Advise departments on a variety of accounting matters. Prepared budgetary forecasts and monitor budgetary performance for County revenues as well as monitoring departmental expenditures. Collaborated with County's Budget Officer on the preparation of the annual budget and fund balance forecasting. Assisted Chief Accountant in preparation of Comprehensive Annual Financial Report (CAFR) for the County. Supervised professional accounting staff as well as administrative support staff.

ACTING CHIEF ACCOUNTANT
County of Riverside-Auditor/Controller

7/01-10/31/01
Riverside, CA

Temporary promotion while Chief worked on special project offsite-Organized and directed operations of the General Accounting Division of the Auditor Controller's office. Worked with other departments and districts in analyzing accounting and technical matters. Assisted Auditor-Controller in implementation and development of department operating and administrative policies. Review and study legislation and implement changes in procedural requirements for both county and district. Assisted with implementation of conversion to integrated financial system using Peoplesoft. Companion position through November 2001.

SENIOR ACCOUNTANT
County of Riverside-Auditor/Controller

1998-2000
Riverside, CA

Performed complex and specialized accounting work relating to both the preparation of General Fund Cash Flows and Comprehensive Annual Financial Report. Provided assistance and guidance to other departments with regards to accounting transactions. Assisted outside auditors during their review of the Comprehensive Annual Financial Report by performing variance analysis and preparing adjusting entries as necessary. Prepare cash flow projections in conjunction with the annual issuance of the County's Tax and Revenue Anticipation Notes. Perform special accounting projects as requested by the Chief Accountant. Review governmental codes and regulation to determine the proper treatment of transactions to maintain compliance.

ACCOUNTANT
County of Riverside-DPSS, Management Reporting Unit

1996-1998
Riverside, CA

Responsible for entire time study process, from preparation of time study instructions to the actual input of data, reviewing State regulations to maximize claiming by the County. Assisted in the preparation of claims for reimbursement from outside agencies, such as the State of California. Reviewed accounting transactions to verify correctness. Represented the department at task force meetings.

EDUCATION

<i>MASTERS-PUBLIC ADMINISTRATION</i> <i>Cal State San Bernardino</i>	<i>2007</i> <i>San Bernardino, Ca</i>
<i>B.S.-BUSINESS ADMINISTRATION, ACCOUNTING CONCENTRATION</i> <i>Cal State San Bernardino</i>	<i>1994</i> <i>San Bernardino, Ca</i>

SKILLS

Software Used: MS Access, Lotus, Excel, MS Word, WordPerfect, JD Edwards, Advantage Financial, SKYLINE, Peachtree, Dbase, MS PowerPoint, Harvard Graphics, Peoplesoft, SunGard BiTech IFAS, Synergen (SPL), EDEN

Training: Intermediate Governmental Accounting-Governmental Finance Officers Association: January 2001
Capital Asset Reporting-Governmental Finance Officers Association: January 2001.
Advanced Governmental Accounting-Governmental Finance Officers Association: January 2003.
Budgeting for Outcomes: Getting the Results You Need in an Age of Permanent Fiscal Crisis-Governmental Finance Officers Association: January 2006.
Public Financial Management-Cal State San Bernardino, 2006
Public Budgeting & Finance-Cal State San Bernardino, 2005

Accomplishments:

- o Board Member, California Society of Municipal Finance Officers (CSMFO)*
- o Vice-Chair -California Society of Municipal Finance Officers (CSMFO) Recognition and Awards Committee*
- o Chapter Chair, CSMFO Desert-Mountain Chapter*
- o CAFR Reviewer-Government Finance Officers Association (GFOA)*
- o Member-California Society Municipal Finance Officers, American Society for Public Administration, Government Finance Officers Association*
- o Outstanding Graduate Student-Public Administration Department, Cal State San Bernardino, 2007.*



Agenda Item (XII-D)

Meeting	8/20/2013 - Regular
Agenda Item	Business From Board Members (XII-D)
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, including any updates regarding the following assigned associations:

Association of Community College Trustees (ACCT)

Association of Governing Board of Universities and Colleges (AGB)

California Community College Trustees and Legislative Network (CCCT)

Community College League of California (CCLC) Latino Trustees

Latino Trustees Association

Inland Valleys Trustees and CEO Association

African-American Organizations Liaison Riverside Branch - NAACP

Hispanic Chambers of Commerce: Corona, Moreno Valley, and Riverside

Chambers of Commerce: Corona, Moreno Valley, and Norco

Riverside County School Board Association

Riverside County Committee on School District Organization

Alvord Unified School District Ad-Hoc Committee

Mine Okubo Committee

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:



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[Agenda Item](#)

Agenda Item (XIII-A)

Meeting	8/20/2013 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	
Recommended Action	To be Determined

Background Narrative:

None

Prepared By: Cynthia Azari, Interim Chancellor

Attachments: