



**Board of Trustees - Regular Meeting  
Tuesday, November 19, 2013 6:00 PM  
Riverside City College, O.W. Noble Building,  
AD122, 4800 Magnolia Avenue, Riverside, CA  
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](http://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 Regular/Committee Meeting of October 1, 2013](#)  
*Recommend approving the October 1, 2013 Board of Trustees Regular/Committee Meeting minutes as prepared.*
- B. [Minutes of the Board of Trustees Regular Meeting of October 15, 2013](#)  
*Recommend approving the October 15, 2013 Regular Board of Trustees meeting minutes as prepared.*

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

- A. [Chancellor's Communications](#)  
*Information Only*
- B. [Five to Thrive Presentation Led by Dr. Heather Smith, Professor, Life Sciences](#)  
*Information Only*
- C. [Update on District Healthcare Plan](#)  
*Information Only*
- D. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)  
*Information Only*

V. STUDENT REPORT

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

VI. CONSENT AGENDA ACTION

- A. Diversity/Human Resources
  - 1. [Academic Personnel](#)  
*Recommend approving/ratifying academic personnel actions.*
  - 2. [Classified Personnel](#)  
*Recommend approving/ratifying classified personnel actions.*
  - 3. [Other Personnel](#)  
*Recommend approving/ratifying other personnel actions.*

- B. District Business
1. **Purchase Order and Warrant Report – All District Resources**  
*Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$3,418,162 and District Warrant Claims totaling \$5,769,780.*
  2. Budget Adjustments
    - a. **Budget Adjustments**  
*Recommend approving the budget transfers as presented.*
  3. Resolution(s) to Amend Budget
    - a. **Resolution No. 09-13/14 – 2013-2014 Leadership Academy Program**  
*Recommend approving the resolution and adding the revenue and expenditures of \$5,000 to the budget.*
    - b. **Resolution No. 10-13/14 – 2013-2014 Student Activities Office**  
*Recommend approving the resolution and adding the revenue and expenditures of \$16,000 to the budget.*
    - c. **Resolution No. 12-13/14 – 2013-2014 Foster and Kinship Care Education Program**  
*Recommend approving the resolution and adding the revenue and expenditures of \$830 to the budget.*
    - d. **Resolution No. 13-13/14 – 2013-2014 TANF and CalWORKs Programs**  
*Recommend approving the resolution and adding the revenue and expenditures of \$250,272 to the budget.*
    - e. **Resolution No. 14-13/14 – 2013-2014 Student Financial Assistance Program – Fiscal Coordination**  
*Recommend approving the resolution and adding the revenue and expenditures of \$460,530 to the budget.*
    - f. **Resolution No. 16-13/14 – 2013-2014 State of California Employment Training Panel (ETP)**  
*Recommend approving the resolution and adding the revenue and expenditures of \$627,590 to the budget.*
    - g. **Resolution No. 17-13/14 – 2013-2014 Improving Patient Outcomes through Ambulatory Care in Nursing Program**  
*Recommend approving the resolution and adding the revenue and expenditures of \$15,000 to the budget.*
    - h. **Resolution No. 18-13/14 – 2013-2014 Bulletproof Vest Partnership**  
*Recommend approving the resolution and adding the revenue and expenditures of \$2,913 to the budget.*
    - i. **Resolution No. 19-13/14 – 2013-2014 Student Success and Support Program**  
*Recommend approving the resolution and adding the revenue and expenditures of \$200,090 to the budget.*
    - j. **Resolution No. 15-13/14 – 2013-2014 Foster Youth Support Services Program**  
*Recommend approving the resolution and adding the revenue and expenditures of \$9,500 to the budget.*
    - k. **Resolution No. 20-13/14 – 2013-2014 Upward Bound Math and Science Program Support**  
*Recommend approving the resolution and adding the revenue and expenditures of \$30,000 to the budget.*
  4. Contingency Budget Adjustments (None)
  5. Bid Awards
    - a. **Purchase of Janitorial Supplies, Equipment, Maintenance, and Repair Services Utilizing the National Cooperative Purchasing Alliance (NCPA) Contract**  
*Recommend approving the purchase of janitorial supplies, equipment, maintenance, and repair services from Waxie Enterprises, Inc., utilizing the National Cooperative Purchasing Alliance (NCPA).*
  6. Grants, Contracts and Agreements
    - a. **Contracts and Agreements Report Less than \$83,400 – All District Resources**  
*Recommend ratifying contracts totaling \$602,515 for the period October 1, 2013 through October 31, 2013.*
    - b. **Amendment to the CORE Contract between Riverside Community College District and Employment Training Panel**  
*Recommend approving the amendment to the CORE Contract between the District and Employment Training Panel in the amount of \$628,000.*

- c. [Sub-Contract Agreement Collaborative Efforts Supporting the Completion Counts-A Riverside Learning Partnership Grant with Riverside Unified School District.](#)  
*Recommend approving the agreement not to exceed \$130,000.00, between Riverside Unified School District and Riverside City College.*
  - 7. [Out-of-State Travel](#)  
*Recommend approving out-of-state travel.*
  - 8. Other Items
    - a. [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).*
    - b. [Surplus Property](#)  
*Recommend 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 consigned to The Liquidation Company to be sold on behalf of the District.*
- VII. CONSENT AGENDA INFORMATION
  - A. [Monthly Financial Report for Month Ending - October 31, 2013](#)  
*Information Only*
  - B. [CCFS-311Q – Quarterly Financial Status Report for the 1st Quarter Ended](#)  
*Information Only*
- VIII. BOARD COMMITTEE REPORTS
  - A. Governance (None)
  - B. Teaching and Learning
    - 1. [Proposed Curricular Changes](#)  
*Recommend approving the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.*
  - C. Planning and Operations
    - 1. [Revision to the Moreno Valley College Mission Statement](#)  
*Recommend approving the revised Moreno Valley College Mission Statement.*
  - D. Resources
    - 1. [Project Budget and Agreement for the Courtyard Project with Community Works Design Group](#)  
*Recommend approving the project budget of \$419,408 for the Courtyard Project and the agreement with Community Works Design Group for \$31,660 for the project.*
    - 2. [2012-2013 Proposition 39 Financial and Performance Audits](#)  
*Recommend receiving the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bonds.*
  - E. Facilities
    - 1. [Agreement Amendment 2 for MVC Phase III Student Academic Services Facility with C.W. Driver](#)  
*Recommend approving the amendment for the MVC Phase III Student Academic Services Facility for construction management services with C.W. Driver in the amount of \$16,704 and a revised completion date of November 4, 2013.*
    - 2. [Agreement for the Groundwater Monitoring Wells Compliance Project with DUDEK](#)  
*Recommend approving an agreement for the five-year groundwater sampling/monitoring program with DUDEK, in an amount not to exceed \$135,213.*
- IX. ADMINISTRATIVE REPORTS
  - A. Vice Chancellors
  - B. Presidents
- 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. [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	11/19/2013 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of October 1, 2013
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

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### Background Narrative:

Recommend approving the October 1, 2013 Board of Trustees Regular/Committee meeting minutes as prepared.

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

### Attachments:

[100113\\_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 OCTOBER 1, 2013

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

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President  
Janet Green, Vice President  
Sam Davis, Secretary  
Nathan Miller, Board Member  
Jared Snyder, Student Trustee

Trustees Absent

Mary Figueroa (excused)

Staff Present

Dr. Cynthia E. Azari, Interim Chancellor  
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services  
Mr. Art Alcaraz, Director, Diversity and Human Resources  
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Dr. Wolde-Ab Isaac, Acting 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  
Mr. Richard Keeler, Dean, Grants  
Ms. Colleen Molko, Director, Grants  
Ms. Beth Gomez, Vice President, Student Services, Norco College

Guests Present

Ms. Deborah Shepley, Principal, HMC Architects

Student Trustee Jared Snyder led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Miller/Davis moved that the Board of Trustees approve Trustee Figueroa's absence as excused. Motion carried. (4 ayes, 1 absent [Figueroa])

MOTION TO EXCUSE TRUSTEE'S ABSENCE

The Teaching and Learning Committee Chair Sam Davis convened the meeting at 6:01 p.m. Committee members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services; and Academic Senate Representative: Dr. Travis Gibbs (Moreno Valley College) and Management Association Representative: Ms. Lorena Patton.

TEACHING AND LEARNING

Dr. Mayo led the committee review of an agreement for the Upward Bound Math and Science Program between Riverside Community College District, Moreno Valley College, and Moreno Valley Unified School District in the amount of \$30,000 that will be presented to the Board for approval at the October 15 regular meeting. Discussion followed.

Inter-Agency Agreement for Upward Bound Math and Science Program with Moreno Valley Unified School District

Mr. Richard Keeler, Dean, and Ms. Colleen Molko, Director, Grants Office, reviewed the Master Submission Schedule for the 2013-14 academic year. Discussion followed.

Report on Master Grant Submission Schedule for 2013-14

The committee adjourned the meeting at 6:04 p.m.

Trustee Miller convened the meeting at 6:05 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representative: Dr. Travis Gibbs (Moreno Valley College) and Management Association Representative: Mr. George Walters.

PLANNING AND OPERATIONS

Ms. Chris Carlson, Ms. Beth Gomez, and Ms. Deborah Shepley, Principal, HMC Architects, facilitated a presentation on the Norco College 2013 Facilities Master Plan that will be presented to the Board for approval at the October 15 regular meeting. Discussion followed.

Norco College 2013 Facilities Master Plan

The committee adjourned the meeting at 6:37 p.m.

Adjourned

The Board adjourned the meeting at 6:40 p.m.

ADJOURNED



## Agenda Item (II-B)

Meeting	11/19/2013 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of October 15, 2013
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

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### Background Narrative:

Recommended approving the October 15, 2013 Board of Trustees Regular meeting minutes as prepared.

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

### Attachments:

[101513\\_MIN](#)



MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
OF OCTOBER 15, 2013

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

Trustees Present

Janet Green, Vice President  
Mary Figueroa, Board Member  
Nathan Miller, Board Member  
Jared Snyder, Student Trustee

Absent

Virginia Blumenthal, President  
Sam Davis, Secretary

Staff Present

Dr. Cynthia Azari, Interim Chancellor  
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services  
Mr. Art Alcaraz, Director, Diversity and Human Resources  
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Dr. Wolde-Ab Isaac, Interim 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  
Dr. Lyn Greene, Academic Senate Representative, Norco College  
Mr. Lee Nelson, Academic Senate Representative, District and Riverside City College  
Dr. Dariush Haghghat, President, CTA  
Mr. Eric Muehlebach, President, CSEA

Guests Present

Dr. Bonavita Quinto-MacCullum, Associate Professor, Spanish, Moreno Valley College  
Ms. Silvia Trejo, STEM Counselor/Instructor, Moreno Valley College  
Ms. Jan Schall, Director, International Education Study Abroad for Riverside Community  
College District  
Dr. Monica Green, Vice President, Student Services, Norco College  
Dr. April Moore, Principal, JFK Middle College High School

Student Trustee Jared Snyder led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Miller/Figueroa moved that the Board of Trustees  
approve Trustees Blumenthal's and Davis' absences  
as excused. Motion carried. (3 ayes, 2 absent  
[Blumenthal and Davis])

MOTION TO EXCUSE TRUSTEES'  
ABSENCES

Miller/Figueroa moved that the Board of Trustees  
approve the minutes of the Board of Trustees  
Regular/Committee Meeting of September 3, 2013.  
Motion carried. (3 ayes, 2 absent [Blumenthal and  
Davis])

MINUTES OF THE BOARD OF  
TRUSTEES REGULAR/COMMITTEE  
MEETING OF SEPTEMBER 3, 2013

Miller/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of September 17, 2013. Motion carried. (3 ayes, 2 absent [Blumenthal and Davis])

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 17, 2013

Miller/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Special Meeting of September 24, 2013. Motion carried. (3 ayes, 2 absent [Blumenthal and Davis])

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING OF SEPTEMBER 24, 2013

CHANCELLOR'S REPORTS

Presentations

Interim Chancellor Azari recognized Trustee Figueroa for her presentation at the 44<sup>th</sup> Annual ACCT Congress in Seattle, Washington. With the aid of Dr. Quinto-MacCullum, Ms. Trejo, and students, the presentation "Pushing the Needle Toward Hispanic Student Success: Empowering Heritage Spanish Speakers Beyond Access into Degree Completion," was presented to approximately 2000 attendees that included CEO's, presidents, and chancellors. This classroom program called upon a counselor and role model to inspire and support Spanish-speaking students who are either limited or cannot read and write Spanish, but are able to speak the language.

Presentation at the 44<sup>th</sup> Annual ACCT Congress in Seattle, Washington

Students recognized at the Board meeting were: Yesenia Bautista, Estevan Delgado, Elvia Gallo, and Daniel Landin. Students not in attendance but were also recognized were Brenda Ayala, Julia Miranda, Christian Prado, and Julia Cornejo. Ms. Figueroa noted that the stories from the students who traveled to Seattle (or, were interviewed on film) brought tears, hope, and inspiration to many who gathered at the congress.

Ms. Schall commented on guest speaker Mel Gertauv, political scientist and author, who will be addressing the subject of his new published treatise: *Will this be China's Century-A Skeptic's View*; the study tour in Japan for 24 RCCD students that was offered last year by the Japanese Consulate and Ministry of Foreign Affairs; and, in a cultural exchange, the study tour for 24 Japanese students who will be participating in a study tour of RCCD's colleges, a trip to the culinary academy for lunch, a tour of the Miné Okubo exhibit, and visits to other places of interest.

Updates on Travel to Japan, Study Tour, and the Provost/Education Services Vice Chancellor's Retirement

She applauded Dr. Maghroori's years of service, especially his commitment to the Study Abroad and International Students programs as well as to the District as a whole. And, noted how much he will be missed upon his retirement.

Dr. Green and Dr. Moore gave a presentation on the partnerships between Norco College and John F. Kennedy Middle College High School, providing student success results through demographics and student groups, utilizing fall 2013 enrollment.

Presentation on the Collaborative Partnership between Norco College and John F. Kennedy Middle College High School

Interim Chancellor Azari led a toast to Dr. Maghroori, Provost/Vice Chancellor, Educational Services, for his 13 years of service at RCCD. She remarked, "On behalf of the Board of Trustees and your colleagues and friends in our community of colleges, thank you for helping us become one of California's best community college districts," and wished him the best on his retirement. Dr. Maghroori was recognized for playing a pivotal role in academic, student services, and operational areas.

Recognition of Service - Provost/Vice Chancellor Ray Maghroori, Ph.D.

Student Jared Snyder 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

Figueroa/Miller 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 \$3,008,932 and District Warrant Claims totaling \$6,703,889;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$22,972 to the budget;

Resolution No. 06-13/14 – 2013-2014 Orange County/Inland Empire Regional SBDC Network, Small Business Development Centers Jobs Act of 2010

Approve adding the revenue and expenditures of \$48,000 to the budget;

Resolution No. 07-13/14 – 2013-2014 Culinary Arts Academy/District Office for Fox Entertainment Plaza Parking Budget

Approve the purchase of office, classroom, health, athletic, technology and furniture supplies from Office Max utilizing the Oakland Unified School District (OUSD) Contract No. 12-13/09 through June 30, 2016;

Purchase Office, Classroom, Health, Athletic, Technology and Furniture Supplies Utilizing the Oakland Unified School District (OUSD) Contract

Approve the purchase and delivery of office supplies from Reliable Office Solutions, utilizing the Mt. San Jacinto Community College District Contract No. 2010-2011 through September 30, 2014;

Purchase and Delivery of Office Supplies Utilizing the Mt. San Jacinto Community College District Contract

Ratify contracts totaling \$418,231;

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

Approve the Contract Agreement C13-0040 (Financial Aid Set-Aside), for the time frame of July 1, 2013 through December 31, 2014, in the amount of \$460,530.00;

Agreement for Financial Aid Training and Tech Support between California Community Colleges Chancellor's Office and Riverside City College

Approve the Sub-Contract Agreement for the period October 1, 2013 through September 30, 2014, not to exceed \$142,254.00, between Riverside Unified School District(RUSD), and Riverside City College;

Sub-Contract Agreement Collaborative Efforts Supporting the James Irvine Completion Academies Grant with Riverside Unified School District

Approve the Parking Maintenance Agreement and Rent Allocation Agreement for the Fox Entertainment Plaza Parking Garage for the Culinary Arts Academy and District Offices Project, with the City of Riverside;

Parking Maintenance Agreement and Rent Allocation Agreement for Fox Entertainment Plaza Parking Garage for the Culinary Arts Academy and District Offices Project with City of Riverside

Approve the out-of-state travel;

Out-of-State Travel

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

Surplus Property

Motion carried. (3 ayes, 2 absent [Blumenthal and Davis])

Information

The Board received the annual financial and budget report for 2012-2013.

2012-2013 CCFS-311 – Annual Financial and Budget Report

BOARD COMMITTEE REPORTS

Governance

Figueroa/Miller moved that the Board of Trustees approve Board Policies 2716, 2730, 3410 and 6550. Motion carried. (3 ayes, 2 absent [Blumenthal and Davis])

Revised and New Board Policies - Second Reading

Teaching and Learning

Figueroa/Miller moved that the Board of Trustees approve the agreement for the Upward Bound Math and Science Program between Riverside Community College District, Moreno Valley College, and Moreno Valley Unified School District in the amount of \$30,000. (3 ayes, 2 absent [Blumenthal and Davis])

Inter-Agency Agreement for Upward Bound Math and Science Program with Moreno Valley Unified School District

Planning and Operations

Miller/Figueroa moved that the Board of Trustees approve the Norco College 2013 Facilities Master Plan. (3 ayes, 2 absent [Blumenthal and Davis])

Norco College 2013 Facilities Master Plan

ADMINISTRATIVE REPORTS

Vice Chancellors

Chief Miyashiro reviewed the Annual 2013 Clery Act crime report required to be posted on the District’s website and made available to all students, staff and faculty as mandated under federal law. He reviewed the report and noted the low crime rate enjoyed once again by the campus community.

Presentation of the Annual Clery Report for Riverside Community College District

ACADEMIC SENATE REPORTS

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

Moreno Valley College

Dr. Lyn Greene presented the report on behalf of Norco College.

Norco College

Mr. Lee Nelson presented the report on behalf of the District and 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

The Board adjourned the meeting at 7:54 p.m.

ADJOURNED



## Agenda Item (IV-A)

Meeting	11/19/2013 - Regular
Agenda Item	Chancellor's Reports (IV-A)
Subject	Chancellor's Communications
College/District	District
Information Only	

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### Background Narrative:

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

Prepared By: Cynthia Azari, Interim Chancellor

### Attachments:



## Agenda Item (IV-B)

Meeting	11/19/2013 - Regular
Agenda Item	Chancellor's Reports (IV-B)
Subject	Five to Thrive Presentation Led by Dr. Heather Smith, Professor, Life Sciences
College/District	Riverside
Information Only	

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### Background Narrative:

"A Sense of History" - In today's world of smart phones, Twitter and a 24 news cycle, we are often led to believe that technology is the way of the future. While I am certainly a believer that technological changes have dramatically changed the way we live and can teach, there is more to teaching than the bells and whistles that computer technology can provide – at least in the field of history.

History classes are often perceived as boring classes that focus on the memorization of names and dates; however when asked, people tend to like the topics that history covers. This is explained by the success of such programs as Pawn Stars and American Pickers on the History Channel and movies such as Lincoln and 12 Years a Slave. Where is the disconnect? I believe it's in the presentation.

I am a social historian by training. My classes are predominantly lecture (with the exception of my Honors courses) with discussion sessions when it's reasonable. But I attempt to include students on a variety of levels – having them use a variety of senses to understand and experience history.

Let me provide some examples that I use in my various history classes at MVC:

- o Godey's Lady's Book (sight)
- o Stereoscope (sight)
- o Cotton (touch)
- o "Smells" of the West (smell)
- o 1893 World's Fair goodies/Juicy Fruit gum (taste)
- o Jazz Music (sound)
- o Great Depression Cake (taste)
- o WWII ration book (sight)

The presentation of these items is more just than "show and tell." It allows students to touch, taste, smell, hear, and see history. It makes history come alive and the students realize that history, while it might seem intangible, is not so.

Students can really get a sense of history.

Prepared By: Cynthia Azari, Interim Chancellor  
Chris Carlson, Chief of Staff & Facilities Development

### Attachments:

[Building Bridges\\_111913](#)





Building Bridges across Riverside



# ***Building Bridges Across Riverside through Nano-Water Research***

USDA NIFA GRANT 10529352

Dr. Heather Smith  
Professor, Life Sciences  
Riverside City College



United States Department of Agriculture  
National Institute of Food and Agriculture



Women make up nearly half of the college-degreed workforce in America, but **less than 25%** of our science and engineering workforce

## **In the Science and Engineering Workforce:**

**African-Americans 6.9%**

**Hispanics 3.2%**





**Building Bridges across Riverside**



**Dr. Sharon Walker**

**Department of Chemical and  
Environmental Engineering**

**Bourns College of  
Engineering**

**UC-Riverside**



United States Department of Agriculture  
National Institute of Food and Agriculture



Building Bridges across Riverside



**Dr. Scott Bradford**

**USDA ARS  
Salinity Lab**



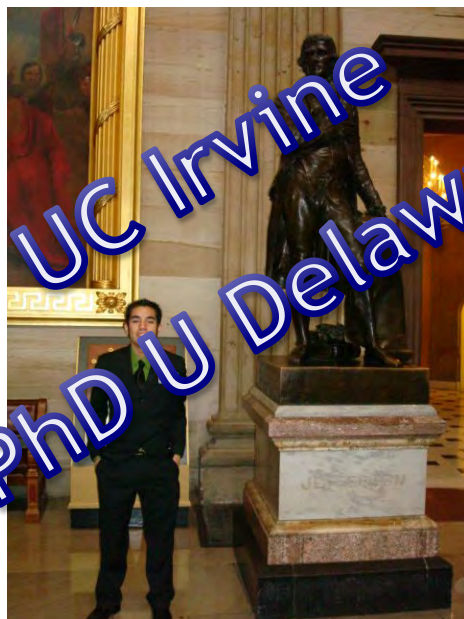
United States Department of Agriculture  
National Institute of Food and Agriculture



- **Two RCC Students per Year**
- **8 week, full-time summer experience, continues through academic year**
- **Live in the dorms at UCR**
- **Professional Development**
- **Present at a professional meeting**



# 2006-2008 *Bridges* Participants



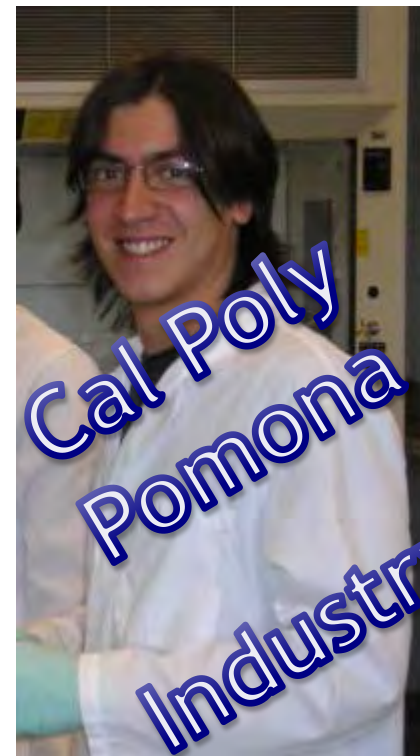
UC Irvine  
PhD U Delaware

Juan Lucio-Vega



Berkeley  
MS Berkeley

DJ Cummings



Cal Poly  
Pomona  
Industry

Jose Avila



Colorado  
State  
PhD NYU

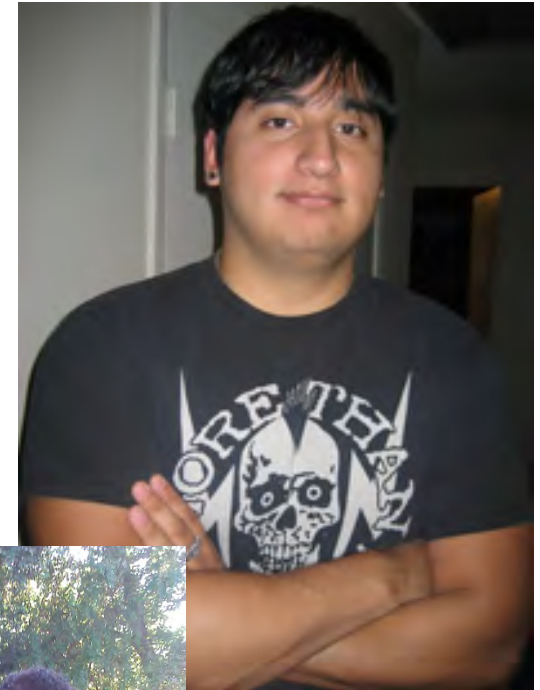
Yasmine Salas

# ***Bridges Participants***

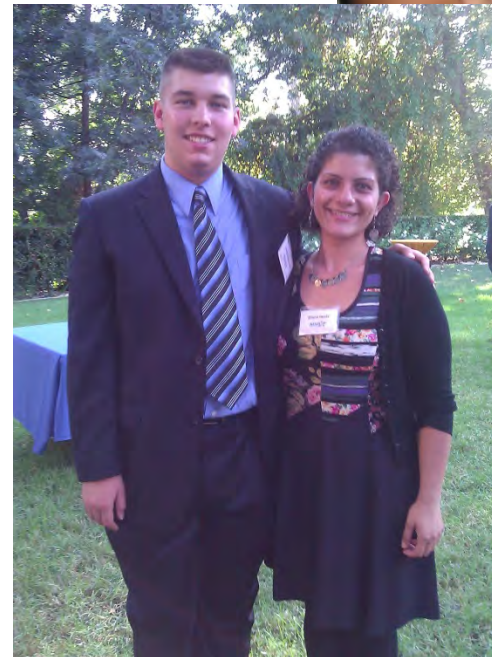
2008-09



2009-10



2011-12



2012-13



# Building Bridges Seminar Series

- For RCC students, faculty, and staff
- 500+ attendees
- Speakers from academics, industry, and RCC alumni





## **RUSD Science Fair**

- **Gave awards**
- **“Day in the Lab” for winners and families**
- **Performed experiments on water samples**

# RUSD Science Fair Day in the Lab





## What have we learned?

- **Mentoring by all STEM Faculty**
- **Family Support Essential**
- **Information to students – word of mouth!**
- **Successful Model - for several NSF REUs**



[www.bridges.engr.ucr.edu](http://www.bridges.engr.ucr.edu)

**THANK YOU !**

**USDA NIFA GRANT 10529352**



United States Department of Agriculture  
National Institute of Food and Agriculture



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## Agenda Item (IV-C)

Meeting            11/19/2013 - Regular

Agenda Item      Chancellor's Reports (IV-C)

Subject            Update on District Healthcare Plan

College/District   District

Information Only

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### **Background Narrative:**

Dr. Vicki Nicholson, Interim Vice Chancellor, Diversity and Human Resources along with Keenan and Associates representatives will provide an update on the District Healthcare Plans.

Prepared By: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

### **Attachments:**

[Update on District Healthcare Plan](#)



# RCCD Healthcare Plan Update

- District Healthcare Plans
- Grandfathering of Healthcare Plans
- Prescription Plan
- Benefits Committee



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[Agenda Item](#)

## Agenda Item (IV-D)

Meeting 11/19/2013 - Regular

Agenda Item Chancellor's Reports (IV-D)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

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### Background Narrative:

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

Prepared By: Cynthia Azari, Interim Chancellor  
Chris Carlson, Chief of Staff & Facilities Development

### Attachments:

[Future Monthly Commttee Agenda Planner and Annual Master Planning Calendar\\_111913](#)

**RECOMMENDED 2012-13 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR**

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



**COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET**

**DECEMBER 2013**

Page 1

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
<div data-bbox="128 743 474 1149" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>✓ Board report &amp; backup materials attached for review by the Cabinet.</li> <li>■ Board report and/or backup not yet complete – review pending.</li> <li>★ Approved by the Cabinet for placement on the Board agenda.</li> </ul> <p style="background-color: yellow; margin-top: 10px;"><b>ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 11/26/13 &amp; 12/03/13.</b></p> </div>	<ul style="list-style-type: none"> <li>✓ Norco College Self-Evaluation Report (Parnell) (Action)</li> <li>✓ Moreno Valley College Self-Evaluation Report (Mayo) (Action)</li> <li>✓ Riverside City College Self-Evaluation Report/Isaac (Action)</li> <li>✓ Financial Aid Disbursement Products/ Sandoval(Info Only)</li> <li>✓ Proposed Curricular Changes/Maghroori Thomas (Action)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Decade of Development (Carlson)</li> </ul>	<ul style="list-style-type: none"> <li>■ 2012-13 Independent Audit Report for RCCD (Brown)</li> <li>■ 2012-13 Independent Audit Report for RCCD Foundation (Brown)</li> <li>■ Presentation of Measure C General Obligation Bond – Planning for Future Issuances (Brown)</li> </ul>	<ul style="list-style-type: none"> <li>■ Single-Sourcing Resolution (M. Askar/Carlson)</li> <li>✓ FF&amp;E – Selection of Firm and Contract for CAA/DO (Azari, Isaac, Carlson, Doering)</li> </ul>

Updated 11/15/13



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

## Agenda Item (V-A)

Meeting 11/19/2013 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

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### Background Narrative:

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

Prepared By: Cynthia Azari, Interim Chancellor

### Attachments:

[Student Report\\_111913](#)



## MORENO VALLEY COLLEGE

### ASSOCIATED STUDENTS

#### BOARD REPORT

November 2013

- October was **National Breast Cancer Awareness Month** and the Associated Students of Moreno Valley College, (ASMVC) celebrated with a plethora of events/activities for “Pink Ribbon Week”, September 30 – October 3. “Pink Ribbons” were delivered to staff, faculty and students on Monday, 9/30; a “Breast Cancer Survivor” spoke on Tuesday, 10/1; “Pink Sundaes” were distributed and the Movie “Step Mom” was shown in the Lions’ Den, 10/2 and on Thursday, 10/3 the college was decorated with pink and white balloons as we “walked in pink” in recognition of the month. Faculty, staff and Administrators participated in this event along with events from the week.
- On October 8<sup>th</sup> and 9<sup>th</sup>, ASMVC assisted with soliciting the student body to participate in the **Blood Drive** scheduled for Tuesday, October 15, 9a m – 3 pm. As a result of early sign-ups, we reached and exceeded our Blood Drive projection of “140 good” collections for a total of “150” collections. A total of 4-Blood Mobiles were on campus for the day.
- The Student Leaders of ASMVC (10 in total) along with their Faculty Advisor attended the **Fall Student Leadership Conference** in Sacramento, CA, the weekend of October 18 – 20 sponsored by the California Community College Student Affairs Association, (CCCSAA). Workshops presented promoted student, staff and faculty success in areas of communication, advocacy, and Parliamentary Procedures. It was a great learning and networking experience as students interacted with peers and advisors from colleges throughout California.
- With **Homecoming** being a time of pride and tradition, the ASMVC Board of Commissioners honored this event with Spirit Week, October 21 - 25. Homecoming Candidates participated in several events throughout the week ranging from, “know your college scavenger hunt”, talent competition, speeches, and concluded with a group dance performance at Halloween Valley. The week ended with the crowning of the Moreno Valley College Homecoming King and Queen being announced at the Homecoming Football game on Saturday, October 26. Queen, Victoria Brown and King Juan “Chip” Griyalva Jr were pleasantly surprised with the announcement.
- The Associated Students of Moreno Valley College held its annual “**Halloween Valley**” event on Friday, October 25 for the surrounding community. The Moreno Valley College staff and students worked together to create a safe and fun atmosphere for the attendees in addition to opportunities for college clubs/organizations to fundraise. The Halloween Valley event also serves as the “kick-off” for the “Thanksgiving Food Drive” and the drive concludes on Thursday, November 21.

- The Student Senate for California Community Colleges, (SSCCC) held its **Fall General Assembly Conference**, (GA) the weekend of November 1-3, Monterey, CA. A total of 5-ASMVC students along with their Faculty Advisor attended. Prior to departure, ASMVC diligently reviewed 44-resolutions presented by California Community College students to support and advocate for their constituency throughout the state.



**NORCO**  
COLLEGE

The Associated Student of Norco College (ASNC) currently has 12 members.

With regards to activities on campus, the ASNC has been involved in the following:

- Hispanic Heritage Month
  - The event included a movie screening, guest speakers, and poetry by Michael Cluff
  - Hispanic food was served in the Corral during this event
- Harvest Festival
  - The event took place on October 25<sup>th</sup>, 2013 at Norco College amphitheater
  - It was well attended as more than 2000 people participated in games and activities prepared by 16 Norco College clubs and organizations.
  - Our students leaders were able to fundraise a little over \$1,100 during the event
  - The Student Activities Office in collaboration with ASNC and college clubs/organizations fundraised over 1,500lbs of candies.
- CCCSAA Conference
  - Most of the senate members attended the CCCSAA Student Leadership Conference
  - It was held on October 18 -20 in Double Tree Hilton, Sacramento, CA
  - Members of the ASNC were able to participate in leadership workshops, networking, and advocacy
- Breast Cancer Awareness Booth

- An information booth regarding breast cancer was set up by Latinos Promoting Education & Culture (LPEC) with the sponsorship of the ASNC

ASNC is currently looking forward to the following upcoming events:

- Walk to Stop Diabetes
  - November 16<sup>th</sup> at Castle Park, Riverside
- Give Big Riverside
  - ASNC is participating by setting up a remembrance scholarship in honor of Norco College students, faculty, staff that have passed away
  - Donations are welcomed on November 12, 2013 on the Give Big Riverside's website
- Read 2 Succeed
  - New York Times Bestseller and nominated Pulitzer Prize author Dave Pelzer will discuss his book, "A Child Called It."
  - Thursday, November 21, from 12:30-2:30 pm in the Center for Student Success, Room 217
  - The ASNC is sponsoring food vouchers for all students at the Corral during this event
  - The event is open to the public
- Accreditation
  - ASNC is currently preparing for the upcoming accreditation by gathering evidence and attending shared governance
  - Also, ASNC is in the process of launching our new ASNC website, which is [www.asnorcocollege.org](http://www.asnorcocollege.org)



## Agenda Item (VI-A-1)

Meeting 11/19/2013 - 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

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### 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: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

### Attachments:

[20131119\\_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: November 19, 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>
DISTRICT TBA	Interim Vice Chancellor, Educational Services, Workforce Development & Planning	TBA	TBA

b. Contract Faculty  
(None)

c. Long-Term, Temporary Faculty

Substitute Assignment, Fall Semester 2013

Martin Farnum, as Chemistry Instructor, effective October 14, 2013, to substitute in the absence of Siobhan Freitas, Associate Professor of Chemistry, during the remainder of the fall semester 2013, with salary placement at Column H, Step 6 of the Faculty Salary Schedule.

2. 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 December 1, 2013.

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Dyogi, Damianita	G	H

Subject: Academic Personnel

Date: November 19, 2013

3. Salary Placement Adjustment

At their meeting of September 17, 2013, the Board of Trustees approved the appointment of the following faculty member. The employee has provided appropriate verification of experience and/or coursework completed that will affect their salary placement.

It is recommended the Board of Trustees approve the adjustment of salary placement for the faculty member listed below, effective August 20, 2013.

<u>Name</u>	<u>From Column/Step</u>	<u>To Column/Step</u>
Dominguez, Ladylyn Assistant Professor, Counseling	D-4	D-5

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 the resignation of the individual(s) listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Finner, Richard	Professor, Applied Digital Media	December 30, 2013	Retirement
Maghroori, Reza	Provost and Vice Chancellor, Educational Services	March 31, 2014	Retirement





## Agenda Item (VI-A-2)

Meeting 11/19/2013 - 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

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### 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: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

### Attachments:

[20131119\\_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: November 19, 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.

The Chancellor recommends the Board of Trustees approve/ratify the following appointments:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Contract/ Salary</u>	<u>Action</u>
a. Management/Supervisory				
DISTRICT				
Jenks, Hillary	Director, Center for Social Justice and Civil Liberties	01/02/14	P-1	Appointment
RIVERSIDE CITY COLLEGE				
Rangel, Antoinette	Early Childhood Education Center Manager	11/20/13	Q-1	Appointment
b. Management/Supervisory – Categorically Funded (None)				
c. Classified/Confidential				
MORENO VALLEY COLLEGE				
Evelyn, Brandon	Custodian	12/02/13	C-1	Appointment
Nira, Ernesto	Custodian	11/20/13	C-1	Appointment
Ramirez, Gregory	Learning Center Assistant (Part-Time, 40.0%)	10/22/13	A-LS/1	Rehire
RIVERSIDE CITY COLLEGE				
Scanlan, David	Senior Tool Room Attendant (11-Month; Part-Time, 47.5%)	11/20/13	G-1	Appointment
d. Classified/Confidential – Categorically Funded (None)				

Subject: Classified Personnel

Date: November 19, 2013

2. Request for Child Care Leave

In accordance with the CSEA bargaining unit agreement, Andrea Villa, Library Clerk I, has requested an unpaid child care leave from September 12, 2013 to July 10, 2014. This request has the support of her department.

It is recommended the Board of Trustees approve an unpaid child care leave for Andrea Villa, Library Clerk I, from September 12, 2013 to July 10, 2014.

3. Salary Placement Correction

At their meeting of June 18, 2013, the Board of Trustees approved the appointment of the following management employee.

It is recommended the Board of Trustees approve the corrected salary placement for the employee listed below, effective July 1, 2013.

<u>Name</u>	<u>From Contract Salary</u>	<u>To Contract Salary</u>
Taylor, Cynthia	Grade M-5	Grade O-5

4. 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 for the position of Director, Construction. Based on this process, it is recommended the Board of Trustees approve the change in title and salary grade from Director, Construction - Grade T to Facilities Development Director - Grade U effective December 1, 2013.

5. Request for Temporary Decrease in Workload

It is recommended the Board of Trustees approve the temporary decrease in workload for the following individual. This request has the approval of the College President.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>From/To</u>
Johnson, Polly	Laboratory Technician II (Norco College)	100% to 90%	11/20/13-12/31/14

6. Request(s) for Temporary Increase in Workload

It is recommended the Board of Trustees approve the temporary increase in workload for the following individuals. This request has the approval of the College Presidents.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>From/To</u>
NORCO COLLEGE			
Etchison, Ashley	Employment Placement Coordinator	75% to 90%	11/20/13-06/30/14
Lemus, Gabriela	Administrative Assistant I	48.75% to 100%	11/20/13-06/30/14
MORENO VALLEY COLLEGE			
Horn, Lisa	Instructional Media Assistant	73.75% to 100%	11/20/13-04/30/14
McLaughlin, Devin	Instructional Media Assistant	73.75% to 100%	11/20/13-04/30/14
Wilson, Montely	Employment Placement Coord.	48.75 % to 73.75%	11/20/13-06/30/14

7. Request for Permanent Increase in Workload

It is recommended the Board of Trustees approve the permanent increase in workload for Kelly Mendoza, Assistant Manager, Food Services from 10 months to 11 months effective December 1, 2013. This request has the approval of the Norco College President.

8. 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>
Alcaraz, Art	Director, Diversity & Human Resources	04/16/14	Retirement
Anderson, Megan	Cosmetology Clerk	12/19/13	Resignation
Piper, Shirley	Floor Crew	10/31/13	Retirement
Sousa, John	Financial Aid Advisor	10/18/13	Non-Continuance of Probation Period
Speyer, Eric	Business Development Administrative Specialist	09/13/13	Non-Continuance of Probation Period



## Agenda Item (VI-A-3)

Meeting	11/19/2013 - 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

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### 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: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

### Attachments:

[20131119\\_Other Personnel](#)

[20131119\\_Other Personnel\\_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: November 19, 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.

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT</u>				
Earl, Christopher	Business Dev. Admin. Spec.	Economic Development	11/01/13-12/31/13	\$22.63
MORENO VALLEY COLLEGE				
Burdette, Kyla	Clerk Typist	Workforce Preparation	10/28/13-12/20/13	\$17.16
NORCO COLLEGE (None)				
RIVERSIDE CITY COLLEGE				
Scanlan, David	Sr. Tool Room Attendant	Applied Technology	10/01/13-11/19/13	\$18.51

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Becker, Kathleen	Interpreter II	Disabled Student Services	11/20/13-06/30/14	\$23.00
Martin, Erika	Interpreter I	Disabled Student Services	11/20/13-06/30/14	\$18.00
Martinez, Luis	Reserve College Police Officer	Safety & Police	11/20/13-06/30/14	\$15.65
MORENO VALLEY COLLEGE				
Herington, James	Role Player	Public Safety Education and Training	01/02/14-06/30/14	\$8.00
NORCO COLLEGE				
Langley, Bonnie	Summer Bridge Coordinator	Outreach/Summer Advantage Program	11/20/13-06/30/14	\$20.00
RIVERSIDE CITY COLLEGE				
Gallardo, Amanda	Office Assistant III	Landis Performing Arts Center	11/20/13-06/30/14	\$12.50
Paschke, Jaron	Laboratory Aide II	Film and Television	08/26/13-10/17/13	\$10.00
Walters, Howard	Supplemental Instructional Leader (FTV)	Academic Support	08/01/13-06/30/14	\$12.00
Ybarra, Allyssa	Supplemental Instructional Leader	Academic Support	08/01/13-06/30/14	\$12.00



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

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Aidoo, Paul	Student Aide II	Tutorial Services	07/01/13**	\$ 9.75
Basbas, Jonathan	Student Aide II	Tutorial Services	10/16/13	\$ 9.25
Castillo, Yuliza	Student Aide II	Tutorial Services	10/22/13	\$ 9.00
Dhennin, Juliette	Student Aide I	Tutorial Services	10/16/13	\$ 8.75
Diaz, Jeancarlo	Student Aide I	Tutorial Services	10/16/13	\$ 9.00
Feenan, Jason	Student Aide II	Tutorial Services	10/22/13	\$ 9.50
Gallo, Stephanie	Student Aide II	Tutorial Services	10/14/13	\$ 9.00
Garcia, Teresa*	Student Aide II	Tutorial Services	07/01/13**	\$ 9.00
Green, Janet	Student Aide II	Tutorial Services	10/22/13	\$ 9.00
Han, Hong	Student Aide II	Tutorial Services	10/22/13	\$ 9.00
Harmison, Dominic	Student Aide I	Tutorial Services	09/11/13	\$ 8.50
Hinostro, Anita	Student Aide I	Food Services	10/22/13	\$ 8.00
Juarez, Jannette	Student Aide I	Food Services	08/26/13**	\$ 8.00
Matthews, Iyanna	Student Aide II	Early Childhood Educ.	10/22/13	\$ 9.00
Ramkissoon, Christopher	Student Aide I	Tutorial Services	10/16/13	\$ 8.75
		Humanities, Arts &		
Rangel, Corina	Student Aide II	Social Science	10/15/13	\$ 9.00
Salas, Lydia	Student Aide I	Tutorial Services	10/16/13	\$ 8.75
Salazar, John	Student Aide I	Tutorial Services	10/22/13	\$ 9.00
Tav, Noravuth	Student Aide III	Student Activities	10/22/13	\$10.00
Thomas, Elizabeth	Student Aide I	Tutorial Services	10/16/13	\$ 8.50
Veradt, Derek	Student Aide II	Tutorial Services	07/01/13**	\$ 9.00
NORCO COLLEGE				
Brown, Kory	Student Aide II	Tutorial Services	10/09/13	\$ 9.00
Galvaz, Omar	Student Aide II	Tutorial Services	11/01/13	\$ 9.00
Husain, Ahmed	Student Aide II	Tutorial Services	11/01/13	\$ 9.00
		Business Administration /		
Koertz, Art	Student Aide III	Info Systems and Tech	10/18/13	\$10.00
Moncada, Abel	Student Aide II	Tutorial Services	11/01/13	\$ 9.00
Tedesco, Nicolas	Student Aide IV	STEM	11/01/13	\$12.50
Velis Velis, Maria	Student Aide I	Student Activities	10/01/13	\$ 8.00

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

Backup Other Personnel  
November 19, 2013  
Page 2 of 4

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>RIVERSIDE CITY COLLEGE</b>				
Adams, Katrina	Student Aide V	Academic Support	09/03/13	\$ 12.00
Bennett, Toryona	Student Aide V	Academic Support	09/01/13	\$ 12.00
Berryman, Devonte	Student Aide IV	Mathematics	10/17/13	\$ 11.00
Calma, Louie	Student Aide V	Academic Support	08/27/13**	\$ 12.00
		Business Administration /		
Camacho, Joshua	Student Aide I	Info Systems and Tech	10/14/13	\$ 8.00
Capetillo, Alexander	Student Aide V	Academic Support	09/04/13	\$ 12.00
Chapa, Adriana	Student Aide I	Disabled Student Svcs	10/16/13	\$ 8.50
Cheng, Pengxiang	Student Aide I	International Student Ctr	10/23/13	\$ 8.00
Eagle, Seva	Student Aide I	Kinesiology / Aquatic Ctr	10/16/13	\$ 8.00
Facchini, Katie	Student Aide I	Early Childhood Educ.	09/26/13	\$ 8.00
Frasier, Janiva	Student Aide I	Early Childhood Educ.	09/11/13	\$ 8.00
Gonzalez, Fatemah	Student Aide I	Tutorial Services	10/24/13	\$ 8.00
Gonzalez, Matthew	Student Aide IV	Mathematics	10/24/13	\$ 11.00
Hernandez, Amethyst	Student Aide I	Early Childhood Educ.	09/26/13	\$ 8.00
Hernandez, Stacy	Student Aide I	Food Services	10/24/13	\$ 8.00
Hill, Argie	Student Aide III	Political Science	11/08/13	\$ 10.50
Jia, Min	Student Aide I	Tutorial Services	10/23/13	\$ 8.25
Johnsen, Timothy	Student Aide V	Academic Support	09/03/13	\$ 12.00
Johnson, Jacob	Student Aide I	Tutorial Services	10/23/13	\$ 8.00
Ketenbrink, Thomas	Student Aide V	Academic Support	09/03/13	\$ 12.00
Leung, Ho Yin	Student Aide IV	Mathematics	10/24/13	\$ 11.00
Li, Shiyin	Student Aide I	Tutorial Services	10/16/13	\$ 8.00
Loredo, Esmeralda	Student Aide I	Tutorial Services	10/23/13	\$ 8.00
Lovekin, Katherine	Student Aide I	Tutorial Services	10/23/13	\$ 8.25
Mariscal Marroquin, Ana	Student Aide I	Tutorial Services	10/23/13	\$ 8.00
Martinez, Adrian	Student Aide I	Tutorial Services	10/16/13	\$ 8.00
		Performing Arts /		
Martinez, Anthony	Student Aide I	Marching Band	10/17/13	\$ 8.00
McClain Smith, Alexis	Student Aide I	Health Services	10/24/13	\$ 8.00
McDow, Tina	Student Aide I	Tutorial Services	10/17/13	\$ 8.00
McKinney, Kevon	Student Aide I	Performing Arts / Music	10/17/13	\$ 8.00
McNett, April	Student Aide V	Academic Support	09/03/13	\$ 12.00
Moore, Kiana	Student Aide V	Academic Support	09/03/13	\$ 12.00
Palmer, Joseph	Student Aide I	Food Services	10/16/13	\$ 8.00
Ramirez Flores, Aarron	Student Aide IV	Mathematics	10/17/13	\$ 11.00
Salazar, Rosario	Student Aide V	Academic Support	09/03/13	\$ 12.00

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

Backup Other Personnel  
November 19, 2013  
Page 3 of 4

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>RIVERSIDE CITY COLLEGE (Continued)</b>				
Savianu, Cristian	Student Aide I	International Student Ctr	10/16/13	\$ 8.00
Sazo, Emily	Student Aide I	Early Childhood Educ.	08/26/13	\$ 8.00
Teets, Caroline	Student Aide I	Kinesiology / Aquatic Ctr	10/16/13	\$ 8.00
Torres, Maria	Student Aide I	Performing Arts / Dance	10/30/13	\$ 8.00
Worden, Steven	Student Aide I	Business Administration / Info Systems and Tech	10/14/13	\$ 8.00
<b><u>CATEGORICAL FUNDS</u></b>				
<b>AMERICA READS PROGRAM</b>				
Luevano, Priscilla	Student Aide III	Jurupa Unified School District/Norco	10/09/13	\$ 10.00
<b>AMERICA COUNTS PROGRAM</b>				
Luevano, Priscilla	Student Aide III	Jurupa Unified School District/Norco	10/09/13	\$ 10.00
<b>COMMUNITY SERVICE PROGRAM</b>				
Washington, Tealor	Student Aide II	Early Childhood Educ. - MVC	10/08/13	\$ 9.00
Gomez, Alexander	Student Aide II	UCR Artsblock - RCC	10/18/13	\$ 9.00
<b>MORENO VALLEY COLLEGE</b>				
Jones, Abreasha	Student Aide II	Disabled Student Svcs. Health, Human, Pub. Svc/	10/22/13	\$ 10.00
Miramontes, Pearl	Student Aide II	Human Services	10/16/13	\$ 9.00
Patterson, Vincent	Student Aide I	Instructional Media Ctr Health, Human, Pub. Svc/	10/21/13	\$ 8.00
Ramirez, Esther	Student Aide II	Human Services	10/21/13	\$ 9.00
Villalta, Katherine	Student Aide II	Student Financial Svcs	10/18/13	\$ 10.00
Wences, Francisco	Student Aide II	Student Activities	10/18/13	\$ 10.00
<b>NORCO COLLEGE</b>				
Avalos, Carmen	Student Aide II	Tutorial Services	11/01/13	\$ 9.00
Beltran, Tiffany	Student Aide I	CalWORKS/Outreach	10/11/13	\$ 8.00
Chavez, Sarah	Student Aide II	Tutorial Services	10/10/13	\$ 9.00
Crawford, Edith	Student Aide II	College Safety	10/11/13	\$ 9.00
Jalanbo, Farrah	Student Aide I	Library	10/10/13	\$ 8.00
Lazarus, Danielle	Student Aide I	Learning Resource Center	10/09/13	\$ 8.00

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

Backup Other Personnel  
November 19, 2013  
Page 4 of 4

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
NORCO COLLEGE (Continued)				
Lopez, Anayeli	Student Aide I	Learning Resource Center Procurement Assistance	11/01/13	\$ 8.00
Moreno Gonzalez, Elizabeth	Student Aide I	Center	11/01/13	\$ 8.00
Raymond, Samantha	Student Aide II	College Safety	10/11/13	\$ 9.00
Sanders, Shadon	Student Aide I	Admissions and Records	10/10/13	
Sixtos, Danielle	Student Aide I	Admissions and Records	11/01/13	\$ 8.00
Yow, Jocelyn	Student Aide II	Student Activities	11/01/13	\$ 8.00
RIVERSIDE CITY COLLEGE				
Adriano, Katarina	Student Aide I	Performance Riverside	10/30/13	\$ 9.00
Alexander, Steven	Student Aide I	Applied Tech / Toolroom Strategic Communication	10/21/13	\$ 8.00
Chavez, Antonio	Student Aide II	and Relations	10/01/13	\$ 9.00
Damico, Stephanie	Student Aide II	Student Svs / Activities Kinesiology /	10/04/13	\$ 9.00
Fortis, Raquel	Student Aide I	Athletic Training	10/22/13	\$ 8.00
Gallegos, Adilene	Student Aide I	Art Gallery	10/01/13	\$ 8.00
Hodge, Sabrina	Student Aide II	Study Abroad	10/30/13	\$ 9.00
Partridge, Robert	Student Aide I	Performance Riverside	10/24/13	\$ 8.50
Powell, Devon	Student Aide II	Student Svs / Activities	09/24/13**	\$ 9.00
Sharp, Kayleigh	Student Aide I	Life Sciences / STEM	10/16/13	\$ 8.00
Thompson, Keturah	Student Aide I	Student Support Services	10/03/13	\$ 8.00

\* Funding source change

\*\* Revised



## Agenda Item (VI-B-1)

Meeting	11/19/2013 - 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 \$3,418,162 and District Warrant Claims totaling \$5,769,780.

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### Background Narrative:

The attached Purchase Order and Warrant Report – All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$3,418,162 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 215499 – 216806) totaling \$5,769,780 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:

[11192013\\_Contracts and Purchase Orders Over \\$83,400 Report \(October\)](#)

Purchase Order Report-All District Resources  
 Purchases Over \$83,400  
 10/01/13 thru 10/31/13

PO #	Department	Vendor	Description	Amount
B0012171	EOP&S - Norco	Barnes & Noble College Booksellers, LLC	Book Vouchers	\$ 120,000
C0003375	President - Norco Campus	California State University San Bernardino	Grant / Contract Sub Agreements	215,979
C0004376	Business Operations - Riverside	Riverside County Office of Education	County Contracts	200,000
C0004381	Facilities Planning & Development	JBH Structural Concrete, Inc	District-Wide Utility Infrastructure Bid Award	379,800
C0004389	Facilities - Riverside	Amtech Elevator Services	Elevator Maintenance & Services RFP Award	243,770
P0039767	Facilities Planning & Development	DSA San Diego Regional Office	Architect's Fees	124,450
P0039898	Business Operations - Riverside	US Bank	Other Benefits, Other CE Employees	388,003
P0039901	Facilities - Moreno Valley	Comp View Inc	Computer Equipment - CMAS Master Agreement	99,378
P0039930	Facilities - Moreno Valley	G/M Business Interiors	SAS Building Classroom & Office Furniture RFP	183,491
Additions to Approved/Ratify Purchase Orders of \$83,400 and Over				
			Total	<u>\$ 1,954,871</u>
			All Purchase orders, Contracts, and Additions for the Period 10/01/13 - 10/31/13	
			Contracts- C4375 - C4401	602,515
			Contract Additions- C1233 - C4365	
			Purchase Orders- P39718 - P40134	739,354
			Purchase order Additions- P38493 - P39595	
			Blanket Purchase Orders- B12144 - B12195	121,422
			Blanket Purchase order Additions- B11192 - B12118	
			Total	<u>\$ 1,463,291</u>
			Grand Total	<u><u>\$ 3,418,162</u></u>



## Agenda Item (VI-B-2-a)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

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### Background Narrative:

The 2013-14 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

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

### Attachments:

[11192013\\_Budget Adustments](#)

## Budget Adjustments November 19, 2013

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for workshop presenters. (Fund 12, Resource 1190)		
From: California Family Life Center	Supplies	\$ 1,400
To: California Family Life Center	Professional Services	\$ 1,400
R2. Transfer to reallocate the Completion Counts – CLIP budget. (Fund 12, Resource 1190)		
From: Completion Counts - CLIP	Supplies	\$ 132,273
To: Completion Counts - CLIP	Academic PT Teaching	\$ 5,000
	Academic Special Project	28,349
	Student Help – Instructional	1,950
	Instructional Aides – Hourly	10,000
	Employee Benefits	4,439
	Grant Sub-Agreement	82,130
	Equipment	405
R3. Transfer to reallocate the CalWORKs budget. (Fund 12, Resource 1190)		
From: CalWORKs	Supplies	\$ 929
	Book Grants	2,402
To: CalWORKs	Classified FT	\$ 529
	Conferences	902
	Repairs	1,500
	Other Services	400
R4. Transfer to provide for employee benefits.		
From: Facilities	Short-Term Temporary	\$ 1,185
To: Facilities	Employee Benefits	\$ 1,185



<u>Program</u>	<u>Account</u>	<u>Amount</u>
R5. Transfer to complete the purchase of a basketball cleaning unit.		
From: Kinesiology	Copying and Printing	\$ 45
To: Kinesiology	Equipment	\$ 45
R6. Transfer to purchase cleaning supplies and a bread warmer.		
From: Culinary Arts	Rents and Leases	\$ 4,700
To: Culinary Arts	Cleaning Supplies	\$ 1,700
	Equipment	3,000
R7. Transfer to provide for mileage and a conference.		
From: Counseling	Tests	\$ 2,000
To: Counseling	Mileage	\$ 500
	Conferences	1,500
R8. Transfer to provide for cleaning and to purchase a portable hydration station.		
From: Intercollegiate Athletics	Custodial Supplies	\$ 954
To: Intercollegiate Athletics	Laundry and Cleaning	\$ 200
	Equipment	754
R9. Transfer to provide for academic administrator salaries.		
From: International Students	Classified FT	\$ 51,876
	Employee Benefits	1,329
	Scouting	15,000
	Advertising	13,093
To: International Students	Academic FT Administrator	\$ 81,298

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R10. Transfer to distribute the COLA set-aside budget. (Fund 12, Resource 1070)		
From: Health Services	Set-Aside for COLA	\$ 4,849
To: Health Services	Academic FT Administrator	\$ 1,535
	Classified FT Supervisor	1,403
	Classified FT	1,440
	Classified Perm PT	471
R11. Transfer to distribute the COLA set-aside budget. (Fund 12, Resource 1050)		
From: Safety & Police	Set-Aside for COLA	\$ 6,609
To: Safety & Police	Classified FT	\$ 5,749
	Classified Perm PT	860
R12. Transfer to distribute the COLA set-aside budget.		
From: VP, Business Services	Set-Aside for COLA	\$ 640,643
To: All Departments	Instr Salaries, Reg FT	\$ 253,229
	Instructional Salaries	4,469
	Academic FT Administrator	26,553
	Academic FT Non-Instr	47,744
	Academic PT Teaching	169,704
	Academic Substitutes	1,570
	Academic Extra Duty	2,373
	Academic Large Lecture	760
	Academic PT Non-Instr	6,381
	Academic PT Non-Instr Sub	47
	Classified FT Supervisor	2,086
	Classified FT Administrator	14,388
	Classified FT	83,497
	Classified Perm PT	11,917
	Classified FT Instr	9,277
	Classified Perm PT Instr	6,648

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R13. Transfer to purchase ballistic vests. (Fund 12, Resource 1050)		
From: Safety & Police	Supplies	\$ 750
	Repair Parts	750
To: Safety & Police	Equipment	\$ 1,500
R14. Transfer to purchase a copy machine.		
From: Auxiliary Business Services	Postage	\$ 324
To: Auxiliary Business Services	Equipment	\$ 324
R15. Transfer to purchase a laptop computer.		
From: Art	Professional Services	\$ 750
	Instructional Supplies	1,620
To: Art	Equipment	\$ 2,370
R16. Transfer to purchase supplies and musical instruments and to reallocate the Fine and Performing Arts budget.		
From: Dean, Fine & Performing Arts	Administrative Contingency	\$ 17,358
To: Performing Arts - Music	Instructional Supplies	\$ 4,148
	Equipment	1,714
Dean, Fine & Performing Arts	Copying and Printing	1,500
	Software	350
	Supplies	9,646
R17. Transfer to provide for academic special projects.		
From: VP, Academic Affairs	Student Help – Non-Instr	\$ 20,000
	Employee Benefits	458
To: Dean, Fine & Performing Arts	Academic Special Project	\$ 18,260
	Employee Benefits	2,198

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R18. Transfer to purchase a subscription.		
From: Academic Support	Administrative Contingency	\$ 239
To: Academic Support	Periodicals/Magazines	\$ 239
R19. Transfer to purchase supplies and provide for academic special projects.		
From: President	Administrative Contingency	\$ 16,204
To: Performing Arts - Music	Instructional Supplies	\$ 5,000
President	Academic Special Project	10,000
	Employee Benefits	1,204
R20. Transfer to provide for repairs.		
From: Communication Studies	Supplies	\$ 28
To: Behavioral Science	Repairs	\$ 28
R21. Transfer to purchase supplies and provide for copying and printing and repairs.		
From: Economics, Geology, Political Sci	Student Help – Non-Instr	\$ 100
	Employee Benefits	2
To: Economics, Geology, Political Sci	Supplies	\$ 72
	Copying and Printing	2
Communication Studies	Repairs	28
R22. Transfer to purchase licensing and provide for repairs.		
From: History, Humanities, Philosophy	Instructional Supplies	\$ 28
	Mileage	220
To: History, Humanities, Philosophy	License Fees	\$ 220
Behavioral Science	Repairs	28

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R23. Transfer to purchase subscriptions, software and supplies.		
From: Library	Administrative Contingency	\$ 1,395
To: Library	Periodicals/Magazines	\$ 477
	Software	38
	Supplies	880
R24. Transfer to purchase computer software licensing. (Fund 12, Resource 1190)		
From: Student Financial Services	Supplies	\$ 369
To: Student Financial Services	Comp Software Maint/Lic	\$ 369
R25. Transfer to purchasing supplies. (Fund 12, Resource 1190)		
From: Student Support Services - TRIO	Travel Expenses	\$ 2,387
	Conferences	1,396
To: Student Support Services - TRIO	Instructional Supplies	\$ 3,783
R26. Transfer to distribute the COLA set-aside budget. (Fund 12, Resource 1120)		
From: Ctr for Soc Justice & Civil Liberties	Set-Aside for COLA	\$ 795
To: Ctr for Soc Justice & Civil Liberties	Classified FT Administrator	\$ 795
R27. Transfer to distribute the COLA set-aside budget. (Fund 11, Resource 1090)		
From: Performance Riverside	Set-Aside for COLA	\$ 3,363
To: Performance Riverside	Academic FT Administrator	\$ 1,316
	Classified FT	2,005
	Classified Perm PT	42

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R28. Transfer to distribute the COLA set-aside budget. (Fund 33, Resource 3300)		
From: Child Care Fund - Riverside	Set-Aside for COLA	\$ 5,225
Child Care Fund – Moreno Valley	Set-Aside for COLA	5,074
To: Child Care Fund - Riverside	Classified FT	\$ 326
	Academic PT Non-Instr	3,616
	Classified FT Administrator	1,283
Child Care Fund – Moreno Valley	Classified FT	247
	Academic FT Non-Instr	1,877
	Academic PT Non-Instr	2,857
	Academic PT Non-Instr Sub	93

Norco

N1. Transfer to distribute the COLA set-aside budget. (Fund 12, Resource 1070)		
From: Health Services	Set-Aside for COLA	\$ 2,054
To: Health Services	Academic FT Administrator	\$ 1,779
	Classified Perm PT	275
N2. Transfer to distribute the COLA set-aside budget. (Fund 12, Resource 1050)		
From: Safety & Police	Set-Aside for COLA	\$ 3,604
To: Safety & Police	Classified FT	\$ 3,244
	Classified Perm PT	360
N3. Transfer to provide for supplies and fuel.		
From: Safety & Police	Other Services	\$ 1,660
To: Safety & Police	Supplies	\$ 600
	Other Trans Supplies	1,060

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
N4.	Transfer to provide for supplies and to purchase ballistic vests. (Fund 12 Resource 1190)		
	From: Safety & Police	Governmental Fees	\$ 1,000
	To: Safety & Police	Supplies	\$ 500
		Equipment	250
	Safety & Police Moreno Valley	Supplies	250
N5.	Transfer to provide for CalWORKs program catering services. (Fund 12, Resource 1190)		
	From: CalWORKs	Food	\$ 2,000
	To: CalWORKs	Other Services	\$ 2,000
N6.	Transfer to realign the Norco soccer field budget.		
	From: VP, Business Services	Classified Overtime	\$ 1,470
		Employee Benefits	146
		Repairs	500
	To: VP, Business Services	Supplies	\$ 596
		Site Improvement – Other	1,520
N7.	Transfer to provide for an academic special project.		
	From: VP, Academic Affairs	Instructional Supplies	\$ 1,930
	To: VP, Academic Affairs	Academic Special Project	\$ 1,930
N8.	Transfer to provide for an academic special project.		
	From: Career and Tech Ed	Instructional Supplies	\$ 3,363
	To: Career and Tech Ed	Academic Special Project	\$ 3,000
		Employee Benefits	363

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N9. Transfer to provide for Art Gallery operational costs.		
From: President	Administrative Contingency	\$ 2,000
To: President	Printing	\$ 500
	Supplies	500
	Other Services	1,000
N10. Transfer to provide for conferences.		
From: Dean of Instruction	Academic Special Project	\$ 1,650
To: Dean of Instruction	Conferences	\$ 1,650
N11. Transfer to purchase a printer.		
From: Business, Engineering & Info Svcs	Instructional Supplies	\$ 413
To: Business, Engineering & Info Svcs	Equipment	\$ 413
N12. Transfer to purchase an online database and office furniture.		
From: Library	Student Help Non-Instr.	\$ 6,981
To: Library	Periodicals and Magazines	\$ 6,833
	License Fees	100
	Equipment	48
N13. Transfer to purchase postage.		
From: VP, Student Services	Supplies	\$ 7
To: VP, Student Services	Postage	\$ 7



<u>Program</u>	<u>Account</u>	<u>Amount</u>
N14. Transfer to provide for mileage.		
From: Counseling	Tests	\$ 1,000
To: Counseling	Mileage	\$ 1,000
N15. Transfer to purchase student meal grants in the Foster Youth – Career Ladders grant. (Fund 12, Resource 1190)		
From: Foster Youth – Career Ladders	Rents and Leases	\$ 1,900
	Travel	100
To: Foster Youth – Career Ladders	Student Meal Grants	\$ 2,000
N16. Transfer to reallocate the EOPS budget. (Fund 12, Resource 1190)		
From: EOPS	Book Grants	\$ 5,280
To: EOPS	Student Educational Supplies	\$ 2,280
	Repairs	2,000
	Lecturers	1,000
N17. Transfer to provide for conferences and travel.		
From: Student Services	Student Help Non-Instr.	\$ 800
	Employee Benefits	18
	Supplies	22
To: Student Services	Conferences	\$ 251
	Travel	589
N18. Transfer to provide for repairs.		
From: Special Funded Programs	Supplies	\$ 718
To: Special Funded Programs	Repairs	\$ 718

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Moreno Valley</u>		
M1. Transfer to distribute the COLA set-aside budget. (Fund 12, Resource 1070)		
From: Health Services	Set-Aside for COLA	\$ 1,977
To: Health Services	Academic FT Administrator Classified Perm PT	\$ 1,694 283
M2. Transfer to distribute the COLA set-aside budget. (Fund 12, Resource 1050)		
From: Safety & Police	Set-Aside for COLA	\$ 3,808
To: Safety & Police	Classified FT Classified Perm PT	\$ 3,561 247
M3. Transfer to provide for increased workload.		
From: VP, Academic Affairs	Academic PT Teaching	\$ 10,624
To: Learning Resource Center	Classified Perm PT Employee Benefits	\$ 9,801 823
M4. Transfer to provide for special projects. (Fund 12, Resource 1190)		
From: Health Science Programs – Song Brown Base Funding	Professional Services	\$ 40,530
To: Health Science Programs – Song Brown Base Funding	Academic Special Project Employee Benefits	\$ 36,175 4,355

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M5. Transfer to reallocate the Student Support Services Program budget. (Fund 12, Resource 1190)		
From: SSS TRIO	Academic Special Project	\$ 2,000
	Other Services	2,104
To: SSS TRIO	Employee Benefits	\$ 107
	Supplies	500
	Equipment	3,497
M6. Transfer to provide for student help.		
From: Communications	Employee Benefits	\$ 42
To: Communications	Student Help - Instructional	\$ 42
M7. Transfer to reallocate the Public Safety, Education & Training budget.		
From: Public Safety, Education & Training	Short-Term Temporary	\$ 25,000
	Employee Benefits	949
	Copying and Printing	600
To: VP, Academic Affairs	Equipment	\$ 23,049
Public Safety, Education & Training	Rents and Leases	3,500
M8. Transfer to reallocate the Instructional Equipment/Library Materials budget. (Fund 12, Resource 1190)		
From: Library	Equipment	\$ 25,970
To: Library	Periodicals/Magazines	\$ 25,970
M9. Transfer to provide for employee benefits.		
From: Library	Short-Term Temporary	\$ 592
To: Library	Employee Benefits	\$ 592

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M10. Transfer to purchase supplies.		
From: Student Services	Administrative Contingency	\$ 2,500
To: Student Services	Supplies	\$ 2,500
M11. Transfer to provide for conferences.		
From: Student Financial Services	Short-Term Temporary	\$ 3,200
To: Student Financial Services	Conferences	\$ 3,200
M12. Transfer to provide for interpreters. (Fund 12, Resource 1190)		
From: Disabled Student Services	Instr Aides, Other Overtime	\$ 5,000
To: Disabled Student Services	Professional Services	\$ 5,000
M13. Transfer to reallocate the Student Success and Support Program budget. (Fund 12, Resource 1190)		
From: Evaluators	Classified FT	\$ 4,089
	Employee Benefits	37,156
Student Success and Support Program/Matriculation	Other Services	4,447
To: Student Success and Support	Academic PT Non-Instr	\$ 23,040
	Academic Special Project	500
	Copying and Printing	343
	Supplies	2,023
	Food	300
	Conferences	2,000
	Repairs	1,834
	Comp Software Maint/Lic	1,495
	Other Services	13,557
	Equipment	600

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>District Office and District Support Services</u>		
D1. Transfer to distribute the COLA set-aside budget. (Fund 12, Resource 1050)		
From: Safety & Police	Set-Aside for COLA	\$ 6,194
To: Safety & Police	Classified FT Supervisor	\$ 3,156
	Classified FT Administrator	1,448
	Classified FT	1,450
	Classified Perm PT	140
D2. Transfer to provide for copying and printing.		
From: Facilities Planning, Design and Construction	Conferences	\$ 2,300
	Professional Services	50
To: Facilities Planning, Design and Construction	Copying and Printing	\$ 2,350
D3. Transfer to purchase a computer and provide for an academic special project.		
From: Chancellor	Administrative Contingency	\$ 13,143
To: Chancellor	Equipment	\$ 1,143
	Academic Special Project	12,000
D4. Transfer to distribute the COLA set-aside budget.		
From: VC, Business & Financial Svcs.	Set-Aside for COLA	\$ 18,218
To: Chancellor	Academic FT Administrator	\$ 3,943
	Classified FT	671
Board of Trustees	Classified FT	2,305
VC, Educational Services	Academic FT Administrator	2,969
College Relations/Special Projects	Academic FT Administrator	2,851
	Classified FT	1,117
VC, Human Resources	Classified FT	502
VC, Business & Financial Svcs.	Academic FT Administrator	2,851
	Classified FT	1,009

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D5. Transfer to provide for personnel changes and consulting services.		
From: VC, Business & Financial Svcs.	Administrative Contingency	\$ 152,926
	Academic FT Administrator	36,581
	Employee Benefits	1,376
VC, Human Resources	Academic FT Administrator	4,040
To: Chancellor	Classified FT	\$ 52,393
VC, Business & Financial Svcs.	Consultants	16,682
VC, Human Resources	Classified FT Administrator	100,608
Board of Trustees	Employee Benefits	17,564
VC, Educational Services	Academic FT Administrator	1,376
	Academic Special Project	6,300
D6. Transfer to provide for equipment purchases as needed with the Perkins Title 1-C program. (Fund 12, Resource 1190)		
From: CTE – Perkins Title 1-C	Other Services	\$ 50,000
To: CTE – Perkins Title 1-C	Equipment	\$ 50,000
D7. Transfer to realign the CTE Community Collaborative Pathways grant. (Fund 12, Resource 1190)		
From: CTE – Community Collaborative	Printing	\$ 1,500
	Supplies	9,060
To: CTE – Community Collaborative	Academic Special Project	\$ 750
	Classified Overtime	20
	Employee Benefits	92
	Grant/Contract Sub Agreement	8,000
	Professional Services	1,555
	License Fees	143

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D8. Transfer to provide for printing.		
From: AVC, Instruction	Catalog Printing	\$ 300
To: AVC, Instruction	Printing	\$ 300



## Agenda Item (VI-B-3-a)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 09-13/14 – 2013-2014 Leadership Academy Program
College/District	District
Funding	Schools First Federal Credit Union
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$5,000 to the budget.

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### Background Narrative:

The Riverside Community College District has received additional funding for the 2013-2014 Leadership Academy Program in the amount of \$5,000 from Schools First Federal Credit Union. The funds will be used for operational expenses of the program.

Prepared By: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources  
Art Alcaraz, Director, Diversity and Human Resources

### Attachments:

[11192013\\_Resolution No. 09-13/14](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 09-13/14

2013-2014 Leadership Academy Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$5,000 is assured to said District, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 09-13/14  
 2013-2014 Leadership Academy Program**

Year	County	District	Date	Fund
14	33	07	11/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	A00	1190	0	0	0384	8820	5,000	00	REVENUE
									EXPENDITURES
12	ABJ	1190	0	6750	0384	4590	2,500	00	Supplies
12	ABJ	1190	0	6750	0384	5198	2,500	00	Professional Services
							5,000	00	TOTAL INCOME
							5,000	00	TOTAL EXPENDITURES



## Agenda Item (VI-B-3-b)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 10-13/14 – 2013-2014 Student Activities Office
College/District	Moreno Valley
Funding	Associated Students of Moreno Valley College
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$16,000 to the budget.

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### Background Narrative:

The Riverside Community College District, Moreno Valley College has received additional funding for the Student Activities Office in the amount of \$16,000 from the Associated Students of Moreno Valley College. The funds will be used to provide for student employee salaries and benefits.

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

### Attachments:

[11192013\\_Resolution No. 10-13/14](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 10-13/14

2013-2014 Moreno Valley College Student Activities Office

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$16,000 is assured to said District, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**INCOME & EXPENDITURES - BUDGET AMENDMENT**  
 Resolution No. 10-13/14  
 2013-2014 Moreno Valley College Student Activities Office

Year	County	District	Date	Fund
14	33	07	1/22/2013	11

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
11	F00	1000	0	0000	0000	8820	16,000 00	REVENUE
								EXPENDITURES
11	FZK	1000	0	6960	0000	2331	15,642 00	Student Help Non-Instruct
11	FZK	1000	0	6960	0000	3620	358 00	Employee Benefits
							16,000 00	TOTAL INCOME
							16,000 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-3-c)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 12-13/14 – 2013-2014 Foster and Kinship Care Education Program
College/District	Riverside
Funding	California Community College Chancellor's Office
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$830 to the budget.

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### Background Narrative:

The Riverside Community College District has received additional funding for the 2013-2014 Foster and Kinship Care Education Program in the amount of \$830 from the California Community College Chancellor's Office. The funds will be used for workshop presenters.

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

### Attachments:

[11192013\\_Resolution No. 12-13/14](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 12-13/14

2013-2014 Foster and Kinship Care Education Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$830 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 12-13/14  
 2013-2014 Foster and Kinship Care Education Program

Year	County	District	Date	Fund
14	33	07	11/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0098	8190	410 00	REVENUE
12	D00	1190	0	0000	0098	8659	420 00	
								EXPENDITURES
12	DCW	1190	0	6020	0098	5198	830 00	Professional Services
							830 00	TOTAL REVENUE
							830 00	TOTAL EXPENDITURES





## Agenda Item (VI-B-3-d)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 13-13/14 – 2013-2014 TANF and CalWORKs Programs
College/District	District
Funding	California Community College Chancellor's Office
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$250,272 to the budget.

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### Background Narrative:

Riverside Community College District's colleges have received additional funding for the 2013-2014 TANF and CalWORKS Programs in the amount of \$10,367 and \$239,905 respectively from the California Community College Chancellor's Office. The additional funding by college follows: Riverside City College - \$92,248, Norco College - \$96,240, and Moreno Valley College - \$61,784. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Sandra Mayo, President, Moreno Valley College  
Paul Parnell, President, Norco College  
Wolde-Ab Isaac, Interim President, Riverside  
Shelagh Camak, Vice President, Workforce & Resource Development  
Monica Green-Cochrane, Dean, Student Services  
Eugenia Vincent, Dean, Student Financial Services

### Attachments:

[11192013\\_Resolution No. 13-13/14](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 13-13/14

2013-2014 TANF and CalWORKs Programs

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$250,272 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**INCOME & EXPENDITURES - BUDGET AMENDMENT**  
Resolution No. 13-13/14  
2013-2014 TANF and CalWORKs Programs

Year	County	District	Date	Fund
14	33	07	11/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0366	8140	3,853 00	REVENUE
12	D00	1190	0	0000	0367	8626	88,395 00	
12	E00	1190	0	0000	0366	8140	4,020 00	
12	E00	1190	0	0000	0367	8626	92,220 00	
12	F00	1190	0	0000	0366	8140	2,494 00	
12	F00	1190	0	0000	0367	8626	59,290 00	↓
								EXPENDITURES
12	DCW	1190	0	6020	0366	4590	1,853 00	Office and Other Supplies
12	DCW	1190	0	6020	0366	5890	1,000 00	Document Shredding
12	DCW	1190	0	7321	0366	7640	1,000 00	Book Grants
12	DCW	1190	0	6020	1367	1439	31,239 00	Acad PT Non-Instructional
12	DCW	1190	0	6020	1367	3130	2,577 00	Employee Benefits
12	DCW	1190	0	6020	1367	3335	453 00	
12	DCW	1190	0	6020	1367	3530	16 00	
12	DCW	1190	0	6020	1367	3630	715 00	↓
12	DCW	1190	0	6020	1367	4555	500 00	Copying/Printing
12	DCW	1190	0	6020	1367	4590	10,223 00	Office and Other Supplies
12	DCW	1190	0	6020	1367	5045	500 00	Postage
12	DCW	1190	0	6020	1367	5220	2,000 00	Conferences
12	DCW	1190	0	6020	1367	5890	15,172 00	Employer Reimbursement
12	DCW	1190	0	6020	4367	2331	24,440 00	Student Help Non-Instruct
12	DCW	1190	0	6020	4367	3620	560 00	Employee Benefits
12	ECW	1190	0	6020	0366	5220	2,000 00	Conferences
12	ECW	1190	0	7321	0366	7620	1,013 00	Student Financial Grants
12	ECW	1190	0	7321	0366	7660	1,007 00	Transportation
12	ECW	1190	0	6020	1367	1218	14,266 00	Acad FT Administrator
12	ECW	1190	0	6020	1367	1439	4,978 00	Acad PT Non-Instructional
12	ECW	1190	0	6020	1367	2129	19,264 00	Classified Perm Part Time
12	ECW	1190	0	6020	1367	3130	411 00	Employee Benefits
12	ECW	1190	0	6020	1367	3220	4,406 00	
12	ECW	1190	0	6020	1367	3230	64 00	
12	ECW	1190	0	6020	1367	3320	2,079 00	
12	ECW	1190	0	6020	1367	3325	486 00	
12	ECW	1190	0	6020	1367	3330	35 00	
12	ECW	1190	0	6020	1367	3335	72 00	

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	ECW	1190	0	6020	1367	3420	10,045 00	
12	ECW	1190	0	6020	1367	3520	17 00	
12	ECW	1190	0	6020	1367	3530	2 00	
12	ECW	1190	0	6020	1367	3620	767 00	
12	ECW	1190	0	6020	1367	3630	541 00	∇
12	ECW	1190	0	6020	4367	2331	31,564 00	Student Help Non-Instruct
12	ECW	1190	0	6020	4367	3620	723 00	Employee Benefits
12	ECW	1190	0	6020	4367	4590	2,500 00	Office and Other Supplies
12	FCW	1190	0	6020	0366	5890	2,494 00	Other Services
12	FCW	1190	0	6020	1367	1219	699 00	Acad FT Non-Instructional
12	FCW	1190	0	6020	1367	1439	22,939 00	Acad PT Non-Instructional
12	FCW	1190	0	6020	1367	2119	3,778 00	Classified FT
12	FCW	1190	0	6020	1367	2129	7,822 00	Classified Perm Part Time
12	FCW	1190	0	6020	4367	2331	9,457 00	Student Help Non-Instruct
12	FCW	1190	0	6020	1367	2390	1,800 00	Classified Special Project
12	FCW	1190	0	6020	1367	3130	1,950 00	Employee Benefits
12	FCW	1190	0	6020	1367	3220	1,327 00	
12	FCW	1190	0	6020	1367	3320	719 00	
12	FCW	1190	0	6020	1367	3325	194 00	
12	FCW	1190	0	6020	1367	3335	343 00	
12	FCW	1190	0	6020	1367	3420	5,676 00	
12	FCW	1190	0	6020	1367	3520	7 00	
12	FCW	1190	0	6020	1367	3530	12 00	
12	FCW	1190	0	6020	1367	3620	307 00	
12	FCW	1190	0	6020	4367	3620	216 00	
12	FCW	1190	0	6020	1367	3630	542 00	∇
12	FCW	1190	0	6020	1367	4320	1,502 00	Instructional Supplies
							250,272 00	TOTAL REVENUE
							250,272 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-3-e)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-e)
Subject	Resolution No. 14-13/14 – 2013-2014 Student Financial Assistance Program – Fiscal Coordination
College/District	Riverside
Funding	California Community College Chancellor’s Office
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$460,530 to the budget.

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### Background Narrative:

The Riverside Community College District has received funding for the 2013-2014 Student Financial Assistance Program – Fiscal Coordination in the amount of \$460,530 from the California Community College Chancellor’s Office. The funds will be used for salaries, benefits, and other operational expenses of the program.

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

### Attachments:

[11192013\\_Resolution No. 14-13/14](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 14-13/14

2013-2014 Student Financial Assistance Program – Fiscal Coordination

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$460,530 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**INCOME & EXPENDITURES - BUDGET AMENDMENT**  
Resolution No. 14-13/14  
2013-2014 Student Financial Assistance Program - Fiscal Coordination

Year	County	District	Date	Fund
14	33	07	11/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0332	8627	460,530 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0332	2118	23,027 00	Classified FT Administrator
12	DCW	1190	0	6020	0332	2119	10,562 00	Classified FT
12	DCW	1190	0	6020	0332	3120	1,900 00	Employee Benefits
12	DCW	1190	0	6020	0332	3220	1,209 00	
12	DCW	1190	0	6020	0332	3320	655 00	
12	DCW	1190	0	6020	0332	3325	487 00	
12	DCW	1190	0	6020	0332	3420	7,427 00	
12	DCW	1190	0	6020	0332	3520	17 00	
12	DCW	1190	0	6020	0332	3620	769 00	↓
12	DCW	1190	0	6020	0332	4710	5,000 00	Food
12	DCW	1190	0	6020	0332	5110	42,235 00	Consultants
12	DCW	1190	0	6020	0332	5211	31,666 00	Meeting Expenses
12	DCW	1190	0	6020	0332	5219	232,232 00	Other Travel
12	DCW	1190	0	6020	0332	5890	103,344 00	Other Contract Support
							460,530 00	TOTAL REVENUE
							460,530 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-3-f)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-f)
Subject	Resolution No. 16-13/14 – 2013-2014 State of California Employment Training Panel (ETP)
College/District	District
Funding	State of California Employment Training Panel
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$627,590 to the budget.

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### Background Narrative:

With the Board of Trustees approval of Consent Calendar Item, entitled "Amendment to the CORE Contract between Riverside Community College District and Employment Training Panel", presented in this agenda; the Riverside Community College District will enter into an agreement with the State of California Employment Training Panel (ETP) for additional funding related to the current Agreement Number ET13-0281. The total additional amount to be added will be \$627,590. The funds will be used for operational expenses of the program.

Prepared By: Cynthia Azari, Interim Chancellor  
John Tillquist, Associate Vice Chancellor, Economic Development

### Attachments:

[11192013\\_Resolution No. 16-13/14](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 16-13/14

2013-2014 State of California Employment Training Panel (ETP)

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$627,590 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**INCOME & EXPENDITURES - BUDGET AMENDMENT**  
 Resolution No. 16-13/14  
 2013-2014 State of California Employment Training Panel (ETP)

Year	County	District	Date	Fund
14	33	07	11/19/2013	11

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
11	A00	1170	0	0000	0449	8831	627,590 00	REVENUE
								EXPENDITURES
11	AXB	1170	0	7010	0449	4590	1,000 00	Office Supplies
11	AXB	1170	0	7010	0449	4599	2,000 00	Instructional Supplies
11	AXB	1170	0	7010	0449	5110	5,000 00	Consultants
11	AXB	1170	0	7010	0449	5197	616,440 00	Sub-Contractors
11	AXB	1170	0	7010	0449	5210	150 00	Mileage
11	AXB	1170	0	7010	0449	5220	500 00	Conferences
11	AXB	1170	0	7010	0449	5890	2,500 00	Other Services (trainers)
							627,590 00	TOTAL INCOME
							627,590 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-3-g)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-g)
Subject	Resolution No. 17-13/14 – 2013-2014 Improving Patient Outcomes through Ambulatory Care in Nursing Program
College/District	Riverside
Funding	College of the Desert
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$15,000 to the budget.

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### Background Narrative:

The Riverside Community College District has received funding for the 2013-2014 Improving Patient Outcomes through Ambulatory Care in Nursing Program in the amount of \$15,000 from the College of the Desert, passed through from the California Community College Chancellor's Office. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside  
Susan Mills, Interim Vice President, Academic Affairs (Riverside)  
Sandy Baker, Dean, School of Nursing

### Attachments:

[11192013\\_Resolution No. 17-13/14](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 17-13/14

2013-2014 Improving Patient Outcomes through Ambulatory Care in Nursing Program

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

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 17-13/14

2013-2014 Improving Patient Outcomes through Ambulatory Care in Nursing Program

Year	County	District	Date	Fund
14	33	07	11/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0333	8659	15,000 00	REVENUE
								EXPENDITURES
12	DWA	1190	0	1230	1333	1333	6,222 00	Acad PT Teaching Spring
12	DWA	1190	0	1230	1333	3110	513 00	Employee Benefits
12	DWA	1190	0	1230	1333	3315	90 00	↓
12	DWA	1190	0	1230	1333	3510	3 00	
12	DWA	1190	0	1230	1333	3610	142 00	↓
12	DWA	1190	0	6012	6333	1490	1,464 00	Acad Special Project
12	DWA	1190	0	6012	6333	3130	121 00	Employee Benefits
12	DWA	1190	0	6012	6333	3335	21 00	↓
12	DWA	1190	0	6012	6333	3530	1 00	
12	DWA	1190	0	6012	6333	3630	34 00	↓
12	DWA	1190	0	1230	1333	4320	4,275 00	Instructional Supplies
12	DWA	1190	0	6012	6333	4590	750 00	Office and Other Supplies
12	DWA	1190	0	6012	6333	5910	1,364 00	Indirect Admin Costs
							15,000 00	TOTAL REVENUE
							15,000 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-3-h)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-h)
Subject	Resolution No. 18-13/14 – 2013-2014 Bulletproof Vest Partnership
College/District	District
Funding	United States Department of Justice
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$2,913 to the budget.

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### Background Narrative:

The Riverside Community College District has received funding for the 2013-2014 Bulletproof Vest Partnership in the amount of \$2,913 from the United States Department of Justice. The funds will be used to purchase bulletproof vests.

Prepared By: Cynthia Azari, Interim Chancellor  
Jim Miyashiro, Chief of Police

### Attachments:

[11192013\\_Resolution No. 18-13/14](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 18-13/14

2013-2014 Bulletproof Vest Partnership

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$2,913 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 18-13/14  
 2013-2014 Bulletproof Vest Partnership**

Year	County	District	Date	Fund
14	33	07	11/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0386	8190	2,913 00	REVENUE
								EXPENDITURES
12	AZR	1190	0	6774	0386	6481	2,913 00	Professional Services
							2,913 00	TOTAL REVENUE
							2,913 00	TOTAL EXPENDITURES





## Agenda Item (VI-B-3-i)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-i)
Subject	Resolution No. 19-13/14 – 2013-2014 Student Success and Support Program
College/District	District
Funding	California Community College Chancellor’s Office
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$200,090 to the budget.

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### Background Narrative:

Riverside Community College District’s colleges have received additional funding for the 2013-2014 Student Success and Support Program (formerly known as Matriculation) in the amount of \$200,090 from the California Community College Chancellor’s Office. The additional funding by college follows: Riverside City College - \$75,812, Norco College - \$50,092, and Moreno Valley College - \$74,186. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Sandra Mayo, President, Moreno Valley College  
Paul Parnell, President, Norco College  
Wolde-Ab Isaac, Interim President, Riverside  
Ed Bush, Vice President, Student Services  
Monica Green-Cochrane, Dean, Student Services  
Greg Sandoval, Vice President, Student Services

### Attachments:

[11192013\\_Resolution No. 19-13/14](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 19-13/14

2013-2014 Student Success and Support Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$200,090 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**INCOME & EXPENDITURES - BUDGET AMENDMENT**  
 Resolution No. 19-13/14  
 2013-2014 Student Success and Support Program

Year	County	District	Date	Fund
14	33	07	11/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0080	8659	75,812 00	REVENUE
12	E00	1190	0	0000	0080	8659	50,092 00	
12	F00	1190	0	0000	0080	8659	74,186 00	↓
								EXPENDITURES
12	DZT	1190	0	6201	0080	2119	25,844 00	Classified FT
12	DZT	1190	0	6201	0080	2129	12,072 00	Classified Perm Part Time
12	DZT	1190	0	6201	0080	3220	2,957 00	Employee Benefits
12	DZT	1190	0	6201	0080	3320	1,602 00	
12	DZT	1190	0	6201	0080	3325	550 00	
12	DZT	1190	0	6201	0080	3420	29,246 00	
12	DZT	1190	0	6201	0080	3520	19 00	
12	DZT	1190	0	6201	0080	3620	868 00	↓
12	DZT	1190	0	6217	0080	4590	280 00	Office and Other Supplies
12	DZT	1190	0	6301	0080	2349	116 00	Classified Overtime
12	DZT	1190	0	6301	0080	4360	2,258 00	Tests
12	EZT	1190	0	6301	0080	1439	44,295 00	Acad PT Non-Instructional
12	EZT	1190	0	6301	0080	3130	3,654 00	Employee Benefits
12	EZT	1190	0	6301	0080	3335	642 00	
12	EZT	1190	0	6301	0080	3530	487 00	
12	EZT	1190	0	6301	0080	3630	1,014 00	↓
12	FZT	1190	0	6301	0080	1439	66,214 00	Acad PT Non-Instructional
12	FZT	1190	0	6301	0080	3130	5,463 00	Employee Benefits
12	FZT	1190	0	6301	0080	3335	960 00	
12	FZT	1190	0	6301	0080	3530	33 00	
12	FZT	1190	0	6301	0080	3630	1,516 00	↓
							200,090 00	TOTAL REVENUE
							200,090 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-3-j)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-j)
Subject	Resolution No. 15-13/14 – 2013-2014 Foster Youth Support Services Program
College/District	Riverside
Funding	Bank of America
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$9,500 to the budget.

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### Background Narrative:

The Riverside Community College District has received funding for the 2013-2014 Foster Youth Support Services Program in the amount of \$9,500 from Bank of America, passed through from the Riverside Community College Foundation. The funds will be used for salaries, benefits, and other operational expenses of the program.

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

### Attachments:

[11192013\\_Resolution No. 15-13/14](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 15-13/14

2013-2014 Foster Youth Support Services Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$9,500 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 15-13/14  
 2013-2014 Foster Youth Support Services Program**

Year	County	District	Date	Fund
14	33	07	11/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0331	8820	9,500 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0331	2119	6,000 00	Classified FT
12	DCW	1190	0	6020	0331	3220	687 00	Employee Benefits
12	DCW	1190	0	6020	0331	3320	372 00	
12	DCW	1190	0	6020	0331	3325	87 00	
12	DCW	1190	0	6020	0331	3420	59 00	
12	DCW	1190	0	6020	0331	3520	3 00	
12	DCW	1190	0	6020	0331	3620	137 00	↓
12	DCW	1190	0	6020	0331	4590	1,000 00	Office and Other Supplies
12	DCW	1190	0	6020	0331	5210	250 00	Mileage
12	DCW	1190	0	6020	0331	5890	905 00	Youth Incentives
							9,500 00	TOTAL REVENUE
							9,500 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-3-k)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-k)
Subject	Resolution No. 20-13/14 – 2013-2014 Upward Bound Math and Science Program Support
College/District	Moreno Valley
Funding	Moreno Valley Unified School District
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$30,000 to the budget.

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### Background Narrative:

The Moreno Valley College has received additional funding in support of the Upward Bound Math and Science Program in the amount of \$30,000 from the Moreno Valley Unified School District. The funds will be used for salaries and benefits.

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

### Attachments:

[11192013\\_Resolution No. 20-13/14](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 20-13/14

2013-2014 Upward Bound Math and Science Program Support

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$30,000 is assured to said District, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on November 19, 2013.

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Clerk or Authorized Agent



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**INCOME & EXPENDITURES - BUDGET AMENDMENT**  
 Resolution No. 20-13/14  
 2013-2014 Upward Bound Math and Science Program Support

Year	County	District	Date	Fund
14	33	07	11/19/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	F00	1190	0	0	0293	8890	30,000 00	REVENUE
								EXPENDITURES
12	FZA	1190	0	6450	0293	2119	24,093 00	Classified FT
12	FZA	1190	0	6450	0293	3220	2,757 00	Employee Benefits
12	FZA	1190	0	6450	0293	3320	1,494 00	
12	FZA	1190	0	6450	0293	3325	349 00	
12	FZA	1190	0	6450	0293	3420	743 00	
12	FZA	1190	0	6450	0293	3520	12 00	
12	FZA	1190	0	6450	0293	3620	552 00	
							30,000 00	TOTAL INCOME
							30,000 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-5-a)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Purchase of Janitorial Supplies, Equipment, Maintenance, and Repair Services Utilizing the National Cooperative Purchasing Alliance (NCPA) Contract
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of janitorial supplies, equipment, maintenance, and repair services from Waxie Enterprises, Inc., utilizing the National Cooperative Purchasing Alliance (NCPA) Contract No. 02-09 through November 30, 2014.

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### Background Narrative:

National Cooperative Purchasing Alliance (NCPA), a national government purchasing cooperative, maintains lists of contracts for goods and services awarded to multiple vendors. NCPA assists in reducing the cost of purchased goods and services for participating agencies by aggregating their purchasing power nationwide. This is accomplished through competitively solicited contracts with lead public agencies. Public Contract Code 20652 authorizes state and local agencies to piggyback on existing bids properly advertised and awarded by other public entities.

Staff recommends use of NCPA Contract N. 02-09, as needed throughout the District, with Waxie Enterprises, Inc., as one of the sources for the purchase of janitorial supplies, equipment, maintenance, and repair services. The term of the contract is November 1, 2012 to November 30, 2014, and contains an option to renew for three (3) additional one (1) year periods. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract best meets the needs of the District.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Purchasing Manager

### Attachments:



## Agenda Item (VI-B-6-a)

Meeting	11/19/2013 - 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 \$602,515 for the period October 1, 2013 through October 31, 2013.

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### 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:

[11192013\\_Contracts and Agreements Less than \\$83,400 Report \(October\)](#)

Contracts and Agreements Report-All District Resources  
\$83,400 and Under  
10/01/13 thru 10/31/13

PO #	Department	Vendor	Location	Description	Amount
C0004375	Customized Solutions	Koertz, Arthur	Riverside	Training Services	\$ 5,000
C0004377	President - Norco Campus	Garrison Associates	San Francisco	Consultants	2,700
C0004378	President - Norco Campus	Mission Inn	Riverside	Meeting Expenses	4,737
C0004379	Performance Riverside	Press Enterprise	Riverside	Advertising	9,894
C0004380	Administrative Support Center	Sharp Electronics Corp.	Santee	Repairs - Service	18,648
C0004382	CTE Projects	San Bernardino Community College District	San Bernardino	Meeting Expenses	3,559
C0004383	Administrative Support Center - Riverside	Harland Technology Services	Omaha, NE	Repairs - Service	1,364
C0004384	Applied Technology - Riverside	Video Equipment Rentals	Glendale	Rents And Leases	1,575
C0004385	Disabled Student Services - Moreno Valley	Rise - ASL Interpreters	Riverside	Professional Services	10,700
C0004386	Health Sciences Programs - Moreno Valley	Stolberg, Sherry	Riggins, ID	Consultants	4,500
C0004387	Human Resources & Diversity	CollegeCEOs, Inc	Riverside	Consultants	71,500
C0004388	Athletics - Riverside	Adecco USA, Inc.	Riverside	Transportation Contracts	20,000
C0004390	Business & Financial Services	Buysse, James L.	Riverside	Consultants	30,000
C0004391	Performance Riverside	Music Theatre International	New York, NY	Rents and Leases	2,950
C0004392	Academy / Criminal Services	Vaezazizi, Reza	Temecula	Consultants	17,000
C0004393	Customized Solutions	5Whys Guys Consulting	Corona	Grant / Contract Sub Agreements	15,000
C0004394	Community Ed & Senior Citizen Education	Youngerman, Stephen	Riverside	Community Ed Presenter	2,400
C0004395	Facilities Planning & Development	City of Riverside	Riverside	Repairs - Service	79,790
C0004396	Workforce Preparation - Riverside	Miles, Koyett	San Diego	Professional Services	11,400
C0004397	Community Ed & Senior Citizen Education	Boston Reed College	Napa	Community Ed Presenter	1,224
C0004398	Health Sciences Programs - Moreno Valley	Hixon, Jennifer	Amherst, MA	Consultants	5,000
C0004399	Workforce Preparation - Riverside	Lucky Feet Shoes	Riverside	Employment Services	5,840
C0004400	Facilities Planning & Development	Color New Co	Woodland Hills	Remodel Projects	80,000
C0004401	Learning Resource Center - Riverside	Omnimusic	Port Washington, NY	Fees	1,500
N/A	Early Childhood Education	Child Development Training Consortium	Modesto	College Credit for Child Development Permi	No Cost
N/A	TriTech	Irvine Chamber of Commerce	Irvine	Letter of Agreement for Sponsorship	No Cost
N/A	Nursing	Cal State University Fullerton	Fullerton	Students to Shadow Faculty	No Cost
N/A	Early Childhood Education	Chabot-Las Positas Community College District	Pleasanton	Mentor Program	No Cost
N/A	Student Services - Moreno Valley	Grad Images	Tallahassee, FL	Commencement Photographers	No Cost
N/A	Purchasing	Shred It	Riverside	Corporate Account Set Up	No Cost
N/A	Diversity and Human Resources	Keenan & Associates	Torrance	Non-Disclosure Agreement	No Cost
N/A	Performing Arts	Riverside Transit Agency & PLACE Performance	Riverside	Trolley Dances Riverside	No Cost
N/A	Student Services - Moreno Valley	Moreno Valley Unified School District	Moreno Valley	Contribution to MCHS Program	No Cost
N/A	Student Services - Moreno Valley	Val Verde Unified School District	Perris	Contribution to MCHS Program	No Cost
N/A	Student Services - Moreno Valley	Nuview Union School District	Nuevo	Contribution to Nuview Bridge ECHS Program	No Cost
N/A	Facilities Planning & Development	City of Riverside	Riverside	Parking Space Lease	No Cost
N/A	Nursing	Sherman Indian School	Riverside	Clinical Facility Agreement	No Cost
N/A	Customized Solutions	Trademark Plastics	Riverside	Customized Training	No Cost
N/A	Customized Solutions	US Foods	Corona	Customized Training	No Cost
N/A	Workforce Preparation - Riverside	Trax Equestrian Center	Riverside	Allow Irise Phillips to Work	No Cost
<b>Additions to Approved/Ratify Contracts of \$83,400 and Under</b>					
C0001233	Facilities Planning & Development	Barnhart, Inc	San Diego	Construction Management Services	72,685
C0003279	Facilities Planning & Development	CW Driver	Ontario	Moreno Valley Phase III	59,173
C0003809	Facilities Planning & Development	West-Tech Mechanical, Inc	Montclair	Moreno Valley Phase III	11,166
C0003837	Facilities Planning & Development	Chapman Coast Roof Co., Inc.	Fullerton	Moreno Valley Phase III	20
C0004010	President - Norco Campus	Ramona Munsell & Associates	Bella Vista, AK	Consultants	4

Contracts and Agreements Report-All District Resources  
\$83,400 and Under  
10/01/13 thru 10/31/13

PO #	Department	Vendor	Location	Description	Amount
C0004015	Auxiliary Business Services - Riverside	Protection One	Lawrence, KS	Alarm Monitoring Services	572
C0004045	Performance Riverside	Music Theatre International	New York, NY	Rents and Leases	2,000
C0004154	Facilities - Moreno Valley	Tamra Kay Interior Design Consulting, Inc	Irvine	Consultants	10,296
C0004200	Performance Riverside	Theatrical Rights Worldwide	New York, NY	Rents and Leases	3,000
C0004219	Student Financial Services - Moreno Valley	Academic Works Inc	Austin, TX	Computer Software Maint/Lic	5,332
C0004220	Facilities Planning & Development	Inland Inspections & Consulting	Riverside	Inspection	6,360
C0004283	Community & Economic Development	Gereau, Servando	Redlands	Customized Training	1,300
C0004298	Community & Economic Development	New Horizons CLC of Southern California	Anaheim	Customized Training	8,200
C0004319	Workforce Preparation - Riverside	International Teaching Learning Cooperative	Chapel Hill, NC	Professional Services	744
C0004341	Community & Economic Development	Rogers, Henry	Riverside	Professional Services	2,700
C0004344	Customized Solutions	Developing Leaders	Fontana	Professional Services	350
C0004353	Life Sciences - Riverside	Culligan	Ontario	Repairs - Service	936
C0004358	Facilities - Norco	Apple Valley Communications Inc	Apple Valley	Remodel Projects	2,071
C0004365	Performing Arts - Riverside	OD Music, Inc	Woodland Hills	Professional Services	9,325
N/A	Nursing	Corona Regional Medical Center	Corona	Amend #1, Extends Date	No Cost
N/A	Diversity and Human Resources	Express Scripts	St Louis, MO	Amend #1, Pharmacy Benefit Management Services	No Cost
N/A	Dean of Instruction - Moreno Valley	Fitness 19	Moreno Valley	Amend #1, Changes Facility Location	No Cost
				Total	<u>\$ 602,515</u>



## Agenda Item (VI-B-6-b)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Amendment to the CORE Contract between Riverside Community College District and Employment Training Panel
College/District	District
Funding	Employment Training Panel - CORE
Recommended Action	It is recommended that the Board of Trustees approve the amendment to the CORE Contract between Riverside Community College District and Employment Training Panel in the amount of \$628,000.

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### Background Narrative:

The Riverside Community College District received a two-year, \$250,000 Employment Training Panel contract in January 2013, which provided training modules for 16 companies and nearly 300 employees. In less than six months, the original \$250,000 was fully subscribed.

The Employment Training Panel is a business and labor-supported California State agency that funds the costs of vocational training. ETP is governed by an 8 member Panel. ETP is funded by a tax on employers, collected alongside the Unemployment Insurance tax. ETP receives no General Fund support. The program is funded by the Employment Training Tax paid by California employers, and targets firms threatened by out-of-state competition or who compete in the global economy. The program is performance-based. Employers must provide proof that training hours have been completed and trainees have been retrained in well-paying jobs for a specific period of time at a specified wage before ETP reimburses payment. RCCD has pursued this funding to help the region's Employers improve their employees' technical and professional skills, promoting:

- 1) Produce better quality of products
- 2) Deliver better service to customers and,
- 3) Increase revenue and profits.

The end result is a stronger, healthier and more vibrant economy. RCCD was awarded an amendment to the initial CORE contract with the Employment Training Panel in the amount of \$628,000 for the term January 28, 2013 through January 27, 2015. This amendment will make it possible for 26 more companies and 640 more employees to complete the training programs.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services  
John Tillquist, Associate Vice Chancellor, Economic Development

### Attachments:

[ETP Agreement Amendment 11 19 13](#)



## AGREEMENT AMENDMENT (ETP 301A)

Agreement Number: ET13-0281

Contractor: Riverside Community College District, Office of Economic Development

Amendment Number: 3

Term Date: January 28, 2013 to January 27, 2015

Amendment Effective Date: September 20, 2013

The parties agree to the following:
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AMENDMENT:	FROM:	TO:	DIFFERENCE: (+/-)
INCREASE AGREEMENT AMOUNT:	\$249,876	\$877, 876	+ <b>\$628,000</b>
REVISED IN-KIND AMOUNT:	\$300,000	\$955,000	+ <b>\$655,000</b>
REVISED AVERAGE NUMBER TRAINEES:	261	901	+ <b>640</b>
REVISED MULTIPLE EMPLOYER SUPPORT COSTS:	\$16,196	\$56,996	+ <b>\$40,800</b>

DETAIL CHANGES BY JOB NUMBER:	FROM:	TO:	DIFFERENCE: (+/-)
<b>Add Job Number 6 (PHASE II)</b>			
Estimated # of Trainees	0	440	+ <b>44</b>
Cost per Trainee	0	\$770	+ <b>\$770</b>
Range of Hours (Wt Avg)	0	24-200(40)	+ <b>24-200(40)</b>
Job Amount	0	\$338,800	+ <b>\$338,800</b>
Funding Code		687	+ <b>687</b>
<b>Add Job Number 7 (PHASE II)</b>			
Estimated # of Trainees	0	200	+ <b>200</b>
Cost per Trainee	0	\$1,446	+ <b>\$1,446</b>
Range of Hours (Wt Avg)	0	8-60(52)	+ <b>8-60(52)</b>
Job Amount	0	\$289,200	+ <b>\$289,200</b>
Funding Code		687	+ <b>687</b>

### **Section 2.7, In-Kind Contribution in the ETP Agreement is modified to Read:**

Contractor represents that participating employers will make a financial commitment to training and will not use ETP funding to displace their own training resources. In addition, Contractor represents that In-Kind Contributions of at least **\$955,000** will be made to the cost of training, through wages paid during the hours of training by participating employers and other valuations made in accordance with Title 22, California Code of Regulations (CCR), Section 4401.1.

### **Section 3, Retention in the ETP Agreement is modified to Read:**

All trainees must be employed by a participating employer on a full-time basis, with wages reported in California, for the applicable hours and time period of retention by Job Number. Retention cannot begin until the end of all training per-trainee, and must be completed within the term of this Agreement.

Job Number: 1    Job Description: Priority/Retrainee  
 Job Number: 3    Job Description: Priority/SB<100 Retrainee  
 Job Number: 4    Job Description: Priority/SB<100 HUA  
**Job Number: 6    Job Description: Priority/Retrainee**  
**Job Number: 7    Job Description: Priority/SB<100 Retrainee**

Retention is at least 90 consecutive days full-time with one employer. Full-time employment means 35 hours per week

### **Section 3.2, Hours of Training in the ETP Agreement is modified to Read:**

Hours of Training: Reimbursable hours of training will vary depending on the method of delivery. Advanced Technology (AT) is considered a method of delivery for this purpose. Class/Lab includes Videoconference, Simulated Laboratory and Productive Laboratory. Class/Lab may be delivered by the E-Learning methodology.

3.2.1 Class/Lab/Videoconference. Reimbursement is for actual hours of attendance, within the range of hours for each Job Number as identified in Exhibit B, Menu Curriculum and in Exhibit A, Chart 1. Each trainee must attend training for the minimum number of hours for payment to be earned, and payment cannot be earned for attendance beyond the maximum number of hours.

3.2.2 Range of Hours: Reimbursement for retraining is capped at 200 total training hours in Job Numbers 1 & 6; and capped at 60 total training hours per-trainee in Job Numbers 3, 4 & 7.

### **Section 3.4, Post-Retention Wage in the ETP Agreement is modified to read:**

All trainees must earn at least the Post-Retention Wage identified for the county or region in which trainees are employed. Health benefits (employer share-of-cost for medical, dental and vision care) may be included in wages for Job Numbers 1,3,4,**6 & 7**.

Job Number: 1 & 6    Job Description: Priority/Retrainee  
 Job Number: 3 & 7    Job Description: Priority/SB<100 Retrainee

Trainees must earn at least \$14.69 per hour in Imperial, Riverside and San Bernardino Counties; \$15.88 per hour in Orange County, \$16.00 per hour in Los Angeles County, and **\$15.45 for San**



**Diego County.**

Job Number: 4

Job Description: Priority/SB&lt;100 HUA

Trainees must earn at least \$11.02 per hour in Imperial, Riverside and San Bernardino Counties; \$11.91 per hour in Orange County, \$12.00 per hour in Los Angeles County, and **\$11.59 per hour for San Diego County.**

However, the post-retention wage for all trainees in Job Number 4 must reflect an increase from wages earned before training.

**Section 3.6, Managers and Supervisors in the ETP Agreement is modified to read:**

Managers and Supervisors must not exceed 20% of the total trainee population in Job Numbers 1,3,4,**6 & 7** as shown in Exhibit A, Chart 1. Otherwise, all trainees must be “frontline workers” within the meaning of Title 22, CCR, Section 4400(ee).

**Section 4.1, Reimbursement Rate in the ETP Agreement is modified to read:**

Contractor will be reimbursed at an hourly rate per trainee, based on the delivery method and type of training. (See definition of Reimbursement Rate, Exhibit D). All Laboratory, E-Learning, and Videoconference training is reimbursed at the Class/Lab rate.

If a participating employer is responsible for making a Substantial Contribution, the rate will be adjusted accordingly by either 15% or 30% accordingly to the standards in Title 22, CCR, Section 4410. (See Substantial Contribution in Section 2.)

In Job Numbers 1 and **6** the hourly rate is \$18 per-trainee for Class/Lab Training and \$26 per-trainee for Advanced Technology Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

In Job Numbers 3, 4 & **7** the hourly rate is \$26 per-trainee for Class/Lab Training or Advanced Technology Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

**Section 4.2, Support Costs in the ETP Agreement is modified to read:**

Contractor will also be reimbursed up to **\$56,996** for outreach and recruitment of participating employers by an 8% adjustment to the reimbursement rate for Job Numbers 1, 3, 4, **6 & 7.**

Exhibit A: Chart 1 is amended to reflect the increased funding under Phase II, attached. This amended Chart shall apply to the subject Agreement as a whole, as of the effective date of this Amendment.

Exhibit B: Menu Curriculum is amended to reflect Phase II, attached.

This Amendment should be maintained as part of the subject Agreement. Revised Exhibit A: Chart 1 and Exhibit B: Menu Curriculum are attached and hereby incorporated-by-

reference as if fully set forth herein.

Except as amended herein, all terms and conditions of the subject Agreement remain unchanged.

**The parties agree to the terms of Amendment set forth herein by signature of their authorized representatives shown below:**

**APPROVED FOR ETP**

**APPROVED FOR CONTRACTOR**

Jill McAloon

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

Acting Executive Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**Exhibit A: Chart 1**

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>
1	Shipping Clerks, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee	118			\$770	\$192.50	VAR	N/A	VAR	\$14.69
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Continuous Improvement</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i> <i>Computer Skills</i>									
<i>Job Max Total Amount: \$ 90,860.00</i>			<i>Range of Hours: Min = 24 Max = 200 Weighted Avg = 40</i>								

<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

### Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>

2	DELETED per Amendment 2	MEC Priority Industries Retrainee									
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<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

**Exhibit A: Chart 1**

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>
3	Shipping Clerks, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee SB <100	106			\$1,112	\$278.00	VAR	N/A	VAR	\$14.69
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Continuous Improvement</i> <i>Computer Skills</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i>									

Job Max Total Amount: \$ 117,872.00

Range of Hours: Min = 8 Max = 60 Weighted Avg = 40

<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

**Exhibit A: Chart 1**

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>
4	HUA: Shipping Clerks, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee SB <100	37			\$1,112	\$278.00	VAR	N/A	VAR	\$11.02
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Computer Skills</i> <i>Continuous Improvement</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i>									

*Job Max Total Amount: \$ 41,144.00*

*Range of Hours: Min = 8 Max = 60 Weighted Avg = 40*

<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

**Exhibit A: Chart 1**

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>
5	DELETED per Amendment 2	MEC Retrainee									

<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

### Exhibit A: Chart 1

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>
6	Phase II: Shipping Clerk, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee	440			\$770	\$192.50	VAR	N/A	VAR	\$14.69
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Continuous Improvement</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i> <i>Computer Skills</i>									
<i>Job Max Total Amount: \$ 338,800.00</i>			<i>Range of Hours: Min = 24 Max = 200 Weighted Avg = 40</i>								

<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.



**Exhibit A: Chart 1**

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>
7	Phase II: Shipping Clerk, Operator, Engineer I & II, Production Worker I & II, Shop Helper, Maintenance Worker I & II, Shopp Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee SB <100	200			\$1,446	\$361.50	VAR	N/A	VAR	\$14.69
687		<i>Menu Curriculum - Trainees will receive one or more of the following:</i> <i>Business Skills</i> <i>Continuous Improvement</i> <i>Computer Skills</i> <i>Hazardous Materials</i> <i>Manufacturing Skills</i> <i>Literacy Skills</i> <i>OSHA 10</i> <i>OSHA 30</i>									

Job Max Total Amount: \$ 289,200.00

Range of Hours: Min = 8 Max = 60 Weighted Avg = 52

**Contract Totals**

<b>Program Cost</b>		\$820,880
<b>Substantial Contribution</b>	(-)	\$0
<b>Multiple-Empl. Support</b>	(+)	\$56,996
<b>TOTAL ETP Funding</b>	(=)	\$877,876
<b>TOTAL Estimated No. of Trainees</b>		901

ETP100CH (11/07)

<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

**Exhibit A: Chart 1**

Turnover Rate	Manager/ Supervisor %	Health Benefits Inc. in Wage?
20%	20%	Yes

Location of Training: Training will be provided at the Contractor's and participating employer's training site(s) in California.

Ratios: The ratio of trainers to trainees for class/lab and videoconference training shall not exceed 1:20 for retrainees.

Health Benefits: Health benefits will vary by participating employer and may be used to meet the Post-Retention Wage as follows:

**Job Numbers 1, 3, 6 and 7:** \$14.69 per hour for Imperial, Riverside, and San Bernardino Counties; **\$15.45 per hour for San Diego County;** \$15.88 per hour for Orange County; and \$16.00 per hour for Los Angeles County; and  
 Job Number 4: \$11.02 per hour for Imperial, Riverside and San Bernardino Counties; \$11.91 per hour for Orange County, and \$12.00 per hour for Los Angeles County.

**PHASE II: Training may not commence for trainees in Job Numbers 6 and 7 until after Panel approval.**

**Exhibit B: Menu Curriculum****Class/Lab Hours**

24-200 Job Number 1 &amp; 6

8-60 Job Number 3, 4 &amp; 7

Trainees may receive any of the following:

**BUSINESS SKILLS**

- + Business Grammar and Writing Skills
- + Communication Skills
- + Conflict Resolution and Management
- + Customer Service
- + Finance for Non Finance People
- + Goal Setting
- + Managing Change
- + Performance Management Skills
- + Progressive Discipline
- + Project Coordination
- + Supervisory Skills
- + Team Building
- + Time and Priority Management

**COMPUTER SKILLS**

- + Access
- + CAD Cam Engineering Software Training
- + E-Commerce
- + Enterprise and Manufacturing Management Systems
- + Microsoft Office Advanced
- + Multimedia
- + QuickBooks and Accounting Software
- + Windows Advancement
- + CATIA Advanced
- + CAD CAM 3D modeling software
- + Net Programming
- + Database and Business Intelligence
- + Net Programming Languages and SharePoint

**CONTINUOUS IMPROVEMENT**

- + Design of Experiments
- + Frontline Leadership
- + International Trade
- + ISO Auditor Training
- + Kaizen 7S
- + Lean Manufacturing
- + Problem Solving
- + Process Improvement
- + Process Management
- + Quality Engineer

- ✚ Root Cause Analysis
- ✚ Set-Up Time Reduction
- ✚ Process Mapping
- ✚ Six Sigma
- ✚ Statistical Process Control (SPC)
- ✚ Team Building
- ✚ Time Building
- ✚ Time Management
- ✚ APICS
- ✚ Leadership
- ✚ Navigating Change

### **HAZARDOUS MATERIALS**

- ✚ Hazardous Waste
- ✚ Hazardous Materials
- ✚ Hazardous Chemical Cleaning
- ✚ Hazardous Waste Cleaning

### **MANUFACTURING SKILLS**

- ✚ Aircraft Structures and Assembly
- ✚ Beverage Equipment Service
- ✚ Blueprint Reading
- ✚ Geometric Dimension and Tolerances
- ✚ Numerical Control Functions
- ✚ Shop Measurements
- ✚ Welding/Soldering
- ✚ Electrical Fundamentals

### **LITERACY SKILLS**

- ✚ Vocational English as a Second Language
- ✚ Basic Workplace Terminology
- ✚ Introduction of Process Terminology
- ✚ Written Communicates
- ✚ Understanding Manuals and Reports
- ✚ Basic Math
- ✚ Locating Information on Charts and Graphs

### **OSHA 10/30** (Certified OSHA Instructor)

- ✚ OSHA 10 (requires completion of 10hrs)
- ✚ OSHA 30 (requires completion of 30hrs)

Literacy Training cannot exceed 45% of total training hours per-trainee  
Safety Training cannot exceed 10% of total training hours per-trainee

Note: Reimbursement for retraining is capped at 200 total training hours per trainee in Job Number 1 & 6. In Job Numbers 3, 4 & 7 retaining is capped at 60 total training hours per trainee, regardless of the method of delivery.
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## Agenda Item (VI-B-6-c)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Sub-Contract Agreement Collaborative Efforts Supporting the Completion Counts-A Riverside Learning Partnership Grant with Riverside Unified School District.
College/District	Riverside
Funding	The Gates Foundation Community Learning in Partnership (CLIP) Grant
Recommended Action	It is recommended that the Board of Trustees approve the Sub-Contract Agreement for the period of July 1, 2013 through December 31, 2013, not to exceed \$130,000.00, between Riverside Unified School District (RUSD), and Riverside City College.

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### Background Narrative:

This sub-contract between Riverside Unified School District and Riverside City College is for the period of July 1, 2013 through December 31, 2013, for collaborative efforts in support of The Gates Foundation Community Learning in Partnership (CLIP) Grant. Total payments under this Agreement shall not exceed \$130,000.00.

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

### Attachments:

[Completion Counts Sub-Contract FY 13-14](#)

## SUBCONTRACT AGREEMENT

This Subcontract Agreement ("AGREEMENT") made and entered into by and between RIVERSIDE UNIFIED SCHOOL DISTRICT, herein referred to as RUSD and RIVERSIDE COMMUNITY COLLEGE DISTRICT ON BEHALF OF RIVERSIDE CITY COLLEGE, herein referred to as the COLLEGE. The funding for this Agreement is derived from The Gates Foundation Community Learning in Partnership (CLIP) Grant.

**WHEREAS**, the COLLEGE is authorized to collaborate with an entity who is competent to perform the special services required; and

**WHEREAS**, RUSD has the expertise, and experience to perform the duties set out herein.

Now therefore, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. **DESCRIPTION OF SERVICES:** RUSD shall provide all services as outlined and specified in Exhibit A, attached hereto and by this reference incorporated herein.
2. **PERIOD OF PERFORMANCE:** It is understood by the parties that this agreement replaces the previous sub-contract agreement and subsequent amendments. It is mutually agreed and understood that the obligation of the COLLEGE is limited by and contingent upon the availability of funds for RUSD's expenditures. In the event that the COLLEGE is unable to fulfill its obligation, the COLLEGE shall immediately notify RUSD in writing, and reimburse RUSD for all services rendered. This Agreement shall be deemed terminated per the terms of Paragraph 6 and have no further force.

2.1 This Agreement shall be effective as of July 1, 2013 and continue in effect through December 31, 2013.

3. **INDEPENDENT PARTIES:** For purpose of this AGREEMENT, the parties hereto shall be independent contractors and shall at all times be considered neither an agent nor employee of the other. No joint venture, partnership, or like relationship is created between the parties by this AGREEMENT. The COLLEGE and RUSD are independent business entities and neither has any authority to act for, or on behalf of, or bind the other to, any contract, without the other's written approval or except as otherwise expressly set forth in this AGREEMENT.
4. **INDEMNIFICATION:**
  - (a) The COLLEGE shall indemnify, defend and hold harmless the Trustees of the Riverside Unified School District, their officers, employees, representatives, and agents from and against any and all claims, liability, loss, damage, demands, suits, judgments, expenses and costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the COLLEGE's performance hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of RUSD.

- (b) RUSD shall indemnify, defend, and hold harmless the COLLEGE, its officers, agents and employees from and against all claims, liability, loss, damage, demands, suits, judgments, expenses and costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with RUSD's performance hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the COLLEGE.
5. **INSURANCE:** RUSD shall maintain, in full force and effect Workers' Compensation Insurance in accordance with the laws of the State of California, and, General Liability Insurance in the amounts of \$1,000,000 per single incident and \$3,000,000 in the aggregate. Proof of said insurance shall be furnished to the COLLEGE upon request.
  6. **TERMINATION:** Performance under this AGREEMENT may be terminated by either party upon thirty (30) days written notice. Upon termination by COLLEGE, RUSD will be reimbursed for all costs and non-cancelable commitments incurred in performance of the AGREEMENT prior to the date of termination in an amount not to exceed the total commitment set forth in Paragraph (4). Upon termination by either party, all costs and non-cancelable commitments incurred thereafter will be the responsibility of RUSD.
  7. **CONFLICT OF INTEREST:** RUSD shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this Agreement. However, nothing in this AGREEMENT shall be construed to limit the freedom of RUSD, or of its researchers who are participants under this AGREEMENT, to engage in similar research under other grants, contracts, or agreements with parties other than the COLLEGE.
  8. **ASSIGNMENT:** This Agreement shall not be assigned by RUSD either in whole or in part, without prior written consent of the COLLEGE. Any assignment or purported assignment of this Agreement by RUSD without the prior written consent of the COLLEGE will be deemed void and of no force or effect.
  9. **NONDISCRIMINATION:** RUSD 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 or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, 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. Contractor understands that harassment of any student or employee of Riverside Community College District 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.

10. ALTERATION: No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
11. PROPRIETARY INFORMATION: Any proprietary information disclosed by one party to the other shall be disclosed in writing and designated as proprietary, or if disclosed orally, shall be confirmed in writing and designated proprietary within thirty (30) days of such disclosure. A party receiving proprietary information, hereunder referred to as "RECIPIENT," agrees to use the proprietary information only for the purpose of this AGREEMENT and further agrees that it will not disclose or publish such information except that foregoing restrictions shall not apply to:
- (a) information which is or becomes publicly known through no fault of RECIPIENT;
  - (b) information learned from a third party entitled to disclose such information;
  - (c) information already known to or developed by RECIPIENT prior to receipt hereunder, as shown by RECIPIENT's prior written records;
  - (d) information which is published in the necessary course of the prosecution of patent applications based upon inventions developed pursuant to this AGREEMENT; or
  - (e) information required to be disclosed by operation of law or court order.

The obligation of confidentiality imposed by this provision shall expire two (2) years following the expiration or termination of this AGREEMENT. Each party will use a reasonable degree of care to prevent the inadvertent, accidental, unauthorized or mistaken disclosure or use by its employees of proprietary information disclosed hereunder.

12. AUDIT AND RECORDS: Financial records, supporting documents, statistical records and other records pertinent to this AGREEMENT shall be retained by RUSD for a period of three (3) years from submission of the final grant activity and expenditure reports.

Records that relate to audits, appeals, litigation or the settlement of claims arising out of the performance of this AGREEMENT shall be retained until such audits, appeals, litigation or claims have been disposed of.

Unless court action or audit proceedings have been initiated, RUSD may substitute electronic copies of original records.

The COLLEGE or any of their duly authorized representatives shall have access to any pertinent books, documents, papers and records of RUSD to make audits, examinations, excerpts and transcripts.

13. COSTS/INVOICING: In consideration of RUSD's performance hereunder, the COLLEGE agrees to reimburse RUSD's costs incurred performing agreed Completion Counts activities, in the amount of one hundred thirty thousand and no/100 dollars (\$130,000.00). This amount shall not be exceeded by RUSD without the written authorization of the COLLEGE. The COLLEGE shall reimburse RUSD on a monthly basis for costs/expenses associated with this Agreement. RUSD shall submit a monthly invoice to the COLLEGE which shall include detailed verification of all costs/expenses incurred. Invoices will be sent to the following address:

Michael Wright



Director, Workforce Preparation  
Grants and Contracts  
Riverside City College  
4800 Magnolia Ave.  
Riverside, CA 92506  
(951) 222-8968

The payment due under the AGREEMENT shall be made within 30 days receipt of invoice, made payable to Riverside Unified School District and shall be mailed to:

Riverside Unified School District  
P.O. Box 2800  
Riverside, CA 92516-2800

A final statement of cumulative costs/expenses incurred by RUSD, marked "FINAL" must be submitted to COLLEGE not later than sixty (60) days after this MOU end date. This final statement of costs/expenses shall constitute RUSD's final financial report.

14. TRAVEL: All travel expenses for individuals assigned by RUSD to perform work under this Agreement, shall not exceed amounts normally allowed in accordance with RUSD's written travel policy.
15. JURISDICTION, VENUE, ATTORNEY'S FEES: This Agreement is to be construed under the laws of the State of California. The parties agree to the jurisdiction and venue of the appropriate courts in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Agreement, each party will be responsible for their own attorney's fees.
16. WAIVER: Any waiver by the COLLEGE of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term thereof. Failure on the part of the COLLEGE to require exact, full and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms hereof, or stopping THE COLLEGE from enforcement hereof.
17. DEBARMENT: Executive Order 12549, Debarment and Suspension, 34CFR Part 85, Section 85.510. (Lower Tier)
  1. RUSD certifies, that in its operations of an activity program, neither it nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency
  2. If RUSD is unable to make such certification, it shall provide the COLLEGE with an explanation.
18. DRUG-FREE WORKPLACE: As required by the State Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and the Federal Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610, RUSD certifies that it will continue to provide a drug-free workplace.

19. SEVERABILITY: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
20. ENTIRE AGREEMENT: Unless otherwise specified herein, this AGREEMENT embodies the entire understanding of the parties for this initiative and any prior contemporaneous representations, either oral or written, are hereby superseded. No amendments or changes to this AGREEMENT including, without limitation, changes in the activities of the scope of work, total estimated expenses, and period of performance, shall be effective unless made in writing and signed by authorized representatives of both parties. If any provisions stated in the AGREEMENT, resulting purchase orders, and scope of work are in conflict, the order of precedence, from first to last shall be: (a) AGREEMENT (b) attachments, (c) the scope of work, and (d) the purchase order, it being understood and agreed that any purchase order or similar document issued by RUSD will be for the sole purpose of establishing a mechanism for payment of any sums due and owing hereunder. Notwithstanding any terms and conditions contained in said purchase order, the purchase order will in no way modify or add to the terms of this AGREEMENT.
21. NOTICES: All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one (1) day after their deposit in the United States Mail, postage prepaid:
- RIVERSIDE COMMUNITY COLLEGE DISTRICT:**  
Shelagh Camak, Vice President  
Workforce and Resource Development  
Riverside City College  
4800 Magnolia Ave  
Riverside, CA 92506
- RIVERSIDE UNIFIED SCHOOL DISTRICT:**  
Michael Fine, Interim Superintendent  
Riverside Unified School District  
3380 14<sup>th</sup> Street  
Riverside, CA 92501
22. FORCE MAJEURE: RUSD shall not be liable for any failure to perform as required by this AGREEMENT, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, material shortages, disease, or similar occurrences.
23. DISPUTE RESOLUTION
- a. In the event of a dispute between the Parties as to performance of the work or the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the Parties shall attempt to resolve the dispute. Pending resolution of any dispute, the Parties agree they will neither rescind the Agreement nor stop the progress of the work, and shall in good faith attempt to resolve the dispute in the manner set forth in Article 23 (b).

- b. Open communication and cooperation of the Parties is vital to the success of the work described in this Agreement and to the settlement of disputes if they arise. The Parties agree to make a good faith effort to resolve informally any and all differences arising between them in the interpretation or performance of this Agreement. If a dispute persists, either party may suggest an executive meeting for review and resolution. The party suggesting the meeting should identify the issues in dispute and coordinate a face-to-face meeting at District to review the issues and solution options. The executive officer for each party who has full authority to discuss the issues and commit to effective solutions shall attend and participate in the meeting. Also, those persons with firsthand knowledge of the issues must be available for the meeting. No dispute under this Agreement shall be subject to litigation proceedings prior to completing the meeting, except for an action to seek injunctive relief.

28 USE OF NAMES – COLLEGE shall not employ or use the name of RUSD in any promotional materials, advertising, or in any other manner without the prior express written permission of RUSD, except that COLLEGE may, during the term of this Agreement, state that it is assisting with the Gates Foundation CLIP Grant at RUSD.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

Riverside Community College District  
On behalf of Riverside City College

Riverside Unified School District

\_\_\_\_\_

\_\_\_\_\_

By: Aaron S. Brown, Vice Chancellor  
Business and Financial Services

By: Michael Fine,  
Interim Superintendent

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

## EXHIBIT A

### Scope of Work

RUSD continues to engage in Completion Counts-A Riverside Learning Partnership activities committed to improving college completion and other postsecondary outcomes for young people age 16-26. The agreed activities will include the following:

- **Heritage Plan**  
RUSD teachers and counselors will continue the efforts that started with Ed Trust West analysis and with the collaboration of many RUSD employees, community members, and parents/students have allowed RUSD to identify areas of focus under the their Blueprint for Action Plan. One of the commitments we made was to do data analysis of our African American Student population to identify areas of concern and address their needs. This also supports the district's focus on increasing a-g completion and college/career readiness. The purpose of the Heritage Plan is to increase the high school graduation and college success rate of African American students in Riverside Unified School District. The Heritage Plan provides a teacher on special assignment to review African American student academic records, work on establishing a mentor program, facilitate meetings, establish parent/community outreach and monitor at-risk African American Students.
- **Pathways to Higher Education**  
The Pathways to Higher Education Conference was designed to give students an in-depth look at what it takes to get into college. The conference covered everything from taking the right A-G courses in high school, to writing a successful college entrance essay, to securing financial support and more. AB 540, the California Dream Act, and guarantee programs at Riverside Community College and Cal State University San Bernardino also were discussed. The conference built on information student's gain at other events, such as the Riverside College and Career Fair, which was held the Wednesday before the Pathways to Higher Education Conference. This conference was presented by RUSD in association with California State Senator Richard D. Roth, the University of California, Riverside; California State University, San Bernardino and Riverside City College, and Completion Counts.
- **Counseling PLC**  
RUSD Counseling PLC will fully implement the Career Cruising curriculum providing all students with regular ongoing access and guided instruction. Counselors will provide students and families a complete understanding of RCC's 2-Year Guarantee and other priority registration enrollments. Counselors and teachers will participate in the FAFSA campaign increasing applications by ten percent (10%). Teachers will attend professional development conferences and workshops that build professional expertise in the areas of college and career preparation.

## Budget

Operational expenses include expendable item such as office supplies, printing, and instructional supplies. Operational expenses will also include meeting expense, travel, conference expense, and lodging. The total operating budget shall not exceed \$130,000.

The COLLEGE will reimburse RUSD the cost of staff salary and benefits for the specified personnel assigned to the Completion Counts-A Riverside Learning Partnership for completion of the deliverables and tasks listed above. The COLLEGE will also reimburse RUSD the cost of materials, supplies, reproduction costs, travel, lodging, meals and telephone expense necessary for the completion of the scope of work.



## Agenda Item (VI-B-7)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
Subject	Out-of-State Travel
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees approve the out-of-state travel.

---

### Background Narrative:

Board Policy 6900 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles.

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

### Attachments:

[Out-of-State Travel\\_111913](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: November 19, 2013

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

Retroactive:

- 1) Mr. Lee Nelson, associate professor, school of nursing, to travel to Elizabeth, New Jersey, October 23-25, 2013, to attend the American Assembly for Men in Nursing's 38<sup>th</sup> Annual Conference: "Men In Nursing: Guided by the Past..." Estimated cost: \$1,073.57. Funding source: Enrollment Growth Grant. (When Mr. Nelson was requested by the Chancellor's Office to attend the event to receive the award, it was after the October regular Board meeting, and, therefore, not included on the Board report.)

Revision

None

Current:

*Moreno Valley College:*

- 1) Ms. Maureen Chavez, associate dean, grants and college support programs, to travel to Columbus, OH, December 6-10, 2013, to tour and receive training on the Science, Technology, Engineering and Math (STEM) Mobile Lab. Estimated cost: \$429.36 (mileage, meals, and parking); airplane and hotel costs are paid by the vendor, Farber Specialty Vehicles.) Funding source: Hispanic Serving Institution's Science Technology, Engineering and Math Technology Access Project.

*Norco College:*

- 1) Mr. Joe Eckstein, associate professor, geography, to travel to London, England, February 20, 2014 – May 1, 2014, to provide leadership and course offerings for Study Abroad Spring 2014. There is no cost to the District.

*Riverside City College*

- 1) Dr. Shelagh Camak, vice president, workforce and resource development, to travel to Philadelphia, PA, December 8-10, 2013, to attend the Bill and Melinda Gates Foundation Community Partnerships Portfolio Evaluation Convening. \$711.70. All costs to be paid by the Organization Management Group (OMG) Center for Collaborative Learning. There is no cost to the District.
- 2) Dr. Laura Greathouse, associate professor, anthropology, to travel to London, England, February 20, 2014 – May 1, 2014, to provide leadership and course offerings for Study Abroad Spring 2014. There is no cost to the District.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: November 19, 2013

- 3) Ms. Jodi Julian, associate professor, performing arts, to travel to Walton, Kansas, November 21 – December 3, 2013, to serve as Assistant Director on a short film entitled, “First Day of August.” There is no cost to the District.
- 4) Mr. Gary Locke, associate professor, music, performing arts, to travel to London, England, and Madrid, Spain, December 28, 2013 – January 6, 2014, to accompany 175 students participating in the London New Year’s Day Parade and Madrid “Three Kings Parade.” Estimated cost: \$3,910.00 per student. Funding source: the Marching Band Trust.
- 5) Mrs. Sheila Locke, music specialist, performing arts, to travel to London, England, and Madrid, Spain, December 28, 2013 – January 6, 2014 to accompany 175 students participating in the London New Year’s Day Parade and the Madrid “Three Kings Parade.” Estimated cost: \$3,910.00 per student. Funding source: the Marching Band Trust.

*Riverside Community College District:*

None





## Agenda Item (VI-B-8-a)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
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  
Bart Doering, Director, Construction  
Majd Askar, Purchasing Manager

### Attachments:

[11192013\\_Notices of Completion](#)

## COMPLETED PROJECTS

November 19, 2013

### Project

ADA Transition Plan Implementation, Phase I – Electrical  
District-Wide Utility Infrastructure – Mechanical  
New Irrigation Control System & Controllers  
Riverside Aquatics Complex Security Additions  
Student Academic Services Facility – Elevators  
Student Academic Services Facility – Finish Carpentry & Countertops  
Student Academic Services Facility – Structural Concrete

### Contractor

Daniel's Electrical Construction Co., Inc.  
Couts Heating and Cooling, Inc.  
National Construction & Maintenance  
S & Son's Electrical Contractors Corporation  
Inland Building Construction Companies, Inc.  
Stolo Cabinets, Inc.  
JT Wimsatt Contracting

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**

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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 11/19/2013. The work done was:  
ADA Transition Plan Implementation, Phase I - Electrical DSA #04-112105

- The name of the contractor, if any, for such work of improvement was Daniel's Electrical Construction Co., 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 Moreno Valley & Norco,  
County of Riverside, State of California, and is described as follows: Community College

- The street address of said property is 16130 Lasselle Moreno Valley, CA 92551; 2001 3rd St Norco, CA 92860

(If no street address has been officially assigned, insert "none")

Dated: 11/19/2013

Riverside Community College District  
President, Board of Trustees

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

### VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, 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)

RECORDING REQUESTED BY  
Riverside Community College District  
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Business and Financial Services  
Street Address **4800 Magnolia Avenue**  
City & State **Riverside, CA 92506**

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 11/19/2013. The work done was:  
District-Wide Infrastructure - Mechanical DSA #04-112620
- The name of the contractor, if any, for such work of improvement was Couts Heating and Cooling, 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 3rd St. Norco, CA 92860  
(If no street address has been officially assigned, insert "none")

Dated: 11/19/2013

Riverside Community College District  
President, Board of Trustees

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

### VERIFICATION

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

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AND WHEN RECORDED MAIL TO:

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

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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 11/19/2013. The work done was:  
New Irrigation Control System & Controllers
- The name of the contractor, if any, for such work of improvement was National Construction & Maintenance  
(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 Moreno Valley,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle Street, Moreno Valley, CA 92551  
(If no street address has been officially assigned, insert "none")

Dated: 11/19/2013

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.

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 11/19/2013. The work done was:  
Riverside Aquatics Complex Security Additions
- The name of the contractor, if any, for such work of improvement was S & Son's Electrical Contractors Corporation  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave. Riverside, CA 92506  
(If no street address has been officially assigned, insert "none")

Dated: 11/19/2013

Riverside Community College District  
President, Board of Trustees

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

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 11/19/2013. The work done was:  
Student Academic Services Facility - Elevators DSA # A-4-111892
- The name of the contractor, if any, for such work of improvement was Inland Building Construction Companies, 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 Moreno Valley,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle St. Moreno Valley, CA 92551  
(If no street address has been officially assigned, insert "none")

Dated: 11/19/2013

Riverside Community College District  
President, Board of Trustees

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

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 11/19/2013. The work done was:  
Student Academic Services Facility - Finish Carpentry & Countertops DSA # A-4-111892
- The name of the contractor, if any, for such work of improvement was Stolo Cabinets, 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 Moreno Valley,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle St. Moreno Valley, CA 92551  
(If no street address has been officially assigned, insert "none")

Dated: 11/19/2013

Riverside Community College District  
President, Board of Trustees

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

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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.

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



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Riverside Community College District  
AND WHEN RECORDED MAIL TO:

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 11/19/2013. The work done was:  
Student Academic Services Facility - Structural Concrete DSA # A-4-111892
- The name of the contractor, if any, for such work of improvement was JT Wimsatt Contracting  
(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 Moreno Valley,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle St. Moreno Valley, CA 92551  
(If no street address has been officially assigned, insert "none")

Dated: 11/19/2013

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.

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(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-b)

Meeting	11/19/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Surplus Property
College/District	District
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) 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:

[11192013\\_Surplus Property List](#)

**SURPLUS PROPERTY**  
**November 19, 2013**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	SONY	PROJECTOR	VPL-PX15	54679	N/A
1	SONY	PROJECTOR	VPL-PX15	13145	N/A
1	SONY	PROJECTOR	VPL-PX15	54614	N/A
1	SONY	PROJECTOR	VPL-PX15	52185	N/A
1	SONY	PROJECTOR	VPL-PX15	52192	N/A
1	SONY	PROJECTOR	VPL-PX15	13312	N/A
1	SONY	PROJECTOR	VPL-PX15	2000213	N/A
1	SONY	PROJECTOR	VPL-PX15	54679	N/A
1	SONY	PROJECTOR	VPL-PX15	200349	N/A
1	SONY	PROJECTOR	VPL-PX15	12360	N/A
1	SONY	PROJECTOR	VPL-PX15	13467	N/A
1	KODAK	PROJECTOR	N/A	A-486803	5624
1	KODAK	PROJECTOR	N/A	A-486720	5366
1	AKG	MICROPHONE	C1000	N/A	7609
1	CASIO	DIGITAL CAMERA	QV-120B	5010899A	9392
1	SONY	SIGNAL INTERFACE CABLE	SIC-30	N/A	N/A
1	SONY	INTERFERENCE BOARD	IFB-1000	N/A	N/A
1	SONY	INTERFERENCE BOARD	IFB-1000	N/A	N/A
1	SONY	INTERFERENCE CABLE	SIC-21	N/A	N/A
1	SONY	INTERFERENCE CABLE	SIC-22	N/A	N/A
1	KODAK	EKTAGRAPHIC AMT PROJECTOR	N/A	A-565067	6874
1	KODAK	EKTAGRAPHIC AMT PROJECTOR	N/A	A-743793	N/A
1	N/A	MISC. HARDWARE	N/A	N/A	N/A
1	N/A	VCR MOUNT	N/A	N/A	N/A
1	TFT	COLOR MONITOR	EN220N	N/A	23873
1	ANCHOR	AC ADAPTER BOX	MIC-50	N/A	N/A
1	EXPLORER	HEADPHONES	N/A	N/A	N/A
1	GATEWAY	KEYBOARD	N/A	N/A	N/A
4	PEERLESS	LCD MOUNTS	N/A	N/A	N/A
13	N/A	MISC. HARDWARE	N/A	N/A	N/A
1	EKI	CD/CASSETTE TAPE PLAYER	N/A	9294	7880
1	EKI	CD/CASSETTE TAPE PLAYER	N/A	9441	7877
1	N/A	SW2 VGA/DA SWITCHER	E13982A	79170132	N/A
1	KRAMER	1:4 VGA DISTRIBUTER	N/A	2070304911	N/A
1	SHARP	MOUNTING BRACKET	N/A	N/A	N/A
16	NONE	COMPUTER 8MM LENSES 1/3"	N/A	N/A	N/A
1	SONY	LCD PROJECTOR	PX-15	54657	N/A
1	SONY	LCD PROJECTOR	PX-15	13312	19369
1	SONY	LCD PROJECTOR	PX-15	2000213	26424
1	SONY	LCD PROJECTOR	PX-15	54679	N/A
1	SONY	LCD PROJECTOR	PX-15	52192	20126
1	SONY	LCD PROJECTOR	PX-15	54614	NA
1	SONY	LCD PROJECTOR	PX-15	52185	20127
1	SONY	LCD PROJECTOR	PX-15	13145	19368
1	SONY	LCD PROJECTOR	PX-21	12360	N/A
1	SONY	LCD PROJECTOR	PX-21	13467	N/A
32	N/A	BLUE STACKING CHAIRS	N/A	N/A	N/A
1	GATEWAY	CPU	E SERIES	33237207	23556
1	GATEWAY	CPU	E SERIES	33654028	23541
1	GATEWAY	CPU	E SERIES	29728945	23550
1	GATEWAY	CPU	E SERIES	35462145	23551
1	GATEWAY	CPU	E SERIES	32152142	23558



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[Agenda Item](#)

## Agenda Item (VII-A)

Meeting 11/19/2013 - Regular  
Agenda Item Consent Agenda Information (VII-A)  
Subject Monthly Financial Report for Month Ending - October 31, 2013  
College/District District  
Information Only

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### Background Narrative:

See the attached monthly Financial Report for the period July 1, 2013 through October 31, 2013.

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

### Attachments:

[11192013\\_Monthly Financial Report \(July - October 2013\)](#)

## MONTHLY FINANCIAL REPORT JULY 1, 2013 – OCTOBER 31, 2013

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Fund 11, Resource 1000 - General Operating - Unrestricted**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 134,711,086	\$ 138,958,089	\$ 139,006,089	\$ 39,603,821
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	2,000,000	0	0	0
Customized Solutions (Resource 1170)	0	67,407	67,407	0
District Bookstore (Resource 1110)	250,000	350,000	350,000	143,857
Total Revenues	<u>\$ 136,961,086</u>	<u>\$ 139,375,496</u>	<u>\$ 139,423,496</u>	<u>\$ 39,747,678</u>
Expenditures				
Academic Salaries	\$ 59,705,808	\$ 62,443,692	\$ 63,062,173	\$ 19,047,610
Classified Salaries	26,625,541	28,231,312	28,256,354	9,077,230
Employee Benefits	28,846,259	31,235,017	30,581,749	6,692,820
Materials & Supplies	1,518,326	2,368,078	2,372,112	622,436
Services	11,163,307	15,053,094	14,943,967	5,197,847
Capital Outlay	1,294,932	1,010,689	1,173,527	95,087
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	665,157	665,157	665,157	166,289
Center for Social Justice and Civil Liberties (Resource 1120)	0	99,373	99,373	24,843
Federal Work Study (Resource 1190)	322,534	327,494	327,494	17,410
Veteran Services (Resource 1190)	0	4,842	4,842	4,842
General Fund Backfill (Resource 1190)	751,862	215,625	215,625	53,906
Interfund Transfer to:				
Resource 4130	0	1,270,000	1,270,000	0
Resource 6100	1,500,000	1,500,000	1,500,000	375,000
Total Expenditures	<u>\$ 132,393,726</u>	<u>\$ 144,424,373</u>	<u>\$ 144,472,373</u>	<u>\$ 41,375,320</u>
Revenues Over (Under) Expenditures	\$ 4,567,360	\$ (5,048,877)	\$ (5,048,877)	\$ (1,627,642)
Beginning Fund Balance	<u>6,840,049</u>	<u>11,407,409</u>	<u>11,407,409</u>	<u>11,407,409</u>
Ending Fund Balance	<u>\$ 11,407,409</u>	<u>\$ 6,358,532</u>	<u>\$ 6,358,532</u>	<u>\$ 9,779,767</u>
Ending Cash Balance				<u>\$ 11,684,905</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Fund 12, Resource 1050 - Parking**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,371,097	\$ 2,329,739	\$ 2,329,739	\$ 1,084,986
Expenditures				
Classified Salaries	\$ 1,481,460	\$ 1,487,396	\$ 1,507,611	\$ 472,075
Employee Benefits	572,864	569,710	549,495	128,461
Materials & Supplies	38,407	49,555	48,805	11,303
Services	595,364	543,757	542,757	104,575
Capital Outlay	129,925	173,000	174,750	33,075
Total Expenditures	\$ 2,818,020	\$ 2,823,418	\$ 2,823,418	\$ 749,489
Revenues Over (Under) Expenditures	\$ (446,923)	\$ (493,679)	\$ (493,679)	\$ 335,497
Beginning Fund Balance	644,289	197,366	197,366	197,366
Ending Fund Balance	\$ 197,366	\$ (296,313)	\$ (296,313)	\$ 532,863
Ending Cash Balance				\$ 572,922

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Fund 12, Resource 1070 - Student Health Services**

	Prior Year Actuals <u>7-1-12 to 6-30-13</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,280,925	\$ 1,304,925	\$ 1,304,925	\$ 465,668
Expenditures				
Academic Salaries	\$ 256,730	\$ 318,987	\$ 323,995	\$ 106,399
Classified Salaries	606,300	588,661	592,533	170,125
Employee Benefits	180,296	177,759	168,879	42,256
Materials & Supplies	49,508	66,078	66,078	15,618
Services	261,107	255,101	255,101	106,073
Capital Outlay	239	31,786	31,786	2,073
Total Expenditures	\$ 1,354,180	\$ 1,438,372	\$ 1,438,372	\$ 442,544
Revenues Over (Under) Expenditures	\$ (73,255)	\$ (133,447)	\$ (133,447)	\$ 23,124
Beginning Fund Balance	1,960,089	1,886,834	1,886,834	1,886,834
Ending Fund Balance	\$ 1,886,834	\$ 1,753,387	\$ 1,753,387	\$ 1,909,958
Ending Cash Balance				\$ 1,862,086



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

**Fund 11, Resource 1080 - Community Education**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 399,419	\$ 438,878	\$ 438,878	\$ 107,629
Expenditures				
Academic Salaries	\$ 4,310	\$ 4,272	\$ 4,339	\$ 1,424
Classified Salaries	220,790	207,610	209,299	74,200
Employee Benefits	57,017	59,123	57,367	12,892
Materials & Supplies	1,162	1,200	1,200	312
Services	230,472	157,275	157,275	27,506
Total Expenditures	\$ 513,751	\$ 429,480	\$ 429,480	\$ 116,334
Revenues Over (Under) Expenditures	\$ (114,332)	\$ 9,398	\$ 9,398	\$ (8,705)
Beginning Fund Balance	(49,063)	(163,395)	(163,395)	(163,395)
Ending Fund Balance	\$ (163,395)	\$ (153,997)	\$ (153,997)	\$ (172,100)
Ending Cash Balance				\$ (170,415)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
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Performance Riverside is used to record the revenues and expenditures associated with Performance Riverside activities.

**Fund 11, Resource 1090 - Performance Riverside**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 518,401	\$ 380,304	\$ 380,304	\$ 106,860
Expenditures				
Academic Salaries	\$ 2,994	\$ 86,957	\$ 88,273	\$ 12,464
Classified Salaries	286,078	146,500	148,547	51,401
Employee Benefits	108,995	94,041	90,678	15,610
Materials & Supplies	18,066	9,587	9,587	1,945
Services	332,594	172,450	172,450	112,387
Total Expenditures	\$ 748,727	\$ 509,535	\$ 509,535	\$ 193,807
Revenues Over (Under) Expenditures	\$ (230,326)	\$ (129,231)	\$ (129,231)	\$ (86,947)
Beginning Fund Balance	(269,707)	(500,033)	(500,033)	(500,033)
Ending Fund Balance	\$ (500,033)	\$ (629,264)	\$ (629,264)	\$ (586,980)
Ending Cash Balance				\$ (569,642)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
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Contractor-Operated Bookstore is used to record the revenues and expenditures associated with the District's contract with Barnes and Noble, Inc. to manage the District's Bookstore operations.

**Fund 11, Resource 1110 - Contractor-Operated Bookstore**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 769,350	\$ 890,772	\$ 890,772	\$ 218,799
Expenditures				
Materials & Supplies	\$ 30	\$ 0	\$ 0	\$ 0
Services	43,770	43,770	43,770	10,928
Interfund Transfer to				
Food Services (Resource 3200)	441,414	577,569	577,569	144,392
Intrafund Transfer to				
General Operating (Resource 1000)	250,000	350,000	350,000	143,857
Total Expenditures	\$ 735,214	\$ 971,339	\$ 971,339	\$ 299,177
Revenues Over (Under) Expenditures	\$ 34,136	\$ (80,567)	\$ (80,567)	\$ (80,378)
Beginning Fund Balance	56,242	90,378	90,378	90,378
Ending Fund Balance	\$ 90,378	\$ 9,811	\$ 9,811	\$ 10,000
Ending Cash Balance				\$ 10,000

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Fund 12, Resource 1120 - Center for Social Justice and Civil Liberties**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 59,056	\$ 25,014	\$ 25,014	\$ 25,004
Intrafund Transfer from General Operating (Resource 1000)	0	99,373	99,373	24,843
Total Revenues	<u>\$ 59,056</u>	<u>\$ 124,387</u>	<u>\$ 124,387</u>	<u>\$ 49,847</u>
Expenditures				
Academic Salaries	\$ 5,555	\$ 0	\$ 0	\$ 0
Classified Salaries	0	50,651	51,446	0
Employee Benefits	269	35,771	34,976	0
Materials & Supplies	2,735	262	262	0
Services	54,980	31,320	31,320	13,395
Capital Outlay	900	0	0	0
Total Expenditures	<u>\$ 64,439</u>	<u>\$ 118,004</u>	<u>\$ 118,004</u>	<u>\$ 13,395</u>
Revenues Over (Under) Expenditures	\$ (5,383)	\$ 6,383	\$ 6,383	\$ 36,452
Beginning Fund Balance	<u>0</u>	<u>(5,383)</u>	<u>(5,383)</u>	<u>(5,383)</u>
Ending Fund Balance	<u>\$ (5,383)</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 31,069</u>
Ending Cash Balance				<u>\$ 31,069</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Fund 11, Resource 1170 - Customized Solutions**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 248,022	\$ 1,118,659	\$ 1,118,659	\$ 125,230
Expenditures				
Academic Salaries	\$ 5,766	\$ 111,564	\$ 111,564	\$ 6,630
Classified Salaries	37,344	101,830	101,830	34,114
Employee Benefits	17,344	60,497	60,497	10,870
Materials & Supplies	9,604	164,250	164,250	1,725
Services	158,993	473,761	473,761	34,832
Intrafund Transfer For:				
General Fund (Resource 1000)	0	67,407	67,407	0
Capital Outlay	184	1,000	1,000	0
Total Expenditures	\$ 229,235	\$ 980,309	\$ 980,309	\$ 88,171
Revenues Over (Under) Expenditures	\$ 18,787	\$ 138,350	\$ 138,350	\$ 37,059
Beginning Fund Balance	73,559	92,346	92,346	92,346
Ending Fund Balance	\$ 92,346	\$ 230,696	\$ 230,696	\$ 129,405
Ending Cash Balance				\$ 27,751

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Fund 12, Resource 1180 - Redevelopment Pass-Through**

	Prior Year Actuals <u>7-1-12 to 6-30-13</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,514,400	\$ 1,493,550	\$ 1,493,550	\$ 4,539
Expenditures				
Services	\$ 215,139	\$ 352,887	\$ 352,887	\$ 56,414
Capital Outlay	56,403	4,264,139	4,264,139	(8,613)
Total Expenditures	\$ 271,542	\$ 4,617,026	\$ 4,617,026	\$ 47,801
Revenues Over (Under) Expenditures	\$ 1,242,858	\$ (3,123,476)	\$ (3,123,476)	\$ (43,262)
Beginning Fund Balance	6,167,452	7,410,310	7,410,310	7,410,310
Ending Fund Balance	<u>\$ 7,410,310</u>	<u>\$ 4,286,834</u>	<u>\$ 4,286,834</u>	<u>\$ 7,367,048</u>
Ending Cash Balance				<u>\$ 7,367,048</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Fund 12, Resource 1190 - Grants and Categorical Programs**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 22,357,653	\$ 31,393,439	\$ 31,416,411	\$ 6,406,238
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	1,008,530	774,302	774,302	193,575
For Federal Work Study	322,534	327,494	327,494	17,410
For Matriculation	332,749	0	0	0
For Middle College High School	75,740	106,480	106,480	26,620
For Veteran Services	0	4,842	4,842	4,842
Total Revenues	\$ 24,097,206	\$ 32,606,557	\$ 32,629,529	\$ 6,648,685
Expenditures				
Academic Salaries	\$ 4,106,966	\$ 3,843,123	\$ 3,938,364	\$ 1,008,773
Classified Salaries	7,639,284	9,612,072	9,561,935	2,563,992
Employee Benefits	3,674,350	4,020,499	4,051,846	772,819
Materials & Supplies	1,576,677	2,474,432	2,356,726	234,696
Services	4,599,737	6,650,625	6,457,263	824,921
Capital Outlay	1,651,033	4,112,236	4,375,227	489,512
Student Grants (Financial, Book, Meal, Transportation)	849,159	1,893,570	1,888,168	277,312
Total Expenditures	\$ 24,097,206	\$ 32,606,557	\$ 32,629,529	\$ 6,172,025
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 476,660
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 476,660
Ending Cash Balance				\$ (443,433)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Fund 32, Resource 3200 - Food Services**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,932,995	\$ 1,848,115	\$ 1,848,115	\$ 608,009
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	441,414	577,569	577,569	144,392
Total Revenues	<u>\$ 2,374,409</u>	<u>\$ 2,425,684</u>	<u>\$ 2,425,684</u>	<u>\$ 752,401</u>
Expenditures				
Classified Salaries	\$ 740,126	\$ 803,600	\$ 803,600	\$ 246,293
Employee Benefits	257,626	297,755	297,755	64,798
Materials & Supplies	862,628	864,410	864,410	251,547
Services	149,651	150,131	150,131	50,067
Capital Outlay	2,020	7,000	7,000	1,484
Total Expenditures	<u>\$ 2,012,051</u>	<u>\$ 2,122,896</u>	<u>\$ 2,122,896</u>	<u>\$ 614,189</u>
Revenues Over (Under) Expenditures	\$ 362,358	\$ 302,788	\$ 302,788	\$ 138,212
Beginning Fund Balance	9,632	371,990	371,990	371,990
Ending Fund Balance	<u>\$ 371,990</u>	<u>\$ 674,778</u>	<u>\$ 674,778</u>	<u>\$ 510,202</u>
Ending Cash Balance				<u>\$ 502,990</u>



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
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Child Care was established to manage the finances of the District's child care centers at all three colleges.

**Fund 33, Resource 3300 - Child Care**

	Prior Year Actuals <u>7-1-12 to 6-30-13</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,022,236	\$ 1,024,978	\$ 1,024,978	\$ 287,930
Expenditures				
Academic Salaries	\$ 514,616	\$ 557,619	\$ 566,062	\$ 188,532
Classified Salaries	143,415	208,221	210,077	61,256
Employee Benefits	127,714	162,253	151,954	31,448
Materials & Supplies	31,216	33,255	33,255	8,309
Services	114,293	50,840	50,840	42,504
Capital Outlay	1,628	40,304	40,304	22,102
Total Expenditures	\$ 932,882	\$ 1,052,492	\$ 1,052,492	\$ 354,151
Revenues Over (Under) Expenditures	\$ 89,354	\$ (27,514)	\$ (27,514)	\$ (66,221)
Beginning Fund Balance	63,825	153,179	153,179	153,179
Ending Fund Balance	\$ 153,179	\$ 125,665	\$ 125,665	\$ 86,958
Ending Cash Balance				\$ 102,329

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

**Fund 41, Resource 4100 - State Construction & Scheduled Maintenance**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 9,728,785	\$ 4,120,840	\$ 4,120,840	\$ 119,151
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4170)	0	313,550	313,550	313,550
Total Revenues	<u>\$ 9,728,785</u>	<u>\$ 4,434,390</u>	<u>\$ 4,434,390</u>	<u>\$ 432,701</u>
Expenditures				
Capital Outlay	\$ 9,728,785	\$ 4,434,390	\$ 4,434,390	\$ 1,506,287
Total Expenditures	<u>\$ 9,728,785</u>	<u>\$ 4,434,390</u>	<u>\$ 4,434,390</u>	<u>\$ 1,506,287</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (1,073,586)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (1,073,586)</u>
Ending Cash Balance				<u>\$ (7,271,802)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Fund 41, Resource 4130 - La Sierra Capital**

	Prior Year Actuals <u>7-1-12 to 6-30-13</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 28,200	\$ 21,250	\$ 21,250	\$ 3,290
Inter/Intrafund Transfer from General Operating (Resource 1000)	<u>0</u>	<u>1,270,000</u>	<u>1,270,000</u>	<u>0</u>
Total Revenues	<u>\$ 28,200</u>	<u>\$ 1,291,250</u>	<u>\$ 1,291,250</u>	<u>\$ 3,290</u>
Expenditures				
Services	\$ 6,444	\$ 1,650	\$ 1,650	\$ 0
Capital Outlay	0	7,202,885	7,202,885	0
Interfund Transfer to General Operating (Resource 1000)	<u>2,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 2,006,444</u>	<u>\$ 7,204,535</u>	<u>\$ 7,204,535</u>	<u>\$ 0</u>
Revenues Over (Under) Expenditures	\$ (1,978,244)	\$ (5,913,285)	\$ (5,913,285)	\$ 3,290
Beginning Fund Balance	<u>7,891,529</u>	<u>5,913,285</u>	<u>5,913,285</u>	<u>5,913,285</u>
Ending Fund Balance	<u>\$ 5,913,285</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,916,575</u>
Ending Cash Balance				<u><u>\$ 5,916,575</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

General Obligation Series 2010D Capital Appreciation Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

**Fund 41, Resource 4170 - General Obligation Bond Series 2010D Capital Appreciation Bonds**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 33,568	\$ 20,000	\$ 20,000	\$ 2,666
Expenditures				
Classified Salaries	\$ 386,101	\$ 527,248	\$ 527,248	\$ 132,755
Employee Benefits	173,348	215,120	215,120	28,432
Materials & Supplies	0	0	0	529
Services	588,102	677,820	677,820	82,617
Intrafund Transfer For:				
State Construction & Scheduled Maintenance (Resource 4100)	0	313,550	313,550	313,550
Capital Outlay	1,560,500	5,548,835	5,548,835	829,399
Total Expenditures	\$ 2,708,051	\$ 7,282,573	\$ 7,282,573	\$ 1,387,282
Revenues Over (Under) Expenditures	\$ (2,674,483)	\$ (7,262,573)	\$ (7,262,573)	\$ (1,384,616)
Beginning Fund Balance	9,268,957	6,594,474	6,594,474	6,594,474
Ending Fund Balance	\$ 6,594,474	\$ (668,099)	\$ (668,099)	\$ 5,209,858
Ending Cash Balance				\$ 5,244,468

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

General Obligation Series 2010D Build America Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

**Fund 41, Resource 4180 - General Obligation Bond Series 2010D Build America Bonds**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 452,764	\$ 1,219,456	\$ 1,219,456	\$ 42,415
Expenditures				
Classified Salaries	\$ 16,199	\$ 0	\$ 0	\$ 0
Employee Benefits	1,077	0	0	0
Materials & Supplies	635	0	0	0
Services	35,140	0	0	110
Capital Outlay	23,510,347	112,716,545	112,716,545	4,232,844
Total Expenditures	\$ 23,563,398	\$ 112,716,545	\$ 112,716,545	\$ 4,232,954
Revenues Over (Under) Expenditures	\$ (23,110,634)	\$ (111,497,089)	\$ (111,497,089)	\$ (4,190,539)
Beginning Fund Balance	77,006,286	53,895,652	53,895,652	53,895,652
Ending Fund Balance	\$ 53,895,652	\$ (57,601,437)	\$ (57,601,437)	\$ 49,705,113
Ending Cash Balance				\$ 50,029,525

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

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

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,351,618	\$ 4,559,308	\$ 4,559,308	\$ 1,528,791
Interfund transfer from				
General Operating (Resource 1000)	1,500,000	1,500,000	1,500,000	375,000
Total Revenue	<u>\$ 5,851,618</u>	<u>\$ 6,059,308</u>	<u>\$ 6,059,308</u>	<u>\$ 1,903,791</u>
Expenditures				
Classified Salaries	\$ 158,167	\$ 184,549	\$ 184,549	\$ 70,153
Employee Benefits	66,553	75,259	75,259	17,562
Materials & Supplies	392	1,700	1,700	137
Services	6,306,443	5,577,442	5,577,442	1,867,894
Capital Outlay	5,413	15,000	15,000	0
Total Expenditures	<u>\$ 6,536,968</u>	<u>\$ 5,853,950</u>	<u>\$ 5,853,950</u>	<u>\$ 1,955,746</u>
Revenues Over (Under) Expenditures	\$ (685,350)	\$ 205,358	\$ 205,358	\$ (51,955)
Beginning Fund Balance	<u>1,145,392</u>	<u>460,042</u>	<u>460,042</u>	<u>460,042</u>
Ending Fund Balance	<u>\$ 460,042</u>	<u>\$ 665,400</u>	<u>\$ 665,400</u>	<u>\$ 408,087</u>
Ending Cash Balance				<u>\$ 1,333,394</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED OCTOBER 31, 2013**

Workers' Compensation Self-Insurance is used to account for the revenues and expenditures of the District's workers' compensation self-insurance program.

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

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,344,649	\$ 2,425,660	\$ 2,425,660	\$ 781,177
Expenditures				
Classified Salaries	\$ 201,734	\$ 279,772	\$ 279,772	\$ 90,795
Employee Benefits	78,230	102,832	102,832	23,091
Materials & Supplies	495	1,300	1,300	59
Services	2,422,972	2,582,947	2,582,947	755,748
Capital Outlay	2,728	0	0	0
Total Expenditures	\$ 2,706,159	\$ 2,966,851	\$ 2,966,851	\$ 869,693
Revenues Over (Under) Expenditures	\$ (361,510)	\$ (541,191)	\$ (541,191)	\$ (88,516)
Beginning Fund Balance	3,193,460	2,831,950	2,831,950	2,831,950
Ending Fund Balance	\$ 2,831,950	\$ 2,290,759	\$ 2,290,759	\$ 2,743,434
Ending Cash Balance				\$ 4,947,222

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Associated Students of RCCD**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 594,712	\$ 860,000	\$ 860,000	\$ 391,544
Expenditures				
Materials & Supplies	\$ 637,604	\$ 755,745	\$ 756,505	\$ 196,022
Total Expenditures	\$ 637,604	\$ 755,745	\$ 756,505	\$ 196,022
Revenues Over (Under) Expenditures	\$ (42,892)	\$ 104,255	\$ 103,495	\$ 195,522
Beginning Fund Balance	848,614	805,722	805,722	805,722
Ending Fund Balance	<u>\$ 805,722</u>	<u>\$ 909,977</u>	<u>\$ 909,217</u>	<u>\$ 1,001,244</u>
Ending Cash Balance				<u>\$ 2,410,475</u>



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

**Student Financial Aid**

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 46,775,063	\$ 55,457,000	\$ 55,457,000	\$ 11,046,353
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 46,767,408	\$ 55,457,000	\$ 55,457,000	\$ 10,575,394
Total Expenditures	\$ 46,767,408	\$ 55,457,000	\$ 55,457,000	\$ 10,575,394
Revenues Over (Under) Expenditures	\$ 7,655	\$ 0	\$ 0	\$ 470,959
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 7,655	\$ 0	\$ 0	\$ 470,959
Ending Cash Balance				\$ 688,001

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2013**

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

	<b><u>RCCD Development Corporation</u></b>			
	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 0	\$ 0	\$ 3
Expenditures				
Services	\$ 20	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 20	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (12)	\$ 0	\$ 0	\$ 3
Beginning Fund Balance	<u>16,232</u>	<u>16,220</u>	<u>16,220</u>	<u>16,220</u>
Ending Fund Balance	<u>\$ 16,220</u>	<u>\$ 16,220</u>	<u>\$ 16,220</u>	<u>\$ 16,223</u>
Ending Cash Balance				<u>\$ 16,223</u>



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

## Agenda Item (VII-B)

Meeting 11/19/2013 - Regular

Agenda Item Consent Agenda Information (VII-B)

Subject CCFS-311Q – Quarterly Financial Status Report for the 1st Quarter Ended

College/District District

Information Only

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### **Background Narrative:**

See the attached CCFS-311Q – Quarterly Financial Status Report for the 1st Quarter ended September 30, 2013.

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

### **Attachments:**

[11192013\\_ CCFS-311Q \(1st Quarter\)](#)

# **CCFS-311Q – Quarterly Financial Status Report**

## **Background Narrative**

### **September 30, 2013**

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

The General Fund consists of the following:

#### Fund 11 – Unrestricted

Resource 1000 – General Unrestricted

Resource 1080 – Community Education

Resource 1090 – Performance Riverside

Resource 1110 – Bookstore (Contractor Operated)

Resource 1170 – Customized Solutions

#### Fund 12 – Restricted

Resource 1050 – Parking

Resource 1070 – Student Health

Resource 1120 – Center for Social Justice and Civil Liberties

Resource 1180 – Redevelopment Pass-Through

Resource 1190 – Grants and Categorical Programs

# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD ▾

Fiscal Year: 2013-2014

Quarter Ended: (Q1) Sep 30, 2013

District: (960) RIVERSIDE

Your Quarterly Data is Certified for this quarter.

### Chief Business Officer

**CBO Name:** Aaron S. Brown

**CBO Phone:** 951-222-8789

**CBO Signature:** 

**Date Signed:** 10-22-13

**Chief Executive Officer Name:** Dr. Cynthia E. Azari

**CEO Signature:** 

**Date Signed:**

**Electronic Cert Date:** 10/22/2013

### District Contact Person

**Name:** Bill J. Bogle, Jr.

**Title:** Controller

**Telephone:** 951-222-8041

**Fax:** 951-222-8021

**E-Mail:** Bill.Bogle@rccd.edu

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4554  
Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [catalig@cccco.edu](mailto:catalig@cccco.edu) or Tracy Britten (916)323-6899 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

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# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## Quarterly Financial Status Report, CCFS-311Q

[VIEW QUARTERLY DATA](#)

CHANGE THE PERIOD ▾

**Fiscal Year: 2013-2014**

**Quarter Ended: (Q1) Sep 30, 2013**

**District: (960) RIVERSIDE**

As of June 30 for the fiscal year specified

Line	Description	Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-2014
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### I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	143,808,312	130,719,885	136,633,788	141,773,702
A.2	Other Financing Sources (Object 8900)	1,410,028	-176,023	272,935	-1,299,491
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	145,218,340	130,543,862	136,906,723	140,474,211
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	142,578,585	135,251,667	130,689,682	142,237,569
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	632,790	1,251,129	1,941,414	3,347,569
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	143,211,375	136,502,796	132,631,096	145,585,138
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	2,006,965	-5,958,934	4,275,627	-5,110,927
D.	<b>Fund Balance, Beginning</b>	10,468,684	12,450,649	6,616,950	10,926,705
D.1	Prior Year Adjustments + (-)	-25,000	125,235	34,130	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	10,443,684	12,575,884	6,651,080	10,926,705
E.	<b>Fund Balance, Ending (C. + D.2)</b>	12,450,649	6,616,950	10,926,707	5,815,778
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	8.7%	4.8%	8.2%	4%

### II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	29,437	25,858	25,119	25,952
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As of the specified quarter ended for each fiscal year

<b>III. Total General Fund Cash Balance (Unrestricted and Restricted)</b>	2010-11	2011-12	2012-13	2013-2014
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H.1	Cash, excluding borrowed funds		25,687,367	8,233,645	25,724,605
H.2	Cash, borrowed funds only		15,940,000	4,521,382	0
H.3	Total Cash (H.1+ H.2)	2,134,576	41,627,367	12,755,027	25,724,605

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I.</b>	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,773,702	141,773,702	32,460,728	22.9%
I.2	Other Financing Sources (Object 8900)	-1,299,491	-1,299,491	-257,502	19.8%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	140,474,211	140,474,211	32,203,226	22.9%
<b>J.</b>	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	142,237,569	142,237,569	27,199,673	19.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,347,569	3,347,569	519,392	15.5%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	145,585,138	145,585,138	27,719,065	19%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-5,110,927	-5,110,927	4,484,161	
L	Adjusted Fund Balance, Beginning	10,926,705	10,926,705	10,926,705	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	5,815,778	5,815,778	15,410,866	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4%	4%		

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

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

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

	<b>Year 3:</b>								
<b>b. BENEFITS:</b>									
	<b>Year 1:</b>								
	<b>Year 2:</b>								
	<b>Year 3:</b>								

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

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

**VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?**

**NO**

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

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

**This year?  
Next year?**

**YES  
YES**

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

FY 2013-2014

An improving economy and the passage of Proposition 30 halted the revenue reductions experienced in prior years and resulted in marginal revenue restoration, albeit not to the level of prior years. However uncertainty still exists relative to the amount of new revenues to be generated by Proposition 30, and ultimately the impact on community college and, specifically, Riverside Community College District.

The State continues to defer apportionment funding albeit at lower amounts than in prior fiscal years. The District was forced again to implement internal borrowing measures, and possibly Mid-Year Tax and Revenue Anticipation Notes (TRAN) to mitigate the impact of cash deficits as a result of the apportionment deferrals.

FY 2014-2015

It is expected that the State will continue to defer apportionment funding albeit at lower amounts than in prior fiscal years. The District will be forced to implement internal borrowing measures and possibly secure external financing to mitigate the impact of cash deficits as a result of the apportionment deferrals.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL FUND REVENUE AND EXPENDITURE REPORT  
FOR THE PERIOD ENDED SEPTEMBER 30, 2013**

**Cash Position - Unrestricted and Restricted**

	<u>YTD Activity</u>
Beginning Cash, July 1, 2013	\$ 13,724,286
Net Change in Accounts Receivables	32,503,975
Net Change in Accounts Payables	(26,828,453)
Revenue and Other Financial Sources	39,069,113
Expenditures and Other Outgo	(32,744,316)
Ending Cash, September 30, 2013	<u><u>\$ 25,724,605</u></u>

**Budget and Actual Activity - Unrestricted**

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>YTD Activity</u>
<b>Revenues</b>			
Federal	\$ 188,321	\$ 188,321	\$ (1,150)
State	96,935,401	96,935,401	25,262,360
Local	44,649,980	44,649,980	7,199,518
Total Revenues	<u>141,773,702</u>	<u>141,773,702</u>	<u>32,460,728</u>
<b>Other Financing Sources</b>	<u>(1,299,491)</u>	<u>(1,299,491)</u>	<u>(257,502)</u>
<b>Total Revenues</b>	<u>140,474,211</u>	<u>140,474,211</u>	<u>32,203,226</u>
<b>Expenditures</b>			
Academic Salaries	\$ 62,646,485	\$ 62,642,742	\$ 11,994,640
Classified Salaries	28,687,252	28,679,713	6,858,730
Employee Benefits	31,448,678	31,451,213	3,999,424
Materials & Supplies	2,543,115	2,507,039	412,412
Services	15,900,350	15,805,826	3,877,078
Capital Outlay	1,011,689	1,151,036	57,389
Total Expenditures	<u>142,237,569</u>	<u>142,237,569</u>	<u>27,199,673</u>
<b>Other Outgo - Objects</b>	<u>3,347,569</u>	<u>3,347,569</u>	<u>519,392</u>
<b>Total Expenditures and Other Outgo</b>	<u>145,585,138</u>	<u>145,585,138</u>	<u>27,719,065</u>
<b>Revenues Over (Under)</b>			
<b>Expenditures</b>	\$ (5,110,927)	\$ (5,110,927)	\$ 4,484,161
<b>Beginning Fund Balances</b>	<u>10,926,705</u>	<u>10,926,705</u>	<u>10,926,705</u>
<b>Ending Fund Balances</b>	<u><u>\$ 5,815,778</u></u>	<u><u>\$ 5,815,778</u></u>	<u><u>\$ 15,410,866</u></u>
<b>Contingency</b>			
Unrestricted	\$ 4,915,778	\$ 4,915,778	\$ 14,510,866
<b>Reserve</b>	<u>900,000</u>	<u>900,000</u>	<u>900,000</u>
<b>Total Contingency/Reserve</b>	<u><u>\$ 5,815,778</u></u>	<u><u>\$ 5,815,778</u></u>	<u><u>\$ 15,410,866</u></u>



## Agenda Item (VIII-B-1)

Meeting	11/19/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.

---

### Background Narrative:

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

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

### Attachments:

[Proposed Curricular Changes\\_November 2013](#)

Course	Title	Location
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### 1. New Stand Alone Courses:

The following course is proposed to improve the students' understanding of syntax used in academic English, and enhance their skills in using proper punctuation:

ESL-90L	Special Topics in English as a Second Language: Punctuation of Phrases and Clauses	MNR
---------	--	-----

The following course is proposed to enhance students' knowledge of prepositions and articles used in Academic English. This course is essential in helping students to master idioms and prepositional phrases:

ESL-90M	Special Topics in English as a Second Language: Articles and Prepositions	MNR
---------	---	-----

### 2. New Courses:

The following course is proposed as a capstone course for the degree/certificate:

FTV-38A	Beginning Film, Television and Video Production Project	R
---------	---	---

The following course is proposed as an elective course in the degree/certificate:

FTV-38B	Advanced Film, Television and Video Production Project	R
---------	--	---

The following courses are proposed to address issues with repeatability with leveled courses:

FTV-44A	Beginning Television Production	R
FTV-44B	Intermediate Television Production	R
FTV-44C	Advanced-Intermediate Television Production	R
FTV-44D	Advanced Television Production	R
FTV-45A	Beginning Television News Production	R
FTV-45B	Intermediate Television News Production	
FTV-45C	Advanced Intermediate Television News Production	R
FTV-45D	Advanced Television News Production	R
FTV-51A	Film, Television and Video Laboratory I	R
FTV-51B	Film, Television and Video Laboratory II	R
FTV-51C	Film, Television and Video Laboratory III	R
FTV-51D	Film, Television and Video Laboratory IV	R
FTV-64A	Beginning Digital Editing Principles and Techniques	R
FTV-71A	Beginning Sound Engineering for Audio in Media	R

This is the second of three courses that comprise the industry certification for digital audio recording and design using the software, ProTools. FTV is a certified training partner for ProTools. The three courses will provide students with an industry-recognized occupational classification:

FTV-75	Intermediate Digital Recording Pro Tools 110	R
--------	--	---

This course is the third of three courses required for Pro Tools industry certification and is an elective course in FTV's certificate and degree option in Sound Engineering:

FTV-76	Advanced Digital Audio Recording Pro Tools 201	R
--------	--	---

Course	Title	Location
--------	-------	----------

### 3. Major Course Modifications:

The following modifications are proposed to link the student learning outcomes (SLOs) to the new general education student learning outcomes (GESLOs) and update the course materials:

AML-1	American Sign Language 1	MR
AML-2	American Sign Language 2	MR
AML-3	American Sign Language 3	R

The following modification is proposed to link the SLOs to the new GESLOs:

AML-4	American Sign Language 4	R
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The following modification is proposed to update the course description, advisory skills, course materials and to link the SLOs to the new GESLOs:

AML-5	Sign Language for Interpreters	R
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The following modification is proposed to link the SLOs to the new GESLOs and update the course materials:

AML-10	Introduction to Sign Language Interpreting	R
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The following modification is proposed to link the SLOs to the new GESLOs and update the course materials:

AML-20	Ethical and Professional Standards of Interpreting	R
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The following modification is proposed to change the title from “Introduction to Astronomy,” update the course description, link SLOs, course materials and add sample assignments:

AST-1A	Introduction to the Solar System	MR
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The following modifications is proposed to change the title from “Introduction to the Stars,” update the course description, link SLOs, course materials and add sample assignments:

AST-1B	Introduction to the Stars and Galaxies	MR
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The following modification is proposed to update the course content, methods of instruction (MOI), methods of evaluation (MOE), and sample assignments:

FTV-11	Sound Recording and Reinforcement Techniques	R
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The following modification is proposed to update the course content, MOI, MOE, and add sample assignments:

FTV-12	History of American Film	R
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The following modification is proposed to update the SLOs, course materials and add sample assignments:

FTV-41	Introduction to Telecommunications	R
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The following modification is proposed to change the hours from 45 lecture and 27 laboratory to 54 hours lecture, update the SLOs, course content, course materials and add sample assignments:

FTV-42	Writing for Broadcast Television and Radio	R
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Course	Title	Location
The following modification is proposed to add an advisory of FTV-74, update the SLOs, course content, course materials and add sample assignments:		
FTV-48	Short Film Production	R
The following modification is proposed to change the title from “Telecommunications Laboratory” and change the advisories, update the SLOs, course content, MOI, MOE, course materials and add sample assignments:		
FTV-52	Film, Television and Video Laboratory	R
The following modification is proposed to update the course description, SLOs, MOI, MOE, course materials and add sample assignments:		
FTV-65	The Director’s Art in Filmmaking	R
The following modifications are proposed to update the SLOs, MOI, MOE, and add sample assignments:		
FTV-67	Introduction to Video Production	R
FTV-68	Story Development Process in the Entertainment Industry	R
FTV-72	Introduction to Lighting Design for Film and Television	R
The following modification is proposed to change the advisory, update the SLOs, and add sample assignments:		
FTV-74	Production Planning and Management	R
The following modification is proposed to update the course description, SLOs, course content, course materials and add sample assignments:		
MAT-1A	Calculus I	MNR
The following modification is propose to update the course description, entry skills, course content, course materials, link the SLOs to the new GESLOs, and to add sample assignments:		
MAT-2	Differential Equations	MNR
The following is being proposed to change the units from 3 to 4, lecture hours from 54 to 72 as well as to update the course description, SLOs, course content, MOI, course materials and add sample assignments:		
MAT-12	Statistics	MNR
The following modification is proposed to update the SLOs, course materials and add sample assignments:		
MAT-35	Intermediate Algebra	MNR
The following are proposed to update the course description, course content, MOI, course materials and add sample assignments:		
PHY-2A	General Physics	NR
PHY-2B	General Physics II	NR

Course	Title	Location
The following modifications are proposed to link the SLOs to the new GESLOs and update the course description, course materials and to add the advisory of “Completion of placement test to assess level of proficiency in Spanish”:		
SPA-1	Spanish 1	MNR
SPA-1H	Honors Spanish 1	MNR
The following modifications are proposed to link the SLOs to the new GESLOs and update the course description, course materials and to add the advisory of “Completion of placement test to assess level of proficiency in Spanish”:		
SPA-1A	Spanish 1A	R
SPA-1B	Spanish 1B	R
The following modifications are proposed to link the SLOs to the new GESLOs and update the course materials and to add to the prerequisite an additional option of “or qualifying placement level on the Spanish assessment test or equivalent”:		
SPA-2	Spanish 2	MNR
SPA-2H	Honors Spanish 2	MN
SPA-3	Spanish 3	MNR
The following modification is proposed to add a prerequisite of “SPA -2 or 2H or qualifying placement level on the Spanish assessment test or the equivalent” and to link the SLOs to the new GESLOs and update the course materials:		
SPA-3N	Spanish for Spanish Speakers	MNR
The following modification is proposed to link the SLOs to the new GESLOs and update the course materials and to add to the prerequisite an additional option of “or qualifying placement level on the Spanish assessment test or equivalent”:		
SPA-4	Spanish 4	MNR
The following modifications are proposed to link the SLOs to the new GESLOs and update the course content and course materials:		
SPA-8	Intermediate Conversation	MNR
SPA-11	Culture and Civilization	MNR
SPA-12	Latin American Culture and Civilization	MNR
SPA-13	Spanish for Health Care Professionals	MNR
The following modifications are proposed to link the SLOs to the new GESLOs:		
SPA-51	Introductory Listening Comprehension I	R
SPA-52	Introductory Listening Comprehension II	R
SPA-53	Intermediate Listening Comprehension I	R
The following modification is proposed to change the units from 2 to 3 and laboratory hours from 54 to 108, as well as update course content and course materials to comply with C-ID:		
THE-25	Makeup for the Stage	NR

Course	Title	Location
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**4. Course Deletions:**

This elective course is no longer considered as part of the AML discipline curriculum:

AML-21	Fingerspelling	R
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**6. Modification to State/Locally Approved Certificates/Degrees:**

The following is being modified to merge the two lists of electives into one, providing greater flexibility for students to complete the certificate especially during times of budget cuts when course offerings are at a minimum:

International Business Certificate		R
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ATTACHMENT A  
PROGRAM OUTLINE OF RECORD  
Certificate Modification

INTERNATIONAL BUSINESS (R)

CE627

This program prepares individuals to manage international business and/or business operations. This includes instruction in the principles and processes of international business policies, business environments, foreign currency issues, foreign operations and management, foreign direct investment as well as other modes of entry, and applications for doing business in specific countries and markets.

Certificate Program

Program Learning Outcomes

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

- Explain the key elements of international business.
- Analyze the essential factors that determine the success of each element of international business.
- Explain the inter-relationship of the elements of international business that is required for a successful international business operation.
- Develop the framework of an international business plan, incorporating understanding of general business concepts, international marketing mix, international cultures, international economics, and international politics.

Required Courses (15 units)	Units
BUS-10      Introduction to Business	3
BUS-40      International Business-Principles	3
BUS-43      International Business-Marketing	3
Electives    Choose from the list below	6

Electives (6 units)

BUS-46      International Business-Intro to Import/ Exporting	3
BUS-48      International Management	3
BUS-90      International Logistics	3
COM-12      Intercultural Communication	3
ECO/POL-6    Introduction to Political Economy	3
ECO-7/7H    Principles of Macroeconomics	3
CHI-11      Chinese Culture and Civilization	3
FRE-11      French Culture and Civilization	3
GER-11      German Culture and Civilization	3
ITA-11      Italian Culture and Civilization	3
JPN-11      Japanese Culture and Civilization	3
KOR-11      Korean Culture and Civilization	3
RUS-11      Russian Culture and Civilization	3
SPA-11      Spanish Culture and Civilization	3
SPA-12      Latin American Culture and Civilization	3





## Agenda Item (VIII-C-1)

Meeting	11/19/2013 - Regular
Agenda Item	Committee - Planning and Operations (VIII-C-1)
Subject	Revision to the Moreno Valley College Mission Statement
College/District	Moreno Valley
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the revised Moreno Valley College Mission Statement.

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### Background Narrative:

The Moreno Valley College's current mission statement has been reviewed and it is now presenting a revision that represents the college's current mission. The proposed mission statement was reviewed and approved by the Strategic Planning Council at its September 26, 2013 meeting and by the MV Academic Senate at its October 7, 2013 meeting.

Prepared By: Sandra Mayo, President, Moreno Valley College

### Attachments:

[Moreno Valley Revised History Mission Statement 11 19 13](#)

# MORENO VALLEY COLLEGE

## MISSION STATEMENT

- **June 20, 2006 ..... Approved by the RCCD Board of Trustees**

*Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially in health and public service preparation.*

- **November 6, 2008 ..... Standard I (Institutional Mission & Effectiveness) reviewed Mission Statement**
  - Reviwed and confirmed mission statement continued to accurately represent the MV College with respect to academic programs and student support services relating to transfer, career and technical education, and basic skills.
- **November 26, 2008 ..... Strategic Planning Committee reaffirmed the MV Campus Mission Statement**
- **November 9, 2009 .... Standard I reviewed and re-confirmed Mission Statement**
- **March 16, 2010 ..... Mission Statement revision approved by Board of Trustees**
  - To replace “Moreno Valley Campus” with “Moreno Valley College” in recognition of the Moreno Valley College becoming the 111<sup>th</sup> California Community College on March 1, 2010
- **May 31, 2012 ..... Strategic Planning Council reaffirmed the MV College Mission Statement**
- **January 9, 2013 ..... Standard I reviewed the Mission Statement**
  - Committee members assigned to review mission
- **January 25, 2013 ebruary 8, 2013 ..... Standard I reviewed Committee members’ recommendation**
  - Committee members’ reports on whether or not the Mission Statement was still accurate were reviewed
- **Februry 22, 2013 .... Standard I committee reviewed draft of findings on the Mission Statement analysis**
- **March 21, 2013 ..... Standard I presented draft of revised Mission Statement to the Strategic Planning Council and “Climate survey on the Mission Statement”**
  - SPC accepted mission statement draft
- **April 1, 2013 ..... Mission Statement draft submitted to the Academic Senate (voted to support)**
- **May 2, 2013 ..... Town Hall meeting held to present revised Mission Statement to MV College**
- **May 16, 2013 ..... Standard I reported results of May 2, 2013 town hall meeting**
- **May 23, 2013 ..... Second town Hall meeting help to present updated draft of Mission Statement**

- September 26, 2013 .... Strategic Planning Council approved submitted Mission Statement revision

Moreno Valley College inspires, challenges, and empowers our diverse, multicultural community of learners to realize their goals; promotes citizenship, integrity, leadership, and global awareness; and encourages academic excellence and professionalism.

To accomplish this mission, we provide comprehensive support services, developmental education, and academic programs leading to:

- Baccalaureate Transfer
  - Associate Degrees in Arts and Sciences
  - Certificates in Career and Technical Education Fields
  - Post-employment Opportunities
- October 7, 2013 ..... Academic Senate approved the Mission Statement
  - October 14, 2013 ..... President, MV College, accepted the recommendations of the Strategic Planning Council and the MV Academic Senate to accept the revised MV College mission statement and move it forward to the agenda of the November 5, 2013 Board Committee meeting.



## Agenda Item (VIII-D-1)

Meeting	11/19/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	Project Budget and Agreement for the Courtyard Project with Community Works Design Group
College/District	Riverside
Funding	Riverside City College Funds
Recommended Action	It is recommended the Board of Trustees approve: 1) Project budget of \$419,408 for the Courtyard Project; and 2) Agreement with Community Works Design Group for \$31,660 for the Project.

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### Background Narrative:

The newly created Courtyard, open space that emerged with the development of the Nursing, Science and Math Complex juxtaposed with the existing Salvatore Rotella Digital Library/Learning Center is underutilized in its current design. Additionally, some elements of the existing design improvements create maintenance issues, such as the decomposed granite paths that track elements into the building floors; and the general overall layout does not encourage gathering and enjoyment of the open space, outside of the garden and fountain area adjacent to Nursing. The "Courtyard Project" is being proposed by Riverside City College to be developed into a park-like Courtyard with seating, paved paths, tables and trees, and to address operational and maintenance issues associated with the existing space.

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:

[20131119 Budget and Funding Breakdown](#)  
[20131119 CWDG Agreement](#)

**Riverside City College Courtyard Project**

<b>Project Costs</b>	
Construction Cost and Contingencies (includes General Contractor's Overhead and Profit)	\$349,680
Bonds and Insurance	\$6,994
Landscape Architect's Fee	\$31,660
Division of Stat Architecture, Access Compliance Section Plan Check Fee	\$1,748
Project Inspection Fee (includes ADA/ Accessibility Compliance; and minor masonry sound wall construction and pole-mounted lighting fixture footings)	\$18,226
Reproducible Costs	\$1,500
Labor Compliance Fee	\$9,600
Total	\$419,408

<b>Funding Sources</b>	
Net Revenue from Splash	\$283,333
Surplus from Food Services	\$100,000
Other Services and Special Projects	\$36,075
Total	\$419,408

LANDSCAPE ARCHITECTURAL SERVICES AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
“COMMUNITY WORKS DESIGN GROUP”

This AGREEMENT is made and entered into on November 20, 2013, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT”, and COMMUNITY WORKS DESIGN GROUP, hereinafter referred to as “LANDSCAPE ARCHITECT”. This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the LANDSCAPE ARCHITECT are sometimes referred to herein individually as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain LANDSCAPE ARCHITECTURAL services for RCC COURTYARD, hereinafter referred to as “PROJECT”, located at Riverside City College, Riverside , California in the DISTRICT; and

WHEREAS, LANDSCAPE ARCHITECT understands that \$31,660.00 funding for this PROJECT is a condition precedent to the effectiveness of this AGREEMENT. If funding is not received for the PROJECT, this AGREEMENT is void except to the extent services have been rendered pursuant to DISTRICT authority; and

WHEREAS, LANDSCAPE ARCHITECT is fully licensed to provide Landscape Architectural services in conformity with the laws of the State of California.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – LANDSCAPE ARCHITECT’S SERVICES AND RESPONSIBILITIES

1. The LANDSCAPE ARCHITECT’s services shall consist of those services performed by the LANDSCAPE ARCHITECT and LANDSCAPE ARCHITECT’s employees and LANDSCAPE ARCHITECT’s consultants as enumerated in Articles II and III of this Agreement.

2. The LANDSCAPE ARCHITECT’s services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The LANDSCAPE ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this Agreement. Upon request of the DISTRICT, the LANDSCAPE ARCHITECT shall submit for the DISTRICT’s approval a schedule for the performance of the LANDSCAPE ARCHITECT’s services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT’s review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the LANDSCAPE ARCHITECT.

3. The construction document services covered by this agreement shall be completed and submitted to the Division of the State Architect, Access Compliance Section (DSA/ACS), for review and approval.

## ARTICLE II – SCOPE OF LANDSCAPE ARCHITECT’S SERVICES

1. The LANDSCAPE ARCHITECT’s services include those described in this Article and Attachment “A” include LANDSCAPE ARCHITECTURE services and any other services necessary to produce a reasonably complete and accurate set of Construction Documents defined as including, but not limited to, the following: The agreement between DISTRICT and contractor awarded the PROJECT (“Contractor”), general and supplementary conditions of the contract between DISTRICT and contractor, drawings, specifications, addenda and other documents listed in the agreement, and modifications issued after execution of the DISTRICT and Contractor Contract.

2. The LANDSCAPE ARCHITECT shall assist the DISTRICT in obtaining approvals if required from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, and public utilities, as well as the required approval of the Division of State Architect, Access Compliance Section.

3. The LANDSCAPE ARCHITECT shall be responsible for determining the capacity of existing utilities, and/or for any design or documentation required to make points of connection to existing utility services that may be located on or off the PROJECT site and which are required for the PROJECT.

4. The LANDSCAPE ARCHITECT shall provide a written PROJECT schedule.

5. The LANDSCAPE ARCHITECT shall attend regular PROJECT coordination meetings between the LANDSCAPE ARCHITECT, its Consultants, the DISTRICT’s representative(s), and other Consultants of the DISTRICT during PROJECT development.

6. The LANDSCAPE ARCHITECT shall make revisions in Drawings, Specifications, the PROJECT Manual or other documents when such revisions are necessary due to the LANDSCAPE ARCHITECT’s failure to comply with approvals or instructions previously given by DISTRICT, including revisions made necessary by adjustments in the DISTRICT’s program or PROJECT Budget.

7. The LANDSCAPE ARCHITECT shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction.

8. The LANDSCAPE ARCHITECT shall provide services in connection with the work of a separate consultant retained by DISTRICT.

11. The LANDSCAPE ARCHITECT shall provide detailed estimates of construction costs at no additional cost to DISTRICT as further described in Articles V and VI.

12. The LANDSCAPE ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, irrigation system components, electrical equipment, and fixtures. All such manufactured items shall be standardized to DISTRICT's criteria to the extent such criteria do not interfere with PROJECT design and are in compliance with the requirements of Public Contract Code §3400.

13. The LANDSCAPE ARCHITECT shall certify to the best of its information pursuant to 40 Code of Federal Regulations §763.99(a)(7), that no asbestos-containing material was specified as a building material in any construction document for the PROJECT and will ensure that contractors provide DISTRICT with a certification that all materials used in the construction are free from any asbestos-containing building materials ("ACBM's"). LANDSCAPE ARCHITECT shall include statements in specifications that materials containing asbestos are not to be included. This certification shall be part of the final PROJECT submittal.

14. The LANDSCAPE ARCHITECT shall consider operating or maintenance costs when selecting systems for the DISTRICT.

15. The LANDSCAPE ARCHITECT shall prepare for and make formal presentations to the Governing Board of DISTRICT, attend public hearings and other public meetings. In addition, LANDSCAPE ARCHITECT shall attend and assist in legal proceedings that arise from errors or omissions of the LANDSCAPE ARCHITECT.

16. The duties, responsibilities and limitations of authority of the LANDSCAPE ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and LANDSCAPE ARCHITECT.

17. The LANDSCAPE ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances are applicable to the PROJECT.

18. The LANDSCAPE ARCHITECT shall have access to the work at all times.

19. Construction Document Phase (Design and Final Design per Attachment "A")

a. The LANDSCAPE ARCHITECT shall prepare, from the Preliminary Concept Plan, dated 4/9/13, approved by the DISTRICT, Construction Documents in an AutoCAD and PDF format acceptable to the District and specifications setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable governmental and code requirements, including, but not limited to, the requirements of the DSA/ACS, California Building Code, Americans with Disabilities Act (ADA) and local Fire Department having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done, the materials, workmanship, finishes, and equipment required for the PROJECT.



b. The LANDSCAPE ARCHITECT shall prepare and file all documents required for and obtain the required approvals of all governmental agencies having jurisdiction over the PROJECT, including the local Fire Department, City Design Review (CDR), County Health Department, Department of Public Works, and others which may have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental authority. LANDSCAPE ARCHITECT shall, whenever feasible, establish beforehand the exact costs due to governmental agencies and submit this cost information to DISTRICT so payments may be prepared. LANDSCAPE ARCHITECT shall not charge a mark-up on costs associated with governmental agency fees when the LANDSCAPE ARCHITECT pays such fees for the DISTRICT.

c. The LANDSCAPE ARCHITECT shall immediately notify the DISTRICT of adjustments in previous estimates of the PROJECT Construction Cost arising from market fluctuations or approved changes in scope or requirements.

d. If the estimated PROJECT Construction Cost exceeds the Budget constraint, the LANDSCAPE ARCHITECT shall make all necessary design revisions at no cost to the DISTRICT to comply with the Budget and scope set by the DISTRICT in conformance with Articles V and VI, unless otherwise modified by written authorization of the DISTRICT.

## 20. Bidding & Award Phase

a. The LANDSCAPE ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT.

b. The LANDSCAPE ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT Purchasing Department and shall assist the DISTRICT in preparing the Contractor's contract and general conditions, including providing plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of electrical, irrigation, and other systems installed by the Contractor, all of which shall be part of the bid documents prepared by the LANDSCAPE ARCHITECT.

c. The LANDSCAPE ARCHITECT shall provide an electronic file containing Construction Documents and specifications at a reprographics company specified by DISTRICT for the bid and for printing of additional sets of plans and specifications during the PROJECT. IN addition, LANDSCAPE ARCHITECT shall provide DISTRICT with an AutoCAD diskette file.

d. If the lowest bid exceeds the Budget for the PROJECT, the LANDSCAPE ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its Budget as set forth in Articles V and VI.

21. Construction Phase

- a. The Construction Phase will commence with the award of the Construction Contract to Contractor.
- b. The LANDSCAPE ARCHITECT shall reproduce ten (10) full size sets of contract documents and all progress prints for the DISTRICT's use at the LANDSCAPE ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.
- c. The LANDSCAPE ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The LANDSCAPE ARCHITECT shall advise the Contractor in the preparation of a marked set of prints indicating dimensioned location of buried utility lines (record drawings) which shall be forwarded to the DISTRICT upon completion of the PROJECT.
- d. The LANDSCAPE ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.
- e. The LANDSCAPE ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as LANDSCAPE ARCHITECT deems necessary to render LANDSCAPE ARCHITECTURAL observation which is distinguished from the continuous personal inspection of the PROJECT inspector (in no case shall the number of visits be less than once every week); make regular reports as may be required by governing agencies; keep the DISTRICT informed of the progress of construction; answer RFI's and review submittals promptly to maintain project schedule; review schedules and shop drawings for compliance with design; approve substitution of materials, equipment, and the laboratory reports thereof subject to DISTRICT knowledge and approval; maintain construction accounts; prepare change orders for written approval of the DISTRICT; examine Contractor's applications for payment and issue certificates for payment in amounts approved by the LANDSCAPE ARCHITECT and DISTRICT; provide a color schedule of all materials in the PROJECT for DISTRICT's review and approval; determine date of completion of the PROJECT; make final punch-list inspection of the PROJECT; assemble and deliver to the DISTRICT written guarantees, instruction books, diagrams, and charts required of the Contractor; and issue the LANDSCAPE ARCHITECT's certificate of completion and final certificate for payment. LANDSCAPE ARCHITECT shall not be compensated any fee for work required as a result of any error or omission by the LANDSCAPE ARCHITECT. Errors may be charged to the LANDSCAPE ARCHITECT at 100% of corrective cost, while omissions may be charged at a rate of 20% of the corrective cost.
- f. The LANDSCAPE ARCHITECT, as part of his/her basic services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.

g. The LANDSCAPE ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor there under.

h. The LANDSCAPE ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution of and progress of the work and all matters and questions relating thereto. The LANDSCAPE ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

i. The LANDSCAPE ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The LANDSCAPE ARCHITECT shall promptly inform the DISTRICT, whenever, in the LANDSCAPE ARCHITECT's opinion, it may be necessary, to stop the work to avoid the improper performance of the agreement. The LANDSCAPE ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed or completed.

j. The LANDSCAPE ARCHITECT shall not issue orders to the Contractor that might commit the DISTRICT to extra expenses or otherwise amend the Construction Documents without first obtaining the written approval of the DISTRICT.

k. The LANDSCAPE ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT. The LANDSCAPE ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this agreement unless otherwise modified in writing.

l. The LANDSCAPE ARCHITECT shall at no additional cost provide services made necessary by defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the LANDSCAPE ARCHITECT and promptly reported to the DISTRICT and Contractor, but which LANDSCAPE ARCHITECT failed to do.

m. The LANDSCAPE ARCHITECT shall review and certify the amounts due the Contractor. The LANDSCAPE ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the LANDSCAPE ARCHITECT's observations and inspections at the site, that the work has progressed to the level certified, that quality of the work is in accordance with the Construction Documents and that the Contractor is entitled to payment in the amount certified.

n. The LANDSCAPE ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Construction Documents. The LANDSCAPE ARCHITECT's action shall not delay the work, but should allow for sufficient time in the LANDSCAPE ARCHITECT's professional judgment to permit adequate review.

o. The LANDSCAPE ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's review in accordance with the Construction Documents, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The LANDSCAPE ARCHITECT shall promptly evaluate and make written recommendations regarding Contractor's proposals for possible change orders in order to maintain project schedule and resolve claims. LANDSCAPE ARCHITECT shall review Contractor's record "as-built" drawings for accuracy and completeness based on addenda, change orders, RFI responses and other data furnished by the Contractor to the LANDSCAPE ARCHITECT.

p. The LANDSCAPE ARCHITECT shall inspect the PROJECT to determine the date or dates of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by the Construction Documents and issue a final certificate for payment upon Contractor compliance with the requirements of the Construction Documents.

q. The LANDSCAPE ARCHITECT shall provide written evaluation of the performance of the Contractor under the requirements of the Construction Documents when requested in writing by the DISTRICT.

r. The LANDSCAPE ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting there from.

s. The LANDSCAPE ARCHITECT shall be responsible for gathering information and processing forms required by applicable governing authorities, such as the DSA/ACS and local Fire Departments, in a timely manner and ensure proper PROJECT close-out.

t. The LANDSCAPE ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and or Contractor relating to the execution or progress of the work as provided in the construction contract. Under no circumstances should this evaluation take longer than 20 calendar days from the date the claim is received by LANDSCAPE ARCHITECT.

u. The LANDSCAPE ARCHITECT shall provide assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

## 28. PROJECT Close-Out

a. The LANDSCAPE ARCHITECT shall assure delivery of the following documents described below to the DSA/ACS for review prior to issuance of a "Certificate of Completion".

b. During the period the PROJECT is under construction the following documents are required:

- (i) Copies of the Project Inspector semi-monthly reports.
- (ii) Final Verified Report Form DSA 6A/E certifying all work is 100% complete from the LANDSCAPE ARCHITECT.
- (iii) Copies of the laboratory reports on all tests or laboratory inspections as returned and done on the PROJECT.

c. Upon completion of construction of the PROJECT, the following reports are required:

- (i) Copy of the Notice of Completion.
- (ii) Verification by the Project Inspector that all items noted on any “Field Trip Notes” have been corrected.

### ARTICLE III – ADDITIONAL LANDSCAPE ARCHITECT’S SERVICES

1. LANDSCAPE ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the LANDSCAPE ARCHITECT’S control. LANDSCAPE ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be negotiated and approved in writing by the DISTRICT. Such services shall include:

a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of the Construction Documents.

b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with Change Orders required by causes beyond the control of the LANDSCAPE ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of LANDSCAPE ARCHITECT.

c. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.

d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors or omissions of LANDSCAPE ARCHITECT.

e. Providing contract administration services after the construction contract time has been exceeded through no fault of the LANDSCAPE ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The LANDSCAPE ARCHITECT's compensation is expressly conditioned on the lack of fault of the LANDSCAPE ARCHITECT and payment will be made upon collection of liquidated damages from the Contractor. Payment of the LANDSCAPE ARCHITECT shall be made from collected liquidated damages.

f. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted LANDSCAPE ARCHITECTURAL practice.

2. If authorized in writing by DISTRICT, LANDSCAPE ARCHITECT shall provide one or more PROJECT Representatives to assist in carrying out more extensive representation at the site than is described in Article II. The PROJECT Representative(s) shall be selected, employed and directed by the LANDSCAPE ARCHITECT, and the LANDSCAPE ARCHITECT shall be compensated therefore as agreed by the DISTRICT and LANDSCAPE ARCHITECT. Through the observations of such PROJECT Representative(s), the LANDSCAPE ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such PROJECT representation shall not modify the rights, responsibilities or obligations of the LANDSCAPE ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be negotiated and approved in writing by the DISTRICT.

#### ARTICLE IV – DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the LANDSCAPE ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, budget constraints as well as any other criteria provided by the DISTRICT.

2. The DISTRICT shall notify the LANDSCAPE ARCHITECT of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the LANDSCAPE ARCHITECT.

3. The DISTRICT shall give prompt written notice to the LANDSCAPE ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT's failure or omission to do so shall not relieve the LANDSCAPE ARCHITECT of LANDSCAPE ARCHITECT's responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

4. The proposed language of certifications requested of the LANDSCAPE ARCHITECT or LANDSCAPE ARCHITECT's consultants shall be submitted to the

LANDSCAPE ARCHITECT for review and approval at least fourteen (14) days prior to execution.

#### ARTICLE V – COST OF CONSTRUCTION

1. During the Construction Document Phase, Construction Cost (“Construction Cost”) shall be reconciled against the DISTRICT’s Budget for the PROJECT.

2. PROJECT Construction Cost as used in this agreement means the total cost to the DISTRICT of all work designed or specified by the LANDSCAPE ARCHITECT, including work covered by approved change orders and/or alternates approved by the DISTRICT, but excluding the following: Any payments to LANDSCAPE ARCHITECT or consultants, for costs of inspections, surveys, tests, and landscaping not included in PROJECT.

3. When labor or material is furnished by the DISTRICT below its market cost, the Construction Cost shall be based upon current market cost of labor and new material.

4. The Construction Costs shall be the acceptable estimate of construction costs of the DISTRICT as submitted by the LANDSCAPE ARCHITECT until such time as bids have been received, whereupon it shall be the bid amount of the lowest responsible responsive bidder.

5. Any Budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the LANDSCAPE ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

6. If the lowest bid received exceeds the Budget:
- a. The DISTRICT may give written approval of an increase of such fixed limit;
  - b. The DISTRICT may authorize rebidding of the PROJECT within a reasonable time.
  - c. If the PROJECT is abandoned, the DISTRICT may terminate this AGREEMENT in accordance with Article VIII, Paragraph 2;
  - d. The DISTRICT may request the LANDSCAPE ARCHITECT prepare, at no additional cost, deductive change packages acceptable to the District that will bring the PROJECT within the Budget; or
  - e. The DISTRICT may request the LANDSCAPE ARCHITECT cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

7. If the DISTRICT chooses to proceed under Article V, paragraph 6(e), the LANDSCAPE ARCHITECT, without additional charge, agrees to redesign until the PROJECT is brought within the Budget set forth in this agreement. Redesign does not mean phasing or removal of parts of the PROJECT unless agreed in writing by the DISTRICT. Redesign means redesign of the PROJECT with all its component parts to meet the Budget set forth in this AGREEMENT.

#### ARTICLE VI – ESTIMATE OF PROJECT CONSTRUCTION COSTS

1. Estimates referred to in Article II shall be prepared on a square foot/unit cost basis, or more detailed computation if deemed necessary by the DISTRICT, considering prevailing construction costs and including all work for which bids will be received. It is understood that the PROJECT Construction Cost is affected by the labor and/or material market as well as other conditions beyond the control of the LANDSCAPE ARCHITECT or DISTRICT.

2. The LANDSCAPE ARCHITECT shall review the estimate at the conclusion of the Construction Document Phase of the LANDSCAPE ARCHITECT's services. The LANDSCAPE ARCHITECT shall provide the DISTRICT with a written evaluation of the estimate at the conclusion of the Construction Document Phase of the LANDSCAPE ARCHITECT's services. The LANDSCAPE ARCHITECT's written evaluations shall, among other things, evaluate how the estimates compare to the Budget. If such estimates are in excess of the Budget, the LANDSCAPE ARCHITECT shall revise the type or quality of construction to come within the budgeted limit at no additional cost to the DISTRICT. LANDSCAPE ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

3. The LANDSCAPE ARCHITECT shall review and update, if necessary the LANDSCAPE ARCHITECT'S Preliminary Cost Estimate at no additional cost.

#### ARTICLE VII – LANDSCAPE ARCHITECT'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the LANDSCAPE ARCHITECT or the LANDSCAPE ARCHITECT's Consultants for this PROJECT, shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316 for the purposes of repair, maintenance, renovation, modernization or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the LANDSCAPE ARCHITECT's or LANDSCAPE ARCHITECT's Consultant's documents enumerated above for the purposes of additions, alignments or other development on the PROJECT site.

#### ARTICLE VIII – TERMINATION

1. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other



party, including insolvency of LANDSCAPE ARCHITECT, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the LANDSCAPE ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the LANDSCAPE ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the LANDSCAPE ARCHITECT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement LANDSCAPE ARCHITECT costs shall be deducted from payments to the LANDSCAPE ARCHITECT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article VIII, Paragraph 4 below, and LANDSCAPE ARCHITECT shall have no greater rights than it would have had if a termination for convenience had been claimed, requested or recovered by LANDSCAPE ARCHITECT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the LANDSCAPE ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay to the LANDSCAPE ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the LANDSCAPE ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the LANDSCAPE ARCHITECT. In addition, LANDSCAPE ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the LANDSCAPE ARCHITECT under this paragraph through 50% completion of the LANDSCAPE ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to LANDSCAPE ARCHITECT as termination cost. This 3% payment is agreed to compensate the LANDSCAPE ARCHITECT for the unpaid profit LANDSCAPE ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, LANDSCAPE ARCHITECT agrees to continue the work diligently to completion. If the dispute

is not resolved, LANDSCAPE ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but LANDSCAPE ARCHITECT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

#### ARTICLE IX – AUDIT OF ACCOUNTING RECORDS OF THE LANDSCAPE ARCHITECT

LANDSCAPE ARCHITECT shall maintain, on a generally recognized accounting basis, auditable books, records, documents, and other evidence pertaining to direct personnel, costs and expenses in this Agreement. These records shall be maintained for a period of at least three (3) years after final payment has been made, subject to any applicable rules, regulations or statutes.

District's authorized representative(s) shall have access, with reasonable notice, to any books, documents, papers, electronic data, and other records which they determine to be pertinent to this Agreement for performing an audit, evaluation, inspection, review, assessment, or examination. These representative(s) are authorized to obtain excerpts, transcripts, and copies, as they deem necessary.

Should LANDSCAPE ARCHITECT disagree with any audit conducted by District, LANDSCAPE ARCHITECT shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with District a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. LANDSCAPE ARCHITECT shall not be reimbursed by District for such an audit.

In the event LANDSCAPE ARCHITECT does not make available its books and financial records at the location where they are normally maintained, LANDSCAPE ARCHITECT agrees to pay all necessary and reasonable expenses, including legal fees, incurred by District in conducting any audit.

#### ARTICLE X – COMPENSATION TO THE LANDSCAPE ARCHITECT

The DISTRICT shall compensate the LANDSCAPE ARCHITECT in an amount not to exceed \$31,660.00 and is as follows:

1. LANDSCAPE ARCHITECT change orders fees are paid as approved by the DISTRICT Board. If a change order is approved without LANDSCAPE ARCHITECT fee, no fee will be paid to the LANDSCAPE ARCHITECT unless negotiated prior to commencing change order work.
2. Payment to the LANDSCAPE ARCHITECT will be as follows:

Construction Documents:	70% of estimated LANDSCAPE ARCHITECT Fee, to be paid monthly based on actual level of completion, as set forth on Attachment "A".
DSA/ACS Approval	5% of estimated LANDSCAPE ARCHITECT FEE as set forth on Attachment "A".
Bidding Phase: (Board Approval)	10% of estimated LANDSCAPE ARCHITECT fee as set forth on Attachment "A".
Construction Admin:	13%, of estimated LANDSCAPE ARCHITECT fee, to be paid monthly based on actual level of completion, based on accepted bid.
DSA closure with Certification.	2% of Estimated LANDSCAPE ARCHITECT FEE as set forth on Attachment "A".
TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION	100% of actual LANDSCAPE ARCHITECT Fee based on accepted bid.

3. Fixed Fee of \$30,660.00 per Attachment "A".

4. To the extent that the time initially established for the completion of LANDSCAPE ARCHITECT's services is exceeded or extended through no fault of the LANDSCAPE ARCHITECT, compensation for any services rendered during the additional period of time shall be negotiated and subject to prior approval by DISTRICT Board. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

5. Expenses incurred by the LANDSCAPE ARCHITECT and LANDSCAPE ARCHITECT's employees and Consultants in the interest of the PROJECT shall have prior DISTRICT written approval before they are incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

#### ARTICLE XI – REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid to the LANDSCAPE ARCHITECT as stipulated in Attachment "A", the LANDSCAPE ARCHITECT's employees and Consultants for the following specified items:

a. Approved reproduction of drawings and specifications in excess of the copies provided by this AGREEMENT, which includes sets of construction documents and all progress prints.

b. Fees advanced for securing approval of authorities having jurisdiction over the PROJECT.

2. Reimbursable expenses are estimated to be \$1,000.00, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

3. Reimbursement for fees and other expenses, except for construction administration services associated with delay caused solely by the Contractor, shall be made to the LANDSCAPE ARCHITECT as incurred. Reimbursable expenses shall not include:

- a. Travel expenses;
- b. Check prints;
- c. Prints or plans or specifications made for LANDSCAPE ARCHITECT's Consultants and all progress prints;
- d. Preliminary plans and specifications;
- e. LANDSCAPE ARCHITECT's consultants' reimbursables;
- f. Models or mock-ups
- g. Meetings with cities, planning officials, fire departments, or other public agencies.

#### ARTICLE XII – EMPLOYEES AND CONSULTANTS

1. The LANDSCAPE ARCHITECT, as part of the LANDSCAPE ARCHITECT's basic professional services, shall furnish the necessary services of landscape, electrical, and civil engineers to complete the PROJECT. All consultant services shall be provided at the LANDSCAPE ARCHITECT's sole expense.

2. The LANDSCAPE ARCHITECT shall submit, for written approval by the DISTRICT, the names of the consultant firms proposed for the PROJECT. Nothing in this AGREEMENT shall create any contractual relation between the DISTRICT and any Consultants employed by the LANDSCAPE ARCHITECT under the terms of this AGREEMENT.

3. LANDSCAPE ARCHITECT's consultants shall be licensed to practice in California and have relevant experience with California school design and construction during the last five (5) years. If any employee or consultant of the LANDSCAPE ARCHITECT is not acceptable to the DISTRICT, then that individual shall be replaced with an acceptable, competent person at the DISTRICT's request.

4. The construction administrator, or field representative, assigned to this PROJECT by LANDSCAPE ARCHITECT shall be licensed as a California LANDSCAPE ARCHITECT and able to make critical PROJECT decisions in a timely manner and shall be readily available and provide by phone, facsimile and through correspondence, design direction and decisions when the construction administrator is not at the site.

ARTICLE XIII – MISCELLANEOUS

1. The LANDSCAPE ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, LANDSCAPE ARCHITECT and Contractor during all phases of the PROJECT and concerning any material conditions in the requirements, scope, performance and/or sequence of the work. The LANDSCAPE ARCHITECT shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, LANDSCAPE ARCHITECT agrees to indemnify and hold DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to LANDSCAPE ARCHITECT's employees or LANDSCAPE ARCHITECT's subcontractor's employees arising out of LANDSCAPE ARCHITECT's work under this AGREEMENT;

b. General Liability. Liability arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the LANDSCAPE ARCHITECT for damages related to (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or, (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the LANDSCAPE ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the LANDSCAPE ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent LANDSCAPE ARCHITECTS who are directly employed by the DISTRICT.

c. Professional Liability. Liability arising out of, pertaining to, or relating to the professional negligence, recklessness, or willful misconduct of the LANDSCAPE ARCHITECT, which the LANDSCAPE ARCHITECT shall indemnify and hold the DISTRICT entirely harmless from and including any loss, injury to, death of persons or damage to property caused by any act, neglect, default or omission of the LANDSCAPE ARCHITECT, or any person, firm or corporation employed by the LANDSCAPE ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the DISTRICT.

d. The LANDSCAPE ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on account of, or founded upon any cause, damage or injury identified here in Article XIII, Section 2, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

3. LANDSCAPE ARCHITECT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT which will protect LANDSCAPE ARCHITECT and DISTRICT from claims which may arise out of or result from LANDSCAPE ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The LANDSCAPE ARCHITECT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and,
5. Personal injury.

c. Professional liability insurance, including contractual liability, with limits of ONE MILLION DOLLARS (\$1,000,000) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Valuable Document Insurance. The LANDSCAPE ARCHITECT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the LANDSCAPE ARCHITECT, and the DISTRICT shall be named as an additional insured.

e. Each policy of insurance required in b. above shall name DISTRICT and its officers, agents and employees as additional insured's; shall state that, with respect to the operations of LANDSCAPE ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and shall waive all rights of subrogation. LANDSCAPE ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, LANDSCAPE ARCHITECT shall delivery to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event LANDSCAPE

ARCHITECT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of LANDSCAPE ARCHITECT, and in such event LANDSCAPE ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

f. In the event that LANDSCAPE ARCHITECT subcontracts any portion of LANDSCAPE ARCHITECT's duties, LANDSCAPE ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article XIII 3 (a)(b)(c)(d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence.

4. LANDSCAPE ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. LANDSCAPE ARCHITECT understands and agrees that LANDSCAPE ARCHITECT and all of LANDSCAPE ARCHITECT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. LANDSCAPE ARCHITECT assumes the full responsibility for the acts and/or omissions of LANDSCAPE ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. LANDSCAPE ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective LANDSCAPE ARCHITECT's employees.

5. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or LANDSCAPE ARCHITECT.

6. The DISTRICT and LANDSCAPE ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. LANDSCAPE ARCHITECT shall not assign this AGREEMENT.

7. This AGREEMENT shall be governed by the laws of the State of California.

8. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and LANDSCAPE ARCHITECT and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the LANDSCAPE ARCHITECT.

9. The rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this AGREEMENT.

The parties, through their authorized representatives have executed this AGREEMENT as of the day and year written below.

Community Works Design Group

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

Timothy I. Maloney, ASLA  
CPRS Landscape Architect  
4649 Brockton Avenue  
Riverside, CA 92506

Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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



ATTACHMENT "A"

**FIXED FEE**

LANDSCAPE Architectural Fixed Fee:

Community Works Design Group to perform design, design development, construction documents and construction observation based on a fixed fee structure in an amount not to exceed \$30,660.00.

Reimbursable Expenses:

Reimbursable expenses are in addition to the fixed fee structure, and shall be paid in an amount not to exceed \$1,000.00.



LANDSCAPE ARCHITECTURE

4048 Brooklyn Avenue

Riverside, CA 92506

(951) 309-0700

Fax (951) 309-4039

<http://www.communityworksdesign.com>

CA License #2110

NV License #3039

April 24, 2013

Mr. Charles D. Wyckoff, Interim Vice President  
RIVERSIDE CITY COLLEGE  
4800 Magnolia Avenue  
Riverside, California 92506

Subject: Professional Services for: RCC Courtyard – Construction Documents

Dear Mr. Wyckoff:

On behalf of the firm of Community Works Design Group, we are pleased to present this proposal to provide Construction Document and Construction Administrative services to RCC for the RCC Courtyard Project.

THE PROPOSAL

Our proposal covers key issues we feel to be of greatest significance for the smooth, efficient completion of the project. The members of the Design Team and I appreciate your consideration of our firm to continue to provide our professional consulting services for this project.

Respectfully submitted,

COMMUNITY WORKS DESIGN GROUP

Timothy I. Maloney, ASLA,  
CPRS Landscape Architect  
License Number 2110

*Community Works Design Group  
RCC Courtyard*

## SCOPE OF SERVICES

Services provided by the Community Works Design Group (CWDG) Design Team for RCC will continue to reflect Client and community expectations. We will be providing the following services per the information received from our team meeting of March 25.

### A. PREPARATION OF TOPOGRAPHIC BASE PLAN/MATERIAL PROGRAM ASSESSMENT:

1. We will provide a Topographic Plan of the Courtyard in order to locate specific items such as light poles, walkways, drainage inlets, utility vaults, valve boxes, etc. The topographic plan will also note specific and key spot elevations of existing walks and items noted above.
2. We will conduct a thorough physical inspection of the project site and collect all data regarding proposed improvements and facilities within the project area. We will work with Adkan Engineers and your team regarding the location of all easements and utilities.

### B. DESIGN AND FINAL DESIGN:

There will be two phases of the Construction Document Phase. The first phase will include the Design Development, in which we will bring the drawings to approximately 65%. Plans at this stage will outline all demolition items, utility/ infrastructure items, hardscape/pathway elements, layout irrigation heads, lighting fixtures re-locations and indicate major planting concepts. These plans will be presented to your office for review in order to determine any final adjustments prior to working out details and beginning specifications. Once approved, our office will continue on the Construction Documents until final completion, where they will be turned over to your office for final reviews. We will attend all meetings as required during this phase of the project.

1. **DEMOLITION PLANS:** We will prepare complete temporary construction fencing and demolition plans for the area. All temporary paths of travel will be indicated and provided on the plans. All items to be removed and/or relocated will be indicated.
2. **GRADING AND DRAINAGE PLANS:** We will prepare complete grading and drainage plans based on the topographic plans prepared by Adkan Engineers. All spot elevations will be provided for walks and walls and flow lines indicated as well as drainage pipe sizing and connections, etc.
3. **CONSTRUCTION PLANS AND DETAILS:** We will prepare complete construction plans for the new courtyard/plaza area including all paved areas, seat walls, sound walls and site furnishings. All details for installation will be provided
4. **ELECTRICAL PLANS:** Design West will prepare the electrical plans for the relocation of the three area lights as well as providing for any "charging hot spot" locations you may desire.
5. **IRRIGATION PLANS:** We will prepare complete/adjusted irrigation plans for the new courtyard areas – both the main courtyard and the School of Nursing fountain courtyard. We will utilize existing mainlines and valves. Full detailing of all equipment will be included. Vandal resistance, durability, serviceability, reliability, water conservation and efficiency will be our primary concerns.

RCC COURTYARD PROJECT -RIVERSIDE

April 24, 2013

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6. PLANTING PLANS: We will prepare adjusted Planting Plans with all necessary details. Plant suitability, maintainability, drought and frost resistance and consistency with enhancements of the existing themes will be primary concerns.
7. SPECIFICATIONS: Specifications detailing materials and workmanship for all of the above items will be provided in the required plan format.
8. DOCUMENT PROCESSING: We will submit the documents for RCC staff approvals. We will review documents and make all necessary corrections.
9. DELIVERABLES: We will prepare and deliver to RCC staff all meeting minutes, notes and construction plans and specifications in electronic format and hard copies. We will attend all meetings as required during this phase of the project

C. BIDDING

1. When the project goes out for competitive bidding, we will assist the client in the bid process, noting direction given to contractors, questions asked and follow-up clarifications or addendum items.
2. If requested, we will assist the Client in obtaining and evaluating bids as required.

D. CONSTRUCTION PHASE

1. We will coordinate with the Client, as required, throughout the life of the project.
2. This phase will commence with the notice to proceed to the contractor and terminate when final payment is issued by the Client.
3. We will provide observations during construction for the purpose of establishing acceptability and provide written documentation of official job meetings to those present. We will attend construction meetings as required.
4. Based on our observations at the site and on the contractor's application for payment, we will assist in determining the amount owed to the contractor. We will review job drawings, samples and other submissions of the contractor for conformance with the design of the project and for compliance with the information given in the conformance contract documents.
5. We will review change orders and submittals for approval and issuance by the Client. We will respond to requests for information from the contractor, issue field bulletins and requests for quotations.
6. We will participate in a post-construction evaluation process to assess the success of the project and to make recommendations for future modifications or adjustments. We will review as-builts and assist in the reproduction of the as-built information on disc. We will also provide a Certified Water Audit should this be desired and or required by RCC.

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RCC COURTYARD PROJECT -RIVERSIDE

April 24, 2013

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FEE PROPOSAL

The following is our proposed fee to provide all work mentioned in the Scope of Work noted above.

Topographic Plan and Material Program Assessment	Lump Sum	\$ 3,730.00
Construction Plans and Details	Lump Sum	\$ 23,430.00
Bidding and Construction Admin	Hourly	\$ 3,500.00
Reimbursables	<u>Estimated</u>	<u>\$ 1,000.00</u>
NOT TO EXCEED TOTAL		\$ 31,660.00

- A. Our fees will be billed at our Normal Hourly Rates per Attachment 1.
- B. Provisions of Attachment 1 and 2 are an integral part of this proposal as if herein written in full.
- C. Field Observation services will be provided at the Client's request and billed/charged at the Landscape Architect's hourly rate per Attachment 1.
- D. This proposal is valid for a minimum of 90 days.
- E. If project is terminated, the Owner is only liable to pay consultant for services performed prior to termination of project, including reimbursable expenses.

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

RCC COURTYARD PROJECT -RIVERSIDE

April 24, 2013

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ATTACHMENT - 1

NORMAL HOURLY RATES

Principal Landscape Architect's time at the fixed rate of:	\$155.00 per hour
Landscape Architect's time at the fixed rate of:	\$115.00 per hour
Electrical Engineer's time at the fixed rate of:	\$125.00 per hour
Landscape Designer's time at the fixed rate of:	\$95.00 per hour
Professional Staff's time at the fixed rate of:	\$65.00 per hour

OUTSIDE CONSULTANTS

Services of outside consultants not listed in this proposal, at our direct cost, plus 15% of the actual cost of their services for coordination.

REIMBURSABLE ITEMS

Reimbursable items such as the cost of plotting, graphic reproduction and shipping, will be billed at our direct cost plus 15%.

TERMS AND CONDITIONS OF PAYMENT

We will bill on a monthly basis in proportion to the percentage of work complete at the time of billing. All billing statements are due upon receipt.

ATTACHMENT - 2

ADDITIONAL SERVICES

Additional Services shall be performed only when requested or approved by the Client. Compensation for such services shall be in accordance with our Normal Hourly Rates and Reimbursable Items per Attachment 1. Additional services may include, but are not limited to:

1. Revising previously approved drawings to accomplish changes ordered by the Client.
2. Any work requested by the Client that is not heretofore mentioned.
3. Structural soils testing.
4. Structural Engineering.

CLIENT'S RESPONSIBILITY

1. Client to provide all available data possible regarding the site information and surrounding properties.
2. Complete information concerning available services and utilities for all contract areas.
3. Assist with coordinating the approval process with RCC departments and provide as-built plans to the extent possible.
4. Development restrictions, program restrictions and other such data.

ATTACHMENT "B"





## Agenda Item (VIII-D-2)

Meeting	11/19/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-2)
Subject	2012-2013 Proposition 39 Financial and Performance Audits
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees receive the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bonds for the year ended June 30, 2013 for the permanent file of the District.

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### Background Narrative:

Background information relative to the 2012-2013 Proposition 39 independent financial and performance audits of the District's Measure C general obligation bonds is attached.

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

### Attachments:

[11192013\\_2012-2013 Proposition 39 Financial and Performance Audits Background Information](#)



## 2012-2013 Proposition 39 Financial and Performance Audits November 19, 2013

In accordance with the provisions of Proposition 39, independent financial and performance audits of the Measure C general obligation bonds were performed by Vicenti, Lloyd and Stutzman LLP (VLS). The audit report was presented to the Citizens Bond Oversight Committee at its regularly scheduled meeting on October 10, 2013. A representative of the audit firm will be available to present and discuss the reports. Results of the audits are summarized below.

### Auditor's Opinion

The auditors have issued unqualified opinions for both the Financial and Performance Audits; excerpts of which are as follows:

*Financial Audit* - "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the General Obligation Bond Funded Capital Outlay Projects of the District as of June 30, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America."

*Performance Audit* - "The results of our tests indicated that, in all significant respects, the District expended Measure C General Obligation Bond funds for the year ended June 30, 2013 only for the specific projects developed by the District's Board of Trustees, and approved by the voters in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15624 and 15272 – 15286 of the California Education Code."

### Audit Findings

There were no findings or questioned costs related to the financial and performance audits of the Measure C general obligation bonds for the year ended June 30, 2013 and June 30, 2012.

### Auditor's Required Communication – Audit Completion

In accordance with the Statement on Auditing Standards No. 114, at the conclusion of the audit engagement VLS is required to communicate information to the Board of Trustees regarding their responsibility under United States Generally Accepted Auditing Standards. Attached for your information is the required communication issued by VLS.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RIVERSIDE COUNTY**

**REPORT ON PROPOSITION 39 FUNDING  
FINANCIAL AND PERFORMANCE AUDITS**

**June 30, 2013**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**REPORT ON PROPOSITION 39 FUNDING  
FINANCIAL AND PERFORMANCE AUDIT**

**June 30, 2013**

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**INDEPENDENT AUDITOR'S REPORT ON  
PROPOSITION 39 GENERAL OBLIGATION BOND  
FUNDED CAPITAL OUTLAY PROJECTS**

The Board of Trustees  
The Measure C Citizens' Bond Oversight Committee  
Riverside Community College District  
Riverside, California

**Report on the Financial Statements**

We have audited the accompanying Balance Sheet, Statement of Revenues, Expenditures and Change in Fund Balance and Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual for the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District (the District) as of and for the fiscal year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's General Obligation Bond Funded Capital Outlay Projects financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the General Obligation Bond Funded Capital Outlay Projects of the District as of June 30, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Reporting Required by Government Auditing Standards**

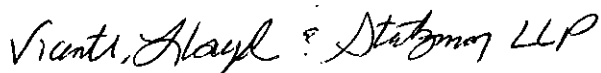
In accordance with *Government Auditing Standards*, we have also issued our report dated September 26, 2013 on our consideration of the District's internal control over General Obligation Bond Funded Capital Outlay Projects financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting and compliance.

### **Other Matters**

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the District's General Obligation Bond Funded Capital Outlay Projects financial statements. The supplementary schedules are presented for purposes of additional analysis and are not a required part of the financial statements.

The supplementary section is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.



VICENTI, LLOYD & STUTZMAN LLP  
Glendora, CA  
September 26, 2013

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**BALANCE SHEET**  
**GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**  
**June 30, 2013**

**Assets**

Cash in county treasury	\$ 63,244,178
Accounts receivable	40,048
Due from other funds	<u>27,288</u>
<b>Total Assets</b>	<b><u><u>\$ 63,311,514</u></u></b>

**Liabilities and Fund Balance**

**Liabilities**

Accounts payable	\$ 2,756,353
Due to other funds	<u>65,036</u>
<b>Total Liabilities</b>	<b><u>2,821,389</u></b>

**Fund Balance**

Restricted	<u>60,490,125</u>
<b>Total Fund Balance</b>	<b><u>60,490,125</u></b>
<b>Total Liabilities and Fund Balance</b>	<b><u><u>\$ 63,311,514</u></u></b>

The accompanying notes are an integral part of the financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**For the Fiscal Year Ended June 30, 2013**

<b>Revenues</b>		
Contributions	\$	233,975
Interest and investment income		<u>252,357</u>
<b>Total Revenues</b>		<u>486,332</u>
<b>Expenditures</b>		
Classified salaries		402,300
Benefits		174,427
Supplies		635
Other services		623,243
Capital outlay		<u>25,070,847</u>
<b>Total Expenditures</b>		<u>26,271,452</u>
Net change in fund balance		(25,785,120)
Fund Balance at Beginning of Year		<u>86,275,245</u>
Fund Balance at End of Year	\$	<u><u>60,490,125</u></u>

The accompanying notes are an integral part of the financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS  
For the Fiscal Year Ended June 30, 2013**

	<u>Budget *</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues</b>			
Contributions	\$ 1,260,284	\$ 233,975	\$ (1,026,309)
Interest and investment income	460,000	252,357	(207,643)
<b>Total Revenues</b>	<u>1,720,284</u>	<u>486,332</u>	<u>(1,233,952)</u>
<b>Expenditures</b>			
Classified salaries	518,651	402,300	116,351
Benefits	246,505	174,427	72,078
Supplies	635	635	-
Other services	653,998	623,243	30,755
Capital outlay	<u>140,371,537</u>	<u>25,070,847</u>	<u>115,300,690</u>
<b>Total Expenditures</b>	<u>141,791,326</u>	<u>26,271,452</u>	<u>115,519,874</u>
 Net change in fund balance	 <u>\$ (140,071,042)</u>	 (25,785,120)	 <u>\$ 114,285,922</u>
 Fund Balance at Beginning of Year		 <u>86,275,245</u>	
 Fund Balance at End of Year		 <u>\$ 60,490,125</u>	

\* The budget for revenues reflects estimated amounts to be received in the current year. The budget for expenditures reflects amounts remaining and available for current and subsequent years' expenditures and does not necessarily coincide with actual planned expenditures in the current year.

The accompanying notes are an integral part of the financial statements.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

**ACCOUNTING POLICIES**

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

**FUND STRUCTURE**

The Statement of Revenues, Expenditures and Change in Fund Balance is a statement of financial activities of the General Obligation Bond Funded Capital Outlay Projects related to the current reporting period. Fund expenditures frequently include amounts for land, buildings, equipment, retirement of indebtedness, transfers to other funds, etc. Consequently, this statement does not purport to present the result of operations or the net income or loss for the period as would a statement of income for a profit-type organization.

**BASIS OF ACCOUNTING**

The General Obligation Bond Funded Capital Outlay Projects is maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered).

During the year, Cash in the County Treasury is recorded at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

**BUDGET**

The Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual includes a column titled “Budget”. The amounts in this column represent the budget adopted by the Board and all amendments throughout the year.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)**

**FUND BALANCE CLASSIFICATION**

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type* Definitions, the governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation are considered restricted. The fund balance of the General Obligation Bond Funded Capital Outlay Projects is therefore classified as restricted.

**CAPITAL ASSETS AND LONG-TERM DEBT**

The accounting and reporting treatment applied to the capital assets and long-term liabilities associated with the General Obligation Bond Funded Capital Outlay Projects are determined by its measurement focus. The General Obligation Bond Funded Capital Outlay Projects is accounted for on a spending or “financial flow” measurement focus. This means that only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered a measure of “available spendable resources”. Thus, the capital assets and long-term liabilities associated with the General Obligation Bond Funded Capital Outlay Projects are accounted for in the basic financial statements of the Riverside Community College District.

**ESTIMATES**

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 2 - DEPOSITS – CASH IN COUNTY TREASURY:**

In accordance with Education Code Section 41001, the District maintains all of its cash in the Riverside County Treasury as part of the common investment pool. These pooled funds are carried at amortized cost which approximates fair value. The fair value of the District's deposits for the General Obligation Bond Funded Capital Outlay Projects in this pool as of June 30, 2013, as provided by the County Treasurer, was \$63,059,955, based on the District's pro-rata share of the fair value for the entire portfolio.

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the County are either secured by federal depository insurance or are collateralized. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

**NOTE 3 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS:**

There were no excess of expenditures over appropriations, by major object accounts.

**NOTE 4 – BONDED DEBT:**

On March 2, 2004, the voters of Riverside Community College District approved Measure C, a \$350 million bond measure designed to provide funds to improve facilities and safety at the Moreno Valley, Norco, and Riverside campuses. The outstanding related bonded debt for the District at June 30, 2013 is:

<u>Issue Date</u>	<u>Interest Rate %</u>	<u>Maturity Date</u>	<u>Amount of Original Issue</u>	<u>Outstanding July 1, 2012</u>	<u>Issued Current Year</u>	<u>Redeemed Current Year</u>	<u>Outstanding June 30, 2013</u>
2004A	4.00-5.25%	2030	\$ 55,205,000	\$ 2,975,000	\$	\$ 620,000	\$ 2,355,000
2005 Refunding	3.00-5.00%	2025	58,386,109	49,374,093		876,061	48,498,032
2007C	4.00-5.00%	2033	90,000,000	68,510,000			68,510,000
2010D	2.36-5.53%	2026	7,699,278	7,699,278			7,699,278
2010D-1	6.97-7.02%	2040	102,300,000	102,300,000			102,300,000
			<u>\$ 313,590,387</u>	<u>\$ 230,858,371</u>	<u>\$ -</u>	<u>\$ 1,496,061</u>	<u>\$ 229,362,310</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 4 – BONDED DEBT: (continued)**

**Series A & B**

In August 2004, the District issued the General Obligation Bonds, Series A in the amount of \$55,205,000. Series A Bonds were issued to finance the acquisition, construction, and modernization of property and school facilities and to refund the District’s outstanding Certificates of Participation (1993 Financing Project). Series B Bonds for \$9,795,000 were also issued in August 2004 to advance refund the District’s outstanding Certificates of Participation (2001 Refunding Project). The Series B Bonds were paid in full as of June 30, 2008. The annual requirements to amortize all Series A Bonds payable, outstanding as of June 30, 2013, are as follows:

<b><u>Year Ended June 30,</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2014	\$ 795,000	\$ 85,375	\$ 880,375
2015	1,000,000	49,475	1,049,475
2016	15,000	29,156	44,156
2017	15,000	28,463	43,463
2018	20,000	27,588	47,588
2019-2023	135,000	120,155	255,155
2024-2028	180,000	71,663	251,663
2029-2030	195,000	7,563	202,563
	<b><u>\$ 2,355,000</u></b>	<b><u>\$ 419,438</u></b>	<b><u>\$ 2,774,438</u></b>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 4 – BONDED DEBT: (continued)**

**Refunding**

In June 2005, the District issued the General Obligation Refunding Bonds, Series 2004A in the amount of \$58,386,109 to advance refund all or a portion of the outstanding principal amount of the District's General Obligation Series A Bonds and to pay costs of issuance associated with the Bonds. The annual requirements to amortize Refunding Bonds payable, outstanding as of June 30, 2013, are as follows:

<b>Year Ended June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Accreted Interest Component</b>	<b>Total</b>
2014	\$ 837,747	\$ 2,298,250	\$ 1,327,253	\$ 4,463,250
2015	797,240	2,298,250	1,517,760	4,613,250
2016	898,045	2,298,250	2,031,955	5,228,250
2017	3,165,000	2,219,125		5,384,125
2018	3,570,000	2,050,750		5,620,750
2019-2023	25,090,000	6,933,750		32,023,750
2024-2025	14,140,000	723,750		14,863,750
	<u>\$ 48,498,032</u>	<u>\$ 18,822,125</u>	<u>\$ 4,876,968</u>	<u>\$ 72,197,125</u>

Capital appreciation bonds were issued as part of the 2005 refunding issuance. Prior to their applicable maturity dates, each capital appreciation bond will accrete interest on the principal component, with all interest accreting through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest accrued has been reflected in the long term debt balance on the District's financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 4 – BONDED DEBT: (continued)**

**Series C**

In June 2007, the District issued the General Obligation Bonds, Series C in the amount of \$90,000,000. The bonds were issued to finance the repair, acquisition, construction, and equipping of certain district facilities, and to pay all legal, financial, and contingent costs in connection with the issuance of the Bonds. The annual requirements to amortize Series C Bonds payable, outstanding as of June 30, 2013, are as follows:

<b><u>Year Ended June 30,</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2014	\$	\$ 3,425,500	\$ 3,425,500
2015		3,425,500	3,425,500
2016		3,425,500	3,425,500
2017		3,425,500	3,425,500
2018		3,425,500	3,425,500
2019-2023		17,127,500	17,127,500
2024-2028	24,080,000	15,392,250	39,472,250
2029-2033	44,430,000	4,796,750	49,226,750
	<u>\$ 68,510,000</u>	<u>\$ 54,444,000</u>	<u>\$ 122,954,000</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 4 – BONDED DEBT: (continued)**

**Series D & D-1**

In October 2011, the District issued General Obligation Bonds, Series D and D-1 in the amount of \$109,999,278. These bonds consisted of \$7,699,278 tax-exempt Series D bonds and \$102,300,000 in federally taxable Build America Bonds Series D-1. The Build America Bonds program was created by the American Recovery and Reinvestment Act to assist state and local governments in financing capital projects at lower borrowing costs and to stimulate the economy and create jobs.

The District elected to treat the Series D-1 bonds as “Build America Bonds” under Section 54AA of the Tax Code, and the Series D-1 Bonds be “qualified bonds” under Section 54AA(g)(2) of the Tax Code which make the District eligible for a cash subsidy payment from the United States Treasury equal to 35% of the interest payable on the Series D-1 Bonds. The District will deposit the cash subsidy payments with the County to be credited to the Debt Service Fund for the Series D-I Bonds. Cash subsidy payments are expected to be received contemporaneously with each interest payment date. The annual requirements to amortize Series D Bonds payable, outstanding as of June 30, 2013, are as follows:

<b><u>Year Ended June 30,</u></b>	<b><u>Principal</u></b>	<b><u>Accreted Interest</u></b>	<b><u>Total</u></b>
2014	\$	\$	\$
2015			
2016	216,214	158,786	375,000
2017	292,495	277,505	570,000
2018	349,375	415,625	765,000
2019-2023	3,306,796	3,533,204	6,840,000
2024-2026	3,534,398	3,835,602	7,370,000
	<u>\$ 7,699,278</u>	<u>\$ 8,220,722</u>	<u>\$ 15,920,000</u>

Capital appreciation bonds were issued as part of the 2011 Series D issuance. Prior to their applicable maturity dates, each capital appreciation bond will accrete interest on the principal component, with all interest accreting through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest accrued has been reflected in the long term debt balance on the District’s financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 4 – BONDED DEBT: (continued)**

**Series D & D-1 (continued)**

The annual requirements to amortize Series D-1 Build America Bonds payable, outstanding as of June 30, 2013, are as follows:

<b>Year Ended June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2014	\$	\$ 7,164,193	\$ 7,164,193
2015		7,164,193	7,164,193
2016		7,322,979	7,322,979
2017		7,441,697	7,441,697
2018		7,579,818	7,579,818
2019-2023		39,354,169	39,354,169
2024-2028		39,656,567	39,656,567
2029-2033	8,165,000	35,767,985	43,932,985
2034-2038	51,670,000	26,361,315	78,031,315
2039-2040	42,465,000	6,114,589	48,579,589
	<u>\$ 102,300,000</u>	<u>\$ 183,927,505</u>	<u>\$ 286,227,505</u>

**NOTE 5 – COMMITMENTS AND CONTINGENCIES**

**A. Litigation**

The District is involved in various claims and legal actions related to various construction projects. In the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's General Obligation Bond Funded Capital Outlay Projects financial statements

**B. Purchase Commitments**

As of June 30, 2013, the District was committed under various capital expenditure purchase agreements for bond projects in process totaling approximately \$104,850,000.





**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Trustees  
The Measure C Citizens' Bond Oversight Committee  
Riverside Community College District  
Riverside, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Balance Sheet, Statement of Revenues, Expenditures and Change in Fund Balance and Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual for the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District (the District), as of and for the fiscal year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the General Obligation Bond Funded Capital Outlay Projects basic financial statements, and have issued our report thereon dated September 26, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

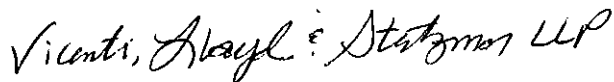
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's General Obligation Bond Funded Capital Outlay Projects financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



VICENTI, LLOYD & STUTZMAN LLP  
Glendora, CA  
September 26, 2013

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**FINANCIAL AUDIT  
SCHEDULE OF FINDINGS AND RESPONSES  
June 30, 2013**

There were no findings related to the financial audit of the General Obligation Bond Funded Capital Outlay Projects for the fiscal years ended June 30, 2013, and June 30, 2012.

**PERFORMANCE AUDIT OF THE GENERAL OBLIGATION BOND  
FUNDED CAPITAL OUTLAY PROJECTS**



**INDEPENDENT AUDITOR'S REPORT  
ON PROPOSITION 39 GENERAL OBLIGATION  
BOND FUNDED CAPITAL OUTLAY PROJECTS  
COMPLIANCE REQUIREMENTS**

The Board of Trustees  
The Measure C Citizens' Bond Oversight Committee  
Riverside Community College District  
Riverside, California

We have conducted a performance audit of the Riverside Community College District (the "District"), Measure C General Obligation Bond funds for the fiscal year ended June 30, 2013.

We conducted our performance audit in accordance with *Governmental Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 19 of this report which includes determining the District's compliance with the performance requirements for the Proposition 39 Measure C General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15624 and 15272 – 15286 of the California Education Code as they apply to the Bonds and the net proceeds thereof. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal control of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15624 and 15272 – 15286 of the California Education Code. Accordingly, we do not express any assurance on internal control.

The results of our tests indicated that, in all significant respects, the District expended Measure C General Obligation Bond funds for the fiscal year ended June 30, 2013, only for the specific projects developed by the District's Board of Trustees, and approved by the voters in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15624 and 15272 – 15286 of the California Education Code.

*Vicenti, Lloyd & Stutzman LLP*

VICENTI, LLOYD & STUTZMAN LLP  
Glendora, CA  
September 26, 2013

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
June 30, 2013**

**BACKGROUND INFORMATION**

In November, 2000, the voters of the State of California approved Proposition 39 authorizing the issuance of general obligation bonds by California public school districts and community colleges under certain circumstances and subject to certain conditions. On March 2, 2004, the voters of Riverside Community College District approved Measure C, a \$350 million bond measure designed to provide funds to improve facilities and safety at the Moreno Valley, Norco, and Riverside campuses.

Pursuant to the requirements of Proposition 39, and related state legislation, the Board of Trustees of the District established a Citizens' Bond Oversight Committee and appointed its members. The principal purpose of the Citizens' Bond Oversight Committee, as set out in state law, is to inform the public as to the expenditures of the proceeds of the bonds issued pursuant to the Measure C Bond authorization. The Citizens' Bond Oversight Committee is required to issue at least one report annually as to its activities and findings.

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct, an annual independent performance audit to ensure that the proceeds of the bonds deposited into the General Obligation Bond Funded Capital Outlay Projects — Measure C Bond Program have been expended only for the authorized bond projects.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
June 30, 2013**

**OBJECTIVES**

The objectives of our Performance Audit were to:

- Determine the expenditures charged to the Riverside Community College District Measure C General Obligation Bond Funded Capital Outlay Projects.
- Determine whether expenditures charged to the Measure C General Obligation Bond Funded Capital Outlay Projects have been made in accordance with the bond project list approved by the voters through the approval of Measure C in March 2004.
- Note incongruities, system weaknesses, or non-compliance with specific California Education Code sections related to bond oversight and provide recommendations for improvement.
- Provide the District Board of Trustees and the Measure C Citizens' Bond Oversight Committee with a performance audit as required under the provisions of the California Constitution and Proposition 39.

**SCOPE OF THE AUDIT**

The scope of our Performance Audit covered the fiscal period from July 1, 2012 to June 30, 2013. The sample of expenditures tested included object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other state or local funding sources, other than the proceeds of the bonds, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2013, were not reviewed or included within the scope of our audit or in this report.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
June 30, 2013**

**PROCEDURES PERFORMED**

We obtained the general ledger and the project expenditure summary reports and detail prepared by the District for the fiscal year ended June 30, 2013 for the General Obligation Bond Funded Capital Outlay Projects — Measure C Bond Program. We also reviewed documentation, including the District website, for compliance with Education Code Sections 15624 and 15272 – 15286. Within the fiscal year audited, we obtained the actual invoices and other supporting documentation for expenditures to ensure compliance with the requirements of Proposition 39 and Measure C with regards to the approved bond projects list. We performed the following procedures:

- We reviewed the projects listed to be funded with general obligation bond proceeds as set forth in the Measure C election documents.
- We selected a sample of expenditures for the fiscal year ended June 30, 2013 and reviewed supporting documentation to ensure that such funds were properly expended on the authorized bond projects.
- We verified on a sample basis that funds from the General Obligation Bond Funded Capital Outlay Projects — Measure C Bond Program were expended on authorized bond projects. In addition, we verified that funds held in the General Obligation Bond Funded Capital Outlay Projects — Measure C Bond Program were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
June 30, 2013**

**CONCLUSION**

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures of the funds held in the Bond Funded Capital Outlay Projects — Measure C Bond Program and that such expenditures were made for authorized bond projects. Further, it was noted that the funds held in the Bond Funded Capital Outlay Projects — Measure C Bond Program and expended by the District, were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
SCHEDULE OF FINDINGS AND RESPONSES  
June 30, 2013**

There were no findings related to the performance audit for the fiscal year ended June 30, 2013.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
BOND PROJECT SUMMARY  
June 30, 2013**

The District has identified the following projects to be funded with proceeds from the general obligation bonds. The District incurred costs of \$220,427,180 through June 30, 2013 for these construction projects. Capital outlay and other financing expenditures were as follows:

	BUDGET	TOTAL PROJECT COSTS THROUGH June 30, 2012	2013 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH June 30, 2013
Parking Structure - Riverside	\$ 20,940,662	\$ 20,940,661		\$ 20,940,661
PE Complex / Athletic Field Phase I - Riverside	4,516,435	4,516,435		4,516,435
Lovekin Complex (Swing Space)	3,958,308	3,958,308		3,958,308
Quad Modernization Project	8,918,800	8,985,567	185,956	9,171,523
RCC System Office - Purchase Option	2,629,982	2,629,982		2,629,982
MLK Renovation	1,010,614	1,010,614		1,010,614
Bridge Space Project	1,175,132	1,175,132		1,175,132
Phase III - Norco	9,620,416	9,715,349		9,715,349
District Computer / Network / Phone Upgrades	1,351,043	1,343,166	7,887	1,351,053
Scheduled Maintenance - District Match for State Allocation	1,403,045	1,403,045		1,403,045
Administration Building Remodel	186,100	186,100		186,100
Business Education Building Remodel	129,325	129,325		129,325
Nursing / Sciences Building Riverside	18,272,600	16,016,097	278,463	16,294,560
Phase III - Moreno Valley	7,044,265	2,466,815	2,249,619	4,716,434
Physical Education Phase II	13,738,332	13,313,326	(206,423)	13,106,903
Feasibility and Planning	1,620,777	1,049,478	298,432	1,347,910
Innovative Learning Center	7,399,505	7,399,505		7,399,505
Moreno Valley Secondary Effects	286,227	286,226		286,226
Norco Campus Room Renovations	100,019	100,019		100,019
Riverside Food Services Remodel	987,705	987,705		987,705
Moreno Valley Food Services Remodel	2,654,335	2,649,608		2,649,608
Infrastructure Studies Project	484,414	484,414		484,414
Moreno Valley Hot Water Loop System	869,848	869,848		869,848
Emergency Phones Installation Project	379,717	379,717		379,717
Noresco Utility Retrofit Improvement	6,181,188	6,181,189		6,181,189
Modular Redistribution Norco/MoVal/BC/Riv	8,431,362	8,431,361	(5,500)	8,425,861
ECS Upgrade/Retrofit Norco/MoVal	389,561	389,561		389,561
PBX Operations Center Riv/Nor/MV	15,227,201	2,690,925	8,970,080	11,661,005
Phys/Life Science Secondary Effects StSvc	152,500	152,500		152,500
Norco Campus Student Support Center	15,635,918	15,594,917	38,956	15,633,873
Staff Costs	1,792,889	1,234,519	558,372	1,792,891
Long Range Master Plan Project	1,439,077	1,439,077		1,439,077
Construction Management Services	210,331	210,331		210,331
Logic Domain CPMX	162,375	124,125	12,750	136,875
Aquatic Pool Project	11,028,683	10,818,877	15,099	10,833,976
Norco Soccer Field	3,904,973	3,879,314	25,659	3,904,973
Moreno Valley Parking Structure	5,269,307	5,093,087	(34,813)	5,058,274
Bradshaw Building Electrical	366,353	366,353		366,353

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
BOND PROJECT SUMMARY  
June 30, 2013**

	BUDGET	TOTAL PROJECT COSTS THROUGH June 30, 2012	2013 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH June 30, 2013
Quad Basement Remodel	467,500	352,941		352,941
Black Box Theatre Remodel	10,955	10,955		10,955
Technology Building - A	11,375	11,375		11,375
Center for Health, Wellness and Kinesiology	86,500	83,000	3,500	86,500
Health Science Center	164,971	164,970		164,970
ADA Transition Plan	6,360,000	942,970	2,570,108	3,513,078
March Dental Education Center	9,914,549	9,858,096	20,349	9,878,445
Norco Secondary Effects Project	16,044,292	13,952,895	1,611,046	15,563,941
Utility Infrastructure Upgrade Project	6,585,632	718,949	1,266,401	1,985,350
Norco Campus Safety & Site Improvement Project	967,442	967,442		967,442
Moreno Valley Campus Safety & Site Improvement Project	719,827	719,827		719,827
Moreno Valley Campus Administrative Move to Humanities	25,990	25,990		25,990
Moreno Valley Campus Science Laboratories Remodel	500,000	187,760	114,781	302,541
Ben Clark Public Safety Training Center Project	84,500	53,125		53,125
Riverside Interim Parking Lease	177,023	177,023		177,023
Moreno Valley Center for Human Performance	112,009	103,559	8,450	112,009
Riverside Cosmetology Building	142,500	139,000	3,500	142,500
Alumni Carriage House Restoration Project	150,000	114,229	7,284	121,513
District Wide IT Audit	5,840,000	1,308,486	401,264	1,709,750
District Culinary Arts / District Office Building	32,866,261	2,518,392	1,133,039	3,651,431
Parking Structure Fall Deterrent	7,576	7,576		7,576
Nursing Portables	705,338	705,338		705,338
Central Plant Boiler Project	161,848	161,847		161,847
DSA Project Closures	7,434	7,434	(144)	7,290
Scheduled Maintenance - New	2,520,000	991,925	898,405	1,890,330
Electronic Contract Document Storage	50,000			
2010 IPP/FPP District	334,550			
Program Contingency	4,856,746			
Program Reserve	4,310,463			
District Design Standards	355,000	299,979	35,806	335,785
Moreno Valley Learning Center	127,000	127,000		127,000
Student Services and Workforce Development Bldg.	27,730,875		272,078	272,078
Lovekin Parking/Tennis Project	3,378,125		1,356,068	1,356,068
Food Services "grab-n-go" Facility Project	891,000		77,390	77,390
Master Plan Updates	729,800	127,075	276,328	403,403
Swing Space - Market Street Properties	484,500	255,067	111,123	366,190
Groundwater Monitoring Wells	100,000	64,926	56,211	121,137
Emergency Phone Project - Moreno Valley	450,000	280,379	61,203	341,582
Self-Generation Incentive Program- Norco	3,110,000	9,000	936,261	945,261
Physicians Assistant Laboratory Remodel - Moreno Valley	120,000	7,720	2,443	10,163
Visual and Performing Arts Center - Norco	114,000	96,900	17,100	114,000
Audio Visual Upgrade Project - Moreno Valley	200,000		51,550	51,550
Mechanical Upgrade Project - Moreno Valley	875,000		657,413	657,413

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT  
 BOND PROJECT SUMMARY  
 June 30, 2013**

	BUDGET	TOTAL PROJECT COSTS THROUGH June 30, 2012	2013 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH June 30, 2013
Coil School for the Arts	24,280,000		1,927,958	1,927,958
Coil School for the Arts - Parking Structure	1,456,076			
<b>Total Capital Outlay</b>	<b>338,455,981</b>	<b>194,155,728</b>	<b>26,271,452</b>	<b>220,427,180</b>
Series A Refunding Escrow	57,686,474	57,686,474		57,686,474
COPS Payoffs	11,582,875	11,582,873		11,582,873
Costs of issuance	2,839,859	2,839,858		2,839,858
Debt service	2,835,612	2,835,612		2,835,612
Election costs	98,236	98,236		98,236
<b>Total Other Financing Uses</b>	<b>75,043,056</b>	<b>75,043,053</b>	<b>-</b>	<b>75,043,053</b>
<b>TOTALS</b>	<b>\$ 413,499,037</b>	<b>\$ 269,198,781</b>	<b>\$ 26,271,452</b>	<b>\$ 295,470,233</b>



September 26, 2013

The Board of Trustees  
The Measure C Citizens' Bond Oversight Committee  
Riverside Community College District  
Riverside, California

This letter is intended to ensure that the Board of Trustees and the Measure C Citizens' Bond Oversight Committee of Riverside Community College District (the "District") receives additional information regarding the scope and results of the audit of the General Obligation Bond Funded Capital Outlay Projects that may assist in overseeing the financial reporting and disclosure process for which management is responsible.

These communications relate to the financial statement audit of the General Obligation Bond Funded Capital Outlay Projects that has been performed by Vicenti, Lloyd & Stutzman LLP ("VLS") for the year ended June 30, 2013, and other relevant information relating to VLS' relationship with the District. Our objective is to communicate certain information that is required to be communicated to those charged with governance by professional auditing standards.

The following summarizes various matters which must be communicated to you under auditing standards generally accepted in the United States of America.

#### **The Auditor's Responsibility under Applicable Auditing Standards**

Our audit of the financial statements of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2013 was conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. Accordingly, the audit was designed to obtain reasonable, rather than absolute, assurance about the financial statements. We believe our audit accomplished that objective.

Riverside Community College District  
September 26, 2013  
Page 2

### **Qualitative Aspects of Accounting Practices**

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the District. The significant accounting policies used by the District are described in Note 1 to the financial statements. The District did not adopt any significant new accounting policies nor have there been any changes in existing significant accounting policies during the current period which should be brought to your attention for approval. No significant or unusual transactions or significant accounting policies related to controversial or emerging areas for which there is a lack of authoritative guidance or consensus were noted. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses its knowledge and experience about past and current events, and certain assumptions about future events. Management has informed us it used all the relevant facts available at the time to make the best judgments about accounting estimates, and we considered this information in the scope of our audit. Estimates significant to the financial statements include such items as establishing the accruals of receivables and liabilities. We believe management's estimates are reasonable, based on our audit. However, estimates are subject to change because of future events, and the ultimate amounts realized may differ from those provided.

The financial statement disclosures are neutral, consistent, and clear.

### **Difficulties Encountered in Performing the Audit**

There were no difficulties encountered in dealing with management in performing and completing both the financial and performance audits.

### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no audit adjustments made to the original trial balance presented to us. In addition, we accumulated no uncorrected misstatements for the fiscal year ended June 30, 2013.

### **Disagreement with Management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the audit report. We are pleased to report that we encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments or any significant matters.

Riverside Community College District  
September 26, 2013  
Page 3

### **Management Representations**

We have requested certain representations from management including but not limited to the fair presentation of the financial statements, application of generally accepted accounting principles and management's responsibility for establishing and maintaining effective internal controls. These as well as other representations are included in the management representation letter dated September 26, 2013.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. We are not aware of any consultations management had with other accountants about auditing and accounting matters related to the General Obligation Bond Funded Capital Outlay Projects.

### **Other Information in Documents Containing Audited Financial Statements**

We are not aware of other documents that contain the audit report of the General Obligation Bond Funded Capital Outlay Projects. When such documents are to be published, such as an Annual Report, we have a responsibility to determine that such financial information is not materially inconsistent with the audited statements of the General Obligation Bond Funded Capital Outlay Projects.

### **Other Audit Findings or Issues**

No management letter was issued related to the audit of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2013. Similarly, no major issues were discussed with management prior to our recurring retention to perform the aforementioned audit.

### **Independence**

Vicenti Lloyd & Stutzman LLP is independent with respect to the District. Our quality control processes are established to ensure our continuing independence.

### **Closing**

We will be pleased to respond to any questions you have about the foregoing. If you would like any information or would like to discuss any of the matters raised, please do not hesitate to contact Renee Graves at (626) 857-7300. We appreciate the opportunity to continue to be of service to Riverside Community College District.



Riverside Community College District  
September 26, 2013  
Page 4

**Closing (continued)**

This letter is intended solely for the information and use of the Board of Trustees, Measure C Citizens' Bond Oversight Committee, management and others within the District and is not intended to be and should not be used by anyone other than these specified parties.

*Vicenti, Lloyd & Stutzman LLP*  
VICENTI, LLOYD & STUTZMAN LLP



## Agenda Item (VIII-E-1)

Meeting	11/19/2013 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Agreement Amendment 2 for MVC Phase III Student Academic Services Facility with C.W. Driver
College/District	Moreno Valley
Funding	College Measure C
Recommended Action	It is recommended that the Board of Trustees approve Agreement Amendment 2 for the MVC Phase III Student Academic Services Facility for construction management services with C.W. Driver in the amount of \$16,704. An additional one month extension of time is requested, for a revised completion date of November 4, 2013.

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### Background Narrative:

On October 19, 2010, the Board of Trustees approved an agreement with C.W. Driver in the amount of \$2,008,473 to provide construction management services for the Phase III Student Academic Services Facility (SASF) project at Moreno Valley College. On September 17, 2013 the Board of Trustees approved amendment 1 with C.W. Driver in the amount of \$59,173 and one month extension due to extended DSA review times.

Additional project delays are due to the following: Eastern Municipal Water District (EMWD) is reviewing the SASF irrigation as-built drawings prior to allowing connection into the reclaim water mainline; and the HVAC system in the Assembly Room was revised to reduce excessive noise caused by the vents being too small. It is now necessary to extend the services of C.W. Driver in the amount not to exceed \$16,704, totaling their agreement to \$2,084,350. Funds in the project contingency will cover the amendment and no augmentation to the project budget is required. The anticipated completion date is November 4, 2013. Extension of time does not interfere or impact the college's planned move-in.

Prepared By: Sandra Mayo, President, Moreno Valley College  
Chris Carlson, Chief of Staff & Facilities Development  
Bart Doering, Director, Construction

### Attachments:

[20131119\\_Amendment 2\\_C.W.Driver](#)

SECOND (2) AMENDMENT TO AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
C.W. DRIVER  
*(Phase III Student Academic Services Facility – Moreno Valley College)*

This document amends the original agreement between the Riverside Community College District and C.W. Driver, which was originally approved by the Board of Trustees on October 19, 2010.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$16,704, including reimbursable expenses, totaling agreement to \$2,084,350. The term of this agreement shall be from the original agreement date of October 20, 2010, to the extended amended date of November 4, 2013.

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

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

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

C.W. DRIVER

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

John Thornton  
Executive Vice President  
15615 Alton Parkway, Ste.#150  
Irvine, CA 92618

Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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

## Exhibit I

### RCCD MVC Phase III Student Academic Services Facility Proposal

10/3/2013

Bart Doering  
Riverside Community College District  
450 E. Alessandro BLVD  
Riverside, CA, 92508

PROJECT: RCCD MVC Phase III Student Academic Services Facility  
SUBJECT: Extended General Conditions Proposal #2

**C.W. Driver**  
BUILDERS SINCE 1919

Dear Bart,

We at C.W. Driver are pleased to submit this fee proposal for the extend general conditions related to the ongoing Student Academic Services Facility project utilizing the multi-prime, not-at-risk project delivery method, as defined in this proposal.

Our price for our construction management services is based on our estimate of the staff and related expenses for a defined time period of 16 months which was extended one month through 10/4/2013 by Amendment 1. We have assumed our team will be needed for an additional time period starting on October 05, 2013 continuously through November 04, 2013 (1 month) due to Bulletin 46 which was issued on 9/24/2013 with revisions to the HVAC in the Assembly Room and also due to ongoing delays caused by EMWD approval of the campus wide reclaimed water system as-built.

Our proposal assumes that:

1. The existing Construction Management – Multiple Prime Public Works Trade Agreement for the Student Academic Services Facility project will be amended to reflect the pricing, scope and schedule as defined herein, or a similar stand alone agreement will be utilized.
2. Our extended services will commence October 05, 2013 and continue through November 04, 2013.
3. As necessary, this contract can be amended for other preconstruction, construction or post construction work commencing prior to or after October 05, 2013 and as necessary to included additional project(s).
4. Typical construction management - multiple prime services will be provided as defined in the existing agreement.
5. Whether the cost of an item is considered part of our services, a direct cost of the work or provided by others, is described in the previously provided matrix.

Our fee for these extended general conditions as defined above on the Student Academic Services Facility project is \$16,704. Delays in starting or completing this project within the time line indicated above may result in an increase to the fees, as our price for these construction management services is based on our estimate of the staff and related expenses for a defined time period. We agree to work with you to address the additional cost to provide our services beyond November 04, 2013 or to manage any other projects that may occur.

We thank you for the opportunity to provide this additional fee proposal and look forward to the opportunity to working with you as your team to deliver these much needed facilities. Should you have any questions please contact me directly at (909) 533-9272, or via email at [jdcoc@cwdriver.com](mailto:jdcoc@cwdriver.com).

Sincerely,



Jake Cox  
Project Manager

#### Authorization

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

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

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

Signature authorizes C.W. Driver to proceed  
pursuant to the terms of this Proposal.

Jobsite  
16130 Lasselle Street  
Moreno Valley, CA 92551  
T (951) 571-0222 F (951) 571-0226

CWD Office  
4200 Concours Drive, Suite 350  
Ontario, CA 91764  
T 909.945.1919 F 909.945.1955

CWD Job No. 100512  
Report Date: 9/30/13  
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RCCD MVC Phase III Student Academic Services Facility  
Proposal



Cost Breakdown					
Item	Description	Monthly Rate	Months	Factor	Amount
1	Project Executive	\$23,840	1	5%	\$1,192
2	Project Manager	\$15,272	1	20%	\$3,818
3	Project Engineer	\$7,500	1	50%	\$3,750
4	General Supervision	\$22,843	1	5%	\$1,142
5	Field Superintendent	\$16,576	1	0%	\$0
6	Assistant Superintendent	\$9,990	1	50%	\$4,995
7	Safety Director	\$14,439	1	5%	\$289
				Subtotal:	\$15,816
8	Fee @ 10%				\$1,519
				Total Proposal:	\$16,704

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T 909.945.1919 F 909.945.1955

CWD Job No. 100512  
Report Date: 9/30/13  
Page 2/2



## Agenda Item (VIII-E-2)

Meeting	11/19/2013 - Regular
Agenda Item	Committee - Facilities (VIII-E-2)
Subject	Agreement for the Groundwater Monitoring Wells Compliance Project with DUDEK
College/District	Norco
Funding	Measure C Program Contingency Funds
Recommended Action	It is recommended that the Board of Trustees approve an agreement for the five-year groundwater sampling/monitoring program with DUDEK, in an amount not to exceed \$135,213.

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### Background Narrative:

On June 21, 2011, the Board of Trustees approved the initial budget of \$100,000 for the purpose of locating and re-constructing the original (3) Water Monitoring Wells located at the Norco College. At the August 20, 2013 meeting, the Board of Trustees approved the request to augment the initial budget in an amount of \$417,660 to continue efforts to bring the Monitoring Wells into compliance.

To meet the requirements of compliance the Department of Toxic Substances Control (DTSC) has required Riverside Community College District (RCCD) to prepare an Operations and Maintenance (O&M) work plan; to develop a Soils Management (S&M) plan; and a Land Use Covenant (LUC) to be submitted to DTSC for acceptance.

RCCD and its consultant DUDEK have submitted to DTSC the O&M work plan which includes the plan for the five-years of semi-annual groundwater monitoring, testing and reporting. The approval of the O&M work plan allows RCCD to move forward with monitoring prior to the approval of the S&M plan and the LUC. RCCD finds DUDEK'S proposal acceptable. The agreement is not to exceed \$135,213 for the purpose of completing the five-years of semi-annual groundwater monitoring, testing and reporting. The proposed amount of \$135,213 was included in the draft budget breakdown provided for the augmentation approved by the Board of Trustees at the August 2013 meeting. The attached proposal outlines the services DUDEK proposes to provide over the five-year period.

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

### Attachments:

[20131119\\_Agreement\\_DUDEK\\_r1](#)

**AGREEMENT BETWEEN**  
**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**And**

**DUDEK**

THIS AGREEMENT is made and entered into on the 20 day of November, 2013, by and between DUDEK **hereinafter** referred to as “Consultant” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant’s office(s), and on site at Norco Community College 2001 Third Street, Norco CA 92860.
3. The services rendered by the Consultant are subject to review by the Chief of Staff and Facilities Development or her designee.
4. The term of this agreement shall be from November 20, 2013, to the estimated completion date of November 20, 2018, with the provision that the Vice Chancellor of Business and Financial Services or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$135,213 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Chief of Staff and Facilities Development, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by the Chief of Staff and Facilities Development.
6. All data prepared by Consultant hereunder specific only to this project, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District’s

sole risk, and provided further, that Consultant shall be indemnified and defended against any damages resulting from such use. In the event the Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall make the request in writing through the office of the Chief of Staff and Facilities Development, who will obtain approval from the Board of Trustees before releasing the information requested.

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



Comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract, in the amount of \$1,000,000 per person and \$3,000,000 per occurrence;

Professional liability/errors and omission insurance in the amount of \$1,000,000; and

Workers' Compensation insurance in accordance with the laws of the State of California.

Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Contractor shall provide District with the required Certificate of Insurance within 10 days of signing this Agreement.

11. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services, or employment of persons on the basis of 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. Consultant understands that harassment of any student or employee of Riverside Community College District 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.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District. Any and all local, state or federal taxes

that would be associated with the payment under this Agreement is to be paid solely by Consultant.

14. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

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

DUDEK

Riverside Community College District

\_\_\_\_\_  
Frank Dudek  
President  
605 Third Street  
Encinitas, CA 92024

\_\_\_\_\_  
Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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

## Exhibit I

# DUDEK

CORPORATE OFFICE  
605 THIRD STREET  
ENCINITAS, CALIFORNIA 92024  
T 760.942.5147 T 800.450.1818 F 760.942.5206

July 26, 2013

Calvin Belcher  
Riverside Community College District  
450 E. Alessandro Boulevard  
Riverside, CA 92508

***Re: Proposal for Five Years of Semi-Annual Groundwater Monitoring, Reporting,  
and Associated Activities***

Dear Mr. Belcher:

Below is a proposal for the additional costs associated with the ongoing DTSC negotiations and expanded groundwater sampling program for Norco College.

### **Task 1 – DTSC Meetings and Negotiations**

Dudek has prepared these costs to cover negotiations and meetings with the DTSC. The DTSC has requested multiple rounds of edits to forms submitted to them regarding the cleanup and monitoring at the Norco College site. Dudek will communicate with RCCD in order to respond to the DTSC requests for information and document revisions. Additionally, Dudek will work with the DTSC to negotiate a reduced sampling program and/or reduced analytical testing for the project, provided that the groundwater sample results do not contain constituents of concern at concentrations above regulatory levels of concern. This task includes up to three meetings with the DTSC to discuss project-related tasks.

The estimated cost for this task is **\$14,650** (Table I).

### **Task 2 – Semi-Annual Groundwater Sampling**

Dudek has prepared these costs to include semi-annual groundwater sampling at the Norco College site for a period of 5 years. The program will include the collection and analysis of groundwater samples from the 3 wells on-site. The costs include the following laboratory analyses: volatile organic compounds, semi-volatile organic compounds, metals, cyanide, perchlorate, dioxins and furans, and 1,4-dioxane.

The estimated cost for this task is **\$89,533** (Table I).

### **Task 3 – Semi-Annual Report Preparation**

Dudek will prepare semi-annual monitoring reports presenting the results of the groundwater sampling and laboratory analysis. The reports will include the information collected during the sampling event, figures, and conclusions and/or recommendations for further work to be conducted at the site.

The estimated cost for this task is **\$24,450** to be billed on a time and materials basis.

### **Task 4 – Soil Management Plan Preparation**

The DTSC has requested that a soil management plan be prepared for the Norco College site. The soil management will address the parking lot maintenance, protocol for future construction activities at the site, and protocol for DTSC notification and approval.

The estimated cost for this task is **\$6,580** (Table I).

The estimated cost for all tasks is **\$135,213** to be billed on a time and materials basis.

Dudek appreciates this opportunity to assist you. If you have any questions, or require further discussion, please contact me at (760) 479-4131.

Sincerely,



---

Derek Reed, P.E.  
Senior Environmental Engineer

**Table I**

**Table I - Norco College Semi-Annual Groundwater Sampling and Associated Activities**

	Quantity	Unit	Cost/Unit	Total
<b>Task 1. DTSC Meetings and Negotiations</b>				
Senior Environmental Engineer	40	hour	\$195	\$7,800
Associate Hydrogeologist/Engineer	40	hour	\$145	\$5,800
Hydrogeologist II/ Engineer II	10	hour	\$105	\$1,050
			<b>Subtotal</b>	<b>\$14,650</b>
<b>Task 2. Groundwater Sampling at 3 Monitoring Wells, 5 Year Duration (10 sampling events)</b>				
Senior Environmental Engineer	30	hour	\$195	\$5,850
Associate Hydrogeologist/Engineer	40	hour	\$145	\$5,800
Hydrogeologist II/ Engineer II	120	hour	\$105	\$12,600
Hydrogeologist I/ Engineer I	120	hour	\$95	\$11,400
55-gallon drum	10	each	\$55	\$550
Pump and controller	10	day	\$155	\$1,550
Water quality meter	10	day	\$95	\$950
Decontamination materials	10	lump sum	\$20	\$200
Vehicle	10	day	\$75	\$750
Sample Analysis - VOCs	60	each	\$81	\$4,830
Sample Analysis - Metals	30	each	\$167	\$5,010
Sample Analysis - 1,4-dioxane	30	each	\$144	\$4,313
Sample Analysis - Dioxins and Furans	30	each	\$759	\$22,770
Sample Analysis - Cyanide	30	each	\$46	\$1,380
Sample Analysis - SVOCs (includes phenols)	30	each	\$213	\$6,390
Sample Analysis - Perchlorate (RL 2 ppb)	30	each	\$173	\$5,190
			<b>Subtotal</b>	<b>\$89,533</b>
<b>Task 3. Semi-Annual Report Preparation (10 reports)</b>				
Senior Environmental Engineer	20	hour	\$195	\$3,900
Associate Hydrogeologist/Engineer	30	hour	\$145	\$4,350
Hydrogeologist II/ Engineer II	100	hour	\$105	\$10,500
Hydrogeologist I/ Engineer I	60	hour	\$95	\$5,700
			<b>Subtotal</b>	<b>\$24,450</b>
<b>Task 4. Soil Management Plan Preparation</b>				
Senior Environmental Engineer	12	hour	\$195	\$2,340
Associate Hydrogeologist/Engineer	24	hour	\$145	\$3,480
Hydrogeologist I/ Engineer I	8	hour	\$95	\$760
			<b>Subtotal</b>	<b>\$6,580</b>
			<b>TOTAL</b>	<b>\$135,213</b>



## Agenda Item (XII-A)

Meeting 11/19/2013 - Regular  
Agenda Item Business From Board Members (XII-A)  
Subject Update from Members of the Board of Trustees on Business of the Board.  
College/District District  
Information Only

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### 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:



## Agenda Item (XIII-A)

Meeting	11/19/2013 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	n/a
Recommended Action	To be Determined

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### Background Narrative:

None.

Prepared By: Cynthia Azari, Interim Chancellor  
Chris Carlson, Chief of Staff & Facilities Development

### Attachments: