

**Board of Trustees - Regular Meeting  
Tuesday, December 13, 2016 6:00 PM  
District Office, Board Room, 3801 Market Street,  
Riverside, CA 92501**

**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, 3rd Floor, 3801 Market Street, Riverside, California, 92501 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. Pursuant 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 November 1, 2016](#)  
*Recommend approving the November 1, 2016 Board of Trustees Regular/Committee meeting minutes as prepared.*
  - B. [Minutes of the Board of Trustees Regular Meeting of November 15, 2016](#)  
*Recommend approving the November 15, 2016 Board of Meeting Regular meeting minutes as prepared.*
- III. PUBLIC HEARING (NONE)
- IV. CHANCELLOR'S REPORTS
  - A. [Chancellor's Communications](#)  
*Information Only*
  - B. [Presentation of Student Trustee Scholarship Award for Fall 2016](#)  
*Information Only*
  - C. [Five to Thrive Human Services Program and the Community Impact of Service Learning Presentation](#)  
*Information Only*
  - D. [Healthcare Update](#)  
*Information Only*
  - E. [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 \$2,206,577 and District Warrant Claims totaling \$5,795,308.*
2. Budget Adjustments
  - a. [Budget Adjustments](#)  
*Recommend approving the budget transfers as presented.*
3. Resolution(s) to Amend Budget
  - a. [Resolution No. 27-16/17 – 2016-2017 Student Success and Support Program](#)  
*Recommend approving the resolution and adding the revenue and expenditures of \$1,264,329 to the budget.*
  - b. [Resolution No. 28-16/17 – 2016-2017 Foster Youth Support Services](#)  
*Recommend approving the resolution and adding the revenue and expenditures of \$60,000 to the budget.*
  - c. [Resolution No. 29-16/17 – 2016-2017 Non-Traditional Employment for Women Grant](#)  
*Recommend approving the resolution and adding the revenue and expenditures of \$8,000 to the budget.*
  - d. [Resolution No. 30-16/17 – 2016-2017 Disabled Students Programs and Services \(DSPS\)](#)  
*Recommend approving the resolution and adding the revenue and expenditures of \$860,977 to the budget.*
  - e. [Resolution No. 31-16/17 – 2016-2017 Deputy Sector Navigator Program](#)  
*Recommend approving the resolution and adding the revenue and expenditures of \$100,000 to the budget.*
  - f. [Resolution No. 32-16/17 – 2016-2017 Innovation in Higher Education Planning Grant](#)  
*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. [Bid Award for District-Wide Phase 2 Security Improvements Project](#)  
*Recommend awarding Bid Number 2016/17-01, District-Wide Phase 2 Security Improvements in the total amount of \$225,195 to Apple Valley Communications, Inc.*
6. Grants, Contracts and Agreements
  - a. [Contracts and Agreements Report Less than \\$87,800 – All District Resources](#)  
*Recommend ratifying contracts totaling \$706,940 for the period of November 1, 2016 through November 27, 2016.*

- b. [Contract Agreement for Culinary Lease Extension with Blue Mountain Two L. P.](#)

*Recommend approving the Fifth Amendment for the Spruce Street Culinary Location with Blue Mountain Two L.P. during required building renovations through April 30, 2017, not to exceed \$146,616.48.*

- c. [Architectural Services Agreement for ADA Barrier Identification and Remediation Project at Riverside City College with Westberg+White Architecture](#)

*Recommend approving the agreement for Architectural Services for the ADA Barrier Identification and Remediation Project for Riverside City College with Westberg+White Architecture in the amount not to exceed \$231,478.*

7. [Out-of-State Travel](#)

*Recommend approving out-of-state travel*

8. Other Items

- a. [Signature Authorization](#)

*Recommend authorizing each Trustee and designated District administrators to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, investment and brokerage accounts, purchase orders, change orders, and grant documents.*

- b. [Surplus Property](#)

*Recommend by unanimous vote; declaring the property on the attached list to be surplus; finding the property does not exceed the total value of \$5,000; and authorizing the property to be consigned to The Liquidation Company to be sold on behalf of the District.*

- c. [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).*

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report for Month Ending – November 30, 2016](#)

*Information Only*

VIII. BOARD COMMITTEE REPORTS

- A. Governance

- 1. [Board Policies for First Reading](#)

*Recommend accepting the first reading of Board Policies 1100, 2010, 2710, 4020, 4220, 5140, 6700, 7335, 7340 and 7700.*

- 2. [Board Policy for Second Reading and Approval](#)

*Recommend approving Board Policy 5030 - Student Fees*

- B. Teaching and Learning

- 1. [Proposed Curricular Changes](#)

*Recommend approving the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.*

- 2. [Proposed 2017-2018 Academic Calendar](#)

*Recommend approving the proposed academic calendar for 2017-2018.*

C. Planning and Operations (None)

D. Resources

1. [2015-2016 Independent Audit Report for the Riverside Community College District](#)  
*Recommend receiving the Riverside Community College District's independent audit report for the year ended June 30, 2016 for the permanent file of the District.*
2. [Title 5 Equal Employment Opportunity Plan](#)  
*Recommend approving the Title 5 Equal Employment Opportunity Plan.*

E. Facilities

1. [Agreement for Professional Design Services for Demolition of the O.W. Noble Administration Building and Surface Parking Lot Construction with GHD Inc.](#)  
*Recommend approving the agreement for professional design services for demolition of the O.W. Noble Administration Building and subsequent construction of a surface parking lot at Riverside City College with GHD Inc. in the amount not to exceed \$144,422.*
2. [Professional Services Agreement for Feasibility Study for Student Services Building with Hill Partnership, Inc.](#)  
*Recommend approving the agreement for professional services for a Feasibility Study for the Student Services Building at Moreno Valley College with Hill Partnership, Inc. in the amount not to exceed \$57,950.*
3. [Change Orders No. 7 and No. 8 for the Culinary Arts Academy and District Offices Project with Inland Building Construction Companies, Inc.](#)  
*Recommend approving project Change Order No. 7 with Inland Building Construction Companies, Inc. in the amount of \$222.55; and project Change Order No. 8 with Inland Building Construction Companies, Inc. in the amount of \$69,532.00; and the change orders in excess of ten percent by a total of \$171,247.74.*
4. [Change Order No. 12 for the Culinary Arts Academy and District Offices Project with Neal Electric](#)  
*Recommend approving project Change Order No. 12 with Neal Electric in the amount of \$8,954.60; and the change order in excess of ten percent by a total of \$233,789.30.*
5. [Retention Reduction for the Culinary Arts Academy/ District Office Building and Coil School for the Arts Building Projects with Inland Building Construction Companies, Inc.](#)  
*Recommend approving the request for retention reduction from five percent to two and one half percent by Inland Building Construction Companies, Inc. for the Culinary Arts Academy/District Office Building and Coil School for the Office Building and Coil School for the Arts Building construction projects.*



IX. ADMINISTRATIVE REPORTS

A. Vice Chancellors

1. [Agreement to Conduct a Classification and Compensation Study for Classified Represented and Confidential Employees with Koff and Associates](#)

*Recommend approving the agreement to conduct a Classification and Salary Survey for represented Classified and Confidential employees with Koff Associates in the amount of two hundred fourteen thousand nine hundred twenty dollars (\$214,920).*

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.*

- B. [Pursuant to Government Code Section 54956.86, Charge of Complaint Involving Information Protected by Federal Law](#)

*Recommended Action to be Determined.*

XIV. ADJOURNMENT

## Agenda Item (II-A)

Meeting	12/13/2016 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of November 1, 2016
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 November 1, 2016 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor  
Chris Carlson, Chief of Staff & Facilities Development

### Attachments:

[110116\\_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 NOVEMBER 1, 2016

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m. in the District Office, Board Room, 3801 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President  
Tracey Vackar, Secretary  
Mary Figueroa, Board Member  
Janet Green, Board Member  
Nathan Miller, Board Member

Absent

Sammie Ayoub, Student Trustee

Staff Present

Michael L. Burke, Ph.D., Chancellor  
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services  
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations  
Ms. Chris Carlson, Chief of Staff and Facilities Development  
Dr. Irv Hendrick, Interim President, Moreno Valley College  
Dr. Diane Dieckmeyer, Vice President, Academic Affairs, Norco College  
Dr. Wolde-Ab Isaac, President, Riverside Community College  
Ms. Peggy Cartwright, Associate Vice Chancellor, Strategic Communications and Institutional Advancement  
Mr. Patrick Pyle, General Counsel  
Dr. Rolando Regino, Director, Open Campus

Guests Present

Ms. Renee Graves, Vicente, Lloyd and Stutzman, CPA's

Dr. Diane Dieckmeyer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Ms. Asher Jones expressed her concern over discrimination of transgender and LGBT students.

COMMENTS FROM THE PUBLIC

Mr. Bob Livingston spoke in support of Trustee Miller

Mr. Jay Taneja spoke in support of Trustee Miller.

Brooklynn Oliver Velasco commented on identity as a transgender student.

The Committee Chair Tracey Vackar convened the meeting at 6:16 p.m. Committee members in attendance: Michael L. Burke, Ph.D., Chancellor; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College) and Dr. Mark Sellick (Riverside City College/RCCD); CTA Representative: Mr. Garth Schultz and Management Representative: Mr. Gregory Ferrer

TEACHING AND LEARNING  
COMMITTEE

Dr. Regino led the committee review of the curricular changes for inclusion in the catalog and in the schedule of class offerings that will be presented to the Board for approval at the November 15 regular meeting. Discussion followed.

Proposed Curricular Changes

The agenda item of Proposed 2017-2018 Academic Calendar was pulled and will be heard at a later date.

Proposed 2017-2018 Academic Calendar

The committee adjourned the meeting at 6:20 p.m.

Adjourned

The Committee Chair Mary Figueroa convened the meeting at 6:21 p.m. Committee members in attendance: Chris Carlson, Chief of Staff and Facilities Development, Academic Senate Representatives: Dr. Mark Sellick (Riverside City College/RCCD), Ms. LaTonya Parker (Moreno Valley College) and Ms. Peggy Campo (Norco College); and Management Representative: Mr. Gregory Ferrer

PLANNING & OPERATIONS  
COMMITTEE

Dr. Isaac presented the Board with the revision to the Riverside City College Mission Statement. Discussion followed.

Revision to the Riverside City College Mission Statement

The committee adjourned the meeting at 6:33 p.m.

Adjourned

The Committee Chair Janet Green convened the meeting at 6:34 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor, Business and Financial Services; Dr. Terri Hampton, Vice Chancellor, Human Resources and Employees Relations; Academic Senate Representatives; Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College) Dr. Mark Sellick (Riverside City College/RCCD); CTA Representative: Mr. Garth Shultz and Management Representative: Mr. Gregory Ferrer

RESOURCES COMMITTEE

Ms. Graves presented the Committee with the FY 2015-2016 Proposition 39 Financial and Performance Audits. Discussion followed.

FY 2015-2016 Proposition 39  
Financial and Performance Audits

Dr. Hampton facilitated a presentation on the Riverside Community College District Workforce Analysis. Trustee Blumenthal requested updated reports be added to the agenda every quarter. Discussion followed.

Riverside Community College  
District Workforce Analysis

The Committee adjourned the meeting at 7:42 p.m.

Adjourned

The Committee Chair Nathan Miller convened the meeting at 7:43 p.m. Committee members in attendance: Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College) and Dr. Mark Sellick (Riverside City College/RCCD); CTA Representative: Mr. Garth Schultz and Management Representative: Mr. Gregory Ferrer

FACILITIES COMMITTEE

Ms. Carlson presented the committee with project Change Order No. 1 Southern California Landscape, Inc. in the amount of \$26,492 and the change order in excess of ten percent by a total of \$7,052 that will be considered by the Board for approval at the November 15 regular Board meeting. Discussion followed.

Change Order No. 1 for the Charles A. Kane Student Services and Administration Building with Southern California Landscape, Inc.

Ms. Carlson presented the committee with Agreement Amendment No. 3 with Bernards Builders Management Services in the amount not to exceed \$12,192 that will be considered by the Board for approval at the November 15 regular Board meeting. Discussion followed.

Agreement Amendment No. 3 for the Charles A. Kane Student Services and Administration Building with Bernards Builders Management Services

Ms. Carlson presented the committee with Agreement Amendment No. 3 with Tilden-Coil Constructors, Inc. in the amount of \$205,812 for the Culinary Arts Academy/District Office Building Project; and Agreement Amendment No. 3 with Tilden Coil Constructors Inc., in the amount of \$205,812 for the Coil School for the Arts Project that will be considered by the Board for approval at the November 15 regular Board meeting. Discussion followed.

Agreement Amendment No. 3 for the Culinary Arts Academy/District Office Building and Agreement Amendment No. 3 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts Building Projects with Tilden Coil Constructors, Inc.

Ms. Carlson presented the committee with Project Change Order No. 5 with McGuire Contracting in the amount of \$754.98; and the change order in excess of \$16,119.59 that will be considered by the Board for approval at the November 15 regular Board meeting. Discussion followed.

Change Order No. 5 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts Project with McGuire Contracting

Ms. Carlson presented the committee with Project Change Order No. 5 with Inland Building Construction Companies, Inc. in the amount of \$18,123; and Project Deductive Change Order No. 6 with Inland Building Companies, Inc. in the amount of -\$504.02 and the change orders currently in excess of ten percent by a total of \$101,493.19; both projects

Change Orders No. 5 and No. 6 for the Culinary Arts Academy and Districts Offices Project with Inland Building Construction Companies, Inc.

that will be considered by the Board for approval at the November 15 regular Board meeting. Discussion followed.

Ms. Carlson presented the committee with Project Change Order No. 9 with J.M. Farnan in the amount of \$4,105.43; and the change order in excess of ten percent by a total of \$13,979.84 that will be considered by the Board for approval at the November 15 regular Board meeting. Discussion followed.

The committee adjourned the meeting at 7:57 p.m.

The Board adjourned the meeting at 7:58 p.m.

Change Order No. 9 for the Culinary Arts Academy and District Offices Project with J.M. Farnan

Adjourned

ADJOURNMENT

## Agenda Item (II-B)

Meeting	12/13/2016 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of November 15, 2016
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 November 15, 2016 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor  
Chris Carlson, Chief of Staff & Facilities Development

### Attachments:

[111516\\_MIN](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
OF NOVEMBER 15, 2016

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m. in the District Office, Board Room, 3801 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President  
Tracey Vackar, Secretary  
Mary Figueroa, Board Member  
Janet Green, Board Member (left at 7:00 p.m.)  
Nathan Miller, Board Member  
Sammie Ayoub, Student Trustee

Staff Present

Michael L. Burke, Ph.D., Chancellor  
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services  
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations  
Dr. Irving Hendrick, Interim President, Moreno Valley College  
Dr. Monica Green, Interim President, Norco College  
Dr. Wolde-Ab Isaac, President, Riverside City College  
Ms. Peggy Cartwright, Associate Vice Chancellor, Strategic Communications and Institutional Advancement  
Ms. LaTonya Parker, Academic Senate Representative, Moreno Valley College  
Ms. Peggy Campo, Academic Senate Representative, Norco College  
Dr. Mark Sellick, Academic Senate Representative, District/Riverside City College

Guests Present

Ms. Amy Vermillion, Professor, Nursing, Riverside City College  
Mr. Bob Fontaine, Paramedic Program, Moreno Valley College  
Ms. Debra Yorba, Vice President, Keenan and Associates  
Mr. Morrie Barembaum, Chair, Citizens' Bond Oversight Committee

Moreno Valley College Associated Student President, Amofah Brobbey led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. Donald Gallegos commented on his complaint for Trustee Miller's resignation.

COMMENTS FROM THE PUBLIC

Vackar/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of October 4, 2016. Motion carried.  
(5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF OCTOBER 4, 2016

Miller/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of October 18, 2016. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 18, 2016



CHANCELLOR’S REPORTS

Dr. Burke provided an update on State Legislative Actions for 2016.

Review of State Legislative Actions for 2016

Ms. Vermillion and Mr. Fontaine led a presentation on Interprofessional Education in Healthcare.

Five to Thrive Interprofessional Education in Healthcare Presentation

Ms. Yorba provided an update on the District’s healthcare plans; one claim to be resolved. Working with Health Net; employee benefits meeting this past month.

Healthcare Update

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

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

Student Trustee Sammie Ayoub presented the report about recent and future student activities at Moreno Valley, Norco, and Riverside City Colleges and Riverside Community College District.

STUDENT REPORT

Green/Miller/moved to consider Business from Board Members, Item XII.  
A. “Presentation of 2015-16 Annual Report by Measure C Citizens’ Bond Oversight Committee.” Motion carried (5 ayes)

AMEND AGENDA

Mr. Barembaum presented the 2015-16 Annual Report by Measure C Citizens’ Bond Oversight Committee

Presentation of 2015-16 Annual Report by Measure C Citizens’ Bond Oversight Committee

CONSENT ITEMS

Action

Miller/Green moved that the Board of Trustees:

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

Academic Personnel

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

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,626,120 and District Warrant Claims totaling \$7,171,186;

Approve the budget transfers as presented;

Approve adding the revenue and expenditures of \$814,816 to the budget;

Approve adding the revenue and expenditures of \$298,149 to the budget;

Approve adding the revenue and expenditures of \$6,600 to the budget;

Approve adding the revenue and expenditures of \$6,600 to the budget;

Approve adding the revenue and expenditures of \$6,600 to the budget;

Approve adding the revenue and expenditures of \$6,600 to the budget;

Approve adding the revenue and expenditures of \$6,933 to the budget;

Approve adding the revenue and expenditures of \$52,886 to the budget;

Approve adding the revenue and expenditures of \$100,000 to the budget;

Approve adding the revenue and expenditures of \$1,453,008 to the budget;

Approve adding the revenue and expenditures of \$277,710 to the budget;

Approve Bid Number 2016/17-04,

Purchase Order and Warrant Report – All District Resources

Budget Adjustments

Resolution No. 16-16/17 – 2016-2017 Student Equity Program

Resolution No. 17-16/17 – 2016-2017 TANF and CalWORKs Program

Resolution No. 18-16/17 – 2016 – 2017 Student Support Services Project Grant

Resolution No. 19-16/17 – 2016 – 2017 Disabled Student Support Services Program Grant

Resolution No. 20-16/17 – 2016 – 2017 Veteran’s Student Support Services Project Grant

Resolution No. 21-16/17 – 2016-2017 Student Support Services RISE Grant

Resolution No. 22-16/17 – 2016-2017 Student Support Services TRIO Grant

Resolution No. 23-16/17 – 2016-2017 Here to Career Grant

Resolution No.24-16/17 – 2016 2017 Gates LEA Implementation Network Grant

Resolution No. 25-16/17 – 2016/2017 SSSP Special Project Set-Aside Grant

Resolution No. 26-16/17 – 2016-2017 EOPS Special Project Set-Aside Grant

Bid Award for the Landscape

Landscape Renovations Project in the total amount \$192,500 to RCB and Sons, Inc.

Ratify contracts totaling \$536,308 for the period of October 1, 2016 through October 31, 2016;

Approve agreement for Training Services with Cerritos College Foundation for up to \$222,000.

Approve the agreement for Administrative Services with DLI and Associates for up to \$94,990, and extend the date to October 25, 2017.

Approve agreement with Chaffey Community College District for the time frame of July 1, 2016 through December 31, 2016, in an amount not to exceed \$220,000, and authorize the Vice Chancellor, Business and Financial Services to sign the agreement.

Approve the contract C16-0043 for the time frame of July 1, 2016 through October 31, 2017 in the amount of \$1,453,008.

Approve Sub-Award Agreement with Oakton Community College to implement a National Science Foundation National Center for Supply Chain Automation.

Approve the renewal of the Agreement for Legal Services with Atkinson, Andelson, Loya, Ruud and Romo.

Approve the Agreement for Legal Services with Liebert Cassidy Whitmore.

Approve out-of-state travel;

Approve the Memorandum of Understanding for the time frame of July 1,

Renovations Project

Contracts and Agreements Report  
Less than \$87,800 – All District Resources

Amendment to Agreement for Training Services with Cerritos College Foundation

Amendment to Agreement for Administrative Services with DLI and Associates

Agreement for Career Technical Education (CTE) Enhancement Fund to Create Greater Incentive for Community Colleges CTE offerings with Chaffey Community College District

Contract with C16-0043 with California Community College Chancellor's Office for Riverside City College to act as a fiscal agent for the Student Success and Support Program (SSSP) Set-aside Fund

Sub-Award Agreement to Implement a National Center for Supply Chain Automation with Oakton Community College

Agreement for Legal Services with Atkinson, Andelson, Loya, Ruud and Romo

Agreement for Legal Services with Liebert Cassidy Whitmore

Out-of-State Travel

Other Items

Memorandum of Understanding for operating Gateway College and

2016 through June 30, 2018, in the amount of \$500,000.

Career Academy with Riverside Gateway to College Early College High School

Approve the destruction of the records on the attached listing

Destruction of Records

Declare the property on the attached list to be surplus; find 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. (5 ayes)

Approve the projects listed on the attachment as complete, and approving the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

Notice of Completion

Motion carried. (5 ayes)

#### CONSENT AGENDA INFORMATION

The Board received the Quarterly Financial Status Report for the 1<sup>st</sup> Quarter Ended September 30, 2016.

CCFS -311Q – Quarterly Financial Status Report for the 1<sup>st</sup> Quarter

The Board received the monthly financial report for the month ending – October 31, 2016.

Monthly Financial Report for Month Ending – October 31, 2016

#### BOARD COMMITTEE REPORTS

##### Governance

Blumenthal/Green moved that the Board of Trustees accept Board Policy 5030 for First Reading. Motion carried. (5 ayes)

Board Policy for First Reading

##### Teaching and Learning

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

Proposed Curricular Changes

##### Planning and Operations

Figueroa/Green moved that the Board of Trustees approve the revised Riverside City College Mission Statement. Motion carried. (5 ayes)

Revision to the Riverside City College Mission Statement

#### Resources

Green/Vackar moved that the Board of Trustees receive the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bond for the year ended June 30, 2016 for the permanent file of the District. Motion carried. (5 ayes)

FY 2015-2016 Proposition 39 Financial and Performance Audits

#### Facilities

Miller/Green moved that the Board of Trustees approve the Change Order No.1 with Southern California Landscape, Inc. in the amount of \$26,492; and the change order in excess of ten percent by a total of \$7,052. Motion carried. (5 ayes)

Change order No. 1 for the Charles A. Kane Student Services and Administration Building with Southern California Landscape, Inc.

Miller/Vackar moved that the Board of Trustees approve Agreement Amendment No. 3 for the Charles A. Kane Student Services Building for construction management services with Bernards Builders Management Services in the amount not to exceed \$12,192. Motion carried. (5 ayes)

Agreement Amendment No. 3 for the Charles A. Kane Student Services and Administration Building with Bernard Builders Management Services

Miller/Green moved that the Board of Trustees approve Agreement Amendment 3 with Tilden-Coil Constructors, Inc. in the amount of \$205,812 for the Culinary Arts Academy/District Office Building project; and Agreement Amendment 3 with Tilden-Coil Constructors, Inc. in the amount of \$205,812 for the Coil School for the Arts Project. Motion carried. (5 ayes)

Agreement Amendment 3 for the Culinary Arts Academy/District Office Building and Agreement Amendment 3 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts Building Projects with Tilden-Coil Constructors, Inc.

Miller/Vackar moved that the Board of Trustees approve the Change Order No. 5 with McGuire Contracting in the amount of \$754.98; and the change order in excess of ten percent by a total of \$16,119.59. Motion carried. (5 ayes)

Change Order No. 5 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts Project with McGuire Contracting

Miller/Green moved that the Board of Trustees approve the Change Order No. 5

Change Orders No. 5 and No. 6 for the Culinary Arts Academy and

with Inland Building Constructions Companies, Inc. in the amount of \$18,123.00; and project Deductive Change Order No. 6 with Inland Building Construction Companies, Inc. in the amount of -\$504.02; and the change orders currently in excess of ten percent by total of \$101,493.19. Motion carried. (5 ayes)

District Offices Project with Inland Building Construction Companies, Inc.

Miller/Green moved that the Board of Trustees approve project Change Order No. 9 with J. M. Farnan in the amount of \$4,105.43; and the change order in excess of ten percent by a total of \$13,979.84. Motion carried. (5 ayes)

Change Order No. 9 for the Culinary Arts Academy and District Offices Project with J.M. Farnan

### ADMINISTRATIVE REPORTS

Dr. Hendrick, Interim President, Moreno Valley College, Dr. Green, Interim President, Norco College and Dr. Isaac, President, Riverside City College updated the Board on the upcoming events and activities occurring at their colleges.

Presidents

### ACADEMIC SENATE REPORTS

Ms. LaTonya Parker presented the report on behalf of Moreno Valley College.

Moreno Valley College

Ms. Peggy Campo presented the report on behalf of Norco College.

Norco College

Dr. Mark Sellick presented the report on behalf of Riverside City College and the District.

Riverside City College/District

### BARGAINING UNIT REPORTS

Mr. Garth Shultz, CTA representative, presented the report on behalf of the CTA.

CTA – California Teachers Association

Mr. Gustavo Segura, President, CSEA presented the report on behalf on CSEA.

CSEA – California School Employees Association

### BUSINESS FROM BOARD MEMBERS

Trustee Figueroa thanked the District and administrators for addressing student reactions to elections; CCLC will be holding first conference in Riverside, November 16-19; attending as part of the CCCT Board; attended the Performance

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

Riverside play “Beauty and the Beast;” honored to re-elected;

Trustee Miller said he was grateful for the opportunity to serve the community.

Trustee Vackar thanked the presidents and administration for providing students a safe environment; recognizes the value of our students.

Trustee Blumenthal attended RCC football game; also attended Women’s EOS basketball tournament and “Beauty & the Beast” performance; thanked Trustee Miller for his service on the Board of Trustees.

The Board adjourned the meeting at 7:48 p.m.

ADJOURNED





## Agenda Item (IV-A)

Meeting 12/13/2016 - 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: Michael Burke, Ph.D., Chancellor

### Attachments:

None.

## Agenda Item (IV-B)

Meeting 12/13/2016 - Regular  
Agenda Item Chancellor's Reports (IV-B)  
Subject Presentation of Student Trustee Scholarship Award for Fall 2016  
College/District District  
Information Only

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### Background Narrative:

Chancellor Burke will present the Fall 2016 Scholarship Award to Student Trustee, Mr. Sammie Ayoub.

Prepared By: Michael Burke, Ph.D., Chancellor  
FeRita Carter, Vice President of Student Services (RCC)

### Attachments:

None.

## Agenda Item (IV-C)

Meeting 12/13/2016 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Five to Thrive Human Services Program and the Community Impact of Service Learning Presentation

College/District Moreno Valley

Information Only

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### Background Narrative:

Each month a faculty member is invited through the Academic Senate to present on teaching and programs. This month Mr. James Banks is presenting on the Human Services Program at Moreno Valley College and the impact of service-based learning projects on the community. Students in the Human Services program are required to complete up to 20 hours of service-based learning in each of the required courses. To date, students have completed over 100,000 hours of service-based learning with dozens of community partners. Students in the Moreno Valley College Human Services Club will share information about their experiences.

Prepared By: Irving Hendrick, Interim President, Moreno Valley College  
Eden Andom, Administrative Assistant to the President (MVC)

### Attachments:

[Five to Thrive Presentation](#)



# THE HUMAN SERVICES PROGRAM

Associate Professor  
James Banks

# The Mission of The Human Services Program

- The mission of the Human Services Program is to prepare students for careers in social services and also to assist students in transferring to four year colleges. Since our program falls under the Career and Technical Education umbrella we are also interested in providing those students who are employed with certificates to enhance their skills in the workplace. The last area of our mission to the college is to engage students in Service Based Learning opportunities in community service in the greater Riverside County area.

# What is Human Services?

- The Human Services Program prepares students for various paraprofessional positions in human services such as: mental health case manager, job coach/employment specialist, social service intake specialist, or community health worker.
- Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as: group homes, halfway houses, mental health and correctional facilities, and family service agencies. Students under the direct supervision of social workers and other human services professionals work in public and non-profit social service agencies.
- Former graduates currently teach at MVC in Human Services

# Facts About The Human Services Program

- Founded in 2002
- Has been honored by the City of Moreno Valley for mentoring students in the Moreno Valley Unified School District
- Assisted in developing the mentoring program SAILS for disabled students
- The Human Services Club has been ranked the #1 club at MVC for the last three years
- Opened a food bank at MVC
- Provided over 100,000 hours of Service Based Learning since 2002

# Human Services Certificate

- Courses required
  - *HMS 4 Introduction to Human Services*
  - *HMS 5 Introduction to Evaluation and Counseling*
  - *HMS 6 Introduction to Case Management*
  - *HMS 8 Introduction to Group Process*
  - *HMS 16 Public Assistance and Benefits*
  - *HMS 200 Human Services Work Experience*
  - *Electives 6 units*



# Partner Organizations

1. MFI Recovery Center
  2. Lutheran Social Services
  3. U.S. Vets
  4. Rising Stars Business Academy
  5. Special Olympics
  6. Community Action Program
  7. Think Together
  8. LA Children's Hospital
  9. Immanuel House
  10. Path of Life
- And many more...*



# Service Based Learning

## Easter

- The Human Services Program makes Easter baskets for children and their families



## Mothers' Day

- The Human Services Program provides a Mothers' Day breakfast, gift bags, and roses for the MFI recovery home





# Service Based Learning

## ■ Veterans BBQ

- The Human Services Program Holds a BBQ for Veterans and their families.

- *Food*
- *Music & Dancing*
- *Building friendships*



# Service Based Learning

## Thanksgiving

- The Human Services Program provides Thanksgiving meals to over 100 families in need.



## Christmas

- The Human Service Program provides over 100 families with Christmas gifts.



# Service Based Learning

- Places students in Social Work environments
- Engages community relationships
- Enhances Social Work Skill Sets
- Explores diversity
- Recognizes social injustice
- Develops Human Services Faculty members
- Provides HOPE to underserved populations





# SOCIAL WORKERS



**CHANGE THE WORLD.**











## Agenda Item (IV-D)

Meeting 12/13/2016 - Regular  
Agenda Item Chancellor's Reports (IV-D)  
Subject Healthcare Update  
College/District District  
Information Only

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### **Background Narrative:**

At the November 5, 2013 regular Board of Trustees meeting the Board of Trustees requested an update of the healthcare issue at each Board meeting.

Any new claims or concerns will be brought forward.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### **Attachments:**

None.

## Agenda Item (IV-E)

Meeting 12/13/2016 - Regular  
Agenda Item Chancellor's Reports (IV-E)  
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: Michael Burke, Ph.D., Chancellor

### Attachments:

[December 2016 Planning Calendar](#)

**RECOMMENDED 2016-17 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR**

Month	Planned Agenda Item
September	<ul style="list-style-type: none"> <li>• CCFS-311Q-Quarterly Financial Status Report (4<sup>th</sup> Quarter)</li> <li>• Public Hearing and Budget Adoption for the Fiscal Year RCCD Budget</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> <li>• CCFS 311 Annual Financial and Budget Report</li> </ul>
November	<ul style="list-style-type: none"> <li>• Annual CCFS-311 Financial and Budget Report (1<sup>st</sup> Quarter)</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>• Annual District Academic Calendar</li> <li>• RCCD Report Card on the Strategic Plan</li> <li>• Annual Independent Audit Report for RCCD</li> <li>• Annual Independent Audit Report for RCCD 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>• Federal Legislative Update</li> <li>• Annual 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 (2<sup>nd</sup> Quarter)</li> <li>• Presentation of Governor’s Budget Proposal</li> <li>• Recommendation Not to Employ (March 15<sup>th</sup> Letters)</li> </ul>
March	<ul style="list-style-type: none"> <li>• Annual Adoption of Education Protection Account Funding and Expenditures</li> </ul>
April	<ul style="list-style-type: none"> <li>• Academic Rank – Full Professors</li> <li>• Annual Authorization to Encumber Funds (Resolution for RCOE)</li> <li>• Presentation on Fiscal Year RCCD Budget Planning</li> <li>• Proposed Curricular Changes</li> </ul>
May	<ul style="list-style-type: none"> <li>• CCFS-311Q-Quarterly Financial Status Report (3<sup>rd</sup> Quarter)</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 Academic Administrator Employment Contracts</li> <li>• Notice of Public Hearing on the Fiscal Year 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**

<b>A. Governance</b>	<b>B. Teaching and Learning</b>	<b>C. Planning and Operations</b>	<b>D. Resources</b>	<b>E. Facilities</b>
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="499 786 844 1177" 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="text-align: center; color: red; font-weight: bold; margin-top: 10px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 11/29/2016 &amp; 12/06/2016.</p> </div>		<ul style="list-style-type: none"> <li>★ 2015-16 Independent Audit Report for RCCD (Brown/Elwood)</li> <li>■ Title 5 Equal Employment Opportunity Plan (Hampton)</li> </ul>	<ul style="list-style-type: none"> <li>★ Agreement with GHD for Professional Design Services for RCC's Noble Demolition and Parking Lot Construction. (Isaac, Carlson, Purper)</li> <li>★ MVC Student Services Feasibility Study with HPI Architecture (Hendrick, Jones, Carlson, Purper)</li> <li>★ CAADO Change Order No. 7 &amp; 8 with Inland Building Construction Companies, Inc. (Isaac, Carlson, Doering)</li> <li>★ CAADO Change Order No. 12 with Neal Electric (Isaac, Carlson, Doering)</li> <li>★ CAADO/CSA Retention Reduction for Inland Building Construction Companies, Inc. (Isaac, Carlson, Doering)</li> </ul>

## Agenda Item (V-A)

Meeting 12/13/2016 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

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### Background Narrative:

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

Prepared By: Michael Burke, Ph.D., Chancellor  
Chris Carlson, Chief of Staff & Facilities Development

### Attachments:

None.

## Agenda Item (VI-A-1)

Meeting 12/13/2016 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20161213\\_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: December 13, 2016

1. Appointments

Board Policy 2200 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

The Chancellor recommends approval for the following appointment(s) and authorizes the Vice Chancellor, Human Resources and Employee Relations to sign the employment contracts:

a. Management

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
NORCO COLLEGE			
Reece, Brian	President	01/03/17- 06/30/18	Contract (\$209,275/yr)
MORENO VALLEY COLLEGE			
Sanchez, Andrew	Dean, Grants & Student Equity Initiatives	01/09/17- 06/30/18	W-2
RIVERSIDE CITY COLLEGE			
Mills, Susan	Vice President, Planning & Development	01/01/17- 06/30/18	AB-5

b. Contract Faculty

NORCO COLLEGE			
ASSISTANT PROFESSOR			
<u>Name</u>	<u>Salary Discipline</u>	<u>Effective Date</u>	<u>Placement</u>
Romero, Edwin	Student Activities Coordinator	01/09/17	H-3
MORENO VALLEY COLLEGE			
ASSISTANT PROFESSOR			
<u>Name</u>	<u>Salary Discipline</u>	<u>Effective Date</u>	<u>Placement</u>
Thurston, Omyia	Counseling	02/13/17	E-5

Long-Term, Temporary Faculty  
(None)

Subject: Academic Personnel

Date: December 13, 2016

1. Appointments (Cont'd)

c. Extra-Curricular Assignments, Academic Year 2016-17

Changes to the list submitted/approved by the Board of Trustees on June 21, 2016.

<u>Name</u>	<u>Activity</u>	<u>Change Type</u>	<u>Stipend</u>
Allis, Tara	Assistant Coach, Softball (50%)	Add	\$2,119.00
Hayes-Trainer, Monica	Assistant Coach, Volleyball (indoor)	Delete	\$.00
Hayes-Trainer, Monica	Assistant Coach, Volleyball (beach)	Delete	\$.00
Meech, Patrick	Assistant Coach, Football	Delete	\$.00
Smith, Ronald	Assistant Coach, Softball	Delete	\$.00
Younglove, Elizabeth	Assistant Coach, Volleyball (indoor)	Add	\$3,968.00
Younglove, Elizabeth	Assistant Coach, Volleyball (beach)	Add	\$3,968.00
Webb, Kristina	Assistant Coach, Softball (50%)	Add	\$2,119.00

2. 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 affects the duties assigned to a position since the last time it was studied, when there is a creation of a new assignment for the employee, or when an increase or decrease in staffing causes a change in the assignment of the employee. This request has the support of the Chancellor.

It is recommended the Board of Trustees approve the title and placement change of the following employee(s), effective January 1, 2017.

<u>Name</u>	<u>Current Title</u>	<u>Current Placement</u>
Keeler, Richard	Dean, Grants	U-5
	<u>New Title</u>	<u>New Placement</u>
	Dean, Grants and Economic Development	V-5



## Agenda Item (VI-A-2)

Meeting 12/13/2016 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20161213\\_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: December 13, 2016

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/ (On/After) Salary</u>	<u>Action</u>
a.	Management/Supervisory (None)			
b.	Management/Supervisory – Categorically Funded (None)			
c.	Classified/Confidential DISTRICT			
	Blount, Elia	Budget Analyst	12/14/16 O-LS-1	Promotion
	Diehl, William	Analyst/Programmer	01/03/17 S-4	Promotion
	Jackson, Angelo	Senior Officer, Safety & Police	12/14/16 P-5	Promotion
	Lujan, Angela	Accounts Payable Specialist	11/21/16 I-1	Appointment
	Tulod, Aprilyn	Purchasing Specialist	12/14/16 K-5	Promotion
	Weston, Samuel	Senior Officer, Safety & Police	12/14/16 P-LS-2	Promotion
	RIVERSIDE CITY COLLEGE			
	Aguilar, Gloria	Instructional Department Specialist	01/03/17 L-LS-2	Transfer
	Martinez, Santos	Veterans Services Coordinator	12/14/16 O-5	Promotion
	NORCO COLLEGE			
	Franklin Pierce, Monique	Administrative Assistant IV (Business Services)	12/14/16 K-1	Appointment
	Riley, Leonard	Instructional Technology Specialist	12/14/16 M-1	Appointment
	Sanchez, Patricia	Accounting Services Clerk	12/14/16 K-2	Transfer
d.	Classified/Confidential - Categorically Funded MORENO VALLEY COLLEGE			
	Jackson, Jennica	Senior Interpreter (Part-Time, 60%)	12/14/16 L-1	Appointment
	NORCO COLLEGE			
	Mendez, Justin	Student Success Coach	12/14/16 M-2	Appointment

1. Appointments (Cont'd)

e. Classified/Confidential - Categorically Funded

RIVERSIDE CITY COLLEGE

Martinez, Shelli Administrative Assistant I  
(Part-Time, 48.75%)

\*11/22/16

\*Correction to Effective Date

2. Request to Rescind Appointment

At its meeting of October 18, 2016, the Board of Trustees approved the appointment of Corey Rodgers, Dean Enrollment Services – Riverside City College. After some consideration, Mr. Rogers declined the District’s offer of employment.

It is recommended the Board of Trustees rescind the appointment of Corey Rodgers, Dean Enrollment Services – Riverside City College.

3. Request(s) for Permanent Increase/Decrease in Workload

It is recommended the Board of Trustees approve the permanent increase in workload for the following individual(s). The request(s) have the approval of the college President(s).

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
Martinez, Maggie	Admissions & Records Operations Assistant	37.5% to 87.5%	01/01/17
Sanchez, Diego	Warehouse Assistant	50% to 100%	12/14/16

4. Request(s) for Temporary Increase/Decrease in Workload

It is recommended the Board of Trustees approve the temporary increase in workload for the following individual(s). The request(s) have the approval of the college President(s).

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Agamaite, Lauren	Admissions & Records Operations Assistant	72.5% to 100%	12/14/16-06/30/17
Catalan, Adriana	Outreach Specialist	62.5% to 100%	01/03/17-06/30/17
Hansen, Noelle	Web Applications Technician	42.5% to 48.75	11/16/16-03/31/17
Marashi, Arezoo	Supplemental Instruction Coordinator	48.75% to 100%	12/14/16-06/30/17
Navarro, Karla	Benefits Clerk	47.5% to 100%	12/14/16-01/31/17
Phillips, Beverly	Student Services Technician	47.5% to 100%	06/29/16-08/31/16*
Sanders, Shadon	Admissions & Records Operations Assistant	72.5% to 100%	12/14/16-06/30/17

\*Corrected Dates

5. Request for a Non-Paid Leave of Absence

The Agreement between Riverside Community College District and Riverside Community College District Employees Chapter #535, CSEA, provides for non-paid leaves of absence. Eleanor-Mae Joyce Johnson, Community Service Aide I, has requested such a leave. This request has the support of his supervisor and the area dean.

It is recommended the Board of Trustees approve a non-paid leave of absence for Eleanor-Mae Joyce Johnson, Community Service Aide I, effective January 3, 2017 – March 31, 2017.

6. Classified Administrator Employment Contract

The Board of Trustees employs the following classified administrator by contract.

It is recommended the Board of Trustees approve the following employment contract for the time period specified below and authorize the Chancellor to sign the contract.

<u>Name</u>	<u>Position</u>	<u>Term</u>	<u>Placement</u>
Hampton, Terri	Vice Chancellor, Human Resources and Employee Relations	12/14/16-12/31/19	Contract (\$199,610/year)

7. Separation(s) – Resignation(s) and/or Retirement(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>Last Date of Employment</u>
Tate, Dana	Student Financial Services Lead Analyst	11/21/16

## Agenda Item (VI-A-3)

Meeting	12/13/2016 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20161213\\_Other Personnel](#)  
[20161213\\_Other Personnel\\_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: December 13, 2016

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>
<b>DISTRICT</b>				
Barrera, Paula	Payroll Technician	Payroll	12/01/16-06/30/17	\$25.66
Dalvi, Tejas	HR Generalist Substitute	Human Resources & Employee Relations	12/02/16-06/30/17	\$26.70
Jones, Claudia	HR Generalist Substitute	Human Resources & Employee Relations	10/01/16-12/31/16	\$26.70
Jones, Claudia	HR Generalist Substitute	Employee Relations	01/01/17-03/21/17	\$26.70
Vazquez, Amanda	Help Desk Support Technician	Information Technology	11/13/16-01/12/17	\$22.17
<b>MORENO VALLEY</b>				
<b>Coronel, Laura</b>	Support Service Specialist Aide	Disability Support Services	12/18/19-02/28/16	\$18.36
Maciel, Sandra	Administrative Assistant III	Dean of Instruction	12/19/16-03/10/17	\$22.17
Pacheco, Eric	Customer Service Clerk	Dean of Instruction	12/14/16-03/07/17	\$18.36
Roman, Jesus	Enrollment Services Assistant	Counseling Admissions and Records	12/15/16-02/14/17	\$18.36
Santoyo, Mariana	Student Services Technician	Records	11/17/16-02/08/17	\$23.15
<b>NORCO</b>				
(None)				
<b>RIVERSIDE</b>				
Fitzpatrick, Alyssa	Employment Placement Coordinator	Career and Technical Education	11/01/16-01/01/17	\$24.22
Hidalgo, Arturo	Instructional Media/Broadcast Coordinator	Technology Services	10/03/16-12/31/16	\$32.01
Martinez, Jimmy	Instructional Media/Broadcast Coordinator	Technology Services	10/03/16-12/31/16	\$32.01

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>DISTRICT</b>				
Tewahaftewa, Antoinette	Office Assistant IV	Administrative Services Center	01/01/17-06/30/17	\$14.00
Villanueva, Adelaide	Office Assistant IV	Administrative Services Center	01/01/17-06/30/17	\$14.00
<b>MORENO VALLEY</b>				
Gordon, Angela	Grant Facilitator Supplemental	Office of Trio Programs	11/16/16-06/30/17	\$40.00
Lopez, Esly	Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
Magana-Saenz, Maria	Grant Facilitator	Office of Trio Programs Upward Bound Math and Science	11/16/16-06/30/17	\$40.00
Saenz, Isidro	Grant Facilitator Supplemental		12/14/16-06/30/17	\$40.00
Violette, Jason	Instruction Leader Supplemental	Academic Support	01/03/17-06/30/17	\$12.00
Zetina, Karen	Instruction Leader	Academic Support	01/03/17-06/30/17	\$12.00
<b>NORCO</b>				
Kaan, Brandon	Grant Facilitator	Trio Upward Bound Programs	11/16/16-06/30/17	\$40.00
<b>RIVERSIDE</b>				
Alvey, Kami	Supplemental Instruction Leader	Academic Support	12/14/16-06/30/17	\$12.00
Clemons, Tonya	Office Assistant III	Auxiliary Business Services	11/22/16-06/30/17	\$12.50
Vaipulu, Vickie	Educational Support Associate	Student Success & Support	01/03/17-06/30/17	\$20.00

\*Position Title Change



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

Backup Other Personnel  
December 13, 2016  
Page 1 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Salas, Edgar	Student Aide I	Tutorial Services	11/17/16	\$ 10.50
Smith, Aylese	Student Aide I	Early Childhood Education	11/07/16	\$ 10.00
NORCO COLLEGE				
Agureo, Christopher	Student Aide II	Tutorial Services	10/14/16	\$ 11.00
Awadalla, Eirini	Student Aide II	Tutorial Services	10/14/16	\$ 11.00
Cardenas, Samantha	Student Aide II	Tutorial Services	10/14/16	\$ 11.00
Diaz, Toby	Student Aide II	Tutorial Services	10/14/16	\$ 11.00
Doyle, Alison	Student Aide II	Tutorial Services	11/23/16	\$ 11.00
Hanna, Jaklien	Student Aide II	Tutorial Services	10/14/16	\$ 11.00
Moin, Aarsal	Student Aide II	Tutorial Services	10/14/16	\$ 11.00
Perez, Eric	Student Aide II	CalWORKs/Outreach	11/17/16	\$ 11.00
Rasheed, Musa	Student Aide III	Tutorial Services	10/14/16	\$ 12.00
Wheatley, Brian	Student Aide II	Tutorial Services	10/14/16	\$ 11.00
RIVERSIDE CITY COLLEGE				
Al Anbari, Shafaa	Student Aide III	Academic Support	01/01/17	\$ 12.00
Bither, Luke	Student Aide I	Performing Arts / Music	11/08/16	\$ 10.00
Carlson, Imelda	Student Aide I	Food Services	11/09/16	\$ 10.00
Cortez, Evelyn	Student Aide I	Early Childhood Educ.	11/17/16	\$ 10.00
Cortina, Sophia	Student Aide I	Food Services	01/01/17	\$ 10.50
Dichter, Bruce	Student Aide III	Academic Support	*08/22/16	\$ 12.00
Estrada, Noemi	Student Aide I	Early Childhood Educ.	11/08/16	\$ 10.00
Freeman, Barry	Student Aide III	Academic Support	11/16/16	\$ 12.00
Ghalambor, Alyssa	Student Aide III	Academic Support	11/18/16	\$ 12.00
Guaman, Laura	Student Aide I	Performing Arts / Music	11/29/16	\$ 10.00
Lee, Samantha	Student Aide I	Early Childhood Educ.	11/08/16	\$ 10.00
Parra Flores, Teresa	Student Aide I	Early Childhood Educ.	11/30/16	\$ 10.00
Perches, Salina	Student Aide I	Counseling Extended Opportunity	11/22/16	\$ 10.50
Porter, Kristen	Student Aide I	Programs and Services	11/08/16	\$ 10.00
Prieto, Jasmine	Student Aide I	Early Childhood Educ.	11/22/16	\$ 10.00
Rangel, Allison	Student Aide I	Food Services	11/08/16	\$ 10.00
Roldan, Elvia	Student Aide I	Counseling	12/02/16	\$ 10.00
Thach, Doan	Student Aide III	Library	11/10/16	\$ 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>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Escobedo, Jorge	Student Aide II	The Growing Place - RCC	12/02/16	\$ 11.00
Rosales, Kimberly	Student Aide II	The Growing Place - RCC	12/02/16	\$ 11.00
Valdovinos, Alma	Student Aide III	Music Changing Lives - MVC	11/17/16	\$ 12.00
CALWORKS WORK STUDY				
Fox, Cory	Student Aide I	Facilities -Norco	11/23/16	\$ 10.00
Maddies, Angela	Student Aide II	Workforce Preparation-MVC	11/15/16	\$ 11.00
COMMUNITY SERVICE PROGRAM				
Cuchilla, Victor	Student Aide II	City of Riverside Public Library / La Sierra Branch	11/09/16	\$ 11.75
Natividad Jr., Larry	Student Aide II	City of Riverside Public Library / Eastside Branch	12/02/16	\$ 11.75
Russell, Raven	Student Aide I	Art Gallery	11/09/16	\$ 10.00
Shin, Dokyoung	Student Aide II	City of Riverside Public Library / Orange Terrace Branch	09/29/16	*\$11.75
MORENO VALLEY COLLEGE				
Lopez, Jennifer	Student Aide II	Admissions and Records	11/01/16	\$ 11.00
Moya, Daisy M	Student Aide I	Puente Program Career and Technical	11/15/16	\$ 10.00
Woodall, Tiya	Student Aide II	Education	11/17/16	\$ 11.00
NORCO COLLEGE				
Cali, Jasmin	Student Aide II5r	Tutorial Services	10/14/16	\$ 11.00
Cordova, Arlene	Student Aide I	Library	10/26/16	\$ 10.00
Diaz, Sean	Student Aide I	Vice President Office	10/24/16	\$ 10.00
Jobaida, Marsha	Student Aide I	Procurement Assistance	10/25/16	\$ 10.00
Lopez Reyes, Alondra	Student Aide I	Veteran's Office	11/01/16	\$ 10.00
RIVERSIDE CITY COLLEGE				
Fortune, Deshawn	Student Aide I	Kinesiology / Football	11/16/16	\$ 10.00
Hills, Chad	Student Aide I	Kinesiology / Football	*10/03/16	\$ 10.00
Rinker, Courtney	Student Aide I	Student Employment	11/09/16	\$ 10.00
Ruiz-Martinez, Maria	Student Aide I	Student Employment	11/09/16	\$ 10.00

\*Revised

## Agenda Item (VI-B-1)

Meeting	12/13/2016 - 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 \$2,206,577 and District Warrant Claims totaling \$5,795,308.

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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 \$2,206,577 requested by 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 263042 - 264269) totaling \$5,795,308, paid against approved Purchase Orders, 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, Director of Business Services

### Attachments:

[12132016\\_Contracts and Purchase Orders Over \\$87,800 Report \(November\)](#)

Report of Purchases - All District Resources  
 Purchases Over \$87,800  
 11/1/16 thru 11/27/16

PO#	Department	Vendor	Description	Amount
C0005493	CTE Projects	Chaffey Community College District	Training Services	\$ 220,000
C0005495	Facilities - Norco	Advanced Electrical Contracting, Inc.	Third Street Light Fixtures Replacement Bid Award	112,988
<u>Approved/Ratify Purchase Orders of \$87,800 and Over</u>				
C0004648	Facilities Planning & Development	Inland Building Construction Companies, Inc.	CAADO Miscellaneous	92,983
C0005404	Risk Management	Atkinson, Andelson, Loya, Ruud	Legal Services	100,000
			Total	<u>\$ 525,971</u>
			All Purchase Orders, Contracts, and Additions for the Period of 11/01/16 - 11/27/16	
			Contracts C5484 - C5500 and Contract Additions C3364 - C5462	706,940
			Purchase Orders P55957 - P56242 and Purchase Order Additions P53471 - P55838	857,371
			Blanket Purchase Order B15645 - B15678	116,295
			Blanket Purchase Order Additions B14707 - B15610	
			Total	<u>\$ 1,680,606</u>
			Grand Total	<u><u>\$ 2,206,577</u></u>

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

Meeting	12/13/2016 - 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 2016-17 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  
Majd Askar, Director of Business Services

### Attachments:

[12132016\\_Budget Adjustments](#)

## Budget Adjustments December 13, 2016

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for student help and book grants.		
From: VP Business Services	Administrative Contingency	\$ 65,688
To: Performing Arts	Student Labor	\$ 12,540
	Employee Benefits	238
EOPS	Book Grants	52,910
R2. Transfer to provide for repairs.		
From: Facilities	Fixtures & Fixed Equipment	\$ 14,822
To: Facilities	Repairs	\$ 14,822
R3. Transfer to purchase a printer.		
From: Auxiliary Business Services	Supplies	\$ 128
To: Auxiliary Business Services	Equipment	\$ 128
R4. Transfer to provide for repairs.		
From: Art	Instructional Supplies	\$ 937
To: Art	Repairs	\$ 937
R5. Transfer to purchase music equipment, a microphone and preamplifier.		
From: Performing Arts - Music	Instructional Supplies	\$ 864
To: Performing Arts - Music	Equipment	\$ 864

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R6. Transfer to purchase a printer.		
From: VP, Academic Affairs	Other Services	\$ 375
To: VP, Academic Affairs	Equipment	\$ 375
R7. Transfer to provide for student help and supplies.		
From: Dean, Career and Tech Ed	Other Services	\$ 2,216
To: Dean, Career and Tech Ed	Supplies	\$ 1,000
Culinary	Student Help – Non Instr.	1,200
	Employee Benefits	16
R8. Transfer to purchase instructional supplies.		
From: Chemistry	Repairs	\$ 4,557
To: Chemistry	Instructional Supplies	\$ 4,557
R9. Transfer to purchase supplies.		
From: Student Services	Travel	\$ 1,200
To: Student Services	Supplies	\$ 1,200
R10. Transfer to purchase supplies.		
From: Dean, Student Services	Conferences	\$ 500
To: Student Activities	Supplies	\$ 500
R11. Transfer to purchase a computer.		
From: International Students	Other Services	\$ 265
To: International Students	Equipment	\$ 265

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R12. Transfer to realign the Center for Social Justice budget. (Fund 12, Resource 1120)		
From: Dean, Languages, Humanities and Social Sciences	Classified FT Administrator	\$ 12,000
	Employee Benefits	6,484
To: Dean, Languages, Humanities and Social Sciences	Professional Services	\$ 17,484
	Cellular Phone	500
	Other Services	500

R13. Transfer to realign the SSSP Set Aside grant budget. (Fund 12, Resource 1190)		
From: SSSP Set Aside Grant	Travel	\$ 6,002
To: SSSP Set Aside Grant	Classified FT Administrator	\$ 965
	Classified Overtime	4,537
	Employee Benefits	500

Norco

N1. Transfer to provide for special projects and reference books. (Fund 12, Resource 1190)		
From: Student Equity	Conferences	\$ 50,000
To: Student Equity	Academic Special Project	\$ 20,000
	Reference Books	30,000

N2. Transfer to provide for supplies.		
From: Dean of Instruction	Academic Special Project	\$ 746
To: Dean of Instruction	Supplies	\$ 746

N3. Transfer to provide for supplies.		
From: Library	Student Help – Non-Instr	\$ 5,500
To: Library	Supplies	\$ 5,500



<u>Program</u>	<u>Account</u>	<u>Amount</u>
N4. Transfer to provide for supplies.		
From: Student Services	Administrative Contingency	\$ 850
To: Student Services	Supplies	\$ 850
N5. Transfer to provide for repairs.		
From: Facilities	Classified Substitutes	\$ 5,108
	Equipment	1,453
	Fixtures & Fixed Equip	3,000
To: Facilities	Repair Parts	\$ 3,325
	Other Services	6,236

Moreno Valley

M1. Transfer to purchase office furniture and provide for the installation of electrical receptacles.		
From: VP, Business Services	Administrative Contingency	\$ 3,270
To: VP, Business Services	Equipment	\$ 2,784
	Fixtures & Fixed Equipment	486
M2. Transfer to purchase a golf cart.		
From: Facilities	Repair Parts	\$ 600
To: Facilities	Equipment	\$ 600
M3. Transfer to purchase supplies.		
From: Health, Human & Public Services	Waste Disposal	\$ 381
To: Health, Human & Public Services	Supplies	\$ 126
	Instructional Supplies	255

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M4. Transfer to provide a permanent budget for the Academic Senate department.		
From: Academic Affairs	Administrative Contingency	\$ 5,000
To: Academic Senate	Copying and Printing	\$ 12
	Supplies	1,976
	Conferences	2,568
	Memberships	444
M5. Transfer to provide a permanent budget for the Educational Programs department.		
From: Learning Center/Tutorial	Short-Term Temporary	\$ 4,844
	Employee Benefits	106
To: Assoc. Dean, Educational Programs	Reference Books	\$ 500
	Copying and Printing	200
	Supplies	750
	Mileage	1,500
	Conferences	2,000
M6. Transfer to realign the Lottery budget. (Fund 12, Resource 1190).		
From: Communications	Comp Software Maint/Lic	\$ 2,000
To: Chemistry	Instructional Supplies	\$ 480
Kinesiology	Copying and Printing	520
Biology	Instructional Supplies	1,000
M7. Transfer to purchase supplies, suspendable strike dummies, a speaker system and to provide for student help.		
From: Academy/Criminal Services	Rents and Leases	\$ 58,199
To: Educational Services	Student Help – Non-Instr	\$ 50,000
	Employee Benefits	650
Academy/Criminal Services	Supplies	412
	Equipment	6,137
Institutional Effectiveness	Supplies	1,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M8. Transfer to provide for copying and printing.		
From: Student Services	Administrative Contingency	\$ 64
To: Student Services	Copying and Printing	\$ 64
M9. Transfer to purchase reference books and provide for student and short-term help. (Fund 12, Resource 1190)		
From: Student Equity	Administrative Contingency	\$ 80,007
To: Student Equity	Student Help – Non-Instr	\$ 63,000
	Short-Term Temporary	11,000
	Employee Benefits	1,007
	Reference Books	5,000
M10. Transfer to purchase supplies and provide for student help and copying and printing. (Fund 12, Resource 1190)		
From: Middle College High School	Other Services	\$ 5,000
	Equipment	32,500
To: Middle College High School	Student Help-Non-Instr	\$ 20,000
	Copying and Printing	5,000
	Supplies	12,500
M11. Transfer to provide for student and short-term help. (Fund 12, Resource 1190)		
From: Talen Search Program Grant	Academic PT Non-Instr	\$ 45,000
To: Talent Search Program Grant	Student Help-Non-Instr	\$ 30,000
	Short-Term Temporary	15,000
M12. Transfer to provide for student help. (Fund 12, Resource 1190)		
From: Foster Youth Support Services Grant	Supplies	\$ 1,000
To: Foster Youth Support Services Grant	Student Help-Non-Instr	\$ 1,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
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M13. Transfer to realign the Student Equity Grant budget. (Fund 12, Resource 1190)

From: Student Equity Grant	Classified FT	\$ 41,654
To: Student Equity Grant	Reference Books	\$ 4,000
	Copying and Printing	245
	Food	7,209
	Professional Services	29,700
	Supplies	500

M14. Transfer to purchase a printer and provide for a classified substitute for the Student Success and Support Program grant. (Fund 12, Resource 1190)

From: SSSP	Employee Benefits	\$ 1,069
	Administrative Contingency	297
To: SSSP	Student Help-Non-Instr	\$ 1,069
	Equipment	297

District Office and District Support Services

D1. Transfer to purchase a desk and chair.

From: Accounting Services	Comp Software Maint/Lic	\$ 1,400
To: Accounting Services	Equipment	\$ 1,400

D2. Transfer to provide for an online backup service.

From: Open Campus	Supplies	\$ 219
To: Open Campus	Other Services	\$ 219

D3. Transfer to purchase office furniture.

From: Foundation	Copying and Printing	\$ 2,000
To: Foundation	Equipment	\$ 2,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D4. Transfer to provide for travel expenses.		
From: Chancellor	Classified FT	\$ 8,845
	Employee Benefits	1,970
	Administrative Contingency	5,185
To: Model UN	Travel Expenses	\$ 16,000

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 27-16/17 – 2016-2017 Student Success and Support Program
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$1,264,329 to the budget.

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### Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2016-2017 Student Success and Support Program in the amount of \$1,264,329 from the California Community Colleges Chancellor's Office. The additional funding by college follows: Riverside City College - \$803,538, Norco College - \$223,367, and Moreno Valley College - \$237,424. The funds will be used for salary, benefits, and other operating expenses.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Monica Green, Interim President, Norco College  
Irving Hendrick, Interim President, Moreno Valley College  
FeRita Carter, Vice President of Student Services (RCC)  
Koji Uesugi, Associate Dean, Special Funded Programs  
Dyrell Foster, Vice President, Student Services (MVC)

### Attachments:

[12132016\\_Resolution No. 27-16/17 – Student Success and Support Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 27-16/17

2016-2017 Student Success and Support Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$1,264,329 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 December 13, 2016.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 27-16/17  
 2016-2017 Student Success and Support Program

Year	County	District	Date	Fund
17	33	07	12/13/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0080	8659	803,538 00	REVENUE
12	E00	1190	0	0000	0080	8659	223,367 00	↓
12	F00	1190	0	0000	0080	8659	237,424 00	↓
								EXPENDITURES
12	DZT	1190	0	6450	0080	5899	803,538 00	Administrative Contingency
12	EZT	1190	0	6301	0080	1439	223,367 00	Acad PT Non-Instructional
12	FZT	1190	0	6301	0080	1439	206,852 00	Acad PT Non-Instructional
12	FZT	1190	0	6301	0080	3130	26,022 00	Employee Benefits
12	FZT	1190	0	6301	0080	3335	2,999 00	
12	FZT	1190	0	6301	0080	3530	103 00	
12	FZT	1190	0	6301	0080	3630	1,034 00	
12	FZT	1190	0	6301	0080	3470	414 00	↓
							1,264,329 00	TOTAL REVENUE
							1,264,329 00	TOTAL EXPENDITURES



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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 28-16/17 – 2016-2017 Foster Youth Support Services
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$60,000 to the budget.

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### Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2015-2016 Foster Youth Support Services in the amount of \$60,000 from the Anthony Pritzker Family Foundation. The additional funding by college follows: Riverside City College - \$30,000 and Moreno Valley College - \$30,000. The funds will be used for operational expenses of the program.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Irving Hendrick, Interim President, Moreno Valley College  
FeRita Carter, Vice President of Student Services (RCC)  
Dyrell Foster, Vice President, Student Services (MVC)

### Attachments:

[12132016\\_Resolution No.28-16/17 – Foster Youth Support Services](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 28-16/17

2016-2017 Foster Youth Support Services

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$60,000 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 December 13, 2016.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 28-16/17  
 2016-2017 Foster Youth Support Services

Year	County	District	Date	Fund
17	33	07	12/13/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	D00	1190	0	0000	0161	8820	30,000	00	REVENUE
12	F00	1190	0	0000	0161	8820	30,000	00	↓
									EXPENDITURES
12	DCW	1190	0	6020	0161	4590	1,100	00	Office and Other Supplies
12	DCW	1190	0	6020	0161	4710	2,000	00	Food
12	DCW	1190	0	6020	0161	5210	350	00	Mileage
12	DCW	1190	0	6020	0161	5219	3,000	00	Other Travel
12	DCW	1190	0	6020	0161	5220	800	00	Conferences
12	DCW	1190	0	6020	0161	5541	1,500	00	Cell Phones
12	DCW	1190	0	6020	0161	6481	3,750	00	Equip Additional \$200-\$4999
12	DCW	1190	0	6020	0161	6485	7,500	00	Comp Equip Addl \$200-\$4999
12	DCW	1190	0	7321	0161	7640	10,000	00	Book Grants
12	FZG	1190	0	6452	0161	5899	30,000	00	Administrative Contingency
							60,000	00	TOTAL REVENUE
							60,000	00	TOTAL EXPENDITURES

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 29-16/17 – 2016-2017 Non-Traditional Employment for Women Grant
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$8,000 to the budget.

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### Background Narrative:

The Riverside Community College District's Riverside City College has received additional funding from College of the Desert for the 2016-2017 Non-Traditional Employment for Women Grant in the amount of \$8,000. The funds will be used for expenses to host an upcoming event.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Kristine DiMemmo, Dean of Instruction

### Attachments:

[12132016\\_Resolution No. 29-16/17 – Non-Traditional Employment for Women Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 29-16/17

2016-2017 Non-Traditional Employment for Women Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$8,000 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 December 13, 2016.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 29-16/17  
 2016-2017 Non-Traditional Employment for Women Grant

Year	County	District	Date	Fund
17	33	07	12/13/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0083	8820	8,000 00	REVENUE
								EXPENDITURES
12	DJC	1190	0	6010	4083	4590	3,000 00	Office and Other Supplies
12	DJC	1190	0	6010	4083	4555	1,000 00	Copying and Printing
12	DJC	1190	0	6010	4083	4710	4,000 00	Food
							8,000 00	TOTAL REVENUE
							8,000 00	TOTAL EXPENDITURES

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 30-16/17 – 2016-2017 Disabled Students Programs and Services (DSPS)
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$860,977 to the budget.

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### Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2016-2017 Disabled Students Programs and Services (DSPS) in the amount of \$860,977 from the California Community Colleges Chancellor's Office. The additional funding by college follows: Riverside City College - \$642,564, Norco College - \$117,919, and Moreno Valley College - \$100,494. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Monica Green, Interim President, Norco College  
Irving Hendrick, Interim President, Moreno Valley College  
FeRita Carter, Vice President of Student Services (RCC)  
Koji Uesugi, Associate Dean, Special Funded Programs  
Dyrell Foster, Vice President, Student Services (MVC)

### Attachments:

[12132016\\_Resolution No. 30-16/17 – Disabled Students Programs and Services](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 30-16/17

2016-2017 Disabled Students Programs and Services (DSPS)

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$860,977 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 December 13, 2016.

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Clerk or Authorized Agent



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 30-16/17  
 2016-2017 Disabled Students Programs and Services (DSPS)

Year	County	District	Date	Fund
17	33	07	12/13/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0180	8621	642,564 00	REVENUE
12	E00	1190	0	0000	0180	8621	117,919 00	↓
12	F00	1190	0	0000	0180	8621	100,494 00	↓
								EXPENDITURES
12	DZP	1190	0	809	0180	2449	325,000 00	Instructional Aides Hrly
12	DZP	1190	0	809	0180	2440	4,000 00	Instructional Aides, Overtime
12	DZP	1190	0	809	0180	3310	248 00	Employee Benefits
12	DZP	1190	0	809	0180	3315	4,770 00	
12	DZP	1190	0	809	0180	3450	657 00	
12	DZP	1190	0	809	0180	3510	165 00	
12	DZP	1190	0	809	0180	3610	1,645 00	↓
12	DZP	1190	0	809	0180	5210	200 00	Mileage
12	DZP	1190	0	809	0180	5220	350 00	Conferences
12	DZP	1190	0	809	0180	5890	100,000 00	Other Services
12	DZP	1190	0	4930	0180	2430	25,000 00	Student Help, Instructional
12	DZP	1190	0	4930	0180	3450	50 00	Employee Benefits
12	DZP	1190	0	4930	0180	3610	125 00	↓
12	DZP	1190	0	6420	0180	2331	1,130 00	Student Help Non-Instruct
12	DZP	1190	0	6420	0180	1439	62,500 00	Acad PT Non-Instructional
12	DZP	1190	0	6420	0180	2349	10,000 00	Classified Overtime
12	DZP	1190	0	6420	0180	3320	620 00	Employee Benefits
12	DZP	1190	0	6420	0180	3130	7,863 00	
12	DZP	1190	0	6420	0180	3335	906 00	
12	DZP	1190	0	6420	0180	3470	125 00	
12	DZP	1190	0	6420	0180	3530	31 00	
12	DZP	1190	0	6420	0180	3630	313 00	
12	DZP	1190	0	6420	0180	3325	145 00	
12	DZP	1190	0	6420	0180	3460	22 00	
12	DZP	1190	0	6420	0180	3520	5 00	
12	DZP	1190	0	6420	0180	3620	56 00	↓
12	DZP	1190	0	6420	0180	4555	1,000 00	Copying/Printing
12	DZP	1190	0	6420	0180	4590	2,500 00	Office and Other Supplies
12	DZP	1190	0	6420	0180	5045	138 00	Postage
12	DZP	1190	0	6420	0180	5220	8,000 00	Conferences
12	DZP	1190	0	6420	2180	5890	50,000 00	Other Services

12	DZP	1190	0	6420	0180	5649	35,000	00	Comp Software Maint/Lic
12	EZP	1190	0	809	0180	2449	10,000	00	Instructional Aides Hrly
12	EZP	1190	0	809	0180	3315	145	00	Employee Benefits
12	EZP	1190	0	809	0180	3450	20	00	
12	EZP	1190	0	809	0180	3510	5	00	
12	EZP	1190	0	809	0180	3610	50	00	↓
12	EZP	1190	0	6420	0180	1439	14,000	00	Acad PT Non-Instructional
12	EZP	1190	0	6420	0180	2129	20,000	00	Classified Perm Part Time
12	EZP	1190	0	6420	0180	2331	5,000	00	Student Help Non-Instruct
12	EZP	1190	0	6420	0180	2339	3,000	00	Classified PT Hrly As Needed
12	EZP	1190	0	6420	0180	3130	1,761	00	Employee Benefits
12	EZP	1190	0	6420	0180	3325	334	00	
12	EZP	1190	0	6420	0180	3335	203	00	
12	EZP	1190	0	6420	0180	3460	56	00	
12	EZP	1190	0	6420	0180	3470	28	00	
12	EZP	1190	0	6420	0180	3520	12	00	
12	EZP	1190	0	6420	0180	3530	7	00	
12	EZP	1190	0	6420	0180	3620	140	00	
12	EZP	1190	0	6420	0180	3630	70	00	↓
12	EZP	1190	0	6420	0180	5890	63,088	00	Interpreting Services
12	FZP	1190	0	6420	0180	2331	7,116	00	Student Help Non-Instruct
12	FZP	1190	0	6420	0180	2369	20,000	00	Classified Substitutes
12	FZP	1190	0	6420	0180	3220	2,778	00	Employee Benefits
12	FZP	1190	0	6420	0180	3320	1,240	00	
12	FZP	1190	0	6420	0180	3325	290	00	
12	FZP	1190	0	6420	0180	3420	10,371	00	
12	FZP	1190	0	6420	0180	3460	54	00	
12	FZP	1190	0	6420	0180	3520	10	00	
12	FZP	1190	0	6420	0180	3620	136	00	↓
12	FZP	1190	0	6420	0180	1439	5,000	00	Acad PT Non-Instructional
12	FZP	1190	0	6420	0180	1469	96	00	Acad PT Non-Instructional, Sub
12	FZP	1190	0	6420	0180	3130	641	00	Employee Benefits
12	FZP	1190	0	6420	0180	3335	74	00	
12	FZP	1190	0	6420	0180	3430	39,380	00	
12	FZP	1190	0	6420	0180	3470	10	00	
12	FZP	1190	0	6420	0180	3530	3	00	
12	FZP	1190	0	6420	0180	3630	25	00	↓
12	FZP	1190	0	6420	0180	4555	63	00	Copying/Printing
12	FZP	1190	0	6420	0180	4590	9,000	00	Office and Other Supplies
12	FZP	1190	0	6420	0180	5220	4,207	00	Conferences
							860,977	00	TOTAL REVENUE
							860,977	00	TOTAL EXPENDITURES

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-e)
Subject	Resolution No. 31-16/17 – 2016-2017 Deputy Sector Navigator Program
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$100,000 to the budget.

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### Background Narrative:

The Riverside Community College District has received additional funding for the 2016-2017 Deputy Sector Navigator Program in the amount of \$100,000 from the California Community Colleges Chancellor's Office. The funds will be used for other operational expenses of the program.

Prepared By: Dennis Anderson, Interim VC Ed Svc and Strat Planning  
Richard Keeler, Dean, Grants  
Robert Corona, Director, Center for International Trade Development

### Attachments:

[12132016\\_Resolution No. 31-16/17 – Deputy Sector Navigator Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 31-16/17

2016-2017 Deputy Sector Navigator Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$100,000 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 December 13, 2016.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 31-16/17  
 2016-2017 Deputy Sector Navigator Program

Year	County	District	Date	Fund
17	33	07	12/13/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0198	8659	100,000 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	6819	0198	5198	4,000 00	Professional Services
12	AXD	1190	0	6819	0198	5210	2,000 00	Mileage
12	AXD	1190	0	6819	0198	5310	500 00	Membership/Dues
12	AXD	1190	0	6819	0198	5630	20,000 00	Facility Rental
12	AXD	1190	0	6819	0198	5650	800 00	Transportationm Contracts
12	AXD	1190	0	6819	0198	5740	5,000 00	Advertising
12	AXD	1190	0	6819	0198	5890	63,854 00	Outreach program
12	AXD	1190	0	6819	0198	5910	3,846 00	Indirect Admin Costs
							100,000 00	TOTAL REVENUE
							100,000 00	TOTAL EXPENDITURES

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-f)
Subject	Resolution No. 32-16/17 – 2016-2017 Innovation in Higher Education Planning Grant
College/District	Riverside
Funding	Grants and Categorical Programs
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 Riverside Community College District's Riverside City College has received funding for the 2016-2017 Innovation in Higher Education Planning Grant in the amount of \$30,000 from the College Futures Foundation. The funds will be used for salary, benefits, and other operating expenses.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Allison Douglas-Chicoye, Dean, Student Success and Support

### Attachments:

[12132016\\_Resolution No. 32-16/17 – Innovation in Higher Education Planning Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 32-16/17

2016-2017 Innovation in Higher Education Planning Grant

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 December 13, 2016.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 32-16/17  
 2016-2017 Innovation in Higher Education Planning Grant

Year	County	District	Date	Fund
17	33	07	12/13/2016	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0163	8820	30,000 00	REVENUE
								EXPENDITURES
12	DYA	1190	0	6120	0163	1490	21,781 00	Acad Special Project
12	DYA	1190	0	6120	0163	2339	490 00	Classified PT Hrly As Needed
12	DYA	1190	0	6120	0163	3130	2,739 00	Employee Benefits
12	DYA	1190	0	6120	0163	3325	7 00	
12	DYA	1190	0	6120	0163	3335	316 00	
12	DYA	1190	0	6120	0163	3460	1 00	
12	DYA	1190	0	6120	0163	3470	44 00	
12	DYA	1190	0	6120	0163	3530	11 00	
12	DYA	1190	0	6120	0163	3620	2 00	
12	DYA	1190	0	6120	0163	3630	109 00	↓
12	DYA	1190	0	6120	0163	4555	3,000 00	Copying/Printing
12	DYA	1190	0	6120	0163	5211	1,500 00	Meeting Expenses
							30,000 00	TOTAL REVENUE
							30,000 00	TOTAL EXPENDITURES



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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Bid Award for District-Wide Phase 2 Security Improvements Project
College/District	District
Funding	Self-Insured Worker's Comp
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2016/17-01, District-Wide Phase 2 Security Improvements in the total amount of \$225,195 to Apple Valley Communications, Inc.

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### Background Narrative:

On October 25, 2016, the District received one (1) bid in response to an Invitation for Bid solicitation for the District-Wide Phase 2 Security Improvements Project. The project consists of integrating the following: access control and alarm monitoring system, video surveillance system, panic alarm system, and security call system. See the attached Lowest Responsive and Responsible Bidders summary.

References for Apple Valley Communications, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Michael Simmons, Director, Risk Management, Safety & Police Services  
Majd Askar, Director of Business Services

### Attachments:

[12132016\\_Lowest Responsive and Responsible Bidders Summary](#)

## Lowest Responsive and Responsible Bidders District-Wide Phase 2 Security Improvements Project

<u>Contractor</u>	<u>Location</u>	<u>Total Bid</u>
Apple Valley Communications	Apple Valley, CA	\$225,195

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$87,800 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$706,940 for the period of November 1, 2016 through November 27, 2016.

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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 \$87,800. The attached listing of contracts and agreements under \$87,800 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, Director of Business Services

### Attachments:

[12132016\\_Contracts and Agreements Less than \\$87,800 Report \(November\)](#)

Contracts and Agreements Report - All District Resources  
\$87,800 and Under  
11/1/16 thru 11/27/16

PO#	Department	Vendor	Business Location	Description	Amount
C0005484	Workforce Preparation - Riverside	Sparrow Consulting, LLC	La Mesa	Professional Services	\$ 4,900
C0005485	Workforce Preparation - Riverside	California Institute Preventive Medicine	La Jolla	Professional Services	3,500
C0005486	Community & Economic Development	American Bicycling Education Association, Inc.	Orlando, FL	Community Education Presenter	2,449
C0005487	Student Financial Services - Moreno Valley	NorthStar Education Services, LLC	Eagan, MN	Cohort Management Services	2,556
C0005488	Disabled Student Services - Riverside	Rise Interpreting, Inc.	Riverside	Interpreters	12,000
C0005489	Facilities Planning & Development	Carbon Solutions Group, LLC	Chicago, IL	Lead Certification	532
C0005490	Facilities Planning & Development	Carbon Solutions Group, LLC	Chicago, IL	Lead Certificates	922
C0005491	Risk Management	Rave Mobile Safety	Framingham, MA	Professional Services	49,350
C0005492	Institutional Effectiveness	International Business Machines Corporation	Armonk, NY	Computer Software Maint/Lic.	980
C0005494	Facilities - Norco	AMP Mechanical, Inc.	Costa Mesa	Air Conditioning Unit Replacement Bid Award	45,790
C0005496	International Students - Riverside	United Education Consulting, Inc.	City of Industry	Professional Services	5,000
C0005497	Admissions & Records - Riverside	QLess, Inc.	Pasadena	Computer Software Maint/Lic.	26,783
C0005498	Admissions & Records - Moreno Valley	Card Integrators	Los Alamitos	Repairs - Service	1,746
C0005499	Diversity, Equity & Compliance	Cortez, Danny	La Mirada	Professional Services	280
C0005500	President - Norco Campus	Center for Community College Student	Austin, TX	Memberships	11,400
N/A	VP Business, Moreno Valley	Riverside County Superintendent of Schools	Riverside	Head Start Support	No Cost
N/A	Customized Training (OED)	California Family Life Center	Riverside	Training Services	No Cost
N/A	PSET	Verified Credentials	Lakeville, MN	EMS Student Background Checks	No Cost
N/A	Office of Economic Development	Mt. San Jacinto College	San Jacinto	CITD Career Expo Sponsorhip	No Cost
N/A	Customized Training (OED)	California Tool & Welding	Riverside	Training Services	No Cost
N/A	Student Services	Real Journey Academies, Inc.	Moreno Valley	Federal Work Study	No Cost
N/A	Human Resources and Employee Relations	TALX Corporation	St. Louis, MO	Employment, Income and Social Service Verification	No Cost
N/A	Risk Management	Express Scripts	Los Angeles	Workers' Compensation Pharmacy Program	No Cost
N/A	Performing Arts	Winter Guard International, Inc.	Dayton, OH	Event Administration Fee	No Cost
N/A	President - Riverside	California Community College Chancellor's Office	Sacramento	Student Success and Support Program	No Cost
N/A	Human Resources and Employee Relations	CalSTRS Pension 2	Sacramento	Pension Plan Service Agreement	No Cost
N/A	Career and Tech Ed	Desert Community College District	Palm Desert	Employment Event	No Cost
N/A	Student Financial Services	The Growing Place	Riverside	Student Employment	No Cost
N/A	Student Services	Moreno Valley Unified School District	Moreno Valley	Federal Work Study	No Cost
N/A	Student Services	Moreno Valley Conference & Recreation Center	Moreno Valley	Scholarship Event Site	No Cost
<b>Additions to Approved/Ratify Contracts of \$87,800 and Under</b>					
C0003364	Administrative Support Center - Riverside	Sharp Electronics Corp.	Mahwah, NJ	Repairs - Service	6,000
C0003936	Production Printing	Konica Minolta Business Solutions	San Bernardino	Purchase/Cost of Goods Sold	20,500
C0003982	Athletics - Riverside	Prestosports, Inc.	Rockville, MD	Web Hosting	3,000
C0004299	Risk Management	Southern California Schools Risk Management	San Bernardino	Liability Insurance	10,000
C0004332	Student Financial Services - Riverside	Sharp Electronics Corp.	Pasadena	Repairs - Service	662
C0004372	Institutional Effectiveness	National Student Clearinghouse	Charlotte, NC	Computer Software Maint/Lic.	442
C0004395	Facilities Planning & Development	City of Riverside	Riverside	Repairs - Service	418
C0004573	Facilities Planning & Development	Pro-Craft Construction, Inc.	Redlands	CAADO Utilities	275
C0004630	Facilities Planning & Development	Nealetric, Inc.	Poway	CAADO Electrical	31,168
C0004632	Facilities Planning & Development	Columbia Steel, Inc.	Rialto	CAADO Structural Steel	56,108
C0004634	Facilities Planning & Development	Triumph Painting	Riverside	CAADO Painting	4,806
C0004635	Facilities Planning & Development	Caston, Inc.	San Bernardino	Accounts Payable	17,056
C0004637	Facilities Planning & Development	Letner Roofing Co.	Orange	CAADO Roofing	4,352
C0004638	Facilities Planning & Development	Letner Roofing Co.	Orange	CAADO Sheet Metal	10,579
C0004640	Facilities Planning & Development	McGuire Contracting, Inc.	Fontana	CAADO Site Work	6,354
C0004641	Facilities Planning & Development	Caston, Inc.	San Bernardino	CSA Drywall	73,929
C0004642	Facilities Planning & Development	Columbia Steel, Inc.	Rialto	CSA Steel	55,809
C0004643	Facilities Planning & Development	Corona Aluminum Co.	Riverside	CSA Glazing	23,884

Contracts and Agreements Report - All District Resources  
 \$87,800 and Under  
 11/1/16 thru 11/27/16

PO#	Department	Vendor	Business Location	Description	Amount
C0004644	Facilities Planning & Development	Corona Aluminum Co.	Riverside	CAADO Glazing	26,629
C0004645	Facilities Planning & Development	Inland Building Construction Companies, Inc.	San Bernardino	CSA Metal Frames	12,694
C0004646	Facilities Planning & Development	Inland Building Construction Companies, Inc.	San Bernardino	CSA Misc.	23,342
C0004652	Facilities Planning & Development	J. M. Farnan Co., Inc	La Verne	CAADO Plumbing	4,433
C0004654	Facilities Planning & Development	Letner Roofing Co.	Orange	CSA Sheet Metal	5,232
C0004656	Facilities Planning & Development	McGuire Contracting, Inc.	Fontana	CSA Site Work	21,715
C0004659	Facilities Planning & Development	McGuire Contracting, Inc.	Fontana	CSA Concrete	6,723
C0004665	Facilities Planning & Development	Stolo Cabinets, Inc.	Brea	CSA Casework	1,111
C0004667	Facilities Planning & Development	Continental Flooring, Inc.	Rancho Cucamonga	CAADO Flooring	1,039
C0004669	Facilities Planning & Development	Allegheny Casualty Company	Kirkland, WA	CAADO Fire Protection	4,646
C0004670	Facilities Planning & Development	Allegheny Casualty Company	Kirkland, WA	CSA Fire Protection	3,576
C0004812	Facilities - Riverside	Pro-Craft Construction, Inc.	Redlands	SS&A BUILDING - PLUMBING	601
C0004814	Facilities - Riverside	Fremont Millwork Co.	Klamath Falls, OR	SS&A BUILDING - CASEWORK	14,830
C0004834	Facilities - Riverside	Daniel's Electrical Construction Co., Inc.	Fontana	SS&A BUILDING - ELECTRICAL	17,832
C0004853	Facilities - Riverside	Streamline Painting, Inc.	Moreno Valley	SS&A BUILDING - PAINTING	13,321
C0005289	Languages, Humanities & Social Sciences	PJ & MJ Abraham, Inc.	Laguna	Professional Services	26,775
C0005291	Community Ed & Senior Citizen Education	Ellis-Woodson, Cassandra	Eastvale	Professional Services	4,000
C0005336	Chancellor's Office	The Education Leadership Group	Monterey	Consultants	251
C0005403	Risk Management	Liebert Cassidy Whitmore	Los Angeles	Legal Services	16,000
C0005462	Customized Solutions	Brady, Michael	Corona	Training	8,660
N/A	Workforce Prep - Riverside	Riverside County Dept. of Public Schools Services	Riverside	Amend #5/Extends Date	No Cost
N/A	President - Riverside	California Community College Chancellor's Office	Sacramento	Amend #1/Extends Date	No Cost
N/A	President - Riverside	California Community College Chancellor's Office	Sacramento	Amend #1/Reduces Funds	No Cost
N/A	President - Riverside	California Community College Chancellor's Office	Sacramento	Amend #1/Reduces Funds	No Cost
Total					<u>\$ 706,940</u>

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Contract Agreement for Culinary Lease Extension with Blue Mountain Two L. P.
College/District	Riverside
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve the Fifth Amendment for the Spruce Street Culinary Lease with Blue Mountain Two L.P. during required building renovations through April 30, 2017, not to exceed \$146,616.48.

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### Background Narrative:

On May 17, 2016, the Board approved the continued lease agreement for the culinary program space located at 1511 Spruce Street, Riverside, CA. It is now necessary to extend the building lease from September 1, 2016 through April 30, 2017 to allow for building renovations. In accordance with the lease agreement it now becomes necessary to return the building to its original state. During this renovation period the lease payments will be reduced to \$18,327.06 per month.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Michelle Davila, Executive Administrative Assistant  
Chip West, Director of Facilities, Maintenance & Operations

### Attachments:

[Fifth Amendment with Blue Mountain Two L.P.](#)

FIFTH AMENDMENT TO LEASE AGREEMENT

This document amends the original Office Lease Agreement between the Riverside Community College District and Blue Mountain Two L.P., which was approved by the Board of Trustees on June 16, 2009, at their regularly scheduled meeting.

The agreement is hereby amended a fifth time as follows:

Paragraph 1.3 Term. The ending date of the agreement shall be extended from August 31, 2016 to April 30, 2017.


Paragraph 1.5 Base Rent. The rent for this extended period shall be \$18,327.06 per month. Lessee shall pay all electricity costs in the amount landlord is billed each month for the total charges for electricity and city service fees related to electricity for the project.

This Amendment shall be retroactive as of September 1, 2016.

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.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

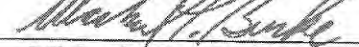
By:   
Dr. Wolde-Ab Isaac, President,  
Riverside City College

Dated: 11/30/2016

BLUE MOUNTAIN TWO, L.P.

By:   
Daniel C. Burke

Dated: 11-30-16

By:   
Michael P. Burke

Dated: 11-30-16

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Architectural Services Agreement for ADA Barrier Identification and Remediation Project at Riverside City College with Westberg+White Architecture
College/District	District
Funding	District Scheduled Maintenance
Recommended Action	It is recommended that the Board of Trustees approve the agreement for Architectural Services for the ADA Barrier Identification and Remediation Project for Riverside City College with Westberg+White Architecture in the amount not to exceed \$231,478.

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### Background Narrative:

On April 26, 2016, the District issued a Request for Qualifications (RFQ)/Request for Proposals (RFP) for Division of the State Architect/Americans with Disabilities Act (DSA/ADA) Qualified Architects. The District seeking qualified Architectural Consultant Firms that can provide Riverside Community College District (RCCD) the framework for resolving known and unknown ADA-related deficiencies throughout the District while implementing a proactive inspection and remediation process to ensure timely and effective ADA compliance. Three responses were received. Interviews were held on June 10th and July 27th for the three firms that responded.

At this time, it is requested that the Board of Trustees approve the selection of Westberg+White Architecture for Architectural Services for the ADA Barrier Identification and Remediation (ADA-BIAR) project for Riverside City College. It is also requested the Board of Trustees approve the agreement with Westberg+White Architecture (W+W) in the amount not to exceed \$231,478, which includes a \$50,000 allowance and reimbursables for the ADA-BIAR project at Riverside City College. The intent of this project is to address noncompliant accessibility items and other physical barriers at the college that are documented as ADA noncompliant per the Gomez litigation case findings report. The scope of work to be performed by W+W includes evaluation of the listed non-compliant accessibility items and on site verification in order to provide a solution to make the items code compliant with State, Local and Federal requirements. The architect's documents are to be prepared to bid as three separate DSA/Bid packages/phases. A detailed scope of work is outlined in Exhibit I of the attached agreement.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Chris Carlson, Chief of Staff & Facilities Development  
Bart Doering, Facilities Development Director

### Attachments:

[Agreement with W+W\\_RCC ADA Barrier Identification and Remediation](#)



ARCHITECTURAL SERVICES AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
WESTBERG+WHITE ARCHITECTURE

This AGREEMENT is made and entered into on December, 14, 2016, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT”, and WESTBERG+WHITE ARCHITECTURE, hereinafter referred to as “ARCHITECT”. This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the 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 architectural services for the ADA Barrier Identification and Remediation Project, hereinafter referred to as “PROJECT”, located at Riverside City College, Riverside, California in the DISTRICT; and

WHEREAS, ARCHITECT understands that funding for this PROJECT is to be determined, as ARCHITECT’s documents are to be prepared to bid as three separate DSA/Bid packages, 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, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – ARCHITECT’S SERVICES AND RESPONSIBILITIES

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

2. The 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 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 ARCHITECT shall submit for the DISTRICT’s approval a schedule for the performance of the 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 ARCHITECT.

3. The schematic design, design development and construction document services covered by this agreement shall be completed and submitted to the Division of the State ARCHITECT for review and approval on or before July 14, 2017.

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

1. The ARCHITECT’s services include those described in this Article and include structural, civil, mechanical and electrical engineering and 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 ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Division of the State Architect (DSA).

3. The 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 ARCHITECT shall provide a PROJECT description which includes the DISTRICT’s needs, program and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.

5. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT’s PROJECT schedule and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT, evaluation and application of Educational specification requirements under Education Code Section 17251 and under Title 5, California Code of Regulations Section 14000 et seq.

6. The ARCHITECT shall provide planning surveys, site valuations and comparative studies of prospective sites, buildings or locations.

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

8. The ARCHITECT shall make revisions in Drawings, Specifications, the PROJECT Manual or other documents when such revisions are necessary due to the 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.

9. The 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.

10. The ARCHITECT shall provide services in connection with the work of a construction manager or separate consultants retained by DISTRICT.

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

12. The ARCHITECT shall provide detailed quantity surveys which provide inventories of material, equipment or labor.

13. The ARCHITECT shall provide analyses of DISTRICT ownership and operating costs for the PROJECT.

14. The ARCHITECT shall provide interior design and other services required for or in connection with graphics and signage. All other interior design services are addressed under Article III as an additional service.

15. The ARCHITECT shall visit suppliers, fabricators, and manufacturers' facilities such as for carpet, stone, wood veneers, standard or custom furniture, to review the quality or status of items being produced for the PROJECT.

16. The ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings. 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.

17. The 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 of any school building are free from any asbestos-containing building materials ("ACBM's"). 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.

18. The ARCHITECT shall consider operating or maintenance costs when selecting systems for the DISTRICT. The ARCHITECT shall utilize grants and outside funding sources and work with the DISTRICT to utilize and consider funding from grants and alternative funding sources.

19. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of DISTRICT, attend public hearings and other public meetings. In addition,

ARCHITECT shall attend and assist in legal proceedings that arise from errors or omissions of the ARCHITECT.

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

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

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

23. Schematic Design Phase

a. The ARCHITECT shall review the program furnished by the DISTRICT to ascertain the requirements of the PROJECT and shall review the understanding of such requirements with the DISTRICT.

b. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components, codes, rules and regulations which are applicable to these documents. The ARCHITECT shall prepare the Schematic Design Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the Division of State Architect (DSA) and the local Fire Department.

c. The ARCHITECT shall prepare schematic design studies and site utilization plans leading to a recommended solution together with a general description of the PROJECT for approval by the DISTRICT.

d. If directed by the DISTRICT at the time of approval of the schematic design, the Construction Documents shall be prepared so that portions of the work of the PROJECT may be performed under separate construction contracts, or so that the construction of certain buildings, facilities, or other portions of the PROJECT may be deferred. Alternate construction schemes made by the DISTRICT subsequent to the Schematic Design Phase shall be provided as an additional service pursuant to Article III unless the alternate construction scheme arises out of the PROJECT exceeding the estimated Budget constraint as a result of the ARCHITECT's services under this agreement.

e. ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval in conformance with Article XII. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.

f. The ARCHITECT shall investigate existing conditions or facilities and verify drawings of such conditions or facilities.

g. The ARCHITECT shall perform Schematic Design Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

h. The ARCHITECT shall submit to the DISTRICT a written estimate of the construction cost to reflect actual plan scope at the conclusion of each development phase, in conformance with Articles V and VI and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

#### 24. Design Development Phase (Preliminary Plans)

a. Upon approval by the DISTRICT of the services set forth in Article II, paragraph 23, the ARCHITECT shall prepare Design Development Documents for approval by the DISTRICT. Such documents shall consist of site and floor plans, elevations, cross sections, and other documents necessary to depict the Design of PROJECT, and shall outline specifications to fix and illustrate the size, character and quality of the entire PROJECT as to the program requirements, landscapes, architecture, civil, structural, mechanical, and electrical systems, materials, and such other essentials as may be appropriate. The ARCHITECT shall prepare the Design Development Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT, including, but not limited to Division of the State Architect (DSA) and the local Fire Department.

b. The ARCHITECT shall establish an estimated PROJECT Construction Cost.

c. The ARCHITECT shall perform Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

#### 25. Construction Document Phase (Final Plans)

a. The ARCHITECT shall prepare, from the Design Development Documents 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 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 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 DSA, 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.

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. ARCHITECT shall not charge a mark-up on costs associated with governmental agency fees when the ARCHITECT pays such fees for the DISTRICT.

c. The 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 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.

## 26. Bidding & Award Phase

a. The 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 ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT 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 mechanical, electrical, heating, air conditioning and other systems installed by the Contractor, all of which shall be part of the bid documents prepared by the ARCHITECT.

c. The ARCHITECT shall print and distribute necessary bidding information, general conditions of the contract, and supplemental general conditions of the contract, and shall assist the DISTRICT's legal advisor in the drafting of proposal and contract forms.

d. The ARCHITECT shall deposit a reproducible set of 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, ARCHITECT shall provide DISTRICT with an AutoCAD diskette file.

e. If the lowest bid exceeds the Budget for the PROJECT, the 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.

## 27. Construction Phase

- a. The Construction Phase will commence with the award of the Construction Contract to Contractor.
- b. The ARCHITECT shall reproduce fifteen (15) full size sets of contract documents and all progress prints for the DISTRICT's and consultants' use at the ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.
- c. The ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The 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 ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.
- e. The ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as ARCHITECT deems necessary to render 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 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 ARCHITECT's certificate of completion and final certificate for payment. ARCHITECT shall not be compensated any fee for work required as a result of any error or omission. Errors shall be charged to the ARCHITECT at 100% of corrective cost, while omissions shall be charged at a rate of 20% of the corrective cost.
- f. The 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 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 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 ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

i. The ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ARCHITECT shall promptly inform the DISTRICT, whenever, in the ARCHITECT's opinion, it may be necessary, to stop the work to avoid the improper performance of the agreement. The 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 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 ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT. The 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 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 ARCHITECT and promptly reported to the DISTRICT and Contractor, but which ARCHITECT failed to do.

m. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the 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 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 ARCHITECT's action shall not delay the work, but should allow for sufficient time in the ARCHITECT's professional judgment to permit adequate review.

o. The 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 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. ARCHITECT shall, at ARCHITECT's expense, prepare a set of reproducible record drawings, as well as AutoCAD and PDF versions, acceptable to the District, showing significant change in the work made during construction based on marked-up prints, drawings, addenda, change orders, RFI responses, show drawings, and other data furnished by the Contractor to the ARCHITECT.



p. The 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 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 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 ARCHITECT shall be responsible for gathering information and processing forms required by applicable governing authorities, such as DSA closure with certification and local Fire Departments, in a timely manner and ensure proper PROJECT close-out.

t. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Construction Manager 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 ARCHITECT.

u. The ARCHITECT shall prepare, in versions acceptable to the District, AutoCAD and PDF files of all as-built conditions in concert with item "o" above, at no additional cost.

v. Prior to start of construction, the following two documents are required:

- (i) Contract Information Form DSA-102.
- (ii) Inspector Qualification Record Form DSA-5 should be Submitted 10 days prior to the time of starting construction.

w. The 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 ARCHITECT shall assure delivery of the following documents described below to the DSA 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 Inspector of Record's semi-monthly reports.
- (ii) 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) Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECT, Structural Engineer, Mechanical Engineer and Electrical Engineer.
- (iii) Final Verified Report Form DSA-6 certifying all work is 100% Complete from the Contractor or Contractors, Inspector of Record and Special Inspector(s).
- (iv) Verified Reports of Testing and Inspections as specified on The approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.
- (v) Weighmaster's Certificate (if required by approved drawings And specifications).
- (vi) Copies of the signature page of all Addenda as approved by DSA.
- (vii) Copies of the signature pages of all Deferred Approvals as Approved by DSA.
- (viii) Copies of the signature page of all Change Orders as Approved by DSA.
- (ix) Verification by the I.O.R. that all items noted on any "Field Trip Notes" have been corrected.

### ARTICLE III – ADDITIONAL ARCHITECT'S SERVICES

1. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. 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 ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of 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 ARCHITECT.
- e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development where segregation does not arise from ARCHITECT exceeding the estimated budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an extra service subject to prior negotiation and DISTRICT approval.
- f. Providing contract administration services after the construction contract time has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The ARCHITECT's compensation is expressly conditioned on the lack of fault of the ARCHITECT and payment will be made upon collection of liquidated damages from the Contractor. Payment of the ARCHITECT shall be made from collected liquidated damages.
- g. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

2. If authorized in writing by DISTRICT, 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 ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such PROJECT Representative(s), the 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 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 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. Prior to the Schematic Design Phase, the ARCHITECT shall prepare a current overall budget for the PROJECT, including the construction cost for the PROJECT. The budget shall be based upon the DISTRICT’s objectives, schedule, budget constraints and any other criteria that are provided to the ARCHITECT pursuant to Article IV, Paragraph 1 above. The DISTRICT shall approve the budget prepared by the ARCHITECT pursuant to this Paragraph and this shall be the “Budget” for the PROJECT as set forth in this AGREEMENT.

3. The DISTRICT shall notify the 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 ARCHITECT.

4. The DISTRICT shall give prompt written notice to the 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 ARCHITECT of 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.

5. The proposed language of certifications requested of the ARCHITECT or ARCHITECT’s consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.

#### ARTICLE V – COST OF CONSTRUCTION

1. During the Schematic Design, Design Development and Construction Document Phases, 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 ARCHITECT, including work covered by approved change orders and/or alternates approved by the DISTRICT, but excluding the following: Any payments to 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 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 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 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 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 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 ARCHITECT or DISTRICT.

2. The ARCHITECT shall review the estimate at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the estimate at each phase of the ARCHITECT's services. The 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 ARCHITECT shall revise the type or quality of construction to come within the budgeted limit at no additional cost to the DISTRICT. ARCHITECT's initial

budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

3. The ARCHITECT, upon request of the DISTRICT, shall prepare a detailed estimate of construction costs at no additional cost.

#### ARTICLE VII – ARCHITECT’S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the ARCHITECT or the 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 ARCHITECT’s or 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 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 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 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 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 ARCHITECT costs shall be deducted from payments to the 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 ARCHITECT shall have no greater rights than it would have had if a termination for convenience had been claimed, requested or recovered by ARCHITECT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay to the 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 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 ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ARCHITECT under this paragraph through 50% completion of the ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit 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, ARCHITECT agrees to continue the work diligently to completion. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but 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 ARCHITECT

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 Architect disagree with any audit conducted by District, 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. Architect shall not be reimbursed by District for such an audit.

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

#### ARTICLE X – COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT in an amount not to exceed \$231,478 which includes a \$50,000 allowance and is as follows:

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

2. Payment to the ARCHITECT will be as follows:

Schematic Design:	10% of estimated Architect Fee as set forth on Attachment "A".
Design Development:	15% of estimated Architect Fee as set forth on Attachment "A".
Construction Documents:	35% of estimated Architect Fee, to be paid monthly Based on actual level of completion, as set forth on Attachment "A".
D.S. A. Approval:	5% of estimated Architect fee as set forth on Attachment "A".
Bidding Phase: (Board Approval)	5% of estimated Architect fee as set forth on Attachment "A".
Construction Admin:	25%, of estimated Architect fee, to be paid monthly based on actual level of completion, based on accepted bid.
DSA Closure with Certification:	5% of estimated Architect fee as set forth on Attachment "A".
TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION	100% of actual Architect Fee based on accepted bid.

3. When ARCHITECT's Fee is based on a percentage of construction cost and any portions of the PROJECT are deleted or otherwise not constructed, compensation for those portions of the PROJECT shall be payable to the extent actual services are performed, in accordance with the schedule set forth in Article X, Paragraph 2, based on the Bid Price.

4. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the 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 ARCHITECT and 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 ARCHITECT at one and one-tenth (1.1) times the expenses incurred by the ARCHITECT, the 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 \$8,000, 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 ARCHITECT as incurred. Reimbursable expenses shall not include:

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

#### ARTICLE XII – EMPLOYEES AND CONSULTANTS

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

2. The 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 ARCHITECT under the terms of this AGREEMENT.

3. 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 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 ARCHITECT shall be licensed as a California 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 ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, 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 ARCHITECT shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, 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 ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of 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 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 ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the 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 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 ARCHITECT, which the 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 ARCHITECT, or any person, firm or corporation employed by the 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 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. 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 ARCHITECT and DISTRICT from claims which may arise out of or result from 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 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 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 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 insureds; shall state that, with respect to the operations of 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. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall delivery to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event 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 ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

f. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, 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. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that ARCHITECT and all of 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. ARCHITECT assumes the full responsibility for the acts and/or omissions of ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. 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 ARCHITECT's employees.

5. In the event that this project includes the repair or replacement of more than 25% of a roof, then, in accordance with Public Contracts Code, §3006, ARCHITECT will complete the CERTIFICATION OF FINANCIAL RELATIONSHIP DISCLOSURE, which is attached hereto as Attachment B, and return it with the signed copy of this Agreement.

6. ARCHITECT 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. ARCHITECT, its employees

and agents, 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 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 is strictly prohibited.

7. 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 ARCHITECT.

8. The DISTRICT and 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. ARCHITECT shall not assign this AGREEMENT.

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

10. 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 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 ARCHITECT.

11. 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.

WESTBERG+WHITE ARCHITECTS

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

Gregory G. Beard  
Principal  
14471 Chambers Road, Suite 210  
Tustin, CA 92780-6964

Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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

ATTACHMENT "A"

**FIXED FEE**

Architectural Fixed Fee:

Westberg+White Architects to perform design, design development, construction documents and construction observation based on a fixed fee structure in an amount not to exceed \$173,478. The use of an allowance in the amount of \$50,000 is only as specifically authorized by the District/Owner and only for the specific area of work noted and must be approved before allowance is disbursed.

Reimbursable Expenses:

Reimbursable expenses are in addition to the fixed fee structure, and shall be paid in an amount not to exceed \$8,000.

Total Agreement Amount:

\$231,478

**Exhibit I**



December 1, 2016

Chris Carlson, AICP  
Chief of Staff & Facilities Development  
Riverside Community College District  
3801 Market Street, Floor 3  
Riverside CA 92501


RE: RCC – Gomez ADA Campus Improvements Project

Dear Chris,

Westberg+White is pleased to assist the District with the proposed Gomez ADA Campus Improvement Project. Our office has reviewed the documentation provided to us and we feel we have an understanding of District goals. We look forward working closely with the District and as we systematically develop the construction documents for these required ADA upgrades. The intent of the project is to address all non-compliant accessibility items and other physical barriers at RCC Campus that are documented as ADA non-compliant per the Gomez case findings report.

The work to be performed by Westberg+White Architects (W+W) under this contract, scope includes the following:

1. Evaluate the listed non-compliant accessibility items and field verify on site to provide a solution to make the item code compliant with State, Local and Federal requirements for accessibility compliance, whichever may be more stringent.
  - a. Review and propose alternate solutions where items conflict with the District Standards.
  - b. Identify items that may be compliant with a different code interpretation.
2. Documents to be prepared to bid as three separate DSA/Bid packages to assist the District with funding availability and to also minimize impact to the Users.
3. Cost estimating budgeting, for the implementation plans at each design package phase.
  - a. Drawings packages to be prepared and issued electronically at CD 50% & 95%
  - b. Design time frame is five (5) months from NTP to DSA submission.

- c. District to be allowed a minimum of three (3) weeks to review and comment on drawing packages, which can be done concurrently with the preparation of documents.
- 
4. W+W to incorporate and respond to all constructability comments prior to DSA back-check and provide an electronic submittal to the District for final review prior to making a DSA back-check appointments.
  5. Massey Village Enterprises (MVE) proposes to support W+W / RCCD with this project and will include ADA Database Upgrade Software to the latest version, Adjust tables, upgrade Deficiencies table to "Current Version" (currently 2013 CBC - 2016 CBC planned), training and license of full use of software application.
  6. W+W will provide the construction documents as required for the accessibility compliance to make the listed building compliant to the current California Building Code (CBC) and ADA Federal Standards. The documents shall meet the most stringent code provisions where there are any conflicts or ambiguity between the codes.
  7. Review as-built and survey information provided, verify related items in field.
  8. W+W will provide CAD background where CAD files are not available to provide complete set of construction document for this project.
  9. All the finishes and construction shall match existing. Where new item are provided it shall be as per current Campus Standards.
  10. Verify completion of the listed items and sign off once completed so that it can be updated in the database.
  11. DSA processing shall include preliminary review, formal submittal/review, DSA administration during construction and close out.
  12. Bid support assistance during the bidding phase for all three projects.
  13. Construction Administration services during the duration of the construction phase.
  14. W+W will champion closeout activities for all three projects.
  15. Development of a Project Plan/Schedule for District wide ADA upgrades projects that spans the next 36-48 months, to assist the District with strategic allocation of funding and management of budget availability.







**Compensation Breakdown:**

During & prior to the Schematic Design Phase	10%
During the Design Development Phase:	15%
During the Construction Documents Phase:	35%
Upon DSA approval:	5%
During the Bidding Phase	5%
During the Construction Phase:	25%
Post Construction/Close-out Phase:	<u>5%</u>
TOTAL:	100%

**Reimbursables:**

Expenses are in addition to the fee and include those expenses incurred in the interest of the project. Printing, plotting, reprographic cost, postage and delivery charges will be considered a reimbursable expense. These expenses will be compensated at 1.10 times the amounts invoiced to the Architect. We suggest the District budget an estimated **\$8,000.00** for these project-related expenses. Travel mileage will be included in our fee.

Client:  
Riverside Community College District

Architect:  
Westberg+White Architects

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

By: \_\_\_\_\_  
Gregory G. Beard, Principal

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

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

## Agenda Item (VI-B-7)

Meeting 12/13/2016 - Regular  
Agenda Item Consent Agenda Action (VI-B-7)  
Subject Out-of-State Travel  
College/District District  
Funding  
Recommended Action Recommend approving out-of-state travel.

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### 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: Michael Burke, Ph.D., Chancellor  
Chris Carlson, Chief of Staff & Facilities Development  
Jeanie Fortin, Executive Administrative Assistant

### Attachments:

[Out of State travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: December 13, 2016

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

Current:

*Norco College*

- 1) Ms. Arezoo Marashi, supplemental instruction coordinator, learning resource center, to travel to Kansas City, Missouri, January 9 through 11, 2017, to attend the University of Missouri-Kansas City Supplemental Instruction Supervisor Training. Estimated cost: \$2,184.56. Funding source: Title V funds.

*Riverside City College*

- 1) Mr. John Byun, associate professor, music, to travel to Minneapolis, Minnesota, March 7 through 12, 2017, to accompany thirty-four (34) students who will be performing at the American Choral Directors Association 2017 National Conference. Estimated cost: \$23,172.20. Funding source: General funds.

*Riverside Community College District*

- 1) Ms. Chris Carlson, chief of staff and facilities development, chancellor's office, to travel to Washington, D.C., February 12 through 16, 2017, to attend the ACCT 2017 Community College National Legislative Summit. Estimated cost: \$2,880.66. Funding source: General funds.
- 2) Ms. Mary Figueroa, board member, board of trustees, to travel to Washington, D.C., February 11 through 16, 2017, to attend 2017 ACCT Community College National Legislative Summit. Estimated cost: \$3,625.59. Funding source: General funds.
- 3) Dr. Terri Hampton, vice chancellor, human resources and employee relations, to travel to Washington, D.C., March 12 through 15, 2017, to attend the National Association of Diversity Officers in Higher Education, 11<sup>th</sup> Annual Conference. Estimated cost: \$3,098.44. Funding source: General funds.
- 4) Mr. Bill Hedrick, board member, board of trustees, to travel to Washington, D.C. February 12 through 17, 2017, to attend 2017 ACCT Community College National Legislative Summit. Estimated cost \$3,905.63. Funding source: General funds.

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Signature Authorization
College/District	District
Funding	N/A
Recommended Action	It is recommend that the Board of Trustees authorize each Trustee and designated District administrators to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, investment and brokerage accounts, purchase orders, change orders, and grant documents.

---

### Background Narrative:

Education Code Sections 81655, 85232 and 85233 specify that authorization can be given to designated District administrators to sign orders drawn on District funds and notices of employment. Attached is the Certification of Signatures form required to be filed with the Riverside County Office of Education to certify the authorization.

In addition, to properly manage the District's banking activities, purchasing operations and Federal, State and locally funded grant programs, designated administrators require authorization to sign bank checks, purchase orders, change orders, and grant documents.

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

### Attachments:

[12132016\\_Signature Authorization](#)

## **SIGNATURE AUTHORIZATION**

### **December 13, 2016**

It is recommended that the Board of Trustees authorize each Trustee and the following District administrators to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, investment and brokerage accounts, purchase orders, and grant documents:

Michael L. Burke	Chancellor
Aaron S. Brown	Vice Chancellor, Business and Financial Services
Terri L. Hampton	Vice Chancellor, Human Resources and Employee Relations
Melissa Elwood	Controller
Majd Askar	Director, Business Services
Michael W. Simmons	Director, Risk Management, Safety, and Police Services

It is recommended that the Board of Trustees authorize the following District administrators to sign the listed documents and accounts:

Chris Carlson Chief of Staff and Facilities Development	Change Orders
Terri L. Hampton Vice Chancellor, Human Resources and Employee Relations	Self-Insurance Funds and Section 125 Plan – Wire Transfer Documents
Khaled Khalil Payroll Manager	Salary Payment Orders, Notices of Employment, Vendor Warrant Orders, and Purchase Orders
Launa Wilson Executive Director, Riverside Community College District Foundation	Investment Management and Brokerage Accounts



Division of Administration and Business Services  
 District Fiscal Services

**County Use Only:**  
 Date Received: \_\_\_\_\_  
 Approved By: \_\_\_\_\_

# Certification of Signatures

**District:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

**Please Check:**     **Newly Elected Governing Board**     **Addition in Column(s)** \_\_\_\_\_     **Replacement in Column(s)** \_\_\_\_\_

<b>Column I</b>	<b>Column II</b>	<b>Column III</b>
<i>Signatures of Members of the Governing Board</i>	<i>Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments*</i>	<i>Signatures of Personnel Authorized to Sign Notices of Employment</i>
_____	_____	_____
President of the Board	_____	_____
_____	_____	_____
Clerk or Vice President of the Board	_____	_____
_____	_____	_____
Member of the Board	_____	_____
_____	_____	_____
Member of the Board	_____	_____
_____	_____	_____
Member of the Board	_____	_____

*\*If the board has given special instructions for signing Warrant Orders, Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form.*

**Number of signatures district requires for:**     **Orders of Salary Payments :** \_\_\_\_\_     **“B” Warrant Orders:** \_\_\_\_\_

I, \_\_\_\_\_, Clerk/Secretary of the Board of Trustees certify that the signatures shown below in Column I are the verified signatures of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633, 44843, 85232, and 85233. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board. Attached is the board agenda authorizing the following signatures.

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



**District:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

<b>Column I</b>	<b>Column II</b>	<b>Column III</b>
<i>Signatures of Members of the Governing Board</i>	<i>Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments*</i>	<i>Signatures of Personnel Authorized to Sign Notices of Employment</i>
Member of the Board		
Member of the Board		
Member of the Board		
Member of the Board		
Member of the Board		
Member of the Board		
Member of the Board		
Member of the Board		



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

Meeting	12/13/2016 - 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 the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

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### 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  
Melissa Elwood, Controller

### Attachments:

[12132016\\_Surplus Property List](#)

**SURPLUS EQUIPMENT  
 DECEMBER 13, 2016**

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	VIEWSONIC	MONITOR	VS11349	QD0064805466	033752
1	GATEWAY	LAPTOP	M460E	0036666535	034882
1	GATEWAY	LAPTOP	SOLO 5300	0023455011	017506
1	GATEWAY	LAPTOP	M460E	0036666538	034879
1	GATEWAY	LAPTOP	M460E	0036666544	034880
1	GATEWAY	LAPTOP	SOLO 5300	0023455009	017521
1	GATEWAY	LAPTOP	SOLO 5300	0023455003	017526
1	GATEWAY	LAPTOP	M460E	0036666542	034884
1	GATEWAY	LAPTOP	M460E	0036666539	034875
1	GATEWAY	LAPTOP	SOLO 5300	0023455109	017510
1	GATEWAY	LAPTOP	SOLO 5300	0023454991	017515
1	GATEWAY	LAPTOP	M465E	0038965067	033262
1	GATEWAY	LAPTOP	M465E	0038965065	033263
1	GATEWAY	LAPTOP	M465E	0038965063	033266
1	GATEWAY	LAPTOP	M465E	0038965062	033265
1	GATEWAY	LAPTOP	M465E	0038965064	033267
1	GATEWAY	LAPTOP	SOLO 5300	0023455000	017801
1	GATEWAY	LAPTOP	SOLO 5300	0023455015	017800
1	GATEWAY	LAPTOP	SOLO 5300	0023455012	017504
1	GATEWAY	LAPTOP	SOLO 5300	0023454990	017507
1	GATEWAY	LAPTOP	SOLO 5300	0023454992	017522
1	GATEWAY	LAPTOP	M460E	0036666536	034881
1	GATEWAY	LAPTOP	SOLO 5300	0023455001	017529
1	GATEWAY	LAPTOP	SOLO 5300	0023455006	017799
1	GATEWAY	LAPTOP	M460E	0036666543	034876
1	GATEWAY	LAPTOP	M460E	0036666541	034878
1	GATEWAY	LAPTOP	M460E	0034444545	034874
1	GATEWAY	LAPTOP	M460E	0036666537	034873
1	KONICA	PRINTER	C252	000870	036019
1	HP	PRINTER	CB780A	CN85K174KV	NONE
1	BROTHER	FAX	2840	U6327UH4J757442	060519
1	JVC	DVD PLAYER	XL-FZ158BK	076Y0119	NONE
1	HP	PRINTER	Q5913A	VN133M29303	036466
1	HITACHI	PROJECTOR	CPX255	CP-X255WF	031917
1	HITACHI	PROJECTOR	CP-S240	CP-S240WF	NONE
1	VIEWSONIC	PROJECTOR	VS12109	QY9083300399	038164
1	SONY	VHS PLAYER	VP-7000	12061	002385
1	PANASONIC	PROJECTOR	F300XGA	TQFE683AA	044513
1	EPSON	PROJECTOR	ENP-7600	CXU01X0013A	019833
1	SAMSUNG	PROJECTOR	SDP-950N	S3030430	023067
1	HP	PRINTER	STC-8975A	MY45J1N2DC	NONE
1	PANASONIC	TV	CT-103M	KA3220320	006891
1	HP	PRINTER	VCVRA-100	CN19A1B1NB	NONE
1	HP	PRINTER	C4120A	USEB049877	012291
1	GATEWAY	LAPTOP	E-100M-3402696	0036658292	034885
1	APPLE	TV	EMC1857	RN0395FZJA	024085
1	LENOVO	COMPUTER	THINK CENTRE	LKMMHHG	039621
1	GATEWAY	COMPUTER	MATXHRN LUX	0035473322	026175
12	NONE	TABLES	COMP. DESKS	NONE	NONE
1	NONE	SQUARE TABLE	COMP. DESK	NONE	NONE

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

Meeting	12/13/2016 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
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, Facilities Development Director  
Lynn Purper, Facilities Development Director  
Majd Askar, Director of Business Services

### Attachments:

[12132016\\_Notices of Completion](#)

## COMPLETED PROJECTS

December 13, 2016

### Project

CAADO – P2 Construction – Site Work  
CAADO – P2 Construction – Structural Steel  
CAADO – P2 Construction – Flooring  
CAADO – P2 Construction – Ceramic Tile  
CAADO – P2 Construction – Painting  
CAADO – P2 Construction – Landscape  
CSA – P2 Construction – Sheet Metal  
CSA – P2 Construction – Site Work  
CSA – P2 Construction – Structural Steel  
CSA – P2 Construction – Flooring  
CSA – P2 Construction – Ceramic Tile  
CSA – P2 Construction – Painting  
CSA – P2 Construction – Landscape  
Furnish and Install Shades – Norco  
LED Lighting Retrofit - Riverside

### Contractor

McGuire Contracting, Inc.  
Columbia Steel, Inc.  
Continental Flooring, Inc.  
Inland Pacific Tile, Inc.  
Triumph Painting  
Marina Landscaping, Inc.  
Letner Roofing, Inc.  
McGuire Contracting, Inc.  
Columbia Steel, Inc.  
Continental Flooring, Inc.  
Inland Pacific Tile, Inc.  
Triumph Painting  
Marina Landscaping, Inc.  
Sundown Window Tinting  
J Kim Electric, Inc.

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

Name **Aaron S. Brown**  
Business and Financial Services  
Street Address **3801 Market Street**  
City & State **Riverside, CA 92501**

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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 3801 Market Street, Riverside, CA 92501
- 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 12/13/2016. The work done was:  
Culinary Arts Academy & District Offices-P2 Construction - Site Work DSA #04-112789
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
McGuire Contracting, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3801 Market Street, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

**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 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 December 14, 20 16, at Riverside, California.

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

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Business and Financial Services

Street Address 3801 Market Street

City & State Riverside, CA 92501

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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
-------	-----------

None

- A work of improvement on the property hereinafter described was completed on 12/13/2016. The work done was:  
Culinary Arts Academy & District Offices-P2 Construction -Structural Steel DSA #04-112789

- The name of the contractor, if any, for such work of improvement was Columbia Steel, Inc.  
(If no contractor for work of improvement as a whole, insert "none")

- The property on which said work of improvement was completed is in the city of Riverside,  
County of Riverside, State of California, and is described as follows: Community College

- The street address of said property is 3801 Market Street, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

**Riverside Community College District**  
**President, Board of Trustees**

Signature of owner or corporate officer of owner  
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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 12/13/2016. The work done was:  
Culinary Arts Academy & District Offices-P2 Construction - Flooring DSA #04-112789
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Continental Flooring, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3801 Market Street, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

**Riverside Community College District**  
**President, Board of Trustees**

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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 12/13/2016. The work done was:  
Culinary Arts Academy & District Offices-P2 Construction - Ceramic Tile DSA #04-112789
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Inland Pacific Tile, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3801 Market Street, Riverside, CA 92501  
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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 12/13/2016. The work done was:  
Culinary Arts Academy & District Offices-P2 Construction - Painting DSA #04-112789
- The name of the contractor, if any, for such work of improvement was Triumph Painting  
(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 3801 Market Street, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

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**President, Board of Trustees**

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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 12/13/2016. The work done was:  
Culinary Arts Academy & District Offices-P2 Construction - Landscape DSA #04-112789
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Marina Landscaping, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3801 Market Street, Riverside, CA 92501  
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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 12/13/2016. The work done was:  
Coil School for the Arts-P2 Construction - Sheet Metal DSA #04-112917
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Letner Roofing Co.  
(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 3890 University Ave, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

**Riverside Community College District**  
**President, Board of Trustees**

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

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NAMES	ADDRESSES
<u>None</u>	
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Coil School for the Arts-P2 Site Work DSA #04-112917
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
McGuire Contracting, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
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President, Board of Trustees

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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 12/13/2016. The work done was:  
Coil School for the Arts-P2 Construction - Structural Steel DSA #04-112917
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Columbia Steel, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3890 University Ave, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

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 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 December 14, 20 16, at Riverside, California.  
(Date of signature) (City where signed)

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

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

Name **Aaron S. Brown**  
Business and Financial Services  
Street Address **3801 Market Street**  
City & State **Riverside, CA 92501**

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

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- The full address of the owner is 3801 Market Street, Riverside, CA 92501
- 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 12/13/2016. The work done was:  
Coil School for the Arts-P2 Construction - Flooring DSA #04-112917
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Continental Flooring, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3890 University Ave. Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

Riverside Community College District  
President, Board of Trustees

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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 12/13/2016. The work done was:  
Coil School for the Arts-P2 Construction - Ceramic Tile DSA #04-112917
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Inland Pacific Tile, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3890 University Ave, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

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**President, Board of Trustees**

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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 12/13/2016. The work done was:  
Coil School for the Arts-P2 Construction - Painting DSA #04-112917
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Triumph Painting  
(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 3890 University Ave, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

**Riverside Community College District**  
**President, Board of Trustees**

Signature of owner or corporate officer of owner  
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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 12/13/2016. The work done was:  
Coil School for the Arts-P2 Construction - Landscape DSA #04-112917
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Marina Landscaping, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3890 University Ave. Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

Riverside Community College District  
President, Board of Trustees

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 12/13/2016. The work done was:  
Furnish and Install Shades at Norco College
- The name of the contractor, if any, for such work of improvement was Sundown Window Tinting  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Norco,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

**Riverside Community College District**  
**President, Board of Trustees**

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

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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 12/13/2016. The work done was:  
LED Lighting Retrofit Project at Riverside City College
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
J Kim Electric, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,  
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506  
(If no street address has been officially assigned, insert "none")

Dated: 12/13/2016

Riverside Community College District  
President, Board of Trustees

Signature of owner or corporate officer of owner  
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### VERIFICATION

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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 (VII-A)

Meeting 12/13/2016 - Regular  
Agenda Item Consent Agenda Information (VII-A)  
Subject Monthly Financial Report for Month Ending – November 30, 2016  
College/District District  
Information Only

---

### Background Narrative:

See the attached monthly Financial Report for the period July 1, 2016 through November 30, 2016.

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

### Attachments:

[12132016\\_Monthly Financial Report](#)

**MONTHLY FINANCIAL REPORT**  
**JULY 1, 2016 – NOVEMBER 30, 2016**

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED NOVEMBER 30, 2016**

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 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 184,678,639	\$ 175,382,613	\$ 175,382,613	\$ 62,757,725
Inter/Intrafund Transfer from				
Customized Solutions (Resource 1170)	5,232	0	0	0
District Bookstore (Resource 1110)	309,232	1,051,333	1,051,333	262,833
Total Revenues	\$ 184,993,103	\$ 176,433,946	\$ 176,433,946	\$ 63,020,558
Expenditures				
Academic Salaries	\$ 72,273,764	\$ 76,443,923	\$ 76,341,505	\$ 26,146,531
Classified Salaries	29,965,557	33,172,373	33,174,437	12,346,773
Employee Benefits	38,759,827	46,643,305	46,637,903	15,966,814
Materials & Supplies	1,791,958	2,404,807	2,402,559	583,274
Services	15,921,286	37,310,848	37,197,487	6,184,354
Capital Outlay	1,171,694	1,157,241	1,325,696	173,337
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	590,024	665,157	665,157	166,289
Center for Social Justice and Civil Liberties (Resource 1120)	149,847	168,706	168,706	42,177
Federal Work Study (Resource 1190)	312,250	348,265	348,265	65,984
Student Financial Assist (Resource 1190)	935,159	14,341	14,341	14,341
Veteran Services (Resource 1190)	2,493	4,842	4,842	4,842
Interfund Transfer to: Resource 4130	1,270,000	2,630,000	2,630,000	2,630,000
Total Expenditures	\$ 163,143,860	\$ 200,963,808	\$ 200,910,898	\$ 64,324,714
Revenues Over (Under) Expenditures	\$ 21,849,243	\$ (24,529,862)	\$ (24,476,952)	\$ (1,304,156)
Beginning Fund Balance	14,667,941	36,517,184	36,517,184	36,517,184
Ending Fund Balance	\$ 36,517,184	\$ 11,987,322	\$ 12,040,232	\$ 35,213,028
Ending Cash Balance				\$ 37,295,371

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED NOVEMBER 30, 2016**

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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,713,282	\$ 2,896,177	\$ 2,896,177	\$ 1,377,794
Expenditures				
Classified Salaries	\$ 1,651,936	\$ 1,548,043	\$ 1,548,043	\$ 707,260
Employee Benefits	618,606	566,546	566,546	201,195
Materials & Supplies	32,642	48,846	48,846	13,557
Services	706,917	851,183	851,183	265,831
Capital Outlay	120,262	219,340	219,340	31,763
Total Expenditures	\$ 3,130,363	\$ 3,233,958	\$ 3,233,958	\$ 1,219,606
Revenues Over (Under) Expenditures	\$ (417,082)	\$ (337,781)	\$ (337,781)	\$ 158,188
Beginning Fund Balance	(36,982)	(454,063)	(454,063)	(454,063)
Ending Fund Balance	\$ (454,063)	\$ (791,844)	\$ (791,844)	\$ (295,875)
Ending Cash Balance				\$ (72,359)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED NOVEMBER 30, 2016**

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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,517,810	\$ 1,480,500	\$ 1,480,500	\$ 618,751
Expenditures				
Academic Salaries	\$ 444,802	\$ 470,668	\$ 470,668	\$ 185,010
Classified Salaries	537,324	671,314	671,314	206,926
Employee Benefits	287,558	280,816	280,816	85,349
Materials & Supplies	72,637	115,030	135,030	40,015
Services	218,918	314,405	264,405	85,985
Capital Outlay	28,192	53,266	83,266	1,974
Total Expenditures	\$ 1,589,430	\$ 1,905,499	\$ 1,905,499	\$ 605,259
Revenues Over (Under) Expenditures	\$ (71,620)	\$ (424,999)	\$ (424,999)	\$ 13,491
Beginning Fund Balance	<u>2,189,378</u>	<u>2,117,758</u>	<u>2,117,758</u>	<u>2,117,758</u>
Ending Fund Balance	<u>\$ 2,117,758</u>	<u>\$ 1,692,759</u>	<u>\$ 1,692,759</u>	<u>\$ 2,131,249</u>
Ending Cash Balance				<u>\$ 2,066,051</u>



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED NOVEMBER 30, 2016**

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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 128,035	\$ 130,006	\$ 130,006	\$ 81,555
Expenditures				
Academic Salaries	\$ 2,674	\$ 0	\$ 0	\$ 157
Classified Salaries	103,119	103,798	103,798	56,061
Employee Benefits	27,008	26,891	26,891	5,242
Materials & Supplies	3,155	3,300	3,300	0
Services	42,177	42,716	42,716	11,087
Total Expenditures	<u>\$ 178,133</u>	<u>\$ 176,705</u>	<u>\$ 176,705</u>	<u>\$ 72,547</u>
Revenues Over (Under) Expenditures	\$ (50,098)	\$ (46,699)	\$ (46,699)	\$ 9,008
Beginning Fund Balance	<u>(236,942)</u>	<u>(287,040)</u>	<u>(287,040)</u>	<u>(287,040)</u>
Ending Fund Balance	<u>\$ (287,040)</u>	<u>\$ (333,739)</u>	<u>\$ (333,739)</u>	<u>\$ (278,031)</u>
Ending Cash Balance				<u>\$ (272,689)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED NOVEMBER 30, 2016**

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

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

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 299,587	\$ 248,240	\$ 248,240	\$ 90,298
Intrafund Transfer from Performance Riverside (Resource 1090)	<u>275,000</u>	<u>275,000</u>	<u>275,000</u>	<u>68,750</u>
Total Revenues	<u>\$ 574,587</u>	<u>\$ 523,240</u>	<u>\$ 523,240</u>	<u>\$ 159,048</u>
Expenditures				
Academic Salaries	\$ 9,969	\$ 16,119	\$ 16,119	\$ 3,203
Classified Salaries	183,010	175,274	175,274	70,155
Employee Benefits	81,878	83,832	83,832	25,206
Materials & Supplies	20,513	24,013	24,013	1,379
Services	<u>190,261</u>	<u>198,450</u>	<u>198,450</u>	<u>123,899</u>
Total Expenditures	<u>\$ 485,630</u>	<u>\$ 497,688</u>	<u>\$ 497,688</u>	<u>\$ 223,843</u>
Revenues Over (Under) Expenditures	\$ 88,957	\$ 25,552	\$ 25,552	\$ (64,795)
Beginning Fund Balance	<u>(806,432)</u>	<u>(717,476)</u>	<u>(717,476)</u>	<u>(717,476)</u>
Ending Fund Balance	<u>\$ (717,476)</u>	<u>\$ (691,924)</u>	<u>\$ (691,924)</u>	<u>\$ (782,271)</u>
Ending Cash Balance				<u>\$ (769,385)</u>

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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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,106,055	\$ 1,101,270	\$ 1,101,270	\$ 238,832
Expenditures				
Services	\$ 43,600	\$ 43,600	\$ 43,600	\$ 10,900
Interfund Transfer to				
Food Services (Resource 3200)	155,045	105,045	105,045	26,261
Riverside - Early Childhood Services (Resource 3300)	75,000	75,000	75,000	18,750
Intrafund Transfer to				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	68,750
General Operating (Resource 1000)	309,232	1,051,333	1,051,333	262,833
Total Expenditures	\$ 857,877	\$ 1,549,978	\$ 1,549,978	\$ 387,495
Revenues Over (Under) Expenditures	\$ 248,178	\$ (448,708)	\$ (448,708)	\$ (148,662)
Beginning Fund Balance	208,317	456,496	456,496	456,496
Ending Fund Balance	\$ 456,496	\$ 7,788	\$ 7,788	\$ 307,833
Ending Cash Balance				\$ 307,833

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Center for Social Justice and Civil Liberties is used to record the revenues and expenditures associated with operating the museum, archive, and educational center.

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

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,408	\$ 25,400	\$ 25,400	\$ 0
Intrafund Transfer from General Operating (Resource 1000)	<u>149,847</u>	<u>168,706</u>	<u>168,706</u>	<u>42,177</u>
Total Revenues	<u>\$ 175,255</u>	<u>\$ 194,106</u>	<u>\$ 194,106</u>	<u>\$ 42,177</u>
Expenditures				
Classified Salaries	\$ 57,746	\$ 89,436	\$ 43,504	\$ 0
Employee Benefits	34,397	60,424	39,167	0
Materials & Supplies	1,161	1,350	3,350	1,885
Services	72,106	50,849	116,038	39,751
Capital Outlay	<u>2,178</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 167,589</u>	<u>\$ 202,059</u>	<u>\$ 202,059</u>	<u>\$ 41,636</u>
Revenues Over (Under) Expenditures	\$ 7,667	\$ (7,953)	\$ (7,953)	\$ 541
Beginning Fund Balance	<u>5,468</u>	<u>13,134</u>	<u>13,134</u>	<u>13,134</u>
Ending Fund Balance	<u>\$ 13,134</u>	<u>\$ 5,181</u>	<u>\$ 5,181</u>	<u>\$ 13,675</u>
Ending Cash Balance				<u>\$ 14,443</u>

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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 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 336,463	\$ 773,216	\$ 773,216	\$ 13,308
Expenditures				
Academic Salaries	\$ 27,361	\$ 0	\$ 0	\$ 0
Classified Salaries	147,643	152,736	152,736	63,640
Employee Benefits	82,611	79,416	79,416	23,598
Materials & Supplies	3,593	30,150	30,150	157
Services	322,162	941,581	941,581	201,249
Capital Outlay	.	3,500	3,500	0
Intrafund Transfer For:				
General Fund (Resource 1000)	5,232	0	0	0
Total Expenditures	\$ 588,602	\$ 1,207,383	\$ 1,207,383	\$ 288,644
Revenues Over (Under) Expenditures	\$ (252,139)	\$ (434,167)	\$ (434,167)	\$ (275,336)
Beginning Fund Balance	419,187	167,047	167,047	167,047
Ending Fund Balance	\$ 167,047	\$ (267,120)	\$ (267,120)	\$ (108,288)
Ending Cash Balance				\$ (254,083)

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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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,900,184	\$ 1,889,750	\$ 1,889,750	\$ 0
Expenditures				
Services	\$ 399,386	\$ 567,283	\$ 567,283	\$ 170,099
Capital Outlay	6,292,424	3,307,759	3,307,759	73,386
Total Expenditures	\$ 6,691,810	\$ 3,875,042	\$ 3,875,042	\$ 243,485
Revenues Over (Under) Expenditures	\$ (4,791,626)	\$ (1,985,292)	\$ (1,985,292)	\$ (243,485)
Beginning Fund Balance	9,478,952	4,687,326	4,687,326	4,687,326
Ending Fund Balance	\$ 4,687,326	\$ 2,702,034	\$ 2,702,034	\$ 4,443,841
Ending Cash Balance				\$ 4,503,164

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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 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 38,680,461	\$ 66,181,065	\$ 75,957,269	\$ 30,841,390
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	590,024	665,157	665,157	166,289
For Federal Work Study	312,250	348,265	348,265	65,984
For Student Financial Assistance	935,159	14,341	14,341	14,341
For Veteran Services	2,493	4,842	4,842	4,842
Total Revenues	<u>\$ 40,520,387</u>	<u>\$ 67,213,670</u>	<u>\$ 76,989,874</u>	<u>\$ 31,092,846</u>
Expenditures				
Academic Salaries	\$ 5,711,215	\$ 5,723,575	\$ 7,007,940	\$ 2,496,517
Classified Salaries	12,024,211	13,445,870	14,554,948	5,128,662
Employee Benefits	5,518,636	7,336,824	8,344,722	1,874,421
Materials & Supplies	1,986,137	8,161,523	8,574,914	446,900
Services	10,493,423	26,100,298	31,659,160	1,887,547
Capital Outlay	3,438,172	5,003,132	5,423,604	411,323
Student Grants (Financial, Book, Meal, Transportation)	1,348,594	1,442,448	1,424,586	257,241
Total Expenditures	<u>\$ 40,520,387</u>	<u>\$ 67,213,670</u>	<u>\$ 76,989,874</u>	<u>\$ 12,502,611</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 18,590,235
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 18,590,235</u>
Ending Cash Balance				<u><u>\$ 17,393,266</u></u>

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

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

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,882,332	\$ 2,991,142	\$ 2,991,142	\$ 997,072
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>155,045</u>	<u>105,045</u>	<u>105,045</u>	<u>26,261</u>
Total Revenues	<u>\$ 3,037,377</u>	<u>\$ 3,096,187</u>	<u>\$ 3,096,187</u>	<u>\$ 1,023,333</u>
Expenditures				
Classified Salaries	\$ 996,803	\$ 1,079,578	\$ 1,079,578	\$ 417,511
Employee Benefits	327,407	415,765	415,765	119,617
Materials & Supplies	1,255,366	1,283,711	1,283,711	470,031
Services	228,461	226,450	226,450	67,374
Capital Outlay	<u>16,462</u>	<u>36,809</u>	<u>36,809</u>	<u>8,466</u>
Total Expenditures	<u>\$ 2,824,499</u>	<u>\$ 3,042,313</u>	<u>\$ 3,042,313</u>	<u>\$ 1,083,000</u>
Revenues Over (Under) Expenditures	\$ 212,878	\$ 53,874	\$ 53,874	\$ (59,667)
Beginning Fund Balance	<u>773,365</u>	<u>986,243</u>	<u>986,243</u>	<u>986,243</u>
Ending Fund Balance	<u>\$ 986,243</u>	<u>\$ 1,040,117</u>	<u>\$ 1,040,117</u>	<u>\$ 926,576</u>
Ending Cash Balance				<u>\$ 921,266</u>



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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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,354,718	\$ 1,344,975	\$ 1,344,975	\$ 511,599
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>18,750</u>
Total Revenues	<u>\$ 1,429,718</u>	<u>\$ 1,419,975</u>	<u>\$ 1,419,975</u>	<u>\$ 530,349</u>
Expenditures				
Academic Salaries	\$ 635,449	\$ 696,611	\$ 696,611	\$ 209,562
Classified Salaries	279,469	390,388	390,388	149,197
Employee Benefits	160,760	255,089	255,089	42,398
Materials & Supplies	44,624	55,411	55,411	8,565
Services	63,052	66,569	66,569	19,352
Capital Outlay	<u>48,801</u>	<u>40,000</u>	<u>40,000</u>	<u>360</u>
Total Expenditures	<u>\$ 1,232,156</u>	<u>\$ 1,504,068</u>	<u>\$ 1,504,068</u>	<u>\$ 429,434</u>
Revenues Over (Under) Expenditures	\$ 197,562	\$ (84,093)	\$ (84,093)	\$ 100,915
Beginning Fund Balance	<u>601,631</u>	<u>799,193</u>	<u>799,193</u>	<u>799,193</u>
Ending Fund Balance	<u>\$ 799,193</u>	<u>\$ 715,100</u>	<u>\$ 715,100</u>	<u>\$ 900,108</u>
Ending Cash Balance				<u>\$ 911,345</u>

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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 4390).

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

	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,285,244	\$ 7,736,992	\$ 7,611,024	\$ 5,485,717
Interfund Transfer from General Obligation Bond Funded Projects (Resource 4390)	20,950	0	0	0
Total Revenues	<u>\$ 2,306,194</u>	<u>\$ 7,736,992</u>	<u>\$ 7,611,024</u>	<u>\$ 5,485,717</u>
Expenditures				
Classified Salaries	\$ 597	\$ 0	\$ 0	\$ 0
Employee Benefits	57	0	0	0
Services	6,707	0	0	15,904
Capital Outlay	2,266,785	7,736,992	7,611,024	624,467
Total Expenditures	<u>\$ 2,274,147</u>	<u>\$ 7,736,992</u>	<u>\$ 7,611,024</u>	<u>\$ 640,371</u>
Revenues Over (Under) Expenditures	\$ 32,048	\$ 0	\$ 0	\$ 4,845,346
Beginning Fund Balance	12,422	44,470	44,470	44,470
Ending Fund Balance	<u>\$ 44,470</u>	<u>\$ 44,470</u>	<u>\$ 44,470</u>	<u>\$ 4,889,816</u>
Ending Cash Balance				<u>\$ 4,833,645</u>

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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>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 10,556	\$ 10,000	\$ 10,000	\$ 0
Inter/Intrafund Transfer from General Operating (Resource 1000)	<u>1,270,000</u>	<u>2,630,000</u>	<u>2,630,000</u>	<u>2,630,000</u>
Total Revenues	<u>\$ 1,280,556</u>	<u>\$ 2,640,000</u>	<u>\$ 2,640,000</u>	<u>\$ 2,630,000</u>
Expenditures				
Capital Outlay	<u>\$ 9,400,891</u>	<u>\$ 2,849,109</u>	<u>\$ 2,849,109</u>	<u>\$ 673,466</u>
Total Expenditures	<u>\$ 9,400,891</u>	<u>\$ 2,849,109</u>	<u>\$ 2,849,109</u>	<u>\$ 673,466</u>
Revenues Over (Under) Expenditures	\$ (8,120,335)	\$ (209,109)	\$ (209,109)	\$ 1,956,534
Beginning Fund Balance	<u>8,510,141</u>	<u>389,806</u>	<u>389,806</u>	<u>389,806</u>
Ending Fund Balance	<u>\$ 389,806</u>	<u>\$ 180,697</u>	<u>\$ 180,697</u>	<u>\$ 2,346,340</u>
Ending Cash Balance				<u>\$ 2,907,730</u>

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General Obligation Series 2015E Capital Appreciation Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

**Fund 43, Resource 4390 - GO BOND SERIES 2015E CAPITAL APPRECIATION BONDS**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 49,515	\$ 130,000	\$ 130,000	\$ 3,697
Proceeds from General Obligation Bond Series 2015E	<u>44,817,527</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 44,867,042</u>	<u>\$ 130,000</u>	<u>\$ 130,000</u>	<u>\$ 3,697</u>
Expenditures				
Classified Salaries	\$ 403,434	\$ 741,939	\$ 741,939	\$ 124,439
Employee Benefits	187,774	377,672	377,672	41,465
Materials & Supplies	1,531	0	1,530	1,532
Services	188,517	252,728	252,728	26,370
Capital Outlay	<u>34,901,350</u>	<u>21,090,284</u>	<u>21,088,754</u>	<u>321,167</u>
Total Expenditures	<u>\$ 35,682,605</u>	<u>\$ 22,462,623</u>	<u>\$ 22,462,623</u>	<u>\$ 514,974</u>
Revenues Over (Under) Expenditures	\$ 9,184,437	\$ (22,332,623)	\$ (22,332,623)	\$ (511,277)
Beginning Fund Balance	<u>945,022</u>	<u>10,129,460</u>	<u>10,129,460</u>	<u>10,129,460</u>
Ending Fund Balance	<u>\$ 10,129,460</u>	<u>\$ (12,203,163)</u>	<u>\$ (12,203,163)</u>	<u>\$ 9,618,182</u>
Ending Cash Balance				<u>\$ 11,185,635</u>

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Self-Insured PPO Health Plan is used to account for the revenues and expenditures of the District's health self-insurance program.

**Fund 61, Resource 6100 - Self-Insured PPO Health Plan**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 7,358,980	\$ 9,498,791	\$ 9,498,791	\$ 3,774,898
Expenditures				
Classified Salaries	\$ 79,697	\$ 109,341	\$ 109,341	\$ 44,308
Employee Benefits	35,774	40,390	40,390	13,722
Services	5,574,042	8,599,069	8,599,069	3,251,785
Total Expenditures	\$ 5,689,513	\$ 8,748,800	\$ 8,748,800	\$ 3,309,815
Revenues Over (Under) Expenditures	\$ 1,669,467	\$ 749,991	\$ 749,991	\$ 465,082
Beginning Fund Balance	(1,080,107)	589,360	589,360	589,360
Ending Fund Balance	\$ 589,360	\$ 1,339,351	\$ 1,339,351	\$ 1,054,442
Ending Cash Balance				\$ 1,570,182

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

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

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,465,755	\$ 706,887	\$ 706,887	\$ 246,406
Expenditures				
Classified Salaries	\$ 238,229	\$ 430,643	\$ 430,643	\$ 103,443
Employee Benefits	89,196	222,306	222,306	31,951
Materials & Supplies	5,804	24,179	24,179	1,663
Services	1,691,343	1,938,445	1,938,445	647,618
Capital Outlay	0	20,025	20,025	4,981
Total Expenditures	\$ 2,024,572	\$ 2,635,598	\$ 2,635,598	\$ 789,658
Revenues Over (Under) Expenditures	\$ (558,817)	\$ (1,928,711)	\$ (1,928,711)	\$ (543,252)
Beginning Fund Balance	3,907,285	3,348,468	3,348,468	3,348,468
Ending Fund Balance	\$ 3,348,468	\$ 1,419,757	\$ 1,419,757	\$ 2,805,217
Ending Cash Balance				\$ 5,215,007

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Self-Insured General Liability is used to account for the revenues and expenditures of the District's general liability self-insurance program.

**Fund 61, Resource 6120 - Self-Insured General Liability**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,041,047	\$ 1,383,294	\$ 1,383,294	\$ 396,986
Expenditures				
Academic Salaries	\$ 0	\$ 895	\$ 895	\$ 0
Classified Salaries	91,627	181,920	181,920	39,786
Employee Benefits	32,579	97,733	97,733	12,289
Materials & Supplies	4,391	3,490	3,490	84
Services	954,866	1,736,982	1,736,982	935,135
Capital Outlay	2,678	6,500	6,500	0
Total Expenditures	\$ 1,086,140	\$ 2,027,520	\$ 2,027,520	\$ 987,294
Revenues Over (Under) Expenditures	\$ 954,906	\$ (644,226)	\$ (644,226)	\$ (590,308)
Beginning Fund Balance	288,426	1,243,332	1,243,332	1,243,332
Ending Fund Balance	\$ 1,243,332	\$ 599,106	\$ 599,106	\$ 653,024
Ending Cash Balance				\$ 1,170,639

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Internal Services Fund - OPEB Liability is used to account for the funds accumulated to address future retiree health benefits that are transferred to an irrevocable trust established with CalPERS - California Employees' Retiree Benefit Trust (CERBT).

**Fund 69, Resource 6900 - Internal Services Fund - OPEB Liability**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 325,339	\$ 372,070	\$ 372,070	\$ 109,226
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 325,339	\$ 372,070	\$ 372,070	\$ 109,226
Beginning Fund Balance	0	325,339	325,339	325,339
Ending Fund Balance	\$ 325,339	\$ 697,409	\$ 697,409	\$ 434,565
Ending Cash Balance				\$ 434,565



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

**Associated Students of RCCD**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 914,339	\$ 1,044,353	\$ 1,044,353	\$ 392,340
Expenditures				
Materials & Supplies	\$ 976,818	\$ 1,270,015	\$ 1,270,015	\$ 345,156
Total Expenditures	\$ 976,818	\$ 1,270,015	\$ 1,270,015	\$ 345,156
Revenues Over (Under) Expenditures	\$ (62,479)	\$ (225,662)	\$ (225,662)	\$ 47,184
Beginning Fund Balance	1,315,480	1,253,002	1,253,002	1,253,002
Ending Fund Balance	\$ 1,253,002	\$ 1,027,340	\$ 1,027,340	\$ 1,300,186
ASRCCD Trust Fund Ending Balance				\$ 1,228,359
Ending Cash Balance				\$ 2,606,482

\*\* Note: Ending Cash Balance includes both ASRCCD Funds and Trust Funds for College and Students Organizations

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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.

	<u>Student Financial Aid</u>			
	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 54,127,415	\$ 73,015,000	\$ 73,015,000	\$ 3,640,289
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 54,122,866	\$ 73,015,000	\$ 73,015,000	\$ 2,341,960
Total Expenditures	\$ 54,122,866	\$ 73,015,000	\$ 73,015,000	\$ 2,341,960
Revenues Over (Under) Expenditures	\$ 4,550	\$ 0	\$ 0	\$ 1,298,328
Beginning Fund Balance	46,605	51,155	51,155	51,155
Ending Fund Balance	\$ 51,155	\$ 51,155	\$ 51,155	\$ 1,349,483
Ending Cash Balance				\$ 415,097

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 FOR THE PERIOD ENDED NOVEMBER 30, 2016**

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

**RCCD Development Corporation**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 8	\$ 8	\$ 2
Expenditures				
Services	\$ 71	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 71	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (63)	\$ 8	\$ 8	\$ 2
Beginning Fund Balance	<u>16,237</u>	<u>16,174</u>	<u>16,174</u>	<u>16,174</u>
Ending Fund Balance	<u>\$ 16,174</u>	<u>\$ 16,182</u>	<u>\$ 16,182</u>	<u>\$ 16,176</u>
Ending Cash Balance				<u>\$ 16,176</u>

## Agenda Item (VIII-A-1)

Meeting	12/13/2016 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Board Policies for First Reading
College/District	District
Funding	
Recommended Action	The Committee to review the first reading of Board Policies 1100, 2010, 2710, 4020, 4220, 5140, 6700, 7335, 7340 and 7700.

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### Background Narrative:

Board Policies for First Reading:

**1100-The Riverside Community College District** - Policy updated through the CCLC to delete an outdated reference to Elections Code Section 18304.

**2010 - Board Membership** - Updated through the CCLC to include the restriction in Ed Code Section 72104 that precludes members of the governing board from serving on the governing body of a high school district with coterminous boundaries with the community college district.

**2710 - Conflict of Interest** - Updated through the CCLC to specify that employees as well as Board members are prohibited from having a financial interest in a contract made by them in their official capacity.

**4020 - Program, Curriculum, and Course Development** - CCLC changed the word "deletions" to "discontinuances" to maintain consistency in terminology throughout this policy.

**4220 - Standards of Scholarship** - CCLC update to change a reference from Title 5 section 55002 et seq. to Title 5 sections 55020 et seq.

**5140 - Disabled Student Programs and Services** - Updated through CCLC to reflect the language used in the new and amended Title 5 sections 56000 et seq. that went into effect July 1, 2016, and to remove a redundant citation.

**6700 - Use of Facilities** - Updated through CCLC to add legal citations (Title 5 sections 59601 et seq.) governing the calculation of costs for use of college facilities.

**7335 - Health Examinations** - Updated through CCLC to include a more specific reference to subsection (d) of 42 U.S. Code Section 12112.

**7340 - Leaves** - Updated through CCLC to correct a typographical error to the legal references for leave jury service or appearance as a witness in court.

**7700 - Whistleblower Protection** - Updated through CCLC to extend protection against retaliation to District employees and applicants whose family member makes a protected disclosure.

Prepared By: Michael Burke, Ph.D., Chancellor  
Patrick Pyle, General Counsel

### Attachments:

[BP1100 The Riverside Community College District](#)  
[BP2010 Board Membership](#)  
[BP2710 Conflict of Interest](#)  
[BP4020 Program, Curriculum and Course Development](#)  
[BP4220 Standards of Scholarship](#)  
[BP5140 Disabled Student Programs and Services](#)  
[BP6700 Use of Facilities](#)  
[BP7335 Health Examinations](#)  
[BP7340 Leaves](#)  
[BP7700 Whistleblower Protection](#)

**BP 1100 THE RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**References:**

Education Code Section 72000(b);  
~~Elections Code Section 18304~~

The District has been named the Riverside Community College District.

It is the legal name, and is the property of, the District. No person shall, without the permission of the Board of Trustees, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges:

- Moreno Valley College
- Norco College
- Riverside City College

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Date Adopted: April 20, 2010

**Revised: September 1, 2016** (reference only)

**BP 2010 BOARD MEMBERSHIP**

**References:**

Education Code Sections 72023, 72103, and 72104  
ACCJC Accreditation Standard IV.C.6

The Board of Trustees of the Riverside Community College District, serving at the will of the electorate, derives its powers and duties from the Constitution and Legislature of the State of California as set forth in the Education Code and Title 5, California Code of Regulations, and directives from the Board of Governors for the California Community Colleges.

The Board of Trustees shall consist of five members elected by the qualified voters of the District. Members shall be elected by District.

The Board of Trustees is charged with the governance of the Riverside Community College District and holds the Chancellor of the District responsible for the administration and management of the District.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board of Trustees.

An employee of the District may not be sworn into office as an elected or appointed member of the Board of Trustees unless he or she resigns as an employee.

No member of the Board of Trustees shall, during the term for which he or she is elected, hold an incompatible office.

**No member of the Board of Trustees shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.**

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Date Adopted: September 16, 2008

Revised: December 11, 2012

Revised: June 16, 2015 (reference only)

**Revised: September 1, 2016**

(Replaces Policy 1010)

**BP 2710 CONFLICT OF INTEREST**

**References:**

Government Code Sections 1090 et seq., and 1126

Board members **and employees** shall not be financially interested in any contract made by **them in their official capacity**, ~~the Board~~ or in any **body or board of which they are members** ~~contract they make in their capacity as Board members~~.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board of Trustees shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

Incompatible Activities

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

No officer or employee of the District shall engage in any employment (including self-employment), activity, or enterprise for compensation that is inconsistent, incompatible, in conflict with, or inimical to his/her duties as an officer or employee of the District. No officer or employee shall perform any work, service, or counsel for compensation outside of the District where any part of his or her efforts will be subject to approval by any other officer, employee, Board, or commission of this District, unless otherwise approved in the manner prescribed by this policy.

The Chancellor, with the assistance of legal counsel, will determine those outside activities that, for officers and employees of the District, are inconsistent with, incompatible to, or in conflict with duties as an officer or employee of this District. An officer or employee's outside employment, activity, or enterprise may be prohibited if it:

- Involves the use, for private gain or advantage, of District, time, facilities, equipment, or supplies; or the badge, uniform, prestige, or influence of District's office of employment; or

- Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the District for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of District employment or as a part of duties as a District officer or employee; or
- Involves the performance of an act, other than in his/her capacity as a District officer or employee, which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other District officer or employee; or
- Involves such time demands as would render performance of his/her duties as a District officer or employee less efficient

Board of Trustees members are encouraged to seek counsel from the District's legal advisor in cases where questions arise.

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Date Adopted: November 18, 2008

**Revised: September 1, 2016**



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

**References:**

Education Code Sections 70901(b), 70902(b) and 78016;  
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;  
U.S. Department of Education regulations on the Integrity of Federal Student  
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as  
amended;  
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24 and 668.8;  
ACCJC Accreditation Standards II.A and II.A.9

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

Furthermore, these procedures shall include:

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

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

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

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

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

## Credit Hour

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

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

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

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Date Approved: May 15, 2007

Revised: April 22, 2008

Revised: August 20, 2013

Revised: November 25, 2014 (references only)

**Revised: September 1, 2016**

**BP 4220 STANDARDS OF SCHOLARSHIP**

**References:**

Education Code Section 70902(b)(3);

Title 5 Sections ~~55002-55044~~ **55020 et seq., 55031 et seq., and 55040 et seq.**

The Chancellor shall establish procedures for standards of scholarship consistent with the provisions of Title 5 Sections ~~55750 et seq.~~ **55020 et seq., 55031 et seq., 55040 et seq.**, and Board Policy.

The procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

The procedures shall also be described in the catalog(s).

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Date Adopted: December 9, 2008

**Revised: September 1, 2016** (reference only)

## BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

### References:

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

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

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

Disabled Student Programs and Services (DSP&S) shall be the primary provider **for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws** of reasonable accommodations, academic adjustments, adaptive equipment, rehabilitation counseling and academic counseling to students with qualifying documented disabilities who request these services.

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

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

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

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

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

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Date Adopted: November 18, 2008

Revised: September 18, 2012

Revised: September 15, 2015

Revised: September 1, 2016

**BP 6700 USE OF FACILITIES****References:**

Education Code Sections 82537 and 82542

**Title 5 Sections 59601 et seq.**

Use of the District's facilities shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of District property, including but not limited to facilities, equipment and supplies, by community groups and other outside groups or organizations.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Sections referenced above, regarding use of District facilities. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of Students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, pregnancy, disability, gender, gender identity, gender expression, genetic information, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics or on any basis prohibited by law.

Use of the District's facilities will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school district" in order to "engage in supervised recreational activities" or "meet and discuss from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use District facilities, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

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Date Adopted: March 17, 2009

(Replaces RCCD Policy 8005)

Revised: January 25, 2011

Revised: May 21, 2013

Revised: June 16, 2015

**Revised: September 1, 2016** (reference only)

**BP 7335 HEALTH EXAMINATIONS**

**References:**

42 U.S. Code Section 12112(d);  
29 C.F.R., Part 1630;  
Government Code Section 12940  
Education Code Section 88021

The Chancellor shall establish administrative procedures related to medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations shall be required only after a conditional job offer has been made and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination solely on the basis of the candidate's age or disability.

The procedures may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity.

All such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

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Date Adopted: November 18, 2008

**Revised: September 1, 2016** (reference only)

**BP 7340 LEAVES**

**References:**

Education Code Sections 22719, 87763 et seq., 88190 et seq., and cites below

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves may include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified and confidential service, administrators, supervisors and managers;
- leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court (Education Code Sections 870365 and 870376);
- military service (Education Code Section 87700); and
- sabbatical leaves

In addition to this Policy and collective bargaining agreements, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.

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Date Adopted: December 9, 2008

**Revised: September 1, 2016** (reference only)  
(Replaces RCCD Policies 3020, 4020, and 4021)

**BP 7700 WHISTLEBLOWER PROTECTION**

**References:**

California Labor Code Section 1102.5;  
Government Code Section 53296;  
Private Attorney General Act of 2004 (Labor Code Section 2698)  
Education Code Sections 87160-87164  
Affordable Care Act (29 U.S.C. 218C)

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or Board Policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; **(2) retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;** or ~~(2)~~ **(3)** directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

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Date Adopted: May 20, 2008  
Revised: February, 2014 (references only)  
**Revised: September 1, 2016**



## Agenda Item (VIII-A-2)

Meeting 12/13/2016 - Regular

Agenda Item Committee - Governance (VIII-A-2)

Subject Board Policy for Second Reading and Approval

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve Board Policy 5030 - Student Fees

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### Background Narrative:

Board Policy 5030 - Student Fees is presented to the Board for second reading and approval.

Prepared By: Michael Burke, Ph.D., Chancellor  
Patrick Pyle, General Counsel

### Attachments:

[BP 5030\\_Student Fees - 2nd Reading](#)

**BP 5030 STUDENT FEES****References:**

Education Code Sections 76300 et seq. and other references cited below  
ACCJC Accreditation Standard I.C.6

The Board of Trustees authorizes the fees indicated below. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the District's catalog, the schedule of classes and on the District's website ([www.rccd.edu](http://www.rccd.edu)).

**Enrollment Fee:**

Each student shall be charged a fee for enrolling in credit courses as required by law.

Non-resident tuition **shall be paid in full at the time of registration** with these permissive exemptions (Education Code Sections 76140 and 76140.5):

- All non-resident students enrolling for 6 or fewer units;
- A student who is a citizen and resident of a foreign country who demonstrates financial need.

**Auditing Fees:**

Persons auditing a course shall be charged a per unit, per semester fee, not to exceed the maximum fee allowed by Education Code, Section 76370. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**Health Fee:**

The District will charge the maximum allowable fee as approved by the State Chancellor's office in accordance with the Education Code, unless otherwise indicated by financial activity review or directed by the Board of Trustees. The Board of Trustees and the Associated Student Body government will be notified of changes in the maximum allowable fee prior to implementation.

**Parking Fee:**

Students shall be required to pay a fee for parking services, in an amount not to exceed the maximum allowable fee per semester or intersession, pursuant to Education Code, Section 76360(a)(1).

Instructional Materials:

Education Code and Title 5 Sections 59400 et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities:

Education Code Section 76395

~~Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course.~~ **The District will impose a fee on participating students for the additional expenses incurred when kinesiology courses necessitate use of non-District facilities. These additional fees will not be assessed unless such assessment would occur on all District campuses.** Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District. **Where kinesiology courses include charges made to individual students by non-District facilities, students will pay those individualized costs independent of the District.**

Transcript Fees:

Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two (2) transcripts of students' records, or for two (2) verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee:

Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

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Date Adopted: August 21, 2007

Revised: June 16, 2015

Replaces Policy 6042

**Revised: September 19, 2016**

## Agenda Item (VIII-B-1)

Meeting	12/13/2016 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Proposed Curricular Changes
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

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### Background Narrative:

Presented for the Board's review and consideration 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: Michael Burke, Ph.D., Chancellor  
Dennis Anderson, Interim VC Ed Svc and Strat Planning

### Attachments:

[Proposed Curricular Changes](#)

**1. New Courses:**

None at this time.

**2. New Stand Alone Courses:**

None at this time.

**3. Course Inclusions:**

None at this time.

**4. Major Course Modifications:**

	Title	Location	Action	Comment
Rationale for modification of courses below:  Updating SLO's, texts, lab activities, and course content (lecture/lab).				
ENG-1B	Critical Thinking and Writing	MNR		
ENG-1BH	Honors Critical Thinking and Writing	MNR		
Rationale for modification of course below:  Updating SLOs, splitting lecture and lab content, and updating texts.				
ENG-60A	English Fundamentals: Sentence to Paragraph	MNR		
Rationale for modification to course below:  This course will be updated so that the course content reflects the lecture and lab content according to TBA hours requirements and to make other minor refinements in course language.				
ENG-80	Preparatory Composition	MNR		

**5. Course Exclusions:**

None at this time.

**6. Course Deletions:**

	Title	Location	Action	Comment
Rationale for course deletion below:				
This course has not been offered for several semesters under the FIT program and EMS will develop a new course to meet future needs. This class will fit better under EMS.				
FIT-E3D	Emergency Medical Technician Continuing Education	M		

**7. New Locally Approved Certificates:**

None at this time.

**8. New State Approved Degrees:**

None at this time.

**9. Substantial Change to State Approved Certificates/Degrees:**

None at this time.

**10. Modification to State/Locally Approved Certificates/Degrees:**

None at this time.

**11. Program Discontinuance:**

None at this time.

## Agenda Item (VIII-B-2)

Meeting 12/13/2016 - Regular

Agenda Item Committee - Teaching and Learning (VIII-B-2)

Subject Proposed 2017-2018 Academic Calendar

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve the proposed academic calendar for 2017-2018.

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### Background Narrative:

Presented for the Board's review and considering is the proposed District calendar for 2017-2018. The calendar has been developed in accordance with Article IX of the agreement between the District and the RCCD Faculty Association CCA/CTA/NEA. This proposed calendar has summer, fall, winter and spring sessions.

Prepared By: Michael Burke, Ph.D., Chancellor  
Dennis Anderson, Interim VC Ed Svc and Strat Planning

### Attachments:

[2017-2018 Academic Calendar](#)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**Academic Calendar 2017-2018**

June 2017						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			


March 2018						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31


April 2018						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31*		


June 2018						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7**	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

\*May 31 - Day Classes Meet/Evening Final Exams for Classes Meeting Thursday Evenings Only \*\* June 7 - Morning and Afternoon Final Exams and Evening Commencement


 Part-time Faculty Orientation  
To be arranged by college


 Required Day/New Faculty Aug 22


 FLEX Days  
Fall: August 23-24-25  
Spring: February 9


 Final Exams  
Fall: Dec 8-14  
Spring: May 31-June 7


 Classes Not in Session

 Summer Session : 2017  
June 19-July 27

 Fall 2017  
August 28-December 14  
Weekend Classes-September 2-December 10

 Winter Session 2018  
January 2 - February 8

 Spring 2018  
February 12-June 2  
Weekend Classes: February 24-June 7

 Commencement June 7

 Legal Holiday/Day of Observance



## Agenda Item (VIII-D-1)

Meeting	12/13/2016 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	2015-2016 Independent Audit Report for the Riverside Community College District
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees receive the Riverside Community College District's independent audit report for the year ended June 30, 2016 for the permanent file of the District.

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### Background Narrative:

In accordance with Education Code Section 84040(b), an independent audit of the District's 2015-2016 financial statements was performed by Vavrinek, Trine, Day & Co., LLP Certified Public Accountants (VTD). A representative of the firm will be available to present the report. Results of the audit are summarized below.

- Auditor's Opinion – The auditors have issued an unmodified opinion for the financial audit as of June 30, 2016.
- Audit Findings – There were no findings or questioned costs.
- Auditor's Required Communication – In accordance with the Statement on Auditing Standards No. 114, at the conclusion of the audit engagement VTD 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.

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

### Attachments:

[12132016\\_RCCD Annual Financial Report FY15-16](#)  
[12132016\\_VTD SAS 114 Letter](#)



RIVERSIDE COMMUNITY  
COLLEGE DISTRICT

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ANNUAL FINANCIAL REPORT

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**JUNE 30, 2016**

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

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***FINANCIAL SECTION***

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**Vavrinek, Trine, Day & Co., LLP**  
Certified Public Accountants

VALUE THE DIFFERENCE

## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Riverside Community College District  
Riverside, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities and the aggregate remaining fund information of Riverside Community College District (the District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic 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 misstatements, 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, and the 2015-2016 *Contracted District Audit Manual*, issued by the California Community Colleges Chancellor's Office. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit 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, the auditor considers 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 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 business-type activities and the aggregate remaining fund information of the District as of June 30, 2016, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require the Management's Discussion and Analysis on pages 5 through 12, the Schedule of Other Postemployment Benefits (OPEB) Funding Progress on page 64, the Schedule of the District's Proportionate Share of the Net Pension Liability on page 65, and the Schedule of District Contributions on page 66 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying supplementary information listed in the Table of Contents, including the Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The accompanying supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 28, 2016, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 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 financial reporting and compliance.



Riverside, California  
November 28, 2016



### ***USING THIS ANNUAL REPORT***

The purpose of this annual report is to provide readers with information about the activities, programs, and financial condition of the Riverside Community College District (the District) as of June 30, 2016. The report consists of three basic financial statements: the Statement of Net Position; Statement of Revenues, Expenses, and Changes in Net Position; and Statement of Cash Flows and provides information about the District as a whole. This section of the annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2016. Please read it in conjunction with the District's financial statements, which immediately follow this section. Responsibility for the completeness and accuracy of this information rests with District management.

### ***OVERVIEW OF THE FINANCIAL STATEMENTS***

The Riverside Community College District's financial statements are presented in accordance with Governmental Accounting Standards Board Statements (GASB) No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, and No. 35, *Basic Financial Statements - and Management Discussion and Analysis - for Public College and Universities*. These statements allow for the presentation of financial activity and results of operations which focuses on the District as a whole. The entity-wide financial statements present the overall results of operations whereby all of the District's activities are consolidated into one total versus the traditional presentation by fund type. The focus of the Statement of Net Position is designed to be similar to the bottom line results of the District. This statement combines and consolidates current financial resources with capital assets and long-term obligations. The Statement of Revenues, Expenses, and Changes in Net Position focuses on the costs of the District's operational activities with revenues and expenses categorized as operating and nonoperating, and expenses are reported by natural classification. The Statement of Cash Flows provides an analysis of the sources and uses of cash within the operations of the District.

The California Community Colleges Chancellor's Office has recommended that all State community colleges follow the Business-Type Activity (BTA) model for financial statement reporting purposes.

### ***FINANCIAL HIGHLIGHTS***

- The District's primary funding source is from apportionment received from the State of California. The primary basis of this apportionment is the calculation of Full-Time Equivalent Students (FTES). During the 2015-2016 fiscal year, total reported resident FTES were 28,682 as compared to 27,660 in the 2014-2015 fiscal year. Total unfunded credit FTES was 0 for fiscal year 2015-2016 and 620 for fiscal year 2014-2015.
- Several construction and modernization projects at the District's three colleges resulted in completed buildings, building improvements, and improvements to sites totaling \$10,442,235 in the 2015-2016 fiscal year. The completed projects, listed below, are primarily funded through the District's voter approved General Obligation Bond, Measure C, State Construction Act funds, but also through Scheduled Maintenance funds.

Culinary Arts Academy/District Offices – Centennial Plaza  
Coil School for the Arts – Centennial Plaza  
Campus-Wide HVAC Package Unit – Riverside City College  
Humanities 129 AV Upgrade – Moreno Valley College  
Roofing Projects, Buildings A & C – Norco College



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
 JUNE 30, 2016**

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- Employee salaries increased by 8.02 percent or \$10.1 million from the 2014-2015 fiscal year and employee benefits increased by 14.1 percent or \$5.78 million. The increase in salaries is primarily due to a contractual salary increase of 3.0 percent for all permanent employees, a contractual salary increase of 3.5 percent for part-time faculty, and a COLA increase of 1.02 percent for full-time and permanent part-time employees, scheduled salary step increases, employee reclassifications, and an increase in the number of positions. The increase in benefit costs is primarily due to increases in health and welfare benefit costs, an increase of 1.85 percent in CalSTRS and 0.76 percent CalPERS employer contributions, and the establishment of an OPEB rate of 0.3 percent; in addition to fixed charges associated with the increased number of positions discussed above.
- During the 2015-2016 fiscal year, the District provided over \$76.4 million in financial aid to students, representing a decrease of 1.2 percent over the \$77.3 million in fiscal year 2014-2015. This aid was provided in the form of grants, scholarships, loans, and tuition reductions funded through the Federal government, State Chancellor's Office, and local funding as shown below.

(Amounts in thousands)

Federal Pell Grants (PELL)	\$ 43,640
Federal Supplement Education Opportunity Grant (FSEOG)	1,071
Federal Direct Student Loans (Direct Loans)	3,760
Federal Work Study Program (FWS)	1,084
State of California Cal Grant B (CALG-B)	3,895
California Community College Board of Governor's Fee Wavier	22,936
Total Financial Aid Provided to Students	<u>\$ 76,386</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2016**

***THE DISTRICT AS A WHOLE***

**Net Position**

**Table 1**

(Amounts in thousands)

	2016	2015	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and investments	\$ 101,654	\$ 74,617	\$ 27,037
Accounts receivable (net)	12,491	12,037	454
Other current assets	139	133	6
Total Current Assets	<u>114,284</u>	<u>86,787</u>	<u>27,497</u>
Capital assets (net)	<u>452,351</u>	<u>412,280</u>	<u>40,071</u>
Total Assets	<u>566,635</u>	<u>499,067</u>	<u>67,568</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred charge on refunding	10,274	6,369	3,905
Deferred outflows of resources related to pensions	29,948	9,894	20,054
Total Deferred Outflows of Resources	<u>40,222</u>	<u>16,263</u>	<u>23,959</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 606,857</u>	<u>\$ 515,330</u>	<u>\$ 91,527</u>
<b>Current Liabilities</b>			
Accounts payable and accrued liabilities	\$ 43,291	\$ 36,016	\$ 7,275
Current portion of long-term obligations	12,268	6,100	6,168
Total Current Liabilities	<u>55,559</u>	<u>42,116</u>	<u>13,443</u>
Long-Term Obligations	<u>427,537</u>	<u>367,642</u>	<u>59,895</u>
Total Liabilities	<u>483,096</u>	<u>409,758</u>	<u>73,338</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows of resources related to pensions	<u>35,625</u>	<u>34,870</u>	<u>755</u>
<b>NET POSITION</b>			
Net investment in capital assets	194,304	185,574	8,730
Restricted	16,272	28,793	(12,521)
Unrestricted	<u>(122,440)</u>	<u>(143,665)</u>	<u>21,225</u>
Total Net Position	<u>88,136</u>	<u>70,702</u>	<u>17,434</u>
Total Liabilities, Deferred Inflows and Net Position	<u>\$ 606,857</u>	<u>\$ 515,330</u>	<u>\$ 91,527</u>

The District's components of assets, liabilities, and net position are noted on page 14.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2016

#### Operating Results for the Year

The results of this year's operations for the District as a whole are reported in the Statement of Revenues, Expenses, and Changes in Net Position on page 15.

**Table 2**

(Amounts in thousands)

	2016	2015	Change
Operating Revenues (Losses)			
Tuition and fees (net)	\$ 16,619	\$ 15,889	\$ 730
Other operating revenues (losses)	(1)	14	(15)
Total Operating Revenues (Losses)	<u>16,618</u>	<u>15,903</u>	<u>715</u>
Operating Expenses			
Salaries and benefits	163,845	148,165	15,680
Supplies and maintenance	49,368	36,131	13,237
Student financial aid	54,315	55,306	(991)
Depreciation	16,624	16,396	228
Total Operating Expenses	<u>284,152</u>	<u>255,998</u>	<u>28,154</u>
Loss on Operations	<u>(267,534)</u>	<u>(240,095)</u>	<u>(27,439)</u>
Nonoperating Revenues			
State apportionments	107,436	96,089	11,347
Property taxes	49,316	44,546	4,770
State revenues	21,346	7,876	13,470
Federal and State grants and contracts	95,957	88,168	7,789
Net investment income	500	294	206
Net interest expense	(6,975)	(11,047)	4,072
Other nonoperating revenues	15,312	15,318	(6)
Total Nonoperating Revenue	<u>282,892</u>	<u>241,244</u>	<u>41,648</u>
Other Revenues (Losses)			
State capital income	2,168	1,845	323
Local capital income	(92)	424	(516)
Total Other Revenues (Losses)	<u>2,076</u>	<u>2,269</u>	<u>(193)</u>
Net Increase in Net Position	<u>\$ 17,434</u>	<u>\$ 3,418</u>	<u>\$ 14,016</u>

The District's primary revenue sources are local property taxes, student enrollment fees, and State apportionment, which increased in fiscal year 2015-2016. Property taxes levied and received from property within the District's boundaries increased slightly during the year.

Grant and contract revenues relate primarily to student financial aid and to specific Federal and State grants received for programs serving the students and programs of the District. These grant and program revenues are restricted to allowable expenses related to the programs.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
 JUNE 30, 2016**

During 2015-2016, the District's interest income was \$0.50 million and interest expense was \$6.98 million. Interest income is primarily derived from cash held in the Riverside County Treasury. Interest income has increased approximately \$0.21 million from the 2014-2015 fiscal year due to the increase general obligation bond funds held in the Riverside County Treasury. A decrease of \$4.01 million in interest expense for the year is the result of refunding general obligation bond principal and slightly lower interest rates on that principal.

In accordance with requirements set forth by the California Community Colleges Chancellor's Office, the District reports operating expenses by object code. Operating expenses by functional classification are as follows:

**Table 3**

Year ended June 30, 2016:

(Amounts in thousands)

	Salaries and Employee Benefits	Supplies, Materials, and Other Operating Expenses and Services	Student Financial Aid	Depreciation	Total
Instructional activities	\$ 78,176	\$ 3,987	\$ -	\$ -	\$ 82,163
Academic support	20,047	4,944	-	-	24,991
Student services	28,084	3,143	-	-	31,227
Plant operations and maintenance	7,117	3,342	-	-	10,459
Instructional support services	20,801	8,407	-	-	29,208
Community services and economic development	1,631	486	-	-	2,117
Ancillary services and auxiliary operations	7,988	1,879	-	-	9,867
Student aid	-	-	54,315	-	54,315
Physical property and related acquisitions	-	23,180	-	-	23,180
Unallocated depreciation	-	-	-	16,624	16,624
Total	<u>\$ 163,844</u>	<u>\$ 49,368</u>	<u>\$ 54,315</u>	<u>\$ 16,624</u>	<u>\$ 284,151</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2016**

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**Changes in Cash Position**

**Table 4**

(Amounts in thousands)

	2016	2015	Change
Cash Provided by (Used in)			
Operating activities	\$ (237,886)	\$ (216,833)	\$ (21,053)
Noncapital financing activities	287,389	266,893	20,496
Capital financing activities	(22,849)	(58,038)	35,189
Investing activities	383	277	106
Net Increase (Decrease) in Cash	27,037	(7,701)	34,738
Cash, Beginning of Year	74,617	82,318	(7,701)
Cash, End of Year	<u>\$ 101,654</u>	<u>\$ 74,617</u>	<u>\$ 27,037</u>

The Statement of Cash Flows on pages 16 and 17 provides information about our cash receipts and payments during the year. This statement also assists users in assessing the District's ability to meet its obligations as they come due and its need for external financing. The District's primary operating receipts are student tuition and fees and Federal, State, and local grants and contracts. The primary operating expense of the District is the payment of salaries and benefits to faculty, administrators, and classified staff.

While State apportionment revenues and property taxes are the primary source of noncapital related revenue, the GASB accounting standards require that this source of revenue is shown as nonoperating revenue as it comes from the general resources of the State and not from the primary users of the college's programs and services, the students. The District depends upon this funding to continue the current level of operations.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2016

#### *CAPITAL ASSET AND DEBT ADMINISTRATION*

##### **Capital Assets**

At June 30, 2016, the District had \$606.9 million in a broad range of capital assets, including land, buildings, and furniture and equipment. At June 30, 2016, the District's net capital assets were \$452.4 million. Major capital improvement projects are ongoing throughout the District. These projects are primarily funded through State Construction Act revenues and District General Obligation Bonds. Projects are accounted for within the Construction in Progress account until the project is completed at which time the cost of the buildings and/or improvements will be recorded to the depreciable Buildings and Improvement category.

**Table 5**

(Amounts in thousands)

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Land and construction in progress	\$ 101,511	\$ 51,104	\$ (8,056)	\$ 144,559
Buildings and land improvements	405,956	10,442	-	416,398
Equipment and vehicles	42,796	3,205	(58)	45,943
Subtotal	550,263	64,751	(8,114)	606,900
Accumulated depreciation	(137,983)	(16,624)	58	(154,549)
	<u>\$ 412,280</u>	<u>\$ 48,127</u>	<u>\$ (8,056)</u>	<u>\$ 452,351</u>

We present more detailed information about our capital assets in Note 6 to the financial statements.

##### **Obligations**

At the end of the 2015-2016 fiscal year, the District had \$282.9 million in general obligation bonds outstanding. These bonds are repaid in annual installments, in accordance with the obligation requirements for each debt issuance, by way of property tax assessments on property within the Riverside Community College District's boundaries.

The District is also obligated to employees of the District for vacation, load banking benefits, supplemental retirement income payments, and retiree health payments.

Lease purchase agreements for equipment have been entered into to finance certain capital assets.

##### **Net Pension Liability (NPL)**

At year-end, the District had a net pension liability of \$137.4 million. The District has therefore recorded its proportionate share of net pension liabilities for CalSTRS and CalPERS.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2016**

**Table 6**

(Amounts in thousands)

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
General obligation bonds	\$ 239,416	\$ 96,906	\$ (53,465)	\$ 282,857
Aggregate net pension obligation	120,526	16,910	-	137,436
Other liabilities	13,800	8,637	(2,925)	19,512
Total Long-Term Obligations	<u>\$ 373,742</u>	<u>\$ 122,453</u>	<u>\$ (56,390)</u>	<u>\$ 439,805</u>
Amount due within one year				<u>\$ 12,268</u>

We present more detailed information about our long-term obligations in Note 10 to the financial statements.

***GENERAL FUND BUDGETARY HIGHLIGHTS***

Over the course of the year, the District revises its budget to provide for unanticipated changes in revenues and expenditures. The Board of Trustees adopted the final amendment to the budget for the 2015-2016 fiscal year on June 21, 2016.

The District's final revised budget for the unrestricted General Fund anticipated that expenditures would exceed revenues by \$4.55 million. The actual results for the year showed revenues exceeded expenditures by \$21.9 million.

***ECONOMIC FACTORS AFFECTING THE FUTURE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT***

The financial position of the District is closely tied to the economic position of the State of California since the District's largest source of general unrestricted revenue is State apportionment at 47.24 percent of total revenues. The District reported an increase of 1,022 FTES during fiscal year 2015-2016 resulting from an increase of course offerings. The District's fiscal year 2016-2017 unrestricted General Fund adopted budget anticipates revenue decreases of \$1.58 million, expenditure increases of \$18.73 million, and a Board-approved contingency of 5.0 percent. The District continues to manage enrollment and operating costs to ensure ongoing financial stability and to achieve reserve levels required by Board policy and the State Chancellor's Office.

***CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT***

This financial report is designed to provide the District's citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the Riverside Community College District at 3801 Market Street, Riverside, California 92501.

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***BASIC FINANCIAL STATEMENTS***

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF NET POSITION - PRIMARY GOVERNMENT  
JUNE 30, 2016**

<b>ASSETS</b>	
<b>Current Assets</b>	
Cash and cash equivalents	\$ 1,659,471
Investments - unrestricted	51,097,592
Investments - restricted	48,897,426
Accounts receivable	11,743,810
Student accounts receivable, net	727,176
Due from fiduciary funds	20,142
Prepaid expenses	103,865
Inventories	34,859
<b>Total Current Assets</b>	<u>114,284,341</u>
<b>Noncurrent Assets</b>	
Nondepreciable capital assets	144,558,578
Depreciable capital assets, net of depreciation	307,792,316
<b>Total Noncurrent Assets</b>	<u>452,350,894</u>
<b>TOTAL ASSETS</b>	<u>566,635,235</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred charge on refunding	10,274,078
Deferred outflows of resources related to pensions	29,947,690
<b>TOTAL DEFERRED OUTFLOW OF RESOURCES</b>	<u>40,221,768</u>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts payable	16,642,426
Accrued interest payable	4,959,138
Due to fiduciary funds	60,067
Unearned revenue	18,258,192
Claims liability	3,370,882
Compensated absences payable - current portion	1,368,248
Bonds payable - current portion	5,470,000
Lease obligations - current portion	16,932
Other long-term obligations - current portion	5,413,277
<b>Total Current Liabilities</b>	<u>55,559,162</u>
<b>Noncurrent Liabilities</b>	
Compensated absences and load banking payable - noncurrent portion	2,016,348
Bonds payable - noncurrent portion	266,283,633
Bond premium	11,103,401
Other postemployment benefits	10,697,890
Aggregate net pension obligation	137,435,471
<b>Total Noncurrent Liabilities</b>	<u>427,536,743</u>
<b>TOTAL LIABILITIES</b>	<u>483,095,905</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows of resources related to pensions	35,624,774
<b>NET POSITION</b>	
Net investment in capital assets	194,304,323
Restricted for:	
Debt service	9,473,663
Capital projects	434,276
Educational programs	6,364,154
Unrestricted	(122,440,092)
<b>TOTAL NET POSITION</b>	<u>\$ 88,136,324</u>

The accompanying notes are an integral part of these financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF REVENUES, EXPENSES,  
AND CHANGES IN NET POSITION - PRIMARY GOVERNMENT  
FOR THE YEAR ENDED JUNE 30, 2016**

<b>OPERATING REVENUES (LOSSES)</b>	
Student Tuition and Fees	\$ 39,554,973
Less: Scholarship discount and allowance	(22,935,819)
Net tuition and fees	<u>16,619,154</u>
Other Operating Losses	<u>(1,372)</u>
<b>TOTAL OPERATING REVENUES (LOSSES)</b>	<u>16,617,782</u>
<b>OPERATING EXPENSES</b>	
Salaries	125,856,057
Employee benefits	37,988,740
Supplies, materials, and other operating expenses and services	43,077,297
Student financial aid	54,314,607
Equipment, maintenance, and repairs	6,290,685
Depreciation	16,623,899
<b>TOTAL OPERATING EXPENSES</b>	<u>284,151,285</u>
<b>OPERATING LOSS</b>	<u>(267,533,503)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
State apportionments, noncapital	107,436,493
Federal grants	60,848,305
State grants	35,108,567
Local property taxes levied for general purposes	33,716,065
Local property taxes levied for capital debt	15,599,538
State taxes and other revenues	21,345,873
Investment income	466,839
Interest expense on capital related debt	(6,974,747)
Investment income on capital related debt, net	33,311
Other nonoperating revenue	15,311,613
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<u>282,891,857</u>
<b>INCOME BEFORE OTHER REVENUES (LOSSES)</b>	<u>15,358,354</u>
<b>OTHER REVENUES (LOSSES)</b>	
State revenues, capital	2,167,968
Local revenues, capital	(92,217)
<b>TOTAL OTHER REVENUES (LOSSES)</b>	<u>2,075,751</u>
<b>CHANGE IN NET POSITION</b>	17,434,105
<b>NET POSITION, BEGINNING OF YEAR</b>	<u>70,702,219</u>
<b>NET POSITION, END OF YEAR</b>	<u>\$ 88,136,324</u>

The accompanying notes are an integral part of these financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CASH FLOWS - PRIMARY GOVERNMENT  
FOR THE YEAR ENDED JUNE 30, 2016**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Tuition and fees	\$ 16,698,758
Payments to vendors for supplies and services	(39,826,833)
Payments to or on behalf of employees	(160,441,073)
Payments to students for Federal direct student aid	(49,819,077)
Payments to students for State direct student aid	(3,927,226)
Payments to students for Local direct student aid	(568,304)
Other operating receipts	(1,372)
<b>Net Cash Flows From Operating Activities</b>	<u>(237,885,127)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
State apportionments	105,647,439
Noncapital grants and contracts	95,956,872
Property taxes - non-debt related	49,315,603
State taxes and other apportionments	20,318,939
Other nonoperating	16,150,368
<b>Net Cash Flows From Noncapital Financing Activities</b>	<u>287,389,221</u>
<b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES</b>	
Purchase of capital assets	(57,468,191)
Proceeds from sale of general obligation bonds	96,905,955
State revenue, capital projects	2,075,751
Principal paid on capital debt	(53,516,028)
Interest paid on capital debt	(6,974,747)
Interest received on capital related debt	33,311
Deferred charges on refunding	(3,904,891)
<b>Net Cash Flows From Capital Financing Activities</b>	<u>(22,848,840)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest received from investments	<u>382,649</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	27,037,903
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>74,616,586</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>\$ 101,654,489</u></u>

The accompanying notes are an integral part of these financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CASH FLOWS - PRIMARY GOVERNMENT, Continued  
 FOR THE YEAR ENDED JUNE 30, 2016**

**RECONCILIATION OF NET OPERATING LOSS TO NET CASH FLOWS  
 FROM OPERATING ACTIVITIES**

Operating Loss	<u>\$ (267,533,503)</u>
Adjustments to Reconcile Operating Loss to Net Cash Flows	
From Operating Activities:	
Depreciation	16,623,899
Changes in Operating Assets, Liabilities, Deferred Outflows, and Deferred Inflows:	
Accounts receivable	(181,337)
Inventories	(8,964)
Prepaid expenses	3,569
Accounts payable and other accrued liabilities	2,801,752
Unearned revenue	7,034,772
Compensated absences and load banking	75,856
Retirement Incentive Plans	4,567,217
Other postemployment benefits (OPEB)	1,120,497
Deferred outflows related to pensions	(20,053,921)
Aggregate net pension obligation	16,909,971
Deferred inflows related to pensions	755,065
Total Adjustments	<u>29,648,376</u>
<b>Net Cash Flows From Operating Activities</b>	<u><u>\$ (237,885,127)</u></u>

**CASH AND CASH EQUIVALENTS CONSIST  
 OF THE FOLLOWING:**

Cash in banks	\$ 1,659,471
Unrestricted cash in county treasury	51,097,592
Restricted cash in county treasury	48,897,426
<b>Total Cash and Cash Equivalents</b>	<u><u>\$ 101,654,489</u></u>

**NON CASH TRANSACTIONS**

On behalf payments for benefits	<u><u>\$ 4,380,998</u></u>
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The accompanying notes are an integral part of these financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF FIDUCIARY NET POSITION  
 JUNE 30, 2016**

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	<u>Trust</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 2,364,455
Accounts receivable	227
Due from primary government	60,067
<b>Total Assets</b>	<u>2,424,749</u>
 <b>LIABILITIES</b>	
Accounts payable	17,977
Due to primary government	20,142
Due to student groups	1,133,628
<b>Total Liabilities</b>	<u>1,171,747</u>
 <b>NET POSITION</b>	
Unreserved	1,253,002
<b>Total Net Position</b>	<u>\$ 1,253,002</u>

The accompanying notes are an integral part of these financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2016**

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	<u>Trust</u>
<b>ADDITIONS</b>	
Local revenues	<u>\$ 914,339</u>
<b>DEDUCTIONS</b>	
Books and supplies	744,429
Services and operating expenditures	<u>232,389</u>
<b>Total Deductions</b>	<u>976,818</u>
<b>Change in Net Position</b>	(62,479)
<b>Net Position - Beginning</b>	<u>1,315,481</u>
<b>Net Position - Ending</b>	<u><u>\$ 1,253,002</u></u>

The accompanying notes are an integral part of these financial statements.

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***NOTES TO FINANCIAL STATEMENTS***

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## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### **NOTE 1 - ORGANIZATION**

The Riverside Community College District (the District) was established in 1916 as a political subdivision of the State of California and is a comprehensive, public, two-year institution offering educational services to residents of the surrounding area. The District operates under a locally elected five-member Board of Trustees form of government, which establishes the policies and procedures by which the District operates. The Board must approve the annual budgets for the General Fund, special revenue funds, capital project funds, and proprietary funds, but these budgets are managed at the department level. Currently, the District operates three colleges located within western Riverside County. While the District is a political subdivision of the State of California, it is legally separate and is independent of other State and local governments, and it is not a component unit of the State in accordance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 61. The District is classified as a Public Educational Institution under Internal Revenue Code Section 115 and is, therefore, exempt from Federal taxes.

#### **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **Financial Reporting Entity**

The District has adopted GASB Statement No. 61, *Determining Whether Certain Organizations are Component Units*. This statement amends GASB Statement No. 14, *The Financial Reporting Entity*, to provide additional guidance to determine whether certain organizations, for which the District is not financially accountable, should be reported as component units based on the nature and significance of their relationship with the District. The basic criteria for including a component unit are (1) the economic resources held or received by the other entity are entirely or almost entirely for the direct benefit of the District, (2) the District is entitled to, or has the ability to otherwise access, a majority of the economic resources held or received by the other entity, and (3) the other entity's resources to which the District is entitled or has the ability to otherwise access are significant to the District. If any of these criteria are not met, the final criterion for including a component unit is whether the other entity is closely related to, or financially integrated with, the District. As defined by accounting principles generally accepted in the United States of America and established by the Governmental Accounting Standards Board, the financial reporting entity consists of the primary government, the District, and the following component unit:

- **Riverside Community College District Development Corporation**

The Riverside Community College District Development Corporation (the Corporation) is a legally separate organization and a component unit of the District. The Corporation was formed to provide financing and acquire assets for the District. A majority of the Corporation's Board of Directors either serves by reason of their position in the District or is appointed by the District's Board of Trustees. The financial activity has been "blended" or consolidated within the financial statements as the District as if the activity was the District's. Within the other supplementary information section of the report, the activity is included as the Riverside Community College District Development Corporation Fund as a Special Revenue Fund of the District. Individually prepared financial statements are not prepared for the Corporation. Condensed component unit information for the Corporation, the District's blended component unit, for the year ended June 30, 2016, is as follows:



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016**

*Condensed Statement of Net Position*

**ASSETS**

Cash and cash equivalents	\$ 16,174
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**NET POSITION**

Restricted for:	
Capital projects	\$ 16,174

*Condensed Statement of Revenues, Expenses, and Changes in Net Position*

**OPERATING EXPENSES**

Supplies, materials, and other operating expenses and services	\$ 70
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**OPERATING LOSS**

	(70)
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**NONOPERATING REVENUES**

Interest income	8
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**CHANGE IN NET POSITION**

	(62)
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**NET POSITION, BEGINNING OF YEAR**

	16,236
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**NET POSITION, END OF YEAR**

	\$ 16,174
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**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

For financial reporting purposes, the District is considered a special-purpose government engaged only in business-type activities as defined by GASB Statements No. 34 and No. 35 as amended by GASB Statements No. 37, No. 38, and No. 39. This presentation provides a comprehensive entity-wide perspective of the District's assets, liabilities, activities, and cash flows and replaces the fund group perspective previously required. Accordingly, the District's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. The significant accounting policies followed by the District in preparing these financial statements are in accordance with accounting principles generally accepted in the United States of America as prescribed by GASB. Additionally, the District's policies comply with the California Community Colleges Chancellor's Office *Budget and Accounting Manual*. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All material intra-agency and intra-fund transactions have been eliminated.

Revenues resulting from exchange transactions, in which each party gives and receives essentially equal value, are classified as operating revenues. These transactions are recorded on the accrual basis when the exchange takes place. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, operating revenues consist primarily of student fees and auxiliary activities through the bookstore and cafeteria.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2016**

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Nonexchange transactions, in which the District receives value without directly giving equal value in return, include State apportionments, property taxes, certain Federal and State grants, entitlements, and donations. Property tax revenue is recognized in the fiscal year received. State apportionment revenue is earned based upon criteria set forth from the Community Colleges Chancellor's Office and includes reporting of full-time equivalent students (FTES) attendance. The corresponding apportionment revenue is recognized in the period the FTES are generated. Revenue from Federal and State grants and entitlements are recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements may include time and/or purpose requirements.

Operating expenses are incurred to provide instructional services including support costs, auxiliary services, and depreciation of capital assets. All other expenses not meeting this definition are reported as nonoperating. Expenses are recorded on the accrual basis as they are incurred; when goods are received or services are rendered.

The District reports are based on all applicable GASB pronouncements, as well as applicable Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1989, unless those pronouncements conflict or contradict GASB pronouncements. The District has not elected to apply FASB pronouncements after that date.

The financial statements are presented in accordance with the reporting model as prescribed in GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and GASB Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*, as amended by GASB Statements No. 37, No. 38, and No. 39. The business-type activities model followed by the District requires the following components of the District's financial statements:

- Management's Discussion and Analysis
- Basic Financial Statements for the District as a whole including:
  - Statements of Net Position - Primary Government
  - Statements of Revenues, Expenses, and Changes in Net Position - Primary Government
  - Statements of Cash Flows - Primary Government
  - Financial Statements for the Fiduciary Funds including:
    - Statements of Fiduciary Net Position
    - Statements of Changes in Fiduciary Net Position
- Notes to the Financial Statements

#### **Cash and Cash Equivalents**

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Cash equivalents also include unrestricted cash with county treasury balances for purposes of the Statement of Cash Flows. Restricted cash and cash equivalents represent balances restricted by external sources such as grants and contracts or specifically restricted for the repayment of capital debt.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### **Investments**

In accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, investments held at June 30, 2016, are stated at fair value. Fair value is estimated based on quoted market prices at year-end. Short-term investments have an original maturity date greater than three months, but less than one year at time of purchase. Long-term investments have an original maturity of greater than one year at the time of purchase.

#### **Restricted Assets**

Restricted assets arise when restrictions on their use change the normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments or imposed by enabling legislation. Restricted assets represent investments required by debt covenants to be set aside by the District for the purpose of satisfying certain requirements of the bonded debt issuance.

#### **Accounts Receivable**

Accounts receivable include amounts due from the Federal, State and/or local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grants and contracts. Accounts receivable also consist of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff, the majority of each residing in the State of California. The District provides for an allowance for uncollectible accounts as an estimation of amounts that may not be received. This allowance is based upon management's estimates and analysis. The allowance was estimated at \$162,226 for the year ended June 30, 2016.

#### **Prepaid Expenses**

Prepaid expenses represent payments made to vendors and others for services that will benefit periods beyond June 30.

#### **Inventories**

Inventories consist primarily of cafeteria food and supplies held for resale to the students and faculty of the college. Inventories are stated at cost, utilizing the weighted average method. The cost is recorded as an expense as the inventory is consumed.

#### **Capital Assets and Depreciation**

Capital assets are long-lived assets of the District as a whole and include land, construction in progress, buildings, leasehold improvements, and equipment. The District maintains an initial unit cost capitalization threshold of \$5,000 and an estimated useful life greater than one year. Assets are recorded at historical cost, or estimated historical cost, when purchased or constructed. The District does not possess any infrastructure. Donated capital assets are recorded at estimated fair market value at the date of donation. Improvements to buildings and land that significantly increase the value or extend the useful life of the asset are capitalized; the costs of routine maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are charged as an operating expense in the year in which the expense was incurred. Major outlays for capital improvements are capitalized as construction in progress as the projects are constructed.

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016**

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Depreciation of capital assets is computed and recorded utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 15 to 50 years; improvements, 10 years; equipment, 3 to 8 years; vehicles, 5 to 10 years.

#### **Accrued Liabilities and Long-term Obligations**

All payables, accrued liabilities, and long-term obligations are reported in the entity-wide financial statements.

#### **Debt Issuance Costs, Premiums, and Discounts**

Debt premiums and discounts, as well as issuance costs related to prepaid insurance costs, are amortized over the life of the bonds using the straight-line method.

#### **Deferred Charge on Refunding**

Deferred charge on refunding is amortized using the straight-line method over the remaining life of the new debt.

#### **Deferred Outflows/Inflows of Resources**

In addition to assets, the Statement of Net Position also reports deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The District reports deferred outflows of resources for deferred charges on refunding of debt and for pension related items.

In addition to liabilities, the Statement of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The District reports deferred inflows of resources for pension related items.

#### **Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions and pension expense, information about the fiduciary net position of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) plan for schools (the Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Member contributions are recognized in the period in which they are earned. Investments are reported at fair value.

#### **Compensated Absences**

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the entity-wide financial statements. The current portion of unpaid compensated absences is recognized upon the occurrence of relevant events such as employee resignation and retirements that occur prior to year end that have not yet been paid within the fund from which the employees who have accumulated the leave are paid. The District also participates in "load-banking" with eligible academic employees whereby the employee may teach extra courses in one period in exchange for time off in another period. The liability for this benefit is reported on the entity-wide financial statements.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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Sick leave is accumulated without limit for each employee based upon negotiated contracts. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulated sick leave. Employees are never paid for any sick leave balance at termination of employment or any other time. Therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, retirement credit for unused sick leave is applicable to all classified school members who retire after January 1, 1999. At retirement, each member will receive .004 year of service credit for each day of unused sick leave. Retirement credit for unused sick leave is available to all full-time employees based on the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement Systems (CalPERS) criteria.

#### **Unearned Revenue**

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for unearned revenue is removed from the combined balance sheet and revenue is recognized. Unearned revenue includes (1) amounts received for tuition and fees prior to the end of the fiscal year that are related to the subsequent fiscal year and (2) amounts received from Federal and State grants received before the eligibility requirements are met are recorded as unearned revenue.

#### **Noncurrent Liabilities**

Noncurrent liabilities include bonds and notes payable, compensated absences, claims payable, capital lease obligations, retirement incentive plans, OPEB obligations, and aggregate net pension obligations with maturities greater than one year.

#### **Net Position**

GASB Statements No. 34 and No. 35 report equity as "Net Position" and represent the difference between assets and liabilities. The net position is classified according to imposed restrictions or availability of assets for satisfaction of District obligations according to the following net asset categories:

**Net Investment in Capital Assets** consists of capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets. To the extent debt has been incurred, but not yet expended for capital assets, such accounts are not included as a component of net investment in capital assets.

**Restricted:** Net position is reported as restricted when there are limitations imposed on their use, either through enabling legislation adopted by the District, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted resources are available.

**Unrestricted:** Net position that is not subject to externally imposed constraints. Unrestricted net position may be designated for specific purposes by action of the Board of Trustees or may otherwise be limited by contractual agreements with outside parties.

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2016**

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When both restricted and unrestricted resources are available for use, it is the District's practice to use restricted resources first and the unrestricted resources when they are needed. The entity-wide financial statements report \$16,272,093 of restricted net position.

#### **State Apportionments**

Certain current year apportionments from the State are based on financial and statistical information of the previous year. Any corrections due to the recalculation of the apportionment are made in February of the subsequent year. When known and measurable, these recalculations and corrections are accrued in the year in which the FTES are generated.

#### **Property Taxes**

Secured property taxes attach as an enforceable lien on property as of January 1. The County of Riverside Assessor is responsible for assessment of all taxable real property. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of Riverside bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when the County notifies the District of the availability of the revenues.

The voters of the District passed a General Obligation Bond in 2004 for the acquisition, construction, and remodeling of certain District property. As a result of the passage of the Bond, property taxes are assessed on the property within the District specifically for the repayment of the debt incurred. The taxes are assessed, billed, and collected as noted above and remitted to the District when collected.

#### **Scholarships, Discounts, and Allowances**

Student tuition and fee revenue is reported net of scholarships, discounts, and allowances. Fee waivers approved by the Board of Governors are included within the scholarships, discounts, and allowances in the Statement of Revenues, Expenses, and Changes in Net Position. Scholarship discounts and allowances represent the difference between stated charges for enrollment fees and the amount that is paid by students or third parties making payments on the students' behalf.

#### **Federal Financial Assistance Programs**

The District participates in federally funded Pell Grants, SEOG Grants, and Federal Work-Study programs, as well as other programs funded by the Federal government. Financial aid to students is either reported as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to students in the form of reduced tuition. These programs are audited in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America 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.

#### Interfund Activity

Interfund transfers and interfund receivables and payables are eliminated during the consolidation process in the Primary Government and Fiduciary Funds' financial statements, respectively.

#### Change in Accounting Principles

In February 2015, the GASB issued Statement No. 72, *Fair Value Measurement and Application*. This Statement addresses accounting and financial reporting issues related to fair value measurements. The definition of *fair value* is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements.

The District has implemented the provisions of this Statement as of June 30, 2016.

In June 2015, the GASB issued Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. The objective of this Statement is to improve the usefulness of information about pensions included in the general purpose external financial reports of State and local governments for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This Statement establishes requirements for defined benefit pensions that are not within the scope of Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment to GASB Statement No. 27*, as well as for the assets accumulated for purposes of providing those pensions. In addition, it establishes requirements for defined contribution pensions that are not within the scope of GASB Statement No. 68. It also amends certain provisions of GASB Statement No. 67, *Financial Reporting for Pension Plans—an amendment to GASB Statement No. 25*, and GASB Statement No. 68 for pension plans and pensions that are within their respective scopes.

The provisions in this Statement, effective as of June 30, 2016, include the provisions for assets accumulated for purposes of providing pensions through defined benefit plans and the amended provisions of GASB Statements No. 67 and No. 68. The District has implemented these provisions as of June 30, 2016. The provisions in this Statement related to defined benefit pensions that are not within the scope of GASB Statement No. 68 are effective for periods beginning after June 15, 2016.

In June 2015, the GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The objective of this Statement is to identify—in the context of the current

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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governmental financial reporting environment—the hierarchy of generally accepted accounting principles (GAAP). The "GAAP hierarchy" consists of the sources of accounting principles used to prepare financial statements of State and local governmental entities in conformity with GAAP and the framework for selecting those principles. This Statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and non-authoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP.

This Statement supersedes GASB Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*.

The District has implemented the provisions of this Statement as of June 30, 2016.

In December 2015, the GASB issued Statement No. 79, *Certain External Investment Pools and Pool Participants*. This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. Specifically, it establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets all of the applicable criteria established in this Statement. The specific criteria address (1) how the external investment pool transacts with participants; (2) requirements for portfolio maturity, quality, diversification, and liquidity; and (3) calculation and requirements of a shadow price. Significant noncompliance prevents the external investment pool from measuring all of its investments at amortized cost for financial reporting purposes. Professional judgment is required to determine if instances of noncompliance with the criteria established by this Statement during the reporting period, individually or in the aggregate, were significant.

If an external investment pool does not meet the criteria established by this Statement, that pool should apply the provisions in paragraph 16 of GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, as amended. If an external investment pool meets the criteria in this Statement and measures all of its investments at amortized cost, the pool's participants also should measure their investments in that external investment pool at amortized cost for financial reporting purposes. If an external investment pool does not meet the criteria in this Statement, the pool's participants should measure their investments in that pool at fair value, as provided in paragraph 11 of GASB Statement No. 31, as amended.

This Statement establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. Those disclosures, for both the qualifying external investment pools and their participants, include information about any limitations or restrictions on participant withdrawals.

The District has implemented the provisions of this Statement as of June 30, 2016.



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### **New Accounting Pronouncements**

In June 2015, the GASB issued Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of State and local governmental OPEB plans for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This Statement replaces GASB Statements No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. It also includes requirements for defined contribution OPEB plans that replace the requirements for those OPEB plans in GASB Statements No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, as amended, No. 43, and No. 50, *Pension Disclosures*.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2016. Early implementation is encouraged.

In June 2015, the GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pension*. The primary objective of this Statement is to improve accounting and financial reporting by State and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by State and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This Statement replaces the requirements of GASB Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB plans.

The requirements of this Statement are effective for financial statements for periods beginning after June 30, 2017. Early implementation is encouraged.

In December 2015, the GASB issued Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*. The objective of this Statement is to address a practice issue regarding the scope and applicability of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment to GASB Statement No. 27*. This issue is associated with pensions provided through certain multiple-employer defined benefit pension plans and to State or local governmental employers whose employees are provided with such pensions.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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Prior to the issuance of this Statement, the requirements of GASB Statement No. 68 applied to the financial statements of all State and local governmental employers whose employees are provided with pensions through pension plans that are administered through trusts that meet the criteria in paragraph 4 of that Statement.

This Statement amends the scope and applicability of GASB Statement No. 68 to exclude pensions provided to employees of State or local governmental employers through a cost-sharing multiple-employer defined benefit pension plan that (1) is not a State or local governmental pension plan; (2) is used to provide defined benefit pensions both to employees of State or local governmental employers and to employees of employers that are not State or local governmental employers; and (3) has no predominant State or local governmental employer (either individually or collectively with other State or local governmental employers that provide pensions through the pension plan). This Statement establishes requirements for recognition and measurement of pension expense, expenditures, and liabilities; note disclosures; and required supplementary information for pensions that have the characteristics described above.

The requirements of this Statement are effective for reporting periods beginning after December 15, 2015. Early implementation is encouraged.

In January 2016, the GASB issued Statement No. 80, *Blending Requirements for Certain Component Units—an amendment to GASB Statement No. 14*. The objective of this Statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. This Statement amends the blending requirements established in paragraph 53 of GASB Statement No. 14, *The Financial Reporting Entity*. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units—an amendment to GASB Statement No. 14*.

The requirements of this Statement are effective for reporting periods beginning after June 15, 2016. Early implementation is encouraged.

In March 2016, the GASB issued Statement No. 81, *Irrevocable Split-Interest Agreements*. The objective of this Statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement.

This Statement requires that a government that receives resources pursuant to an irrevocable split-interest agreement recognize assets, liabilities, and deferred inflows of resources at the inception of the agreement. Furthermore, this Statement requires that a government recognize assets representing its beneficial interests in irrevocable split-interest agreements that are administered by a third party, if the government controls the present service capacity of the beneficial interests. This Statement requires that a government recognize revenue when the resources become applicable to the reporting period.

The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2016, and should be applied retroactively. Early implementation is encouraged.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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In March 2016, the GASB issued Statement No. 82, *Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73*. The objective of this Statement is to address certain issues that have been raised with respect to GASB Statement No. 67, *Financial Reporting for Pension Plans—an amendment to GASB Statement No. 25*, GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment to GASB Statement No. 27*, and GASB Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. Specifically, this Statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information; (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes; and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements.

The requirements of this Statement are effective for reporting periods beginning after June 15, 2016, except for the requirements of this Statement for the selection of assumptions in a circumstance in which an employer's pension liability is measured as of a date other than the employer's most recent fiscal year end. In that circumstance, the requirements for the selection of assumptions are effective for that employer in the first reporting period in which the measurement date of the pension liability is on or after June 15, 2017. Early implementation is encouraged.

#### **NOTE 3 - DEPOSITS AND INVESTMENTS**

##### **Policies and Practices**

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

**Investment in County Treasury** - The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (*Education Code* Section (ECS) 41001). The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis. The County Treasurer also holds investments in a separate investment agreement account other than the County Pooled Investment noted above on behalf of the District. Funds in this investment agreement are strictly related to the District's general obligation bonds.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

<u>Authorized Investment Type</u>	<u>Maximum Remaining Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

#### Authorized Under Debt Agreements

Investments of debt proceeds held by bond trustees are governed by provisions of the debt agreements rather than the general provisions of the California Government Code. These provisions allow for the acquisition of investment agreements with maturities of up to 30 years.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2016**

**Summary of Deposits and Investments**

Deposits and investments as of June 30, 2016, consist of the following:

	<u>Primary Government</u>
Cash on hand and in banks	\$ 1,609,471
Cash in revolving	50,000
Investments	<u>99,995,018</u>
Total Deposits and Investments	<u><u>\$ 101,654,489</u></u>
	<u>Fiduciary Funds</u>
Cash on hand and in banks	<u><u>\$ 2,364,455</u></u>

**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the Riverside County Investment Pool.

**Specific Identification**

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuation is provided by the following schedule that shows the distribution of the District's investment by maturity:

<u>Investment Type</u>	<u>Fair Market Value</u>	<u>Maturity Date*</u>
Riverside County Investment Pool	<u><u>\$ 100,145,015</u></u>	1.15

\*Weighted average of maturity in years.

**Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investment in the County pool is not required to be rated. The District's investments in the Riverside County Investment Pool are rated AAA/V1 by Fitch Ratings Ltd. as of June 30, 2016.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### **Custodial Credit Risk - Deposits**

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk. However, the California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agency. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2016, the District and fiduciary funds had bank balances of \$1,887,984 and \$2,442,458, respectively, totaling \$4,330,442 of which \$3,372,538 was exposed to custodial credit risk because it was uninsured and collateralized at 110 percent of balance over \$250,000 with securities held by the pledging financial institution's trust department or agent, but not in the name of the District.

#### **NOTE 4 - FAIR VALUE MEASUREMENTS**

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs, other than Level 1 prices, such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonably available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Riverside County Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2016**

The District's fair value measurements are as follows at June 30, 2016:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Uncategorized</u>
Riverside County Investment Pool	<u>\$ 100,145,015</u>	<u>\$ 100,145,015</u>

All assets have been valued using a market approach, with quoted market prices.

**NOTE 5 - ACCOUNTS RECEIVABLE**

Accounts receivable for the District consisted primarily of intergovernmental grants, entitlements, interest, and other local sources.

The accounts receivable are as follows:

	<u>Primary Government</u>
Federal Government	
Categorical aid	\$ 3,209,409
State Government	
Categorical aid	1,450,902
Lottery	3,124,242
Other State sources	986,485
Local Sources	
Interest	142,826
Property taxes	1,310,610
Riverside Community College District Foundation	146,164
Other local sources	1,373,172
Total	<u>\$ 11,743,810</u>
Student receivables	\$ 889,402
Less allowance for bad debt	(162,226)
Student receivables, net	<u>\$ 727,176</u>
Total Receivables, Net	<u>\$ 12,470,986</u>

	<u>Fiduciary Funds</u>
Other local	<u>\$ 227</u>

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

#### NOTE 6 - CAPITAL ASSETS

Capital asset activity for the District for the fiscal year ended June 30, 2016, was as follows:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year
Capital Assets Not Being Depreciated				
Land	\$ 32,502,697	\$ -	\$ -	\$ 32,502,697
Construction in progress	69,007,863	51,104,463	8,056,445	112,055,881
Total Capital Assets Not Being Depreciated	<u>101,510,560</u>	<u>51,104,463</u>	<u>8,056,445</u>	<u>144,558,578</u>
Capital Assets Being Depreciated				
Land improvements	13,491,755	216,676	-	13,708,431
Buildings and improvements	392,464,059	10,225,559	-	402,689,618
Furniture and equipment	42,795,924	3,204,784	58,442	45,942,266
Total Capital Assets Being Depreciated	<u>448,751,738</u>	<u>13,647,019</u>	<u>58,442</u>	<u>462,340,315</u>
Total Capital Assets	<u>550,262,298</u>	<u>64,751,482</u>	<u>8,114,887</u>	<u>606,898,893</u>
Less Accumulated Depreciation				
Land improvements	9,570,298	865,273	-	10,435,571
Buildings and improvements	91,991,146	13,237,498	-	105,228,644
Furniture and equipment	36,421,098	2,521,128	58,442	38,883,784
Total Accumulated Depreciation	<u>137,982,542</u>	<u>16,623,899</u>	<u>58,442</u>	<u>154,547,999</u>
Net Capital Assets	<u>\$ 412,279,756</u>	<u>\$ 48,127,583</u>	<u>\$ 8,056,445</u>	<u>\$ 452,350,894</u>

Depreciation expense for the year was \$16,623,899.

Interest expense on capital related debt for the year ended June 30, 2016, was \$11,394,775. Of this amount, \$4,420,028 was capitalized.

The District was the beneficiary of an extensive bequest of Mine Okubo's estate, a Japanese-American artist, inclusive of paintings, works of art, reference materials, photographs, books, writings, letters, and printed material. The District took possession of the materials bequeathed from the estate of Ms. Okubo as of June 30, 2009. The District has included the collection and materials as priceless in the District's capital assets (non-depreciable assets). During the course of the next several years and as the District learns the collection's long-term historical value, the values will be added to the District's capital assets. As of June 30, 2016, the District has not recorded a value for the collection in the financial statements.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2016**

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***NOTE 7 - ACCOUNTS PAYABLE***

Accounts payable for the District consisted of the following:

	<u>Primary Government</u>
Accrued payroll and benefits	\$ 986,277
Apportionment	1,184,328
Federal categorical programs	301,430
State categorical programs	61,309
Construction payables	5,908,060
Vendor payables	<u>8,201,022</u>
Total	<u>\$ 16,642,426</u>
	<u>Fiduciary Funds</u>
Vendor payables	<u>\$ 17,977</u>

***NOTE 8 - UNEARNED REVENUE***

Unearned revenue consisted of the following:

	<u>Primary Government</u>
Federal financial assistance	\$ 12,578
State categorical aid	9,096,799
Other state aid	3,598,790
RDA shift	1,126,439
Enrollment fees	1,972,962
Health and liability self-insurance	2,020,145
Other local	<u>430,479</u>
Total	<u>\$ 18,258,192</u>

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016**

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#### ***NOTE 9 - INTERFUND TRANSACTIONS***

##### **Interfund Receivables and Payables (Due To/Due From)**

Interfund receivable and payable balances arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. Interfund activity within the governmental funds and fiduciary funds has been eliminated respectively in the consolidation process of the basic financial statements. Balances owing between the primary government and the fiduciary funds are not eliminated in the consolidation process. As of June 30, 2016, the amounts owed between the primary government and the fiduciary funds were \$20,142 and \$60,067, respectively.

##### **Interfund Operating Transfers**

Operating transfers between funds of the District are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use restricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. Operating transfers within the funds of the District have been eliminated in the consolidation process. Transfers between the primary government and the fiduciary funds are not eliminated in the consolidation process. During the 2016 fiscal year, there were no transfers made between the primary government and the fiduciary funds.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

#### NOTE 10 - LONG-TERM OBLIGATIONS

##### Long-Term Obligations Summary

The changes in the District's long-term obligations during the 2016 fiscal year consisted of the following:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year	Due in One Year
<b>Bonds Payable</b>					
General obligation bonds,					
Refunding Bond 2005	\$ 2,764,133	\$ 165,867	\$ 2,930,000	\$ -	\$ -
Unamortized debt premium	427,618	-	427,618	-	-
General obligation bonds, Series 2007 C	44,430,000	-	44,430,000	-	-
Unamortized debt premium	1,408,484	-	1,408,484	-	-
General obligation bonds, Series 2010 D/D-1	112,652,802	753,584	375,000	113,031,386	570,000
Unamortized debt premium	1,459,247	-	58,176	1,401,071	-
General obligation bonds,					
Refunding Bonds 2014, Series A and B	71,770,000	-	615,000	71,155,000	3,780,000
Unamortized debt premium	4,503,962	-	372,741	4,131,221	-
General obligation bonds, Series 2015 E	-	46,152,247	1,570,000	44,582,247	1,020,000
Unamortized debt premium	-	179,460	7,452	172,008	-
Refunding Bonds 2015	-	43,920,000	935,000	42,985,000	100,000
Unamortized debt premium	-	5,734,797	335,696	5,399,101	-
<b>Total Bonds Payable</b>	<b>239,416,246</b>	<b>96,905,955</b>	<b>53,465,167</b>	<b>282,857,034</b>	<b>5,470,000</b>
<b>Other Liabilities</b>					
Compensated absences	2,605,594	177,584	-	2,783,178	1,368,248
Capital leases	67,793	-	50,861	16,932	16,932
Retirement Incentive Plans	846,060	5,413,277	846,060	5,413,277	5,413,277
Load banking	703,146	-	101,728	601,418	-
Other postemployment benefits (OPEB)	9,577,393	3,046,411	1,925,914	10,697,890	-
Aggregate net pension obligation	120,525,500	16,909,971	-	137,435,471	-
<b>Total Other Liabilities</b>	<b>134,325,486</b>	<b>25,547,243</b>	<b>2,924,563</b>	<b>156,948,166</b>	<b>6,798,457</b>
<b>Total Long-Term Obligations</b>	<b>\$ 373,741,732</b>	<b>\$ 122,453,198</b>	<b>\$ 56,389,730</b>	<b>\$ 439,805,200</b>	<b>\$ 12,268,457</b>

##### Description of Debt

Payments on the general obligation bonds are made by the Bond Interest and Redemption Fund with local property tax collections. The capital lease payments are made by the General Fund. The compensated absences and net pension liability are paid by the fund for which the employees' salaries are paid from. The District's General Fund makes payments for the other postemployment benefits, retirement incentive plans, and load banking obligations.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### Bonded Debt

##### 2005 General Obligation Refunding Bonds

During May 2005, the District issued 2005 General Obligation Refunding Bonds in the amount of \$58,386,109 with interest rates ranging from 3.00 to 5.00 percent. The bonds issued included \$54,425,000 of current interest bonds and \$3,961,109 of capital appreciation bonds, with the value of the capital appreciation bonds maturing to a principal balance of \$10,555,000. The bonds mature through August 1, 2016. At June 30, 2016, the principal outstanding was paid in full.

##### 2007 General Obligation Bonds

During June 2007, the District issued the 2007 General Obligation Bonds in the amount of \$90,000,000. The bonds mature beginning on August 1, 2007 through August 1, 2032, with interest yields ranging from 3.62 to 4.47 percent. At June 30, 2016, the principal outstanding was paid in full.

##### 2010 General Obligation Bonds

During December 2010, the District issued the 2010 General Obligation Bonds in the amount of \$109,999,278. The bonds mature beginning on August 1, 2015 through August 1, 2040, with interest yields ranging from 2.36 to 5.53 percent. The bonds issued included \$102,300,000 of current interest Build America Bonds (Series 2010D-1 Bonds) and \$7,699,278 of capital appreciation tax-exempt bonds (Series 2010D Bonds), with the value of the capital appreciation bonds maturing to a principal balance of \$15,920,000. At June 30, 2016, the principal balance outstanding was \$113,031,386 and unamortized premium cost of \$1,401,071. Premium costs are amortized over the life of the bonds as a component of interest expense on the bonds.

The District has designated the Series 2010D-1 Bonds as "Build America Bonds" for purposes of the American Recovery and Reinvestment Act of 2009 (the Stimulus Act), the interest on which is not excluded from gross income for Federal income tax purposes, but is exempt from State of California personal income taxes. The District expects to receive a cash subsidy from the United States Treasury equal to 35 percent of the interest payable on such Series 2010D-1 Bonds. The District is obligated to make all payments of principal and interest on the Series 2010D-1 Bonds from the sources described in the official statement whether or not it receives cash subsidy payments pursuant to the Stimulus Act. Effective March 1, 2013, the subsidy percentage was reduced by 8.7 percent, to 26.3 percent as a result of sequestration by the Federal government. The sequestration percentage was again adjusted to 7.2 percent as of October 1, 2013, resulting in a semi-annual subsidy of \$1,168,480. As of June 30, 2016, the sequestration percentage remains at 7.2 percent.

The bonds are being used for the purposes of financing 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 bonds are general obligations of the District payable solely from the proceeds of ad valorem property taxes. Interest with respect of the bonds accrues from the date of their delivery and is payable semiannually on February 1 and August 1 of each year, commencing August 1, 2015.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### **2014 General Obligation Refunding Bonds**

During May 2014, the District issued the \$73,090,000 2014 General Obligation Refunding Bonds, Series A and Series B (federally taxable) in the amounts of \$29,130,000 and \$43,960,000, respectively. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the statement of net position and are amortized to interest expense over the life of the liability. The refunding resulted in an economic gain of \$4,105,270 based on the difference between the present value of the existing debt service requirements and the new debt service requirements discounted at 5.81 percent.

Series A tax-exempt bonds have a final maturity to occur on August 1, 2027, with interest rates from 2.00 to 5.00 percent. The net proceeds of \$34,006,704 (representing the principal amount of \$29,130,000 plus premium on issuance of \$4,876,704) from the issuance were used to advance refund a portion of the District's outstanding 2004 General Obligation Bonds, Series 2004A, advance refund a portion of the District's 2005 General Obligation Refunding Bonds, advance refund a portion of the 2004 General Obligation Bonds, Series 2007C, and pay the costs associated with the issuance of the refunding bonds. At June 30, 2016, the principal balance outstanding was \$28,625,000. Unamortized premium received on issuance of the bonds amounted to \$4,131,221 as of June 30, 2016.

Series B federally taxable bonds have a final maturity to occur on August 1, 2024, with interest rates from 0.40 to 3.61 percent. The proceeds of \$43,960,000 from issuance were used to advance refund a portion of the District's outstanding 2005 General Obligation Refunding Bonds, and pay the costs associated with the issuance of the federally taxable bonds. At June 30, 2016, the principle balance outstanding was \$42,530,000.

#### **2004 General Obligation Bonds, Series 2015E**

During July 2015, the District issued the 2015 General Obligation Bonds, Series E in the amount of \$45,004,145. The bonds mature beginning on August 1, 2015 through August 1, 2039, with interest yields ranging from 3.81 to 5.05 percent. At June 30, 2016, the principal outstanding was \$44,582,247 and unamortized premium cost of \$172,008. Premium costs are amortized over the life of the bonds as a component of interest expense on the bonds.

The bonds are being used for the purposes of financing the costs of renovating, acquiring, construction, repairing, and equipping District buildings and to pay all legal, financial, and contingent costs in connection with the issuance of the bonds. The bonds are general obligations of the District payable solely from the proceeds of ad valorem property taxes. Interest with respect of the bonds accrues from the date of their delivery and is payable semiannually on February 1 and August 1 of each year, commencing August 1, 2015.

#### **2015 General Obligation Refunding Bonds**

During July 2015, the District issued the 2015 General Obligation Refunding Bonds in the amount of \$43,920,000. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the statement of net position and are amortized to interest expense over the life of the liability. The refunding resulted in an economic gain of \$5,372,100 based on the difference between the present value of the existing debt service requirements and the new debt service requirements discounted at 4.32 percent.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The bonds have a final maturity to occur on August 1, 2032, with interest rates from 2.00 to 5.00 percent. The net proceeds of \$49,654,797 (representing the principal amount of \$43,920,000 plus premium on issuance of \$5,734,797) from the issuance were used to advance refund a portion of the District's outstanding 2004 General Obligation Bonds, Series 2007C, advance refund the remaining balance of the District's 2005 General Obligation Refunding Bonds and pay the costs associated with the issuance of the refunding bonds. At June 30, 2016, the principal balance outstanding was \$42,985,000. Unamortized premium received on issuance of the bonds amounted to \$5,399,101 as of June 30, 2016.

The outstanding general obligation bonded debt is as follows:

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds		Accreted Interest		Bonds	
				Outstanding July 1, 2015	Issued	Addition	Redeemed	Outstanding June 30, 2016	
2005	2016	3.00%-5.00%	\$ 58,386,109	\$ 2,764,133	\$ -	\$ 165,867	\$ 2,930,000	\$ -	
2007	2033	3.62%-4.47%	90,000,000	44,430,000	-	-	44,430,000	-	
2010	2041	2.36%-5.53%	109,999,278	112,652,802	-	753,584	375,000	113,031,386	
2014	2028	0.40%-5.00%	73,090,000	71,770,000	-	-	615,000	71,155,000	
2015	2039	3.81%-5.50%	45,004,145	-	45,004,145	1,148,102	1,570,000	44,582,247	
2015	2032	2.00%-5.00%	43,920,000	-	43,920,000	-	935,000	42,985,000	
				<u>\$ 231,616,935</u>	<u>\$ 88,924,145</u>	<u>\$ 2,067,553</u>	<u>\$ 50,855,000</u>	<u>\$ 271,753,633</u>	

The General Obligation Bonds, Series 2010 D/D1 mature through 2041 as follows:

Fiscal Year	Principal (Including accreted interest to date)	Accreted Interest	Current Interest to Maturity	Total
2017	\$ 537,732	\$ 32,268	\$ 7,164,193	\$ 7,734,193
2018	642,300	122,700	7,164,193	7,929,193
2019	724,832	245,168	7,164,193	8,134,193
2020	781,434	393,566	7,164,193	8,339,193
2021	886,110	473,890	7,164,193	8,524,193
2022-2026	7,158,978	3,546,022	35,820,965	46,525,965
2027-2031	-	-	35,820,965	35,820,965
2032-2036	36,580,000	-	30,916,867	67,496,867
2037-2041	65,720,000	-	12,252,346	77,972,346
Total	<u>\$ 113,031,386</u>	<u>\$ 4,813,614</u>	<u>\$ 150,632,108</u>	<u>\$ 268,477,108</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016**

The General Obligation Bonds, 2014 Refunding Bonds, Series A and B mature through 2028 as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest to Maturity</u>	<u>Total</u>
2017	\$ 3,780,000	\$ 2,533,067	\$ 6,313,067
2018	4,085,000	2,478,070	6,563,070
2019	4,400,000	2,396,286	6,796,286
2020	4,770,000	2,284,479	7,054,479
2021	5,175,000	2,141,647	7,316,647
2022-2026	32,755,000	7,529,946	40,284,946
2027-2028	16,190,000	821,500	17,011,500
Total	<u>\$ 71,155,000</u>	<u>\$ 20,184,995</u>	<u>\$ 91,339,995</u>

The General Obligation Bonds, Series 2015 E mature through 2040 as follows:

<u>Fiscal Year</u>	<u>Principal (Including accreted interest to date)</u>	<u>Accreted Interest</u>	<u>Current Interest to Maturity</u>	<u>Total</u>
2017	\$ 1,020,000	\$ -	\$ 95,075	\$ 1,115,075
2018	1,265,000	-	34,787	1,299,787
2019	-	-	-	-
2020	-	-	-	-
2021	-	-	-	-
2022-2026	-	-	-	-
2027-2031	8,330,425	5,814,575	-	14,145,000
2032-2036	17,980,337	24,224,663	-	42,205,000
2037-2040	15,986,485	31,488,515	-	47,475,000
Total	<u>\$ 44,582,247</u>	<u>\$ 61,527,753</u>	<u>\$ 129,862</u>	<u>\$ 106,239,862</u>

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The General Obligation Bonds, 2015 Refunding mature through 2033 as follows:

Fiscal Year	Principal	Interest to Maturity	Total
2017	\$ 100,000	\$ 2,060,975	\$ 2,160,975
2018	100,000	2,058,975	2,158,975
2019	100,000	2,056,975	2,156,975
2020	100,000	2,054,975	2,154,975
2021	100,000	2,052,975	2,152,975
2022-2026	500,000	10,222,375	10,722,375
2027-2031	29,935,000	8,044,250	37,979,250
2032-2033	12,050,000	311,838	12,361,838
Total	<u>\$ 42,985,000</u>	<u>\$ 28,863,338</u>	<u>\$ 71,848,338</u>

#### Capital Leases

The District has utilized capital leases purchase agreements to primarily purchase equipment. The current lease purchase agreement in the amount of \$16,932 will be paid through 2017.

The District's principal obligations on lease agreements with options to purchase are summarized below:

Year Ending June 30,	Lease Payment
2017	\$ 18,003
Less: Amount Representing Interest	1,071
Present Value of Minimum Lease Payments	<u>\$ 16,932</u>

The equipment purchased through capital lease arrangements has been capitalized and is being depreciated over the estimated useful lives.

Equipment	\$ 68,257
Less: Accumulated depreciation	(68,257)
Total	<u>\$ -</u>

Amortization of the leased equipment under capital lease is included with depreciation expense.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2016**

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**Retirement Incentive Plans**

The District has entered into various agreements with the Public Agency Retirement System (PARS) 403(b) Supplementary Retirement Plan, CalSTRS, and CalPERS to provide retirement incentives for qualifying employees. The incentives ranged from additional years of service credit to five annual payments equaling 80 percent of the employees final pay. As of June 30, 2016, the outstanding balance was \$5,413,277.

<u>Fiscal Year</u>	
2017	<u>\$ 5,413,277</u>

**Compensated Absences**

At June 30, 2016, the liability for compensated absences was \$2,783,178.

**Load Banking**

At June 30, 2016, the liability for load banking was \$601,418.

**Other Postemployment Benefits (OPEB) Obligation**

The District's annual required contribution for the year ended June 30, 2016, was \$3,147,095, and contributions made by the District during the year were \$1,925,914. Interest on the net OPEB obligation and adjustments to the annual required contribution were \$478,870 and \$(579,554), respectively, which resulted in an increase to the net OPEB obligation of \$1,120,497. As of June 30, 2016, the net OPEB obligation was \$10,697,890. See Note 11 for additional information regarding the OPEB obligation and the postemployment benefits plan.

**Aggregate Net Pension Obligation**

At June 30, 2016, the liability for the aggregate net pension obligation amounted to \$137,435,471. See Note 13 for additional information.

***NOTE 11 - POSTEMPLOYMENT HEALTH CARE PLAN AND OTHER POSTEMPLOYMENT BENEFITS (OPEB) OBLIGATION***

The District provides postemployment health care benefits for retired employees in accordance with approved Board policy.

**Plan Description**

The Riverside Community College District Plan (the Plan) is a single-employer defined benefit healthcare plan administered by the District. The Plan provides medical and dental insurance benefits to eligible retirees and one dependent. Membership of the Plan consists of 71 retirees and beneficiaries currently receiving benefits and 907 active Plan members.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

#### Contribution Information

The contribution requirements of Plan members and the District are established and may be amended by the District and the District's bargaining units. The required contribution is based on projected pay-as-you-go financing requirements. For fiscal year 2015-2016, the District contributed \$1,925,914 to the Plan, \$1,567,044 of which was used for current premiums and \$358,870 was the net contributions into the District's irrevocable trust with CalPERS.

#### Annual OPEB Cost and Net OPEB Obligation

The District's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the payments of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial accrued liabilities (UAAL) (or funding costs) over a period not to exceed 30 years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the District's net OPEB obligation to the Plan:

Annual required contribution	\$ 3,147,095
Interest on net OPEB obligation	478,870
Adjustment to annual required contribution	<u>(579,554)</u>
Annual OPEB cost (expense)	3,046,411
Contributions made	<u>(1,925,914)</u>
Increase in net OPEB obligation	1,120,497
Net OPEB obligation, beginning of year	<u>9,577,393</u>
Net OPEB obligation, end of year	<u><u>\$ 10,697,890</u></u>

#### Trend Information

Trend information for the annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation is as follows:

Year Ended June 30,	Annual OPEB Cost	Actual Contribution	Percentage Contributed	Net OPEB Obligation
2014	\$ 2,960,168	\$ 1,159,902	39%	\$ 7,844,898
2015	2,935,893	1,203,398	41%	9,577,393
2016	3,046,411	1,925,914	63%	10,697,890

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### Funding Status and Funding Progress

The schedule of funding progress as of the most recent actuarial valuation is as follows:

Actuarial Accrued Liability (AAL)	\$ 25,347,991
Actuarial Value of Plan Assets	-
Unfunded Actuarial Accrued Liability (UAAL)	<u>\$ 25,347,991</u>
Funded Ratio (Actuarial Value of Plan Assets/AAL)	0.00%
Covered Payroll	<u>N/A</u>
UAAL as Percentage of Covered Payroll	<u>N/A</u>

The above noted actuarial accrued liability was based on the July 1, 2015, actuarial valuation. Actuarial valuation of an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contribution of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Other Postemployment Benefits Funding Progress, presented as required supplementary information, follows the notes to the financial statements and presents multi-year trend information about whether the actuarial value of Plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

#### Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive Plan (the Plan as understood by the employer and the Plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the Plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial values of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2015, actuarial valuation, the unit credit cost method was used. Under this method, there are no liabilities dependent on salary, therefore, no salary increase rate is assumed. The actuarial assumptions include healthcare cost trend rate of seven percent trending down to an ultimate five percent increase. The UAAL is being amortized at a level dollar method. The remaining amortization period at June 30, 2016, was 29 years. The actuarial value of assets was not determined in this actuarial valuation. As of June 30, 2016, the District finances its OPEB contributions using a pay-as-you-go method as well as payroll subsidies deposited into an irrevocable trust with CalPERS. The trust was established in March 2016 and therefore was not a component of the July 1, 2015 actuarial valuation. At June 30, 2016, the irrevocable trust with CalPERS held assets in the amount of \$358,870.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

#### **NOTE 12 - RISK MANAGEMENT**

##### **Property and Liability Insurance Coverages**

The District is exposed to various risks of loss related to torts and liability; theft of, damage to and destruction of assets; errors and omissions and injuries to employees. The District obtains coverage for these risks as a member of various joint powers authorities or through the purchase of coverage from a risk retention group. The District has coverage up to \$25,000,000 for liability and tort risks. This coverage is subject to a \$250,000 self-insured retention. The District carries replacement coverage on its buildings and furniture and equipment with limits of \$600,000,000 (total pool value) and exposures of \$332,514,000 with a \$50,000 self-insurance retention. A property and equipment audit performed by the Joint Powers Authority is used to identify the aforementioned exposures. However, claims against the property coverage would use current replacement value to respond to a covered event. Employee health benefits are covered by the employees enrolling in either one of two health maintenance organizations or in the District's self-insured health plan. The District's self-insured limit for the self-insured plan is \$100,000, and it purchases insurance coverage for the excess claims. The District purchases coverage for the dental benefits from a joint powers authority.

##### **Joint Powers Authority Risk Pools**

During fiscal year ended June 30, 2016, the District contracted with the California Schools Risk Management (CSRM) Joint Powers Authority for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant reduction in coverage from the prior year.

##### **Workers' Compensation**

For fiscal year 2015-2016, the District participated in the California Schools Risk Management Fund Joint Powers Authority (JPA), an insurance purchasing pool. The District is self insured for the first \$500,000 of each workers' compensation claim. The intent of the JPA is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the JPA. The workers' compensation experience of the participating districts is calculated as one experience, and a common premium rate is applied to all districts in the JPA. Each participant pays its workers' compensation premium based on its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall saving. A participant will then either receive money from or be required to contribute to the "equity-pooling fund." This "equity pooling" arrangement ensures that each participant shares equally in the overall performance of the JPA. Participation in the JPA is limited to K-12 and community college districts that can meet the JPA's selection criteria.

Insurance Program / JPA Name	Type of Coverage	Limits
Self-Insured Certificate #7582 (California)	Workers' Compensation	\$ 500,000
California Schools Risk Management (CSRM)	Excess Worker's Compensation	\$ 1,000,000
California Schools Risk Management (CSRM)	General Liability	\$ 500,000
Southern California Schools Risk Management (SCSRM)		\$ 4,500,000
and Schools Excess Liability Fund (SELF)	Excess Liability	\$ 25,000,000
California Schools Risk Management (CSRM)	Property	\$ 600,000,000

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2016**

Rates are set through an annual calculation process. The District pays a monthly contribution which is placed in a common fund from which claim payments are made for all participating districts. Claims are paid for all participants regardless of the claim's flow. The Board of Directors has the right to return monies to a district subsequent to the settlement of all expenses and claims if a district withdraws from the pool.

The District records an estimated liability for indemnity torts and other claims against the District. Claims liabilities are based on estimates of the ultimate costs of reported claims (including future claim adjustment expenses) and an estimate for claims incurred, but not reported based on historical experience. The estimated liabilities are calculated using historical experience and internal actuarial analysis.

#### Claims Liabilities

The District establishes a liability for both reported and unreported events, which includes estimates of both future payments of losses and related claim adjustment expenses. The following represent the changes in approximate aggregate liabilities for the District from July 1, 2014 to June 30, 2016:

	Self- Insurance
Liability Balance, July 1, 2014	\$ 2,500,000
Claims and changes in estimates	9,930,923
Claims payments	<u>(9,064,627)</u>
Liability Balance, June 30, 2015	3,366,296
Claims and changes in estimates	7,672,710
Claims payments	<u>(7,668,124)</u>
Liability Balance, June 30, 2016	<u>\$ 3,370,882</u>
Assets available to pay claims at June 30, 2016	<u><u>\$ 5,181,160</u></u>

The District records an estimated liability for indemnity health care, workers' compensation, torts, and other claims against the District. Claims liabilities are based on estimates of the ultimate cost of the reported claims including future claim adjustment expenses and an estimate for claims incurred, but not reported based on historical experience. The estimated liabilities are calculated using an actuarial valuation of its self-insured medical benefits, workers' compensation, and general liability programs.

#### Employee Medical Benefits

The District has contracted with Kaiser Permanente, and Health Net, and also offers the RCCD Self-Insured PPO Health Plan to provide employee medical benefits. The District provides health and welfare benefits to all full-time and permanent part-time employees (20 hours or more) and their dependents. Those employees working less than full-time will receive a pro-rata share of the benefit package. Employees in positions less than 20 hours per week do not receive any fringe benefits.

- Medical - The employee has a choice of Kaiser Permanente, Health Net, or the RCCD Self-Insured PPO Health Plan. The employee may elect to change carriers once per year during open enrollment. Normally, such election shall be effective October 1 of each year.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

- Dental - Delta insurance coverage for employees and dependents shall be provided by the District. All employees shall participate in the program.
- Life Insurance - The District provides a \$50,000 life insurance policy by a carrier designated by the District. All employees shall participate in this life insurance program.

#### **NOTE 13 - EMPLOYEE RETIREMENT SYSTEMS**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of CalSTRS and classified employees are members of CalPERS.

For the fiscal year ended June 30, 2016, the District reported the net pension liabilities, pension expense, and deferred outflows of resources and deferred inflows of resources for each of the above plans as follows:

<u>Pension Plan</u>	<u>Collective Net Pension Liability</u>	<u>Collective Deferred Outflows of Resources</u>	<u>Collective Deferred Inflows of Resources</u>	<u>Collective Pension Expense</u>
CalSTRS	\$ 89,023,018	\$ 14,573,885	\$ 21,078,114	\$ 6,210,645
CalPERS	48,412,453	15,373,805	14,546,660	3,615,907
Total	<u>\$ 137,435,471</u>	<u>\$ 29,947,690</u>	<u>\$ 35,624,774</u>	<u>\$ 9,826,552</u>

The details of each plan are as follows:

#### **California State Teachers' Retirement System (CalSTRS)**

##### **Plan Description**

The District contributes to the State Teachers' Retirement Plan (STRP) administered by CalSTRS. STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2014, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publically available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

##### **Benefits Provided**

The STRP provides retirement, disability, and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2016**

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The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the State is the sponsor of the STRP and obligor of the trust. In addition, the State is both an employer and nonemployer contributing entity to the STRP.

The District contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2016, are summarized as follows:

	STRP Defined Benefit Program	
	On or before December 31, 2012	On or after January 1, 2013
Hire date	December 31, 2012	January 1, 2013
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	60	62
Monthly benefits as a percentage of eligible compensation	2.0% - 2.4%	2.0% - 2.4%
Required employee contribution rate	9.20%	8.56%
Required employer contribution rate	10.73%	10.73%
Required State contribution rate	7.12589%	7.12589%

**Contributions**

Required member, District, and State of California contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contribution rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1 percent of applicable member earnings phased over a seven-year period. The contribution rates for each plan for the year ended June 30, 2016, are presented above, and the District's total contributions were \$7,559,706.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

#### Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2016, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

Total net pension liability, including State share:	
District's proportionate share of net pension liability	\$ 89,023,018
State's proportionate share of net pension liability associated with the District	47,083,363
Total	<u>\$ 136,106,381</u>

The net pension liability was measured as of June 30, 2015. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating college districts and the State, actuarially determined. The District's proportionate share for the measurement periods of June 30, 2015 and June 30, 2014, was 0.1322 percent and 0.1408 percent, respectively, resulting in a net decrease in the proportionate share of 0.0086 percent.

For the year ended June 30, 2016, the District recognized pension expense of \$6,210,645. In addition, the District recognized pension expense and revenue of \$3,647,135 for support provided by the State. At June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 7,559,706	\$ -
Net change in proportionate share of net pension liability	-	5,319,517
Differences between projected and actual earnings on pension plan investments	7,014,179	14,271,002
Differences between expected and actual experience in the measurement of the total pension liability	-	1,487,595
Total	<u>\$ 14,573,885</u>	<u>\$ 21,078,114</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2016**

The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2017	\$ (3,003,456)
2018	(3,003,456)
2019	(3,003,456)
2020	1,753,545
Total	<u>\$ (7,256,823)</u>

The deferred outflows/(inflows) of resources related to the net change in proportionate share of net pension liability and differences between expected and actual experience in the measurement of the total pension liability will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the 2014-2015 measurement period is seven years and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2017	\$ (1,134,519)
2018	(1,134,519)
2019	(1,134,519)
2020	(1,134,519)
2021	(1,134,519)
Thereafter	(1,134,517)
Total	<u>\$ (6,807,112)</u>

**Actuarial Methods and Assumptions**

Total pension liability for STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2014, and rolling forward the total pension liability to June 30, 2015. The financial reporting actuarial valuation as of June 30, 2014, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2014
Measurement date	June 30, 2015
Experience study	July 1, 2006 through June 30, 2010
Actuarial cost method	Entry age normal
Discount rate	7.60%
Investment rate of return	7.60%
Consumer price inflation	3.00%
Wage growth	3.75%

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

CalSTRS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are based on RP2000 series tables adjusted to fit CalSTRS experience.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant. Based on the model for CalSTRS consulting actuary's investment practice, a best estimate range was determined by assuming the portfolio is re-balanced annually and that the annual returns are normally distributed and independent from year to year to develop expected percentiles for the long-term distribution of annualized returns. The assumed asset allocation is based on the Teachers' Retirement Board of the California State Teachers' Retirement System (board) policy for target asset allocation in effect on February 2, 2012, the date the current experience study was approved by the board. Best estimates of 10-year geometric real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Global equity	47%	4.50%
Private equity	12%	6.20%
Real estate	15%	4.35%
Inflation sensitive	5%	3.20%
Fixed income	20%	0.20%
Cash/liquidity	1%	0.00%

#### Discount Rate

The discount rate used to measure the total pension liability was 7.60 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.60 percent) and assuming that contributions, benefit payments, and administrative expense occurred midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net Pension Liability
1% decrease (6.60%)	\$ 134,417,828
Current discount rate (7.60%)	89,023,018
1% increase (8.60%)	51,296,268

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### California Public Employees' Retirement System (CalPERS)

##### Plan Description

Qualified employees are eligible to participate in the School Employer Pool (SEP) under CalPERS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2014, annual actuarial valuation report, Schools Pool Actuarial Valuation, 2014. This report and CalPERS audited financial information are publically available reports that can be found on the CalPERS website under Forms and Publications at: <https://www.calpers.ca.gov/page/forms-publications>.

##### Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor, and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or age 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2016, are summarized as follows:

	School Employer Pool (CalPERS)	
	On or before December 31, 2012	On or after January 1, 2013
Hire date	December 31, 2012	January 1, 2013
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1% - 2.5%	1.0% - 2.5%
Required employee contribution rate	7.000%	6.000%
Required employer contribution rate	11.847%	11.847%

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

#### Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on July 1 following notice of a change in the rate. Total plan contributions are calculated through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contribution rates are expressed as a percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2016, are presented above, and the total District contributions were \$4,655,732.

#### Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

As of June 30, 2016, the District reported net pension liabilities for its proportionate share of the CalPERS net pension liability totaling \$48,412,453. The net pension liability was measured as of June 30, 2015. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating college districts, actuarially determined. The District's proportionate share for the measurement periods of June 30, 2015 and June 30, 2014, was 0.3284 percent and 0.3371 percent, respectively, resulting in a net decrease in the proportionate share of 0.0087 percent.

For the year ended June 30, 2016, the District recognized pension expense of \$3,615,907. At June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 4,655,732	\$ -
Net change in proportionate share of net pension liability	-	1,963,150
Difference between projected and actual earnings on pension plan investments	7,951,230	9,608,913
Differences between expected and actual experience in the measurement of the total pension liability	2,766,843	-
Changes of assumptions	-	2,974,597
Total	<u>\$ 15,373,805</u>	<u>\$ 14,546,660</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2017	\$ (1,215,164)
2018	(1,215,164)
2019	(1,215,164)
2020	1,987,809
Total	<u>\$ (1,657,683)</u>

The deferred outflows/(inflows) of resources related to the net change in proportionate share of net pension liability, changes of assumptions, and differences between expected and actual experience in the measurement of the total pension liability will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the 2014-2015 measurement period is 3.9 years and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2017	\$ (900,042)
2018	(900,042)
2019	(370,820)
Total	<u>\$ (2,170,904)</u>

#### Actuarial Methods and Assumptions

Total pension liability for the SEP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2014, and rolling forward the total pension liability to June 30, 2015. The financial reporting actuarial valuation as of June 30, 2014, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2014
Measurement date	June 30, 2015
Experience study	July 1, 1997 through June 30, 2011
Actuarial cost method	Entry age normal
Discount rate	7.50%
Investment rate of return	7.50%
Consumer price inflation	2.75%
Wage growth	3.00%

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

Mortality assumptions are based on mortality rates resulting from the most recent CalPERS experience study adopted by the CalPERS Board. For purposes of the post-retirement mortality rates, those revised rates include five years of projected ongoing mortality improvement using Scale AA published by the Society of Actuaries.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations, as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first ten years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent. The target asset allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equity	51%	5.25%
Global fixed income	19%	0.99%
Private equity	10%	6.83%
Real estate	10%	4.50%
Inflation sensitive	6%	0.45%
Infrastructure and Forestland	2%	4.50%
Liquidity	2%	-0.55%

#### Discount Rate

The discount rate used to measure the total pension liability was 7.65 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the School Employer Pool fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Net Pension Liability</u>
1% decrease (6.65%)	\$ 78,795,299
Current discount rate (7.65%)	48,412,453
1% increase (8.65%)	23,147,085

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

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#### **On Behalf Payments**

The State of California makes contributions to CalSTRS and CalPERS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS for the fiscal years ended June 30, 2016, which amounted to \$4,380,998 (7.12589 percent) of salaries subject to CalSTRS. Contributions are no longer appropriated in the annual *Budget Act* for the legislatively mandated benefits to CalPERS. Therefore, there is no on behalf contribution rate for CalPERS. No contributions were made for CalPERS for the years ended June 30, 2016. Under accounting principles generally accepted in the United States of America, these amounts are to be reported as revenues and expenditures. These amounts have been reflected in the basic financial statements as a component of nonoperating revenue and employee benefit expense.

#### **Deferred Compensation**

The District offers its employees deferred compensation plans created in accordance with Internal Revenue Code Section 403(b) and Section 457. The plans, available to all District employees, permit them to defer a portion of their salary until future years. The deferred compensation is not available to the employees until termination, retirement, death, or an unforeseeable emergency.

All amounts of compensation deferred under the plans, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are solely the property and rights of the Financial Agent, until paid or made available to the employee or other beneficiary.

The CalSTRS 403b Comply is the Financial Agent for the District.

#### **Public Agency Retirement System (PARS) - Alternate Retirement System**

The Omnibus Budget Reconciliation Act of 1990 [Internal Revenue Code Section 3121 (b) (7) (F)] requires State and local public agencies to provide a retirement plan for all employees not covered under existing employer pension plans and/or Social Security.

The District is a member of the Public Agency Retirement System (PARS), a multiple-employer retirement trust established in 1990 by a coalition of public employers. The plan covers the District's part-time, temporary, and other employees not covered under CalPERS or CalSTRS, but whose salaries would otherwise be subject to Social Security tax. Benefit provisions and other requirements are established by District management based on agreements with various bargaining units. PARS is a defined contribution qualified retirement plan under Section 401 (a) of the Internal Revenue Code.

The minimum total contribution is 7.5 percent of employees' salaries, of which the employee contributes the total 7.5 percent. District employees are covered under PARS Plan #763 as of June 30, 2016. Total contributions to the plan amounted to \$697,847.

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016**

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#### ***NOTE 14 - PARTICIPATION IN PUBLIC ENTITY RISK POOLS AND JOINT POWERS AUTHORITIES***

The District is a member of the School Excess Liability Fund (SELF), the Riverside Community College - County Superintendent Self-Insurance Program for Employees (RCCSSIPE), the Riverside Employers/Employees Plan (REEP), and the Southern California Schools Risk Management (SCSRM) Joint Powers Authorities (JPAs). The District pays annual premiums for its property liability, health, and workers' compensation coverage. The relationship between the District and the JPAs is such that they are not component units of the District for financial reporting purposes.

The JPAs have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, transactions between the JPAs and the District are included in these statements. Audited financial statements are available from the respective entities.

The District's share of year-end assets, liabilities, or fund equity has not been calculated. During the year ended June 30, 2016, the District made payments of \$79,464, \$35,000, \$1,457,596, and \$902,977 to SELF, RCCSSIPE, REEP, and SCSRM, respectively.

#### ***NOTE 15 - COMMITMENTS AND CONTINGENCIES***

##### **Grants**

The District receives financial assistance from Federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the District. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2016.

##### **Litigation**

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial statements of the District at June 30, 2016.



## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

#### Operating Leases

The District has entered into various operating leases for buildings and equipment with lease terms in excess of one year. None of these agreements contain purchase options. All agreements contain a termination clause providing for cancellation after a specified number of days written notice to lessors, but it is unlikely that the District will cancel any of the agreements prior to the expiration date. Future minimum lease payments under these agreements are as follows:

Year Ending June 30,	Lease Payment
2017	\$ 311,707
2018	296,390
2019	21,842
2020	21,520
2021	8,455
Total	<u>\$ 659,914</u>

#### Construction Commitments

As of June 30, 2016, the District had the following budgetary commitments with respect to the unfinished capital projects:

Project	Estimated Cost to Complete	Percent Complete	Estimated Completion
District - Swing Space - Market Street Properties	\$ 136,712	84.22%	FY 16/17
Moreno Valley - Network Operations Center	402,581	86.69%	FY 16/17
Norco - Groundwater Monitoring Wells	322,173	39.71%	FY 16/17
Riverside City College Coil School for the Arts	5,568,126	85.53%	FY 16/17
Riverside City College Culinary Arts and District Office Building	499,144	98.51%	FY 16/17
Riverside City College Student Services Building	5,558,125	78.56%	FY 16/17
	<u>\$ 12,486,861</u>		

The projects are funded through a combination of general obligation bonds and capital project apportionments from the State Chancellor's Office, as well as private donations and redevelopment fundings.

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***REQUIRED SUPPLEMENTARY INFORMATION***

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF OTHER POSTEMPLOYMENT BENEFITS (OPEB) FUNDING  
 PROGRESS  
 FOR THE YEAR ENDED JUNE 30, 2016**

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<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets (a)</b>	<b>Actuarial Liability (AAL) - Unit Credit Cost Method (b)</b>	<b>Unfunded AAL (UAAL) (b - a)</b>	<b>Funded Ratio (a / b)</b>	<b>Covered Payroll (c)</b>	<b>UAAL as a Percentage of Covered Payroll ((b - a) / c)</b>
July 1, 2011	\$ -	\$ 24,642,278	\$ 24,642,278	0.00%	N/A	N/A
July 1, 2013	-	24,161,707	24,161,707	0.00%	N/A	N/A
July 1, 2015	-	25,347,991	25,347,991	0.00%	N/A	N/A

See accompanying note to required supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY  
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>2016</u>	<u>2015</u>
<b>CalSTRS</b>		
District's proportion of the net pension liability	<u>0.1322%</u>	<u>0.1408%</u>
District's proportionate share of the net pension liability	\$ 89,023,018	\$ 82,251,502
State's proportionate share of the net pension liability associated with the District	<u>47,083,363</u>	<u>49,667,008</u>
Total	<u>\$ 136,106,381</u>	<u>\$ 131,918,510</u>
District's covered - employee payroll	<u>\$ 63,394,932</u>	<u>\$ 62,691,527</u>
District's proportionate share of the net pension liability as a percentage of its covered - employee payroll	<u>140.43%</u>	<u>131.20%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>74%</u>	<u>77%</u>
<b>CalPERS</b>		
District's proportion of the net pension liability	<u>0.3284%</u>	<u>0.3371%</u>
District's proportionate share of the net pension liability	<u>\$ 48,412,453</u>	<u>\$ 38,273,998</u>
District's covered - employee payroll	<u>\$ 36,230,238</u>	<u>\$ 35,391,662</u>
District's proportionate share of the net pension liability as a percentage of its covered - employee payroll	<u>133.62%</u>	<u>108.14%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>79%</u>	<u>83%</u>

*Note* : In the future, as data become available, ten years of information will be presented.

See accompanying note to required supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF DISTRICT CONTRIBUTIONS  
 FOR THE YEAR ENDED JUNE 30, 2016**

	<u>2016</u>	<u>2015</u>
<b>CalSTRS</b>		
Contractually required contribution	\$ 7,559,706	\$ 5,629,470
Contributions in relation to the contractually required contribution	<u>7,559,706</u>	<u>5,629,470</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
District's covered - employee payroll	<u>\$ 70,453,924</u>	<u>\$ 63,394,932</u>
Contributions as a percentage of covered - employee payroll	<u>10.73%</u>	<u>8.88%</u>
<b>CalPERS</b>		
Contractually required contribution	\$ 4,655,732	\$ 4,264,299
Contributions in relation to the contractually required contribution	<u>4,655,732</u>	<u>4,264,299</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
District's covered - employee payroll	<u>\$ 39,288,878</u>	<u>\$ 36,230,238</u>
Contributions as a percentage of covered - employee payroll	<u>11.85%</u>	<u>11.77%</u>

*Note* : In the future, as data become available, ten years of information will be presented.

See accompanying note to required supplementary information.

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTE TO REQUIRED SUPPLEMENTARY INFORMATION JUNE 30, 2016**

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#### ***NOTE 1 - PURPOSE OF SCHEDULES***

##### **Schedule of Other Postemployment Benefits (OPEB) Funding Progress**

This schedule is intended to show trends about the funding progress of the District's actuarially determined liability for postemployment benefits other than pensions.

##### **Schedule of the District's Proportionate Share of the Net Pension Liability**

This schedule presents information on the District's proportionate share of the net pension liability (NPL), the plans' fiduciary net positions and, when applicable, the State's proportionate share of the NPL associated with the District. In the future, as data becomes available, ten years of information will be presented.

##### **Schedule of District Contributions**

This schedule presents information on the District's required contribution, the amounts actually contributed, and any excess or deficiency related to the required contribution. In the future, as data becomes available, ten years of information will be presented.

##### **Changes in Benefit Terms**

There were no changes in benefit terms since the previous valuation for either CalSTRS or CalPERS.

##### **Changes in Assumptions**

The CalSTRS plan rate of investment return assumption was not changed from the previous valuation. The CalPERS plan rate of investment return assumption was changed from 7.50 percent to 7.65 percent since the previous valuation.

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***SUPPLEMENTARY INFORMATION***

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## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### DISTRICT ORGANIZATION JUNE 30, 2016

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The Riverside Community College District was founded in 1916 and is comprised of an area of approximately 440 square miles located in the western portion of Riverside County. There were no changes in the boundaries of the District during the current year. The District's colleges are accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC, WASC), which is one of six regional associations that accredit public and private schools, colleges, and universities in the United States.

The District is currently comprised of three Colleges: Riverside City, Norco, and Moreno Valley Colleges.

#### BOARD OF TRUSTEES

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Virginia Blumenthal	President	December 2018
Tracey Vackar	Secretary	December 2018
Mary Figueroa	Member	December 2016
Janet Green	Member	December 2018
Nathan Miller	Member	December 2016

#### DISTRICT ADMINISTRATION

Dr. Michael L. Burke, Ph.D.	Chancellor
Mr. Aaron Brown	Vice Chancellor, Business and Financial Services
Dr. Dennis Anderson	Interim, Vice Chancellor, Educational Services
Dr. Terri Hampton	Vice Chancellor, Human Resources and Employee Relations
Ms. Chris Carlson	Chief of Staff and Facilities Development

#### COLLEGE ADMINISTRATION

Dr. Wolde-Ab Isaac	President, Riverside City College
Dr. Monica L. Green	Interim President, Norco College
Dr. Irving Hendrick	Interim President, Moreno Valley College

The above information reflects organizational changes subsequent to June 30, 2016.

See accompanying note to supplementary information.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2016**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Identifying Number	Federal Expenditures	Amounts Provided to Subrecipients
<b>U.S. DEPARTMENT OF DEFENSE</b>				
Procurement Technical Assistance For Business Firms	12.002		\$ 279,374	\$ -
<b>U.S. DEPARTMENT OF JUSTICE</b>				
Bulletproof Vest Partnership	16.607		1,782	-
<b>U.S. DEPARTMENT OF LABOR WORKFORCE INVESTMENT ACT</b>				
Pass through from Chaffey Community College Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants	17.282	TC-26434-14- 60-A-6	513,106	-
<b>NATIONAL SCIENCE FOUNDATION</b>				
Research and Development Cluster				
National Center of Excellence for Logistics and Supply Chain Technology	47.076		667,443	143,314
Flying with Swallows: Improve STEM Education at MVC	47.076		42,760	-
Total Research and Development Cluster			710,203	143,314
<b>SMALL BUSINESS ADMINISTRATION</b>				
Pass through from California State University, Fullerton Auxiliary Services Corporation				
Tri-Tech Small Business Development Center	59.037	S-5871-RCCD	390,059	-
Pass through from California Community Colleges Chancellor's Office				
CA State Trade Export	59.061	F15-0075	111,726	-
Total Small Business Administration			501,785	-
<b>U.S. DEPARTMENT OF VETERANS AFFAIRS</b>				
Veterans Services	64.117		9,996	-
<b>U.S. DEPARTMENT OF EDUCATION</b>				
TRIO Cluster:				
Student Support Services Program	84.042A		968,883	-
Upward Bound Program	84.047A		1,193,170	-
Upward Bound Program - Math & Science	84.047M		271,702	-
Subtotal TRIO Cluster			2,433,755	-

[1] Pass-Through Identifying Number not available.

(Continued)

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2016**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Identifying Number	Federal Expenditures	Amounts Provided to Subrecipients
U.S. DEPARTMENT OF EDUCATION, Continued				
Student Financial Assistance Cluster:				
Federal Supplement Education Opportunity Grant (FSEOG)	84.007		\$ 1,070,673	\$ -
FSEOG Administrative	84.007		64,713	-
Federal Direct Student Loans (Direct Loans)	84.268		3,760,265	-
Federal Work Study Program (FWS)	84.033		1,084,238	-
Federal Work Study Administrative	84.033		65,921	-
Federal Pell Grants (PELL)	84.063		43,639,541	-
Federal Pell Administrative	84.063		60,500	-
Subtotal Student Financial Assistance Cluster			49,745,851	-
HIGHER EDUCATION ACT				
Title V - Accelerating Pathways to Graduation and Transfer	84.031S		139,249	-
Title V - Moreno Valley College Title V Corrections Scenario Training	84.031S		9,860	-
Title V - Higher Education Institutional Aid	84.031S		125,379	72,265
Title V - HIS Pathways to Excellence	84.031S		661,506	-
Title V - Answering the Call	84.031S		100,680	-
Title V - HIS Stem and Articulation	84.031C		494,154	-
MVC Technology Access Project	84.031C		782,107	-
CAREER AND TECHNICAL EDUCATION ACT				
Passed through from California Community Colleges Chancellor's Office				
Career and Technical Education, Title I-B Regional Consortia Desert	84.048	15-150-006	218,649	-
Career and Technical Education, Title I-C	84.048	15-C01-45	1,025,267	-
Career and Technical Education Transitions	84.048A	15-112-045	100,314	-
REHABILITATION ACT				
Pass through from California Department of Rehabilitation Workability	84.126A	29287	235,716	-
Pass through from Riverside County Superintendent of Schools				
College Connection II	84.377	C-1005009	73,184	-
Total U.S. Department of Education			56,145,671	72,265

[1] Pass-Through Identifying Number not available.

(Continued)

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2016**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Identifying Number	Federal Expenditures	Amounts Provided to Subrecipients
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Pass through from California Community Colleges Chancellor's Office				
Temporary Assistance to Needy Families (TANF)	93.558	[1]	\$ 188,917	\$ -
Foster & Kinship Care Education Program (FKCE)	93.658	[1]	58,929	-
Pass through from Yosemite Community College District				
Early Childhood Study - Consortium Grant	93.575	15-16-4165	24,338	-
Pass through from Riverside County Superintendent of Schools				
Independent Living Skills - Emancipation Services	93.674	C-1005010	25,550	-
Total U.S. Department of Health and Human Services			297,734	-
U.S. DEPARTMENT OF HOMELAND SECURITY				
Pass through from the City of Riverside Office of Emergency Management				
Riverside Urban Area Security Initiative	97.008	[1]	1,672	-
Total Expenditures of Federal Awards			\$ 58,461,323	\$ 215,579

[1] Pass-Through Identifying Number not available.

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF STATE AWARDS  
FOR THE YEAR ENDED JUNE 30, 2016**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
<b>GENERAL FUND</b>			
Basic Skills	\$ 494,027	\$ 365,475	\$ 859,502
Proposition 39 Clean Energy	67,099	-	67,099
Enrollment Growth for ADN-RN	406,187	-	406,187
Extended Opportunity Program and Services (EOPS)	1,979,121	-	1,979,121
CARE	229,638	-	229,638
EOPS Special Project Set-Aside	107,285	-	107,285
SSSP Special Project Set-Aside	849,629	-	849,629
Board Financial Assistance Program	1,407,840	-	1,407,840
Instructional Equipment	1,163,585	210,050	1,373,635
Student Success & Support Program	6,430,868	935,300	7,366,168
Student Equity	3,608,172	1,141,586	4,749,758
Staff Development	-	2,788	2,788
AB 86 Adult Education Consortium Planning	540,527	191,351	731,878
Puente Project	1,500	-	1,500
Foster Care Education Program	68,813	-	68,813
SFAP Fiscal Coordination	508,660	-	508,660
Middle College High School	99,000	42,425	141,425
GO-Biz	87,708	17,874	105,582
Staff Diversity	11,079	4,056	15,135
Disabled Student Programs and Services (DSPS)	2,903,082	-	2,903,082
Active Minds Mental Health Education & Awareness	-	1,225	1,225
Deputy Sector Navigator	672,500	152,755	825,255
First 5 Riverside Access & Quality Initiative	163,017	-	163,017
Riverside County Foster Youth Emancipation	76,751	-	76,751
Song Brown PA Workforce Training Program	67,973	50,786	118,759
Song Brown 14/16	-	110,297	110,297
Song Brown RN Special Program 13-15	-	22,933	22,933
Song Brown PA Base Funding	-	84,395	84,395
Song Brown RN Education	325,000	-	325,000
Upward Bound Math & Science Vista Del Lago	-	-	-
Upward Bound TRIO - AUSD	-	-	-
Upward Bound - Centennial High School	-	-	-
Upward Bound - Corona High School	-	-	-
Foster Parent Pre-Training	130,735	-	130,735
Commercial Sexual Exploitation of Children	3,750	-	3,750
California Career Pathways Trust	6,348,133	-	6,348,133
California Community Colleges Student Mental Health Program	-	3,498	3,498

See accompanying note to supplementary information.

Program Revenues					
Cash Received	Accounts Receivable	Accounts Payable	Unearned Revenue	Total Revenue	Program Expenditures
\$ 896,417	\$ -	\$ -	\$ (430,617)	\$ 465,800	\$ 465,800
54,127	12,706	-	-	66,833	66,833
373,692	32,495	-	-	406,187	406,187
1,979,121	-	(18,708)	-	1,960,413	1,960,413
229,638	-	(2,989)	-	226,649	226,649
92,285	-	-	(19,268)	73,017	73,017
849,629	-	-	(638,867)	210,762	210,762
1,407,840	-	(5,111)	-	1,402,729	1,402,729
1,373,635	-	-	(222,926)	1,150,709	1,150,709
7,366,168	-	-	(1,767,268)	5,598,900	5,598,900
4,749,758	-	-	(1,827,389)	2,922,369	2,922,369
2,788	-	-	(2,788)	-	-
724,645	-	-	(514,319)	210,326	210,326
-	1,500	-	-	1,500	1,500
29,794	44,321	-	-	74,115	74,115
-	14,244	-	-	14,244	14,244
82,025	35,046	-	-	117,071	117,071
53,983	48,409	-	-	102,392	102,392
14,172	-	-	(2,219)	11,953	11,953
2,904,187	-	-	-	2,904,187	2,904,187
-	1,225	-	-	1,225	1,225
65,670	695,222	-	-	760,892	760,892
126,506	22,324	-	-	148,830	148,830
51,167	25,481	-	-	76,648	76,648
11,256	55,673	-	-	66,929	66,929
87,797	22,500	-	-	110,297	110,297
22,933	-	-	-	22,933	22,933
(14,865)	38,126	-	-	23,261	23,261
113,210	38,888	-	(8,859)	143,239	143,239
4,619	-	-	-	4,619	4,619
1,906	-	-	-	1,906	1,906
2,059	-	-	-	2,059	2,059
1,639	-	-	-	1,639	1,639
68,594	45,911	-	-	114,505	114,505
2,500	-	-	(860)	1,640	1,640
6,427,734	-	-	(3,506,912)	2,920,822	2,920,822
3,498	-	-	-	3,498	3,498

(Continued)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF EXPENDITURES OF STATE AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2016**

Program	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
GENERAL FUND, Continued			
CalWORKs Community College Set-Aside	\$ 100,000	\$ 41,480	\$ 141,480
CalWORKs	894,707	-	894,707
CTE Enhancement Funds	-	2,743,229	2,743,229
Full Time Student Success	991,331	-	991,331
CHILD DEVELOPMENT FUND			
Campus Child Care Tax Bailout	73,597	-	73,597
STUDENT FINANCIAL AID FUND			
Cal Grant B	3,927,226	-	3,927,226
Total State Programs			

See accompanying note to supplementary information.

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Program Revenues					
Cash Received	Accounts Receivable	Accounts Payable	Unearned Revenue	Total Revenue	Program Expenditures
\$ 141,480	\$ -	\$ -	\$ (5,576)	\$ 135,904	\$ 135,904
862,642	32,065	(1,614)	-	893,093	893,093
2,347,351	284,492	-	-	2,631,843	2,631,843
991,331	-	-	(148,931)	842,400	842,400
73,597	-	-	-	73,597	73,597
3,927,226	274	(32,887)	-	3,894,613	3,894,613
<u>\$ 38,503,754</u>	<u>\$ 1,450,902</u>	<u>\$ (61,309)</u>	<u>\$ (9,096,799)</u>	<u>\$ 30,796,548</u>	<u>\$ 30,796,548</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SCHEDULE OF WORKLOAD MEASURES FOR STATE GENERAL  
 APPORTIONMENT  
 FOR THE YEAR ENDED JUNE 30, 2016**

<b>CATEGORIES</b>	<u>Reported Data</u>	<u>Audit Adjustments</u>	<u>Audited Data</u>
<b>A. Summer Intersession (Summer 2015 only)</b>			
1. Noncredit	31.88	-	31.88
2. Credit	2,088.07	-	2,088.07
<b>B. Summer Intersession (Summer 2016 - Prior to July 1, 2016)</b>			
1. Noncredit	-	-	-
2. Credit	440.56	-	440.56
<b>C. Primary Terms (Exclusive of Summer Intersession)</b>			
1. Census Procedure Courses			
(a) Weekly Census Contact Hours	17,275.15	-	17,275.15
(b) Daily Census Contact Hours	2,796.32	-	2,796.32
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit	50.92	-	50.92
(b) Credit	2,407.00	-	2,407.00
3. Alternative Attendance Accounting Procedure			
(a) Weekly Census Contact Hours	2,075.96	-	2,075.96
(b) Daily Census Contact Hours	<u>1,516.58</u>	<u>-</u>	<u>1,516.58</u>
<b>D. Total FTES</b>	<u><u>28,682.44</u></u>	<u><u>-</u></u>	<u><u>28,682.44</u></u>
<b>SUPPLEMENTAL INFORMATION (Subset of Above Information)</b>			
<b>E. In-Service Training Courses (FTES)</b>	410.44	-	410.44
<b>H. Basic Skills Courses and Immigrant Education</b>			
1. Noncredit	24.34	-	24.34
2. Credit	2,766.65	-	2,766.65

See accompanying note to supplementary information.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF EDUCATION CODE SECTION 84362 (50 PERCENT LAW) CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2016**

	Object/TOP Codes	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
<b><u>Academic Salaries</u></b>							
<b>Instructional Salaries</b>							
Contract or Regular	1100	\$ 28,806,328	\$ -	\$ 28,806,328	\$ 28,806,328	\$ -	\$ 28,806,328
Other	1300	28,839,561	-	28,839,561	28,839,561	-	28,839,561
<b>Total Instructional Salaries</b>		<b>57,645,889</b>	<b>-</b>	<b>57,645,889</b>	<b>57,645,889</b>	<b>-</b>	<b>57,645,889</b>
<b>Noninstructional Salaries</b>							
Contract or Regular	1200	-	-	-	12,249,508	-	12,249,508
Other	1400	-	-	-	1,480,281	-	1,480,281
<b>Total Noninstructional Salaries</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>13,729,789</b>	<b>-</b>	<b>13,729,789</b>
<b>Total Academic Salaries</b>		<b>57,645,889</b>	<b>-</b>	<b>57,645,889</b>	<b>71,375,678</b>	<b>-</b>	<b>71,375,678</b>
<b><u>Classified Salaries</u></b>							
<b>Noninstructional Salaries</b>							
Regular Status	2100	-	-	-	24,914,732	-	24,914,732
Other	2300	-	-	-	1,688,887	-	1,688,887
<b>Total Noninstructional Salaries</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>26,603,619</b>	<b>-</b>	<b>26,603,619</b>
<b>Instructional Aides</b>							
Regular Status	2200	2,149,220	-	2,149,220	2,149,220	-	2,149,220
Other	2400	383,975	-	383,975	383,975	-	383,975
<b>Total Instructional Aides</b>		<b>2,533,195</b>	<b>-</b>	<b>2,533,195</b>	<b>2,533,195</b>	<b>-</b>	<b>2,533,195</b>
<b>Total Classified Salaries</b>		<b>2,533,195</b>	<b>-</b>	<b>2,533,195</b>	<b>29,136,814</b>	<b>-</b>	<b>29,136,814</b>
Employee Benefits	3000	18,540,196	-	18,540,196	38,182,663	-	38,182,663
Supplies and Material	4000	-	-	-	1,707,391	-	1,707,391
Other Operating Expenses	5000	-	-	-	15,475,025	-	15,475,025
Equipment Replacement	6420	-	-	-	-	-	-
<b>Total Expenditures Prior to Exclusions</b>		<b>78,719,280</b>	<b>-</b>	<b>78,719,280</b>	<b>155,877,571</b>	<b>-</b>	<b>155,877,571</b>

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF EDUCATION CODE SECTION 84362 (50 PERCENT LAW) CALCULATION, Continued  
FOR THE YEAR ENDED JUNE 30, 2016**

	Object/TOP Codes	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
<b><u>Exclusions</u></b>							
<b>Activities to Exclude</b>							
Instructional Staff - Retirees' Benefits and Retirement Incentives	5900	\$ -	\$ -	\$ -	\$ 1,224,908	\$ -	\$ 1,224,908
Student Health Services Above Amount Collected	6441	-	-	-	29,745	-	29,745
Student Transportation	6491	-	-	-	115	-	115
Noninstructional Staff - Retirees' Benefits and Retirement Incentives	6740	-	-	-	1,196,332	-	1,196,332
<b>Objects to Exclude</b>							
Rents and Leases	5060	-	-	-	996,687	-	996,687
Lottery Expenditures							
Academic Salaries	1000	-	-	-	-	-	-
Classified Salaries	2000	-	-	-	2,815,737	-	2,815,737
Employee Benefits	3000	-	-	-	1,508,106	-	1,508,106
Supplies and Materials	4000	-	-	-	-	-	-
Software	4100	-	-	-	-	-	-
Books, Magazines, and Periodicals	4200	-	-	-	-	-	-
Instructional Supplies and Materials	4300	-	-	-	1,126	-	1,126
Noninstructional Supplies and Materials	4400	-	-	-	-	-	-
<b>Total Supplies and Materials</b>		-	-	-	1,126	-	1,126

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF EDUCATION CODE SECTION 84362 (50 PERCENT LAW) CALCULATION, Continued  
FOR THE YEAR ENDED JUNE 30, 2016**

	Object/TOP Codes	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
Other Operating Expenses and Services	5000	\$ -	\$ -	\$ -	\$ 53,217	\$ -	\$ 53,217
Capital Outlay							
Library Books	6000	-	-	-	-	-	-
Equipment	6300	-	-	-	-	-	-
Equipment - Additional	6400	-	-	-	-	-	-
Equipment - Replacement	6410	-	-	-	-	-	-
<b>Total Equipment</b>		-	-	-	-	-	-
<b>Total Capital Outlay</b>							
Other Outgo	7000	-	-	-	-	-	-
<b>Total Exclusions</b>		-	-	-	7,825,973	-	7,825,973
<b>Total for ECS 84362, 50 Percent Law</b>		\$ 78,719,280	\$ -	\$ 78,719,280	\$ 148,051,598	\$ -	\$ 148,051,598
<b>Percent of CEE (Instructional Salary Cost/Total CEE)</b>		53.17%		53.17%	100.00%		100.00%
<b>50% of Current Expense of Education</b>					\$ 74,025,799		\$ 74,025,799

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311)  
WITH FUND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2016**

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There were no adjustments to the Annual Financial and Budget Report (CCFS-311) which required reconciliation to the audited financial statements at June 30, 2016.

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**PROPOSITION 30 EDUCATION PROTECTION ACT (EPA) EXPENDITURE REPORT  
 FOR THE YEAR ENDED JUNE 30, 2016**

<b>Activity Classification</b>	<b>Object Code</b>				<b>Unrestricted</b>
EPA Proceeds:	8630				\$ 23,568,130
<b>Activity Classification</b>	<b>Activity Code</b>	<b>Salaries and Benefits (Obj 1000-3000)</b>	<b>Operating Expenses (Obj 4000-5000)</b>	<b>Capital Outlay (Obj 6000)</b>	<b>Total</b>
Instructional Activities	1000-5900	\$ 23,211,340	\$ 356,790	\$ -	\$ 23,568,130
<b>Total Expenditures for EPA</b>		\$ 23,211,340	\$ 356,790	\$ -	\$ 23,568,130
<b>Revenues Less Expenditures</b>					\$ -

See accompanying note to supplementary information.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### RECONCILIATION OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION JUNE 30, 2016

**Amounts Reported for Governmental Activities in the Statement  
of Net Position are Different Because:**

**Total Fund Balance and Retained Earnings:**

General Funds	\$ 42,500,366
Special Revenue Funds	1,801,610
Capital Outlay Projects	10,563,735
Debt Service Funds	14,432,801
Proprietary Fund	5,181,160
Fiduciary Funds	<u>1,357,856</u>

**Total Fund Balances and Retained Earnings -**

**All District Funds**

**\$ 75,837,528**

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds.

The cost of capital assets is:

606,898,893

Accumulated depreciation is:

(154,547,999)

452,350,894

Amounts held in trust on behalf of others (Trust and Agency Funds)

(1,253,002)

In governmental funds, unmatured interest on long-term obligations is recognized in the period when it is due. On the government-wide financial statements, unmatured interest on long-term obligations is recognized when it is incurred.

(4,959,138)

The net change in proportionate share of net pension liability as of the measurement date is not recognized as an expenditure under the modified accrual basis, but is recognized on the accrual basis over the expected remaining service life of members receiving pension benefits.

(7,282,667)

The difference between the projected and actual earnings on pension plan investments are not recognized on the modified accrual basis, but are recognized on the accrual basis as an adjustment to pension expense.

(8,914,506)

The differences between expected and actual experience in the measurement of the total pension liability are not recognized on the modified accrual basis, but are recognized on the accrual basis over the expected average remaining service life of members receiving pension benefits.

1,279,248

The changes of assumptions are not recognized as an expenditure under the modified accrual basis, but are recognized on the accrual basis over the expected average remaining service life of members receiving pension benefits.

(2,974,597)

Contributions to pension plans made subsequent to the measurement date were recognized as expenditures on the modified accrual basis, but are not recognized on the accrual basis.

12,215,438

Governmental funds report deferred cost of refunding associated with the issuance of debt when first issued, whereas the amounts are deferred and amortized in the Statements of Activities.

Deferred charge on refunding at year end amounted to:

10,274,078

See accompanying note to supplementary information.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**RECONCILIATION OF GOVERNMENTAL FUNDS TO THE  
 STATEMENT OF NET POSITION, Continued  
 JUNE 30, 2016**

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Long-term obligations at year end consist of:			
Bonds payable		\$ 278,433,176	
Capital leases payable		16,932	
Compensated absences and load banking		3,384,596	
Retirement incentive plans		5,413,277	
Other postemployment benefits (OPEB)		10,697,890	
Aggregate net pension liability		137,435,471	
In addition, the District issued "capital appreciation" general obligation bonds. The accretion of interest on those bonds to date is the following:		4,423,858	
Less compensated absences already recorded in funds		(1,368,248)	\$ (438,436,952)
<b>Total Net Position</b>			<b>\$ 88,136,324</b>

See accompanying note to supplementary information.

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2016

#### NOTE 1 - PURPOSE OF SCHEDULES

##### District Organization

This schedule provides information about the District's organization, governing board members, and administration members.

##### Schedule of Expenditures of Federal Awards

The accompanying Schedule of Expenditures of Federal Awards includes the Federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (Part 200), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The District has not elected to use the ten percent de minimis cost rate as covered in Section 200.414 Indirect (F&A) costs of the Uniform Guidance.

The following schedule provides reconciliation between revenues reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances, and the related expenditures reported on the Schedule of Expenditures of Federal Awards. The reconciling amounts consist primarily of Build America Bonds, Federal Work Study Program and Medi-Cal Administrative Activities funds have been recorded in the current period as revenues that have not been expended as of June 30, 2016.

Description	CFDA Number	Amount
Total Federal Revenues From the Statement of Revenues, Expenses, and Changes in Net Position:		\$ 60,848,305
Build America Bonds	N/A	(2,330,691)
Federal Work Study Program	84.033	(1,202)
Medi-Cal Administrative Activities	93.778	(55,089)
Total Expenditures of Federal Awards		<u>\$ 58,461,323</u>

##### Schedule of Expenditures of State Awards

The accompanying Schedule of Expenditures of State Awards includes the State grant activity of the District and is presented on the modified accrual basis of accounting. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The information in this schedule is presented to comply with reporting requirements of the California State Chancellor's Office.

##### Schedule of Workload Measures for State General Apportionment

FTES is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds, including restricted categorical funding, are made to community college districts. This schedule provides information regarding the annual attendance measurements of students throughout the District.



## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2016**

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#### **Reconciliation of *Education Code* Section 84362 (50 Percent Law) Calculation**

ECS 84362 requires the District to expend a minimum of 50 percent of the unrestricted General Fund monies on salaries of classroom instructors. This is reported annually to the State Chancellor's Office. This schedule provides a reconciliation of the amount reported to the State Chancellor's Office and the impact of any audit adjustments and/or corrections noted during the audit.

#### **Reconciliation of Annual Financial and Budget Report (CCFS-311) With Fund Financial Statements**

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Form CCFS-311 to the District's internal fund financial statements.

#### **Proposition 30 Education Protection Act (EPA) Expenditure Report**

This schedule provides the District's summary of receipts and uses of the monies received through the EPA.

#### **Reconciliation of Governmental Funds to the Statement of Net Position**

This schedule provides a reconciliation of the adjustments necessary to bring the District's internal fund financial statements, prepared on a modified accrual basis, to the entity-wide full accrual basis financial statements required under GASB Statements No. 34 and No. 35 business-type activities reporting model.

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***INDEPENDENT AUDITOR'S REPORTS***

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Vavrinek, Trine, Day & Co., LLP  
Certified Public Accountants

VALUE THE DIFFERENCE

**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**

Board of Trustees  
Riverside Community College District  
Riverside, California

We have audited, in accordance with the 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 financial statements of the business-type activities and the aggregate remaining fund information of Riverside Community College District (the District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 28, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions 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 District's 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.

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 financial statements are free from 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 noncompliance 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.

Vavinek, Tine, Day & Co., LLP

Riverside, California  
November 28, 2016



Vavrinek, Trine, Day & Co., LLP  
Certified Public Accountants

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## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Trustees  
Riverside Community College District  
Riverside, California

### Report on Compliance for Each Major Federal Program

We have audited Riverside Community College District's (the District) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major Federal programs for the year ended June 30, 2016. The District's major Federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

### Management's Responsibility

Management is responsible for compliance with the Federal statutes, regulations, and the terms and conditions of its Federal awards applicable to its Federal programs.

### Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major Federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major Federal program. However, our audit does not provide a legal determination of the District's compliance.

### Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2016.

## Report on Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major Federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Vavinek, Tine, Day & Co., LLP

Riverside, California  
November 28, 2016



Vavrinek, Trine, Day & Co., LLP  
Certified Public Accountants

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## INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Trustees  
Riverside Community College District  
Riverside, California

### Report on State Compliance

We have audited Riverside Community College District's (the District) compliance with the types of compliance requirements as identified in the California Community Colleges Chancellor's Office *District Audit Manual* issued in November 2015 that could have a direct and material effect on each of the District's programs as noted below for the year ended June 30, 2016.

### Management's Responsibility

Management is responsible for compliance with the requirements of State laws and regulations, and the terms and conditions identified in the California Community Colleges Chancellor's Office *District Audit Manual* issued in November 2015.

### Auditor's Responsibility

Our responsibility is to express an opinion on compliance of each of the District's State programs based on our audit of the types of compliance requirements referred to above. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the standards and procedures identified in the California Community Colleges Chancellor's Office *District Audit Manual* issued in November 2015. These standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above could have a material effect on the applicable programs noted below. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such procedures as we consider necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the District's compliance with those requirements.

### Unmodified Opinion for Each of the Programs

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that are applicable to the programs noted below that were audited for the year ended June 30, 2016.

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with State laws and regulations applicable to the following:

- Section 421 Salaries of Classroom Instructors (50 Percent Law)
- Section 423 Apportionment for Instructional Service Agreements/Contracts
- Section 424 State General Apportionment Funding System
- Section 425 Residency Determination for Credit Courses
- Section 426 Students Actively Enrolled
- Section 427 Concurrent Enrollment of K-12 Students in Community College Credit Courses
- Section 429 Student Success and Support Program (SSSP)
- Section 430 Schedule Maintenance Program
- Section 431 Gann Limit Calculation
- Section 435 Open Enrollment
- Section 438 Student Fees – Health Fees and Use of Health Fee Funds
- Section 439 Proposition 39 Clean Energy
- Section 440 Intersession Extension Programs
- Section 475 Disabled Student Programs and Services (DSPS)
- Section 479 To Be Arranged (TBA) Hours
- Section 490 Proposition 1D State Bond Funded Projects
- Section 491 Proposition 30 Education Protection Account Funds

The District does not offer an Intersession Extension Program; therefore, the compliance tests within this section were not applicable.

The District did not receive any funding through Proposition 1D State Bond Funded Projects; therefore, the compliance tests within this section were not applicable.

*Vaunex, Time, Day & Co., LLP*

Riverside, California  
November 28, 2016



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***SCHEDULE OF FINDINGS AND QUESTIONED COSTS***

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**SUMMARY OF AUDITOR'S RESULTS  
 FOR THE YEAR ENDED JUNE 30, 2016**

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**FINANCIAL STATEMENTS**

Type of auditor's report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

**FEDERAL AWARDS**

Internal control over major Federal programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>None reported</u>
Type of auditor's report issued on compliance for major Federal programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with Section 200.516(a) of the Uniform Guidance?	<u>No</u>

Identification of major Federal programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
<u>84.007, 84.033, 84.063, 84.268</u>	<u>Student Financial Assistance Cluster</u>
<u>84.042A, 84.047A, 84.047M</u>	<u>TRIO Custer</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 1,753,840</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

**STATE AWARDS**

Type of auditor's report issued on compliance for State programs:	<u>Unmodified</u>
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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**FINANCIAL STATEMENT FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 2016**

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None reported.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2016**

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None reported.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**STATE AWARDS FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2016**

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None reported.

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2016**

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Except as specified in previous sections of this report, summarized below is the current status of all audit findings reported in the prior year's Schedule of Findings and Questioned Costs.

#### ***Financial Statement Findings***

None reported.

#### ***Federal Awards Findings***

None reported.

#### ***State Awards Findings***

None reported.



Vavrinek, Trine, Day & Co., LLP  
Certified Public Accountants

VALUE THE DIFFERENCE

To the Board of Trustees and Management  
Riverside Community College District  
Riverside, California

We have audited the financial statements of the business-type activities and the aggregate remaining fund information of Riverside Community College District (the District) for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 2 to the financial statements. As described in Note 2 to the financial statements, the District changed accounting policies related to fair value measurement and the accounting for certain external investment pools by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 72, Fair Value Measurement and Application, and No. 79, Certain External Investment Pools and Pool Participants, for the year ended June 30, 2016. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was the cost of capital assets net of accumulated depreciation. Depreciation is the recognition of the use of the capital assets over time. Conditions may exist that result in assets having a longer or shorter useful life than is reflected within these statements. We evaluated the key factors and assumptions used to develop depreciation in determining that it is reasonable in relation to the financial statements taken as a whole. This information is disclosed in Note 6 to the financial statements.

Additionally, the estimate of the future costs of postemployment benefits provided to retirees is based upon current information about the District's employees, benefit plans, and health care rates. These factors are considered by the actuary in determining both the estimated liability and the current year required contribution to the plan. Note 11 to the financial statements provides additional information about the actuarial methods and assumptions used, and the required supplementary information provides the schedule of progress toward funding this liability.

Lastly, the estimate of the future costs of pension plan benefits provided to retirees is based upon employee members' final compensation, age and years of service credit, District contributions to the plans, and projected retirement pension benefit pay-outs. These factors are considered by the actuary in determining both the estimated liability as well as deferred inflows and outflows of resources associated with the liability. Note 13 to the financial statements provides additional information about the actuarial methods and assumptions used, and the required supplementary information provides the schedule of progress toward funding this liability.

The financial statement disclosures are neutral, consistent, and clear.

To the Board of Trustees and Management  
Riverside Community College District  
Communication With Governance  
Page 2 of 3

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements of the financial statements.

#### *Disagreements 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 auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 28, 2016.

#### *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 District's 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. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

#### Other Matters

With respect to the supplementary information accompanying the financial statements, we applied certain limited procedures to Management's Discussion and Analysis, the Schedule of Other Postemployment Benefits (OPEB) Funding Progress, the Schedule of the District's Proportionate Share of the Net Pension Liability, and the Schedule of District Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.



To the Board of Trustees and Management  
Riverside Community College District  
Communication With Governance  
Page 3 of 3

We were engaged to report on the Schedule of Expenditures of Federal Awards, as required by 2 CFR 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the other supplementary information as listed on the table of contents of the audit report, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Trustees and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Vauinek, Time, Day & Co., LLP

Riverside, California  
November 28, 2016

## Agenda Item (VIII-D-2)

Meeting	12/13/2016 - Regular
Agenda Item	Committee - Resources (VIII-D-2)
Subject	Title 5 Equal Employment Opportunity Plan
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the Title 5 Equal Employment Opportunity Plan

---

### Background Narrative:

California community colleges are mandated by the California Code of Regulations, Title 5, section 53003(a) and California Education Code, section 87100, to develop and implement an Equal Employment Opportunity Plan designed to communicate the importance of diversity in the workplace.

In fulfilling its mission within California's system of public higher education, the Riverside Community College District is committed to academic excellence and to providing all students with the opportunity to succeed in their chosen educational pursuits. Academic excellence can best be sustained in a climate of acceptance and with the inclusion of persons from a wide variety of backgrounds and preparations to provide service to an increasingly diverse student population. A work force that is continually responsive to the needs of a diverse student population may be achieved by ensuring that all persons receive an equal opportunity to compete for employment and promotion within the RCCD through the elimination of barriers to equal employment opportunity.

The proposed EEO Plan brings the RCCD into compliance with Title 5 regulations, thus enabling the organization to successfully pursue its missions, that of student learning and success.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20161213\\_Title 5 EEO Plan Presentation](#)  
[20161213\\_Title 5 EEO Plan](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE  
2017 - 2020 EQUAL EMPLOYMENT OPPORTUNITY PLAN

DECEMBER 6, 2016

# A Century of Excellence 1916 - 2016



Image by Riverside Community College District

# Definition

Equal Employment Opportunity (EEO) means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district.

# EEO Plan Objectives

- ▶ Address the legal requirements for the District's EEO Plan pursuant to California Code of Regulations Title 5 § 53003(a) and California Education Code § 87100.
- ▶ Provide guidance that will assist in the goal of achieving a diverse workforce.



# What is Required?

- ▶ Adoption of a written EEO Plan
- ▶ EEO Plan reviewed minimally every 3 years
- ▶ Annual written notice about the EEO Plan to campus communities, community-based and professional organizations
- ▶ Longitudinal data analysis and review of District's workforce and applicant pools

California Code of Regulations Title 5 § 53004

# Plan Components

- ▶ 1. Introduction
- ▶ 2. Definitions
- ▶ 3. Policy Statement
- ▶ 4. Delegation of Authority
- ▶ 5. Advisory Committee
- ▶ 6. Complaints
- ▶ 7. Notification to District Employees
- ▶ 8. Training for Committees
- ▶ 9. Annual Written Notice to Community Organizations
- ▶ 10. Analysis of District Workforce and Applicant Pools
- ▶ 11. Analysis of Degree of Underrepresentation
- ▶ 12. Methods to Address Underrepresentation
- ▶ 13. Institutional Commitment to Diversity and EEO
- ▶ 14. Persons with Disabilities
- ▶ 15. Graduate Assumption Program of Loans for Education
- ▶ 16. Meeting Education Code § 87482.6
- ▶ 17. Annual Certification to California Community College Chancellor's Office



# Legal Framework

- ▶ The law provides, in part, that “the state shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting.” (Cal. Const., art. I, § 31, subd. (a).)
- ▶ Education Code section 87100 and Title 5 require community colleges to have a richly diverse workforce that addresses the needs of our diverse student population. This legal obligation does not change due to Proposition 209.

Proposition 209

Legal Mandate for  
Diversity of Workforce

# What is Diversity?

- ▶ **Diversity** is differences in racial and ethnic, socioeconomic, geographic, and academic/professional backgrounds. People with different abilities, opinions, backgrounds (degrees and social experience), religious beliefs, political beliefs, sexual orientations, gender identities, heritage, and life experience.



# What is Inclusion?

- ▶ *Inclusion* involves bringing together and harnessing diverse forces and resources in a way that is beneficial. Inclusion puts the concept and practice of diversity into action by creating an environment of involvement, respect, and connection—where the richness of ideas, backgrounds, and perspectives are harnessed to create organizational value and overall success.



Source: <http://www.diversityjournal.com/1471-moving-from-diversity-to-inclusion/>

# The Difference

- Diversity is simply a **representation of many different types of people** (gender, race, ability, religion, etc.)
- Diversity often **focuses on the differences**, and is referred to as "the **mix.**"
- Inclusion is the **deliberate act of welcoming diversity and creating an environment** where all different kinds of people can thrive and succeed.
- Inclusion is the act of "**making the mix work.**"
- Diversity is **what you have**. Inclusion is **what you do**.
  - Simply having a diverse group, team, workforce, classroom, etc., is not enough.
  - \*Everyone should feel safe and encouraged to fully participate and share and be on equal footing as everyone else.

Source: Tiffany Jana  
CEO at TIMI Consulting, Inc.

# Why Diversity Matters at College

- ▶ 1. Diversity **expands worldliness.**
- ▶ 2. Diversity **enhances social development.**
- ▶ 3. Diversity **prepares students for future career success.**
- ▶ 4. Diversity **prepares students for work in a global society.**

Source: **Aaron Thompson**, professor of sociology at Eastern Kentucky University and coauthor (with Joe Cuseo) *Diversity and the College Experience*

# Why Diversity Matters at College

- ▶ 5. Interactions with people different from ourselves **increase our knowledge base.**
- ▶ 6. Diversity **promotes creative thinking.**
- ▶ 7. Diversity **enhances self-awareness.**
- ▶ 8. Diversity **enriches the multiple perspectives** developed by a liberal arts education.

Source: **Aaron Thompson**, professor of sociology at Eastern Kentucky University and coauthor (with Joe Cuseo) *Diversity and the College Experience*

# What's New in the Revised EEO Plan?





# Screening and Selection Committees

Screening/selection committee shall be trained on:

- (a) federal and state law, including Title 5;
- (b) the educational benefits of workforce diversity;**
- (c) the elimination of bias in hiring decisions; and**
- (d) best practices in serving on a selection/screening committee.**

Cal. Title 5 § 53003(c)(4)



# Advisory Committee

The District EEO Advisory Committee shall be trained on:

- (a) federal and state law, including Title 5;**
- (b) the educational benefits of workforce diversity;**
- (c) the elimination of bias in hiring decisions; and**
- (d) best practices in serving on a selection/screening committee.**

Cal. Title 5 § 53005

# Data Analysis

- (a) Districts shall review the information gathered pursuant to section 53003, subdivision(c)(6) to determine if significant underrepresentation of a monitored group may be the result of non job-related factors in the employment process. For the purposes of this subdivision, the phases of the employment process include but are not limited to recruitment, hiring, retention and promotion.
- (b) Where the review described in subdivision (a) identifies that significant underrepresentation of a monitored group may be the result of non-job related factors in the employment process, districts shall implement additional measures designed to address the specific area of concern.

Cal. Title 5 § 53006

# Applicant Pool Review

All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the “qualified applicant pool.”

(c) The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in section 53006(a).

Cal. Title 5 § 53023

# Screening and Selection

All screening and selection techniques shall be:

- (1) provided to the Chancellor upon request;
- (2) designed to ensure that for faculty and administrative positions, meaningful consideration is given to sensitivity diversity;
- (3) based solely on job-related criteria; and,
- (4) designed to avoid an adverse impact, as defined in section 53001(a), and monitored by means consistent with this section to detect and address any adverse impact which does occur for any monitored group.

Cal. Title 5 § 53024

# Institutional Commitment to Diversity

- ▶ **The establishment and maintenance of a richly diverse workforce is an on-going process that requires continued institutionalized effort.**
- ▶ **To accomplish this, the District is charged with developing and implementing indicators of institutional commitment to diversity.**
- ▶ **The previously presented EEO plan is our effort towards that end.**

Cal. Title 5 § 53024.1

# Questions?





MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

# Riverside Community College District Equal Employment Opportunity Plan 2017-2020

Approved by the Riverside Community College District  
Board of Trustees  
December 6, 2016



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## Purpose of Equal Employment Opportunity Plan

The Riverside Community College District's Equal Employment Opportunity (EEO) Plan (*Plan*) addresses the requirements of California Education Code section 87106(b) for compliance with the Board of Governors regulations on equal employment opportunity hiring, provide, guidance in improving the equality of opportunity and commits the District to:

**Reaffirm** its commitment to Equal Employment Opportunity hiring and State and Federal nondiscrimination statutes in its employment practices, program operations, and service delivery systems.

**Define** specific action steps to:

- Promote a work and learning environment that is free from all forms of unlawful discrimination harassment, or retaliation;
- Eliminate unnecessary, arbitrary or artificial practices that prevent applicants and employees from enjoying the benefits of employment with the District;
- Increase employee awareness and acceptance of gender, pregnancy, childbirth or related medical conditions, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, gender identity, gender expression, sexual orientation, use of family and medical leave, genetic testing, and any other basis protected by Federal or State law;
- Provide opportunities for career development and advancement for all employees; and

**Recognize** the District's expanding workforce by fostering and supporting programs that enhance this diversity.

**Assign** responsibility and accountability for the success of the Equal Employment Opportunity Program.

## Objective of the Equal Employment Opportunity Plan

The objectives of the District's Equal Opportunity Plan are to:

- Address the legal requirements for the District's Equal Employment Opportunity Plan, pursuant to section 53003 or Title 5.
- Provide guidance that will assist in the goal of achieving a diverse workforce.
- Assist in the development of materials to train faculty and staff on the components of the Equal Employment Opportunity Plan requirements.

Assist in the development of activities and programs that demonstrate the District's ongoing institutional commitment to diversity.

## Chancellor's Message

To the Riverside Community College District Community,

The Riverside Community College District dedicates itself to the success of its students and to the development of the communities it serves. One of the most significant ways to successfully impact student learning is to ensure students have an opportunity to learn in an environment that is a diverse reflection of the world in which we live, learn and lead. To that end, RCCD seeks to move beyond equal opportunity to equitable outcomes for all. This document is a written plan that describes how our District will accomplish this critically important goal.

Equitable outcomes for all remain at the heart of our work. It informs what we do and how we do it. The District's commitment to the development and well-being of our workforce is key to ensuring equitable outcomes. We have made progress, but we have more work to do in order to make certain that outcomes are, in fact, equitable.

I welcome the emphasis this EEO Plan places on collaboration with our constituent groups to move the District closer to the goal of equitable outcomes for all. As a District, we are better and more effective when we work collaboratively.

Sincerely

A handwritten signature in blue ink that reads "Michael L. Burke". The signature is written in a cursive style with a horizontal line at the end.

Michael Burke, Ph.D.  
Chancellor – Riverside Community College District

## COMPONENT 1: INTRODUCTION

Riverside Community College District (District) is a multicultural community of people from diverse racial, ethnic, linguistic, religious, political ideologies, physical and mental abilities, socioeconomic, national origin, gender identity, gender expression, and sexual orientation backgrounds. We recognize the connection between a diverse workforce and the District's values, goals, and mission. Our activities, programs, classes, workshops, lectures and the everyday interactions of the District are enriched by our inclusion and acceptance of one another. We strive to work together and learn from each other in an environment of positive engagement and mutual respect.

The District's EEO Plan was adopted by the District's Board of Trustees on December 6, 2016. The *Plan* reflects the District's commitment to equal employment opportunity. It is the District's strongly held belief that taking purposeful and effective steps to ensure equal employment opportunity helps to ensure that it offers both a working and a learning environment which is welcoming to all. When we demonstrate our commitment to equal employment opportunity, we will foster diversity, promote excellence, and provide an empowering student learning experience.

By engaging our students in an inclusive and welcoming learning environment, we are preparing them to work and live in an increasingly global society. By affording the District's employees the benefit of working in an inclusive and welcoming working environment we inspire the best in them, create opportunities for their personal and professional growth, and allow them to be at their best to serve our students.

The *Plan's* immediate focus is equal employment opportunity in its recruitment, screening and selection policies and practices pursuant to Title 5 section 53003 et seq, and the steps the District will take in the event of underrepresentation of monitored groups. In addition to an analysis of the demographic makeup of the District's workforce population, the *Plan* also includes an analysis of the District's applicant pools. The Plan also contains the requirements for resolution of complaints falling under the following categories:

- Allegations of noncompliance with equal employment opportunity programs
- Allegations of unlawful discrimination

The *Plan* incorporates guidelines for the establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the *Plan*. Education Code 87360 requires that meaningful consideration be given to whether applicants for faculty and administrator positions demonstrate "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students." On June 17, 2016, the Legal Affairs Division at the Chancellor's Office issued an opinion regarding Equal Employment Opportunity. As it relates to Education Code 87360, the Opinion states: "Since it is a job requirement, state law treats 'sensitivity to diversity' as similar to a minimum requirement. The *Plan* outlines meaningful ways the

District can ensure its compliance to this legal mandate as well as create opportunities to promote professional and personal development opportunities in this area for our faculty and staff.

The Riverside Community College District has maintained its commitment to equal employment opportunity and diversity and continues to maintain its commitment to these principles as a part of the District's core values.

## Legal Authority

California community colleges are mandated by the California Code of Regulations Title 5, section 53003(a) and the California Education Code, section 87100 to develop and implement an Equal Employment Opportunity Plan.

### California Code of Regulations Title 5, Section 53003(a)-District Plan

The governing board of each community college district shall develop and adopt a district-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans and revisions shall be submitted to the Chancellor's Office for review and approval.

### California Education Code, Section 87100-Legislative Finds and Declarations

(a) The Legislature finds and declares all of the following:

(1) In fulfilling its mission within California's system of public higher education, the California Community Colleges are committed to academic excellence and to providing all students with the opportunity to succeed in their chosen educational pursuits.

(2) Academic excellence can best be sustained in a climate of acceptance and with the inclusion of persons from a wide variety of backgrounds and preparations to provide service to an increasingly diverse student population.

(3) A work force that is continually responsive to the needs of a diverse student population may be achieved by ensuring that all persons receive an equal opportunity to compete for employment and promotion within the community college districts and by eliminating barriers to equal employment opportunity.

(b) It is the intent of the Legislature to establish and maintain within the California Community College Districts a policy of equal opportunity in employment for all persons, and to prohibit discrimination or preferential treatment based on ethnic group identification, or on any basis listed in subdivision (a) of Section 12940 of the Government Code, as those bases are defined in Sections 12926 and 12926.1 of the Government Code, except as otherwise provided in Section 12940 of the Government Code. Every aspect of personnel policy and practice in the community college Districts should advance the realization of inclusion through a continuing program of equal employment opportunity.

(c) The Legislature recognizes that it is not enough to proclaim that community college districts must not discriminate and must not grant preferential treatment on impermissible bases. The Legislature declares that efforts must also be made to build a community in which nondiscrimination and equal opportunity

are realized. It is the intent of the Legislature to require community college districts to adopt and implement programs and plans for ensuring equal employment opportunity in their employment practices.

### **Title 5, Section 53026 Complaints-Violation of Equal Employment Opportunity Regulations**

Each community college district shall establish a process permitting any person to file a complaint alleging that the requirements of this subchapter have been violated. A copy of the complaint shall immediately be forwarded to the Chancellor who may require that the district provide a written investigative report within ninety (90) days. Complaints that also allege discrimination prohibited by Government Code sections 11135 et seq. shall be processed according to the procedures set forth in subchapter 5 (commencing with section 59300) of chapter 10 of this division.

## COMPONENT 2: DEFINITIONS

**ADVERSE IMPACT:** means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

**DIVERSITY:** means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socioeconomic backgrounds.

**EQUAL EMPLOYMENT OPPORTUNITY:** means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance.

**EQUAL EMPLOYMENT OPPORTUNITY PLAN:** a written document in which a district's work force is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

**EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS:** various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, use of nondiscriminatory employment practices, actively recruiting, monitoring, and taking additional steps consistent with the requirements of Title 5, section 53006.

**ETHNIC GROUP IDENTIFICATION:** means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

**ETHNIC/RACIAL GROUPS:** Racial and ethnic groups as defined by the Equal Employment Opportunity Commission. Group assignments are obtained through voluntary self-identification by employees and applicants for employment.

**AMERICAN INDIAN OR ALASKA NATIVE** — a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**ASIAN** — a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**BLACK OR AFRICAN AMERICAN** — a person having origins in any of the original peoples the Black racial groups of Africa.

**HISPANIC OR LATINO** — a person having origins in any of the original peoples of Cuba, Mexico, Puerto Rico, South or Central America, or other Spanish cultures or origins regardless of race.

**NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER** — a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**WHITE** — a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**BIRACIAL OR MULTI-RACIAL** — all persons who identify with two or more of the above racial groups.

**IN-HOUSE OR PROMOTIONAL ONLY HIRING:** means that only existing District employees are allowed to apply for a position.

**JOB CATEGORIES:** the job categories utilized for the purpose of this Plan and reported to the Chancellor pursuant to Title 5, section 53004(a) are: (1) Executive/Administrative/Managerial, (2) Faculty and other Instructional Staff, (3) Professional Non- Faculty, (4) Secretarial/Clerical, (5) Technical and Paraprofessional, (6) Skilled Crafts, and (7) Service and Maintenance.

**MONITORED GROUPS:** means those groups identified in section 53004(b) for which monitoring and reporting are required pursuant to in 53004(a).

**PERSON WITH A DISABILITY:** any person who (1) has a physical or mental impairment as defined in Government Code, section 12926 and section 12926.1, which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

**REASONABLE ACCOMMODATION:** efforts made by the District to remove artificial or real barriers, which prevent or limit the employment or upward mobility of persons with disabilities. Reasonable accommodations may include the items designated in section 53025.

**SCREENING OR SELECTION PROCEDURES:** any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, physicals, education and work experience requirements, interviews, and review of applications.

**SIGNIFICANTLY UNDERREPRESENTED GROUP:** any monitored group for which the percentage of persons from that group employed by the District in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.



### **COMPONENT 3: POLICY STATEMENT**

The Riverside Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy, as stated in *BP 3420: Equal Employment Opportunity*, to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to all persons to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

## COMPONENT 4: DELEGATION OF AUTHORITY

It is the goal of the Riverside Community College District that all employees promote and support equal employment opportunity. Equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

1. Board of Trustees

The Riverside Community College District Board of Trustees (Board) is ultimately responsible for proper implementation of the District's *Plan* at all levels of district operations, and for ensuring equal employment opportunity as described in the *Plan*. The Board receives training on the elimination of bias in hiring and employment and the educational benefits of workforce diversity at least once every election cycle. The District will submit the plan to the State Chancellor's Office. The State Chancellor's Office retains the authority to review the District's plan.

2. Chief Executive Officer

The Board delegates to the Chancellor of the District the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the District's Equal Employment Opportunity policies and procedures. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the *Plan*.

3. Vice Chancellor Human Resources and Employee Relations

Under the supervision of the District Chancellor, the Vice Chancellor Human Resources and Employee Relations directs implementation of the District's equal employment and non-discrimination policies and procedures, as well as the communication and implementation of the *Plan* to the District's executive administrators.

*The Vice Chancellor* advises the District Chancellor regarding statewide policy emanating from the Board of Governors of the California Community Colleges, and monitors annual review and publication of an annual report on *Plan* implementation.

4. District Compliance Officer

The District has designated the District Compliance Officer as its Equal Employment Opportunity Officer and is under the direct supervision of the Vice Chancellor Human Resources and Employee Relations. The District Compliance Officer is the individual responsible for the development, maintenance and day-to-day implementation of the *Plan*, as it affects district recruitment and employment including engagement of full-time and part-time faculty, staff, administrators, professional experts, independent contractors and temporary employees.

The District Compliance Officer is responsible for annual reporting of compliance with the requirements of Title 5, for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

The District Compliance Officer works collaboratively with the Director of Human Resources and Employee Relations to develop and implement strategies to maximize the diversity of applicant pools, develop and implement the District's recruitment and hiring procedures, and institute retention strategies to ensure all employees feel welcomed and supported.

If the designation of the equal employment opportunity Officer changes before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee.

5. Director Human Resources and Employee Relations

Under the direct supervision of the Vice Chancellor Human Resources and Employee Relations, the Director Human Resources and Employee Relations is responsible for implementing the District's recruitment, screening, selection and hiring processes; development of job descriptions that reflect identified job-related criteria; and the collection of required EEO information from all District employees and qualified applicants.

The Director Human Resources and Employee Relations works collaboratively with the District compliance Officer to ensure all employment and screening processes are fair, equitable, job-related and conform to the District *Plan*.

6. College Diversity Committees

Each college shall maintain a committee to develop and coordinate activities relevant to diversity, equity and inclusion at their college. The College committees will be made up of 10-15 individuals appointed through the appropriate shared governance process. The makeup of the committees shall consist of three (3) faculty members, three (3) classified members, three (3) administrators/managers, and two (2) students. Ex-Officio members shall include the President and the Human Resources Liaison. These committees shall hold a minimum of four (4) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress.

The purpose of the committees at each college is to: promote communication; advise the College President on matters related to diversity and equity; conduct periodic assessments of the college's diversity-related climate; develop and monitor college strategic plans for diversity, equity and inclusiveness; develop and coordinate activities to promote diversity and address college-specific issues or concerns.

7. District Council on Diversity, Equity and Inclusion

The Council on Diversity, Equity and Inclusion will act as an advisory body to the District Compliance Officer and the District as a whole to promote understanding and support policies

and procedures as they relate to diversity, equity and inclusion within the District, especially those addressing discrimination, harassment, retaliation and of equal employment opportunity. The makeup of the Council shall consist of three (3) employees from the District Offices, who shall be appointed by the Chancellor, and three (3) members from each college Diversity Committee. Ex-Officio members of the Council shall include the District Compliance Officer, the Director Human Resources and Employee Relations, Human Resources Generalist (1), and Human Resources Analyst (1).

The Council on Diversity, Equity and Inclusion shall assist with the implementation and communication of the *Plan* in accordance with state and federal regulations and guidelines; monitor equal employment opportunity progress; and provide suggestions for *Plan* revisions as appropriate. The District Council on Diversity, Equity and Inclusion will be convened by the District Compliance Officer and shall hold a minimum of four (4) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. The Council will create a statement on its purpose and function as well associated processes and procedures.

8. Agents of the District

Any organization or individual, whether or not an employee of the District, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this *Plan*.

9. Good Faith Effort

The District shall make a continuous good faith effort to comply with all the requirements of this *Plan*.

## **COMPONENT 5: ADVISORY COMMITTEE**

The District shall maintain the Council on Diversity, Equity and Inclusion as the advisory body to the Chancellor and the District in the implementation of its *Plan*. The committee may also assist in promoting understanding and support of equal opportunity and nondiscrimination policies and procedures. The District Council on Diversity, Equity and Inclusion may recommend events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The District Compliance Officer shall train the Council members on equal employment compliance and the *Plan* itself.

The Council shall include a diverse membership whenever possible including representation from District committees of shared governance. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit a diverse group of advisory committee members. Efforts will also be made to include representation from faculty, students, classified, confidential staff and administrative classifications in the composition of the Council.

In addition to the District Council on Diversity Equity and Inclusion, each of the colleges shall maintain a Diversity Committee as outline in Component Four, number Six.

## COMPONENT 6: COMPLAINTS

### 6.1 Complaints Alleging Violation of the EEO Regulations

The District has established the following process permitting any person to file a complaint alleging that the requirements of equal employment opportunity regulations have been violated.

Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation.

Complaints alleging violations of the Plan that do not involve current hiring processes, must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing.

Complaints involving harassment or discrimination in employment or the application process must file a Complaint of Unlawful Discrimination, Harassment or Retaliation Form (See Appendix A: ), per the procedures set for in the District's Unlawful Harassment and Discrimination Policy and Procedures, which can be found on the Human Resources web page.

Any person who believes that EEO regulations have been violated may file a written complaint describing in detail the alleged violation. The complainant must:

- request an EEO Violation Complaint Form (See Appendix B: EEO Violation Complaint Form) from the Human Resources and Employee Relations Department or obtain a copy from the RCCD Human Resources and Employee Relations webpage;
- complete the form and include the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, the names of any witnesses, a detailed description of the actions constituting the alleged violation, and the desired outcome; and
- sign, date and submit the form to the District Compliance Officer in the Human Resources and Employee Relations department.

All complaints shall be filed with the District Compliance Officer. If the complaint involves the District Compliance Officer, the complaint may be filed directly with the Vice Chancellor Human Resources and Employee Relations. The District Compliance Officer will review the complaint, perform or coordinate an investigation and prepare an investigative report, then forward a copy of the written complaint and report to the Vice Chancellor Human Resources and Employee Relations for final determination.

To the extent possible, the Vice Chancellor Human Resources and Employee Relations will make a written determination of all accepted written complaints to the complainant within ninety (90) days of the filing of the complaint.

The Vice Chancellor Human Resources and Employee Relations, on behalf of the District, may return without action any complaint that is inadequate because it does not state a clear violation of the EEO

regulations. All returned complaints will include a statement of the reason for returning the complaint without action.

A complainant may not appeal the District's determination pursuant to section 53026 to the Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that he or she made previous reasonable but unsuccessful efforts to resolve the alleged violation at the District level using the process provided by section 53026<sup>1</sup>.

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<sup>1</sup> See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints

## **6.2 Complaints Alleging Unlawful Discrimination, Harassment or Retaliation**

The District has adopted procedures for complaints alleging unlawful discrimination, harassment or retaliation for engaging in a protected activity. The District Compliance Officer is primarily responsible for receiving such complaints and for coordinating investigations.

The District's discrimination and harassment complaint procedures are contained in *AP 3435: Handling Complaints of Unlawful Discrimination, Harassment and Retaliation* (See Attachment C: AP 3435 Handling Complaint of Unlawful Discrimination, Harassment and Retaliation). The District Compliance Officer is responsible for receiving and coordinating the investigation of such complaints.



## **COMPONENT 7: NOTIFICATION TO DISTRICT EMPLOYEES**

The Board of Trustees and the Chancellor are committed to equal employment opportunity throughout the District as emphasized by the broad dissemination of its Equal Employment Opportunity Policy and Plan. The EEO policy statement "Riverside Community College District is an Equal Opportunity, Title IX and Section 504 employer", shall be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the Board, the Chancellor, College Presidents, administrators, the academic senate leadership, union representatives, and the members of the District Council on Diversity, Equity and Inclusion; and placed in the Human Resources and Employee Relations Office, every campus library, and each campus Office of the President. The Plan will be available on the District's website for electronic access.

Each year, the District Office will provide all employees a copy of the equal employment opportunity policy statement and a written summary of the Plan. When new employees commence employment with the District, the Human Resources Department will provide them a copy of the policy statement and a Plan summary that will include a statement of the importance of the employee's participation in and responsibility of ensuring the Plan's implementation and where complete copies of the *Plan* are available.

All administrators and managers will also receive notice every two years and when first hired, that they are required by law and RCCD policy to take required AB1825 Sexual Harassment and Discrimination Training.

## **COMPONENT 8: TRAINING FOR SCREENING AND SELECTION COMMITTEES**

Any organization or individual who is involved in the recruitment, screening and selection of applicants shall receive appropriate training on the requirements of the Title 5 regulations regarding equal employment opportunity (section 53000 et seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency<sup>2</sup>; the educational benefits of a diverse workforce; and identification and elimination of bias in hiring. The District Compliance Officer is responsible for developing the required training and monitoring training compliance for all screening/selection committee members.

A screening and selection committee is a group of individuals formed for purposes of assisting the responsible administrator in screening and selecting candidates for a posted position within the District. Persons serving on a hiring committee will be required to participate in a pre-hiring EEO training session within the 24 months prior to beginning of service on a committee. This training is mandatory; individuals who have not received this training will not be allowed to serve on hiring committees. The District Compliance Officer is responsible for providing the required training.

Every employee who serves on a screening and selection committee is responsible for ensuring that all applicants receive fair and equitable treatment. The Human Resources Generalist or Human Resources Analyst assigned to coordinate a search process, will serve as a non-voting EEO Representative of the Screening and Selection Committee and advise on matters related to compliance with Title 5 EEO regulations and other Federal and State laws and statutes that govern the screening and selection process. The EEO Representative will provide guidelines and instructions on equal employment opportunity and take necessary steps to ensure that equal employment opportunity principles are applied at each step in the screening and selection process.

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<sup>2</sup> "Cultural proficiency" involves successful teaching and other interactions with both students and colleagues from a variety of cultures. It requires a contextual understanding that numerous social and institutional dynamics, including the effects of inequities, affect how students have been taught and treated, and translates that understanding to the removal of barriers to student success. "Culture" refers to those things that are shared within a group or society: shared knowledge and beliefs, shared values, shared behavior expectations, and principles that are widely used or recognized. "Culture" therefore refers to more than simply race and ethnicity.

## **COMPONENT 9: ANNUAL WRITTEN NOTICE TO COMMUNITY ORGANIZATIONS**

The District Compliance Officer shall wholeheartedly endeavor to provide annual notification to appropriate community-based and professional organizations concerning the *Plan*. The notice will inform these organizations that they may obtain a copy of the *Plan*, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the *Plan*. The notice will also include the internet address where the District advertises its job openings and provides for online application submission. The notice will also include the telephone number for the department of Human Resources and Employee Relations. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. A list of organizations, which will receive this notice, is attached to this *Plan* (See Appendix D: Annual Written Notice to Community Based and Professional Organizations). This list may be revised from time to time as necessary.

## **COMPONENT 10: ANALYSIS OF DISTRICT WORKFORCE AND APPLICANT POOLS**

The District Compliance Officer will survey the District's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the Plan, to provide data needed for the reports required by the Plan, and to determine whether any monitored group is significantly underrepresented within the District workforce. Monitored groups are those groups in Title 5 section 53004(a) identified by ethnicity, gender, and disability status for whom monitoring and reporting is required. Monitored groups are:

- American Indian/Alaskan Native
- Asian
- Biracial/Multiracial
- Black/African American
- Hispanic/Latino
- White
- Pacific Islander
- Men
- Women
- Persons with disabilities

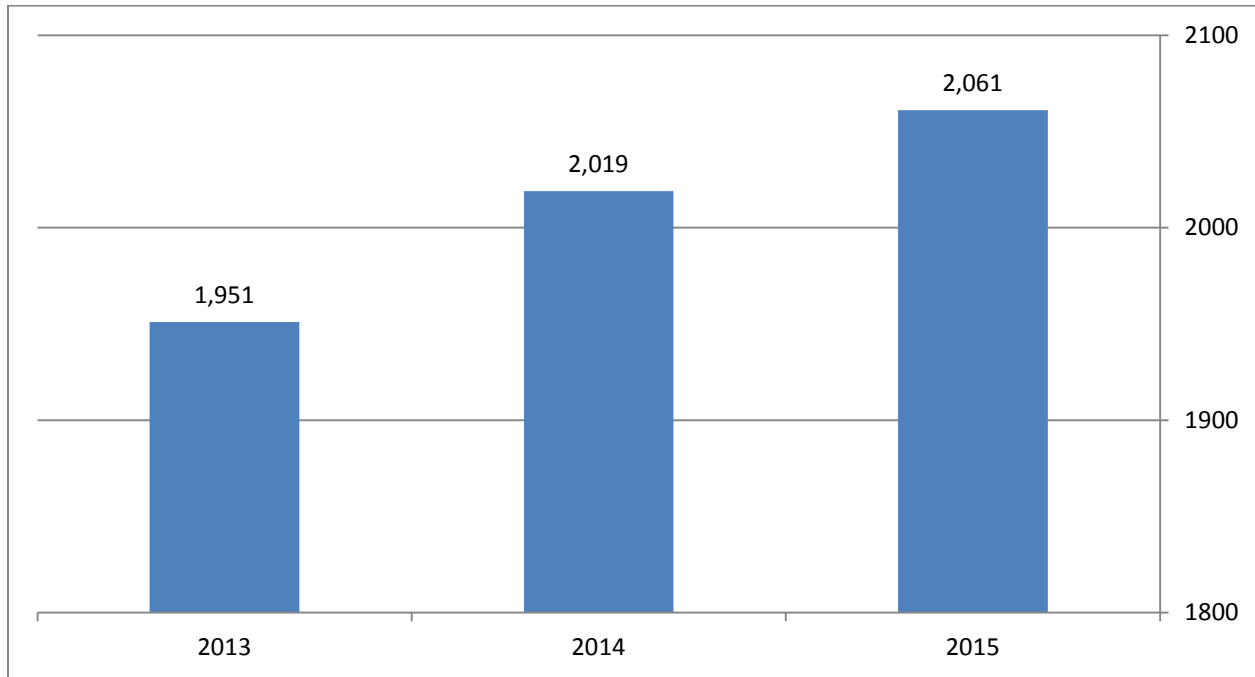
For the purposes of data collection and reporting, all applicants and employees will be afforded the opportunity to voluntarily identify their gender, ethnic group identification and, if applicable, their disability status. This information will be kept confidential and will not be visible to screening and selection committee members or hiring authorities during the recruitment process. The District will annually report the results of the survey of employees to the Office of the Chancellor. At least every three years, the Plan will be reviewed and revised, if necessary, based on an analysis of gender, ethnicity, and disability composition of the then-existing workforce and applicant pool for each of the following job categories:

1. Executive/Administrative/Managerial
2. Faculty and other Instructional Staff
3. Professional (Non-Faculty)
4. Secretarial/Clerical
5. Technical/Paraprofessional
6. Skilled Crafts
7. Service/Maintenance.

The tables on the following pages are based upon available information for years 2013, 2014 and 2015, which identify the District's workforce by job category separated by gender, ethnicity and disability designation where applicable.

## 10.1 Workforce Distribution by Headcount

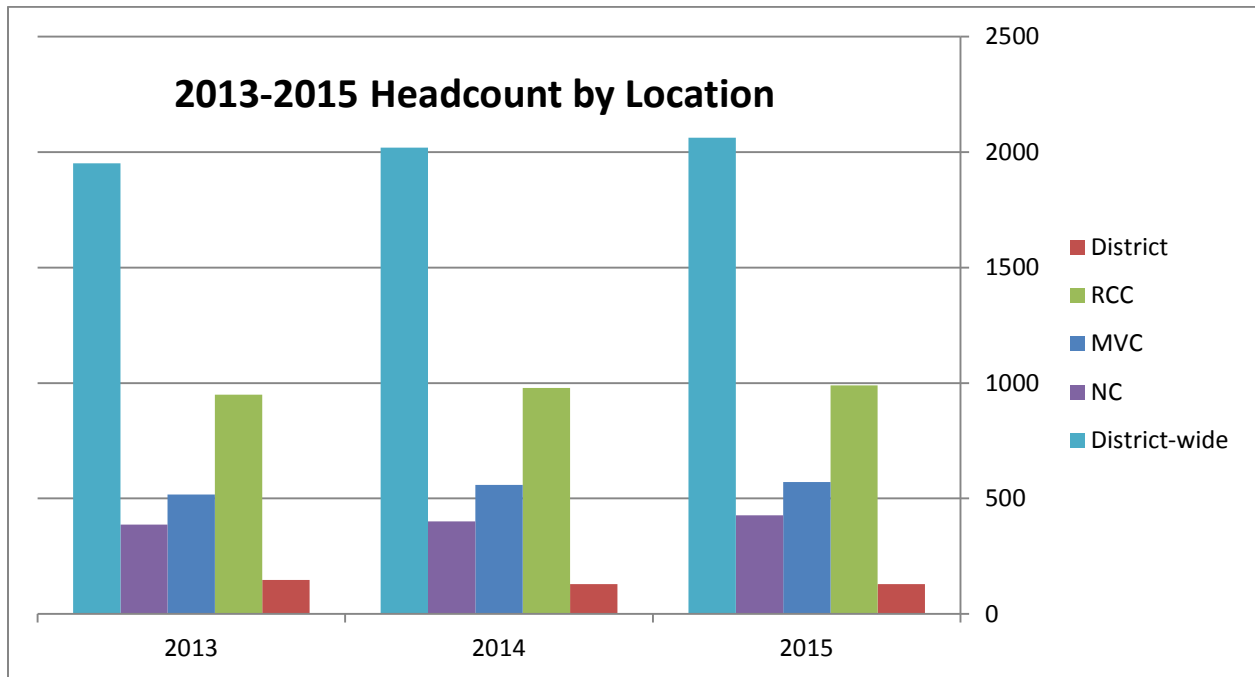
2013-15 Riverside Community College District Overall Workforce



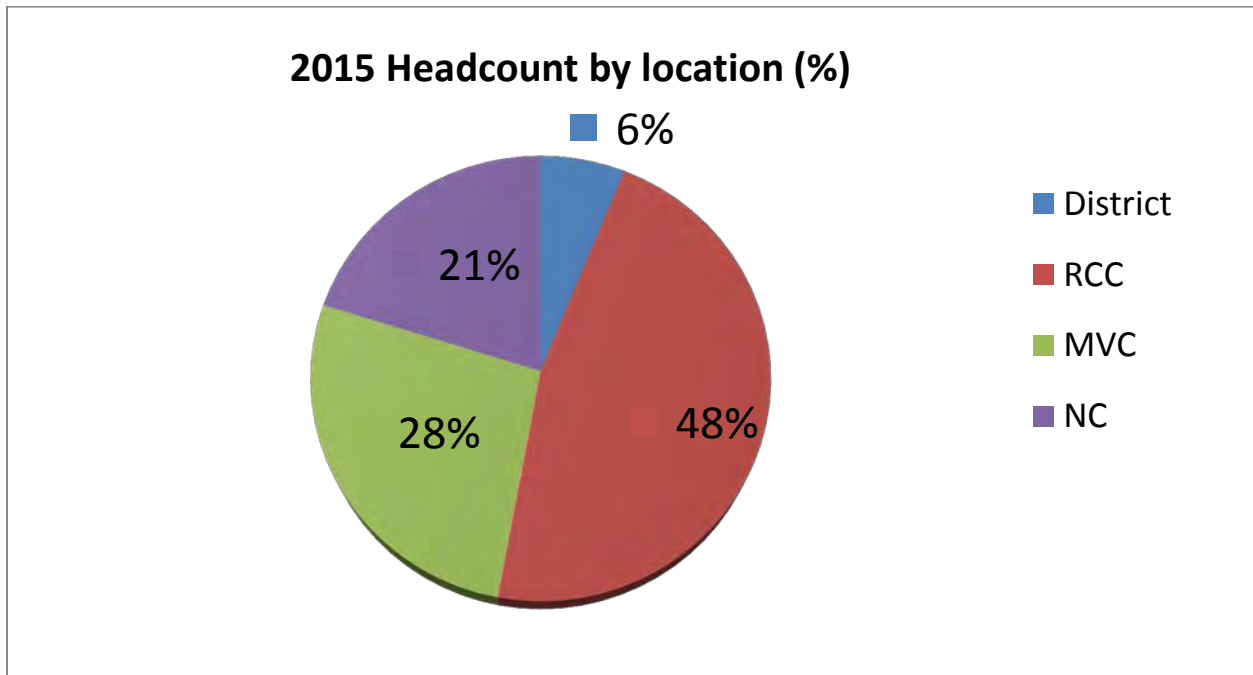
2013-15 Riverside Community College District Overall Workforce by Location

	2013	2014	2015
<b>District</b>	147	129	130
<b>MVC</b>	517	559	571
<b>NC</b>	387	401	427
<b>RCC</b>	949	978	990
<b>Total</b>	<b>1951</b>	<b>2019</b>	<b>2061</b>

2013-15 Riverside Community College District Overall Workforce by Location



2013-15 Riverside Community College District Overall Workforce % by Location



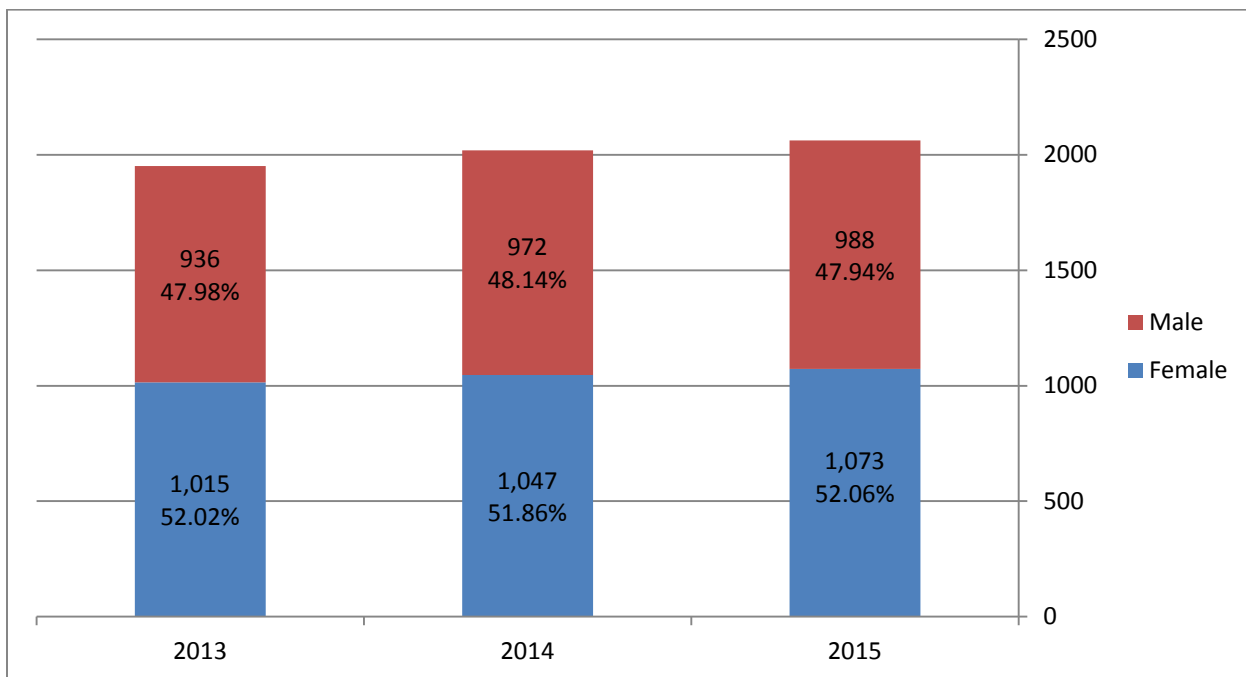
## 10.2 Overall Workforce by Age

2013-15 Riverside Community College District Overall Workforce by Age

	18-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+
2013	306	229	242	234	264	251	182	104	54
2014	310	225	255	229	264	265	179	117	56
2015	329	235	255	261	272	263	198	107	56

## 10.3 Overall Workforce Gender Distribution by Percentage

2013-15 Riverside Community College District Overall Workforce by Gender %





## 10.4 Overall Workforce Gender Distribution and Job Categories

District employees are represented as follows:

- Faculty
  - Tenured/Tenure Track
  - Part-Time
- Executive/ Administrator
- Classified
  - Professional
  - Clerical
  - Technical & Professional
  - Skilled & Service

2013-15 Riverside Community College District Overall Workforce by Job Category and Gender

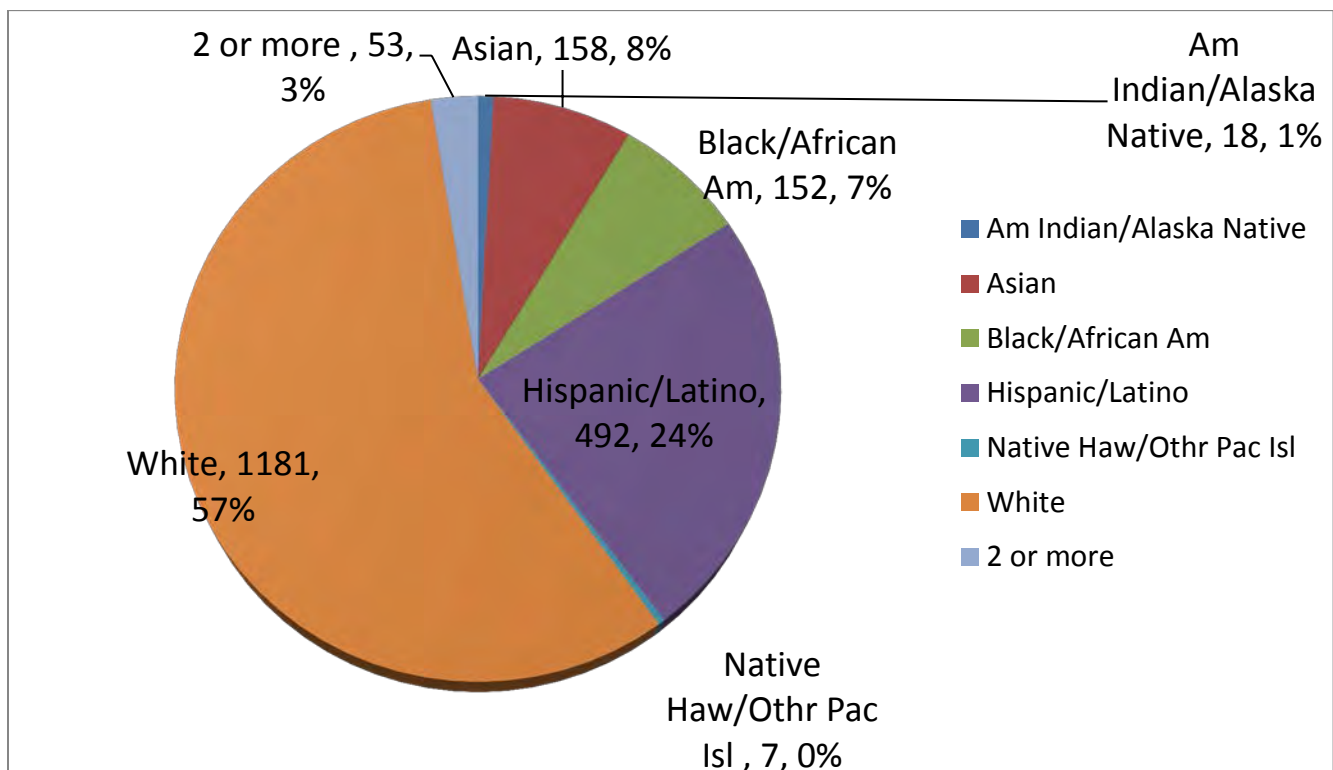
	Professional	Clerical	Technical	Skilled	Service	Executive	Faculty	Total
2013 Female	17	237	45	5	26	62	623	1015
2013 Male	9	47	73	21	78	65	643	936
2014 Female	25	212	63	5	20	61	661	1047
2014 Male	10	42	74	24	79	64	679	972
2015 Female	26	213	67	4	21	64	678	1073
2015 Male	8	41	74	23	80	65	697	988

## 10.5 Overall Workforce Distribution by Ethnicity

2013-15 Riverside Community College District Overall Workforce by Ethnicity

	American Indian/Alaska Native	Asian	Black/African American	Hispanic/Latino	Native Hawaiian/Pacific Islander	White	2 or more
<b>2013</b>	0.86%	7.18%	8.20%	22.88%	0.32%	58.41%	2.09%
<b>2014</b>	0.86%	7.61%	8.31%	23.26%	0.27%	57.77%	1.93%
<b>2015</b>	0.78%	8.10%	7.63%	23.56%	0.26%	57.39%	2.23%

2015 Overall Workforce Distribution by Ethnicity %



## 10.6 Statewide Community College District/Regional Workforce Data Comparison

Riverside Community College District*		
American Indian or Alaska Native	18	1.0%
Asian	158	8.0%
Black or African American	152	7.0%
Hispanic/Latino	492	24.0%
Native Hawaiian or Pacific Islander	7	0.0%
Two or More Races	53	3.0%
White	1181	57.0%
Declined to State	0	0.0%
<b>Grand Total*</b>	<b>2061</b>	<b>100.0%</b>
Female Employees	1073	52.1%

California Community Colleges Statewide*		
American Indian or Alaska Native	545	0.7%
Asian	8,618	10.8%
Black or African American	5,168	6.5%
Hispanic/Latino	14,243	17.8%
Native Hawaiian or Pacific Islander	350	0.4%
Two or More Races	850	1.1%
White	44,029	55.0%
Declined to State	6,157	7.7%
<b>Grand Total*</b>	<b>79,960</b>	<b>100.0%</b>
Female Employees	43,986	55.0%

Riverside Community College District*		
American Indian or Alaska Native	18	1.0%
Asian	158	8.0%
Black or African American	152	7.0%
Hispanic/Latino	492	24.0%
Native Hawaiian or Pacific Islander	7	0.0%
Two or More Races	53	3.0%
White	1181	57.0%
Declined to State	0	0.0%
<b>Grand Total*</b>	<b>2061</b>	<b>100.0%</b>
Female Employees	1073	52.1%

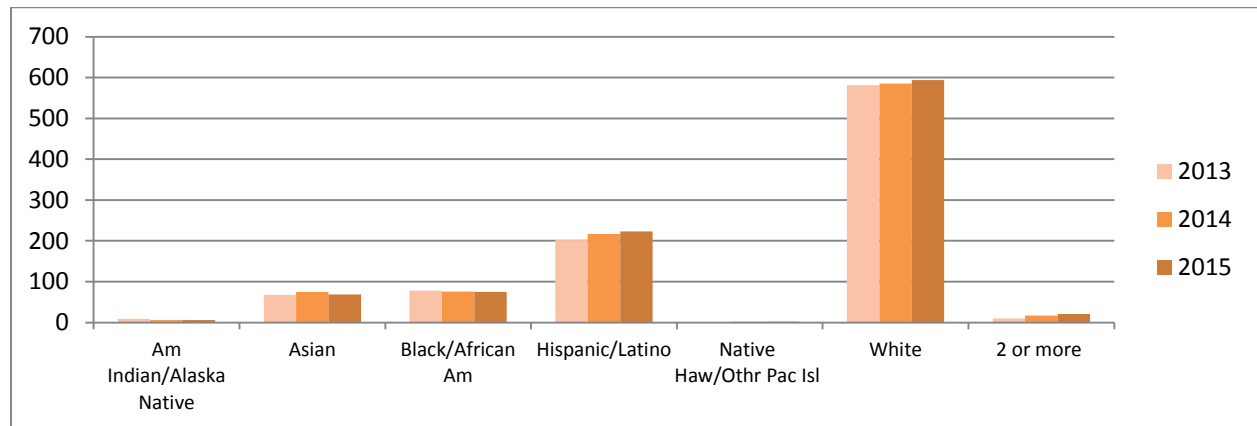
Civilian Labor Force Greater Riverside Metropolitan Area**		
American Indian or Alaska Native	3,966	0.4%
Asian	58,146	24.0%
Black or African American	57,319	6.1%
Hispanic/Latino	405,929	43.2%
Native Hawaiian or Pacific Islander	2,887	0.3%
Two or More Races	15,088	1.6%
White	392,479	41.7%
Other Race	4,898	0.5%
<b>Grand Total*</b>	<b>940,712</b>	<b>100.0%</b>
Female Employees	242,360	25.8%

\*Includes Adjunct Faculty. Data Source: CCCC MIS Database for reporting period Fall Term 2015; statewide data reflects data reported through June 30, 2016 for Fall Term 2015.

\*\* Data Source: EDD data for Affirmative Action/EEO Plans derived from US Census Bureau's EEO tabulation (5 year ACS data) 2006-2010. [www.labormarketinfo.edd.ca.gov/geography/demoaa.html](http://www.labormarketinfo.edd.ca.gov/geography/demoaa.html) Metropolitan Riverside statistical area comprises Riverside and San Bernardino Counties.

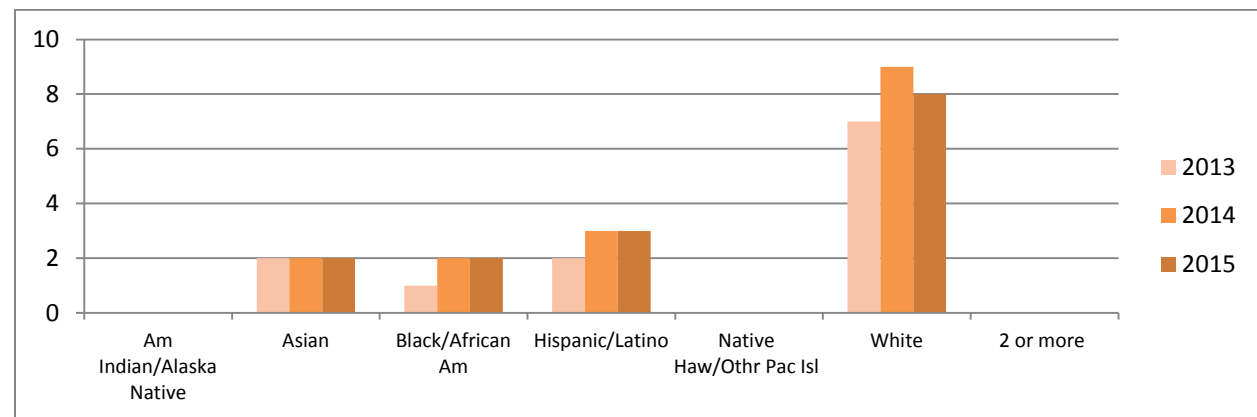
## 10.7 Workforce and Applicant Data for Riverside City College

2013-15 Riverside City College Workforce by Ethnicity



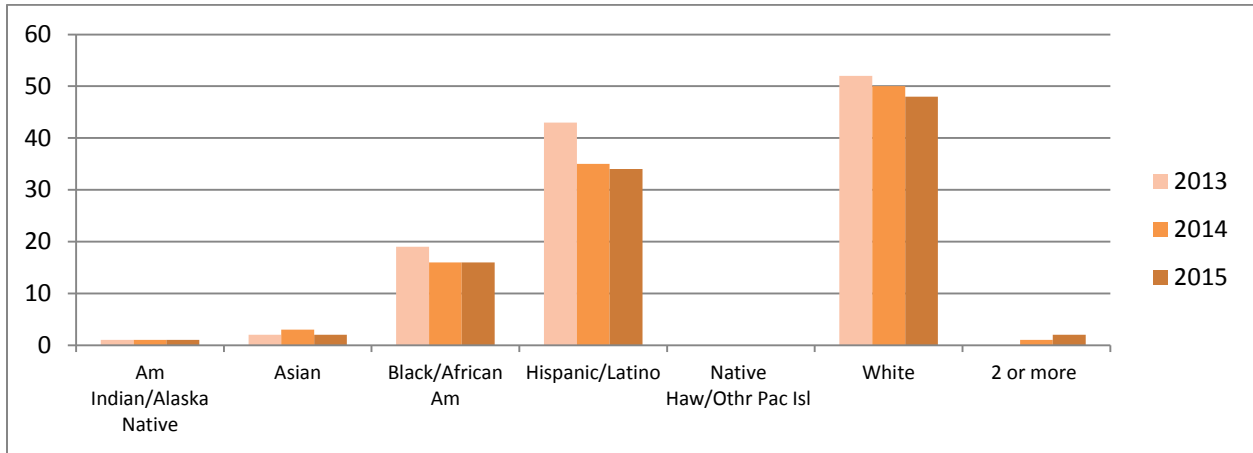
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1%	7%	8%	21%	0%	61%	1%
<b>2014</b>	1%	8%	8%	22%	0%	60%	2%
<b>2015</b>	1%	7%	8%	23%	0%	60%	2%

2013-2015 Riverside City College Professional Workforce by Ethnicity



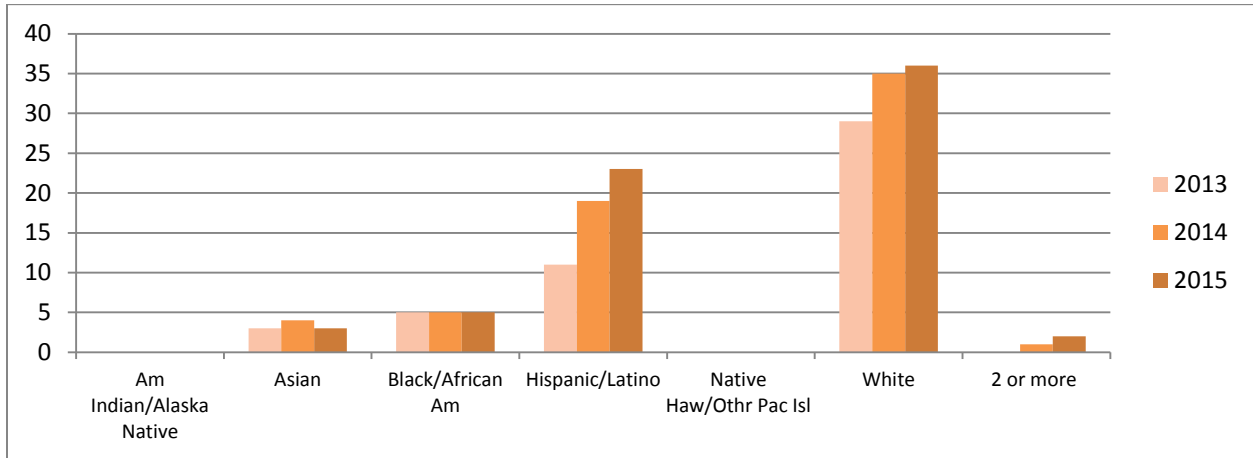
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	2	1	2	0	7	0
<b>2014</b>	0	2	2	3	0	9	0
<b>2015</b>	0	2	2	3	0	8	0

2013-15 Riverside City College Clerical Workforce by Ethnicity



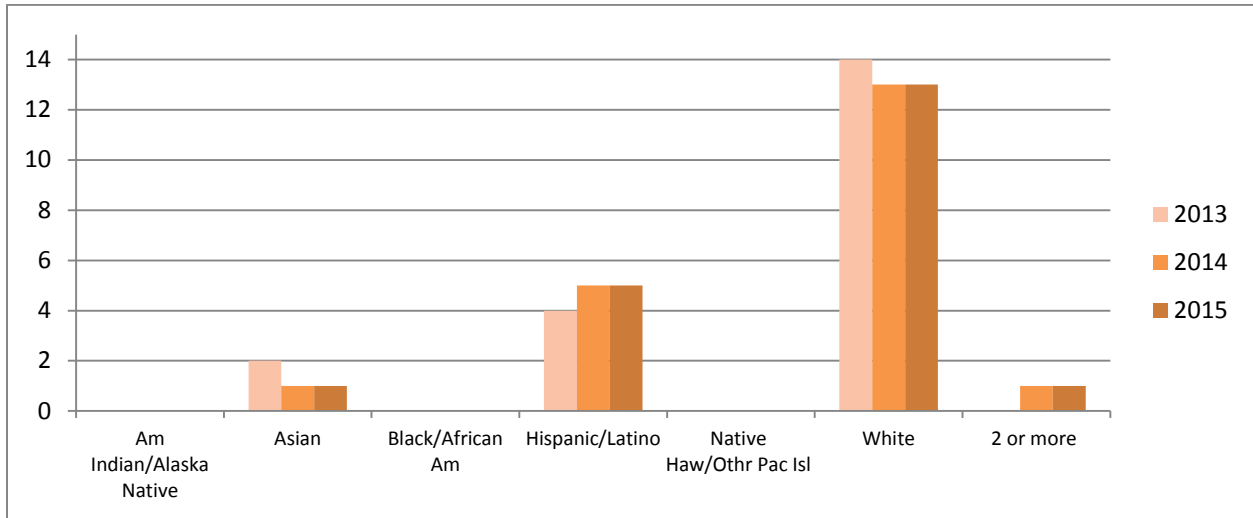
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1	2	19	43	0	52	0
<b>2014</b>	1	3	16	35	0	50	1
<b>2015</b>	1	2	16	34	0	48	2

2013-15 Riverside City College Technical Workforce by Ethnicity



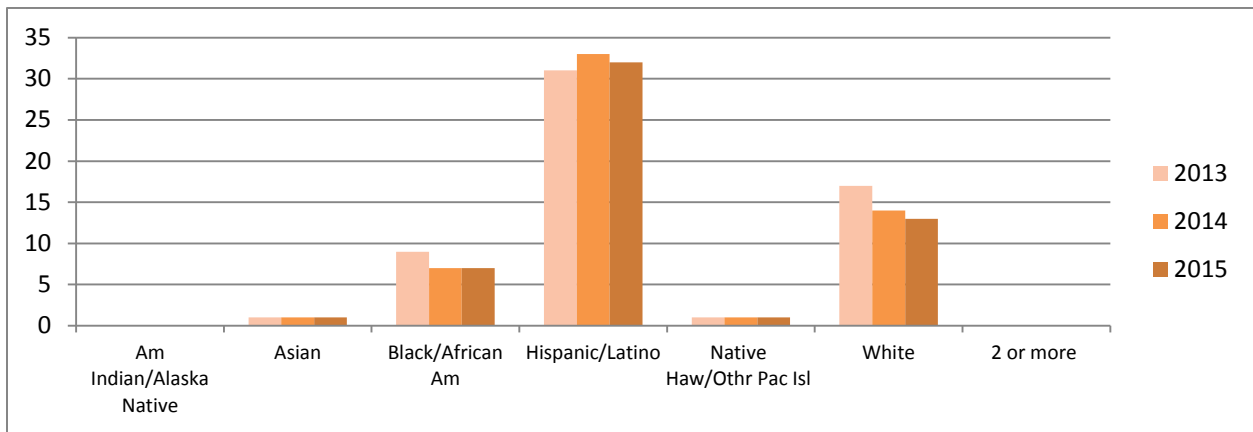
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	3	5	11	0	29	0
<b>2014</b>	0	4	5	19	0	35	1
<b>2015</b>	0	3	5	23	0	36	2

2013-15 Riverside City College Skilled Craft Workforce by Ethnicity



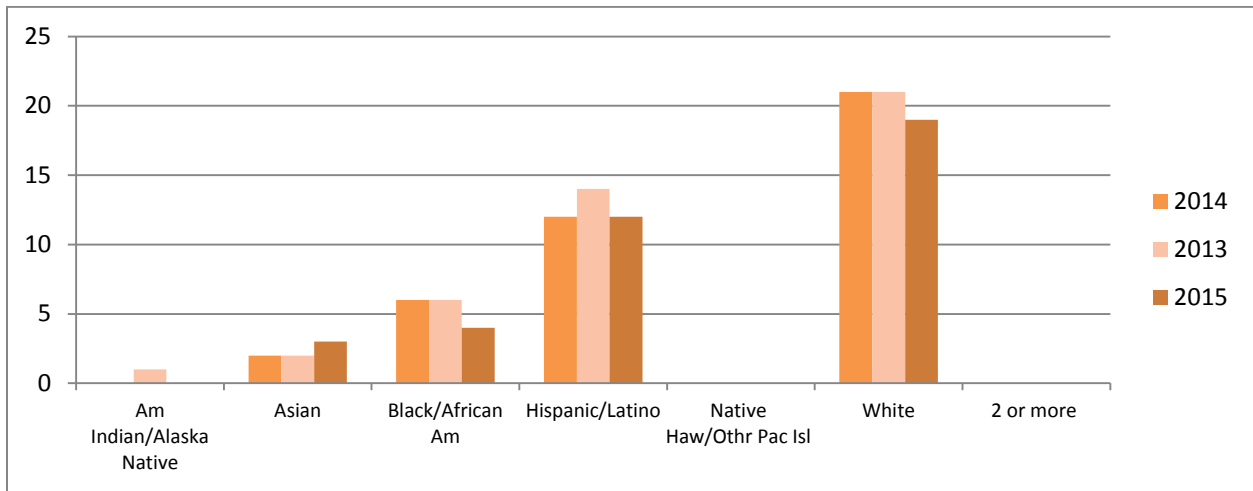
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	2	0	4	0	14	0
<b>2014</b>	0	1	0	5	0	13	1
<b>2015</b>	0	1	0	5	0	13	1

2013-15 Riverside City College Service & Maintenance Workforce by Ethnicity



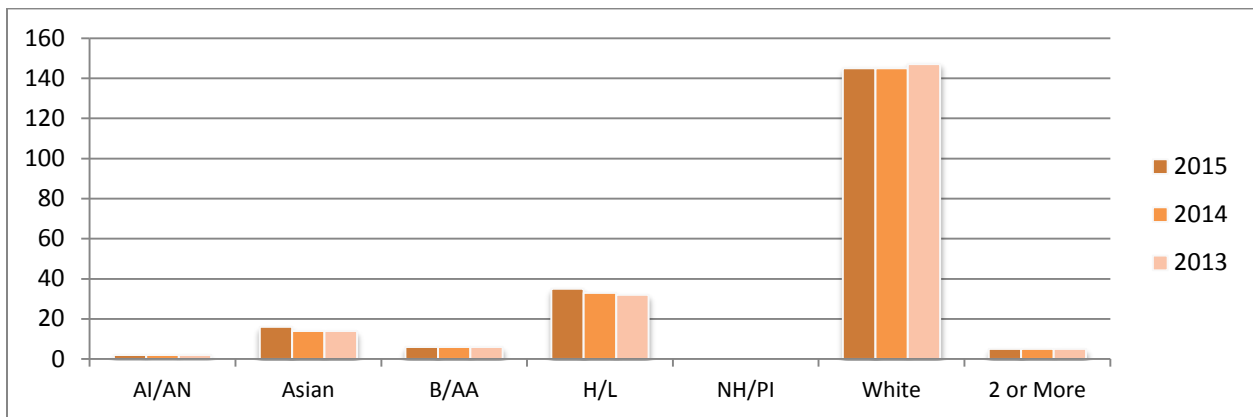
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	1	9	31	1	17	0
<b>2014</b>	0	1	7	33	1	14	0
<b>2015</b>	0	1	7	32	1	13	0

2013-15 Riverside City College Executive Workforce by Ethnicity



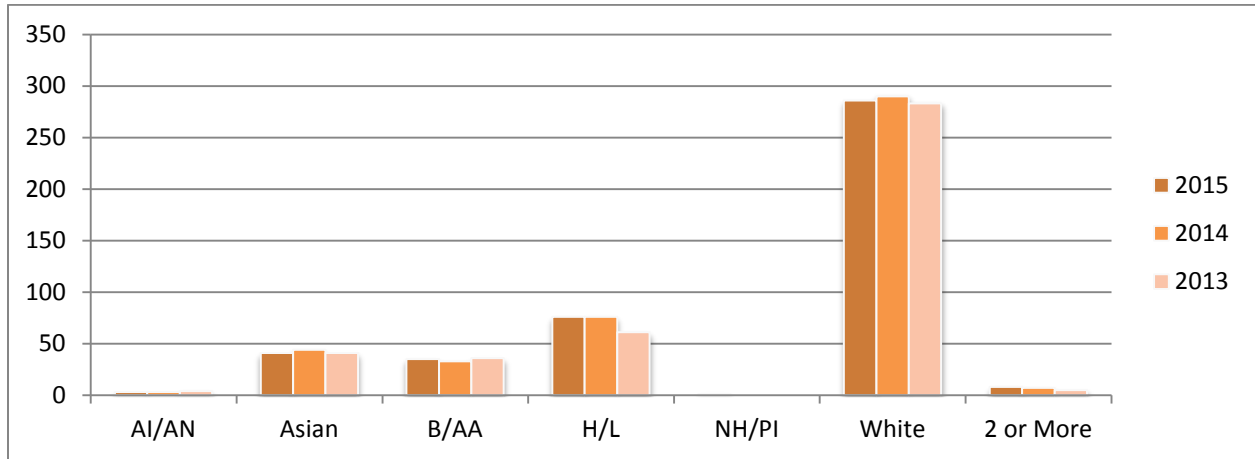
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1	2	6	14	0	21	0
<b>2014</b>	0	2	6	12	0	21	0
<b>2015</b>	0	3	4	12	0	19	0

2013-15 Riverside City College Full-Time Faculty Workforce by Ethnicity



	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1%	8%	3%	17%	0%	69%	2%
<b>2014</b>	1%	7%	3%	16%	0%	71%	2%
<b>2015</b>	1%	7%	3%	16%	0%	71%	2%

2013-15 Riverside City College Adjunct Faculty Workforce by Ethnicity



	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1%	10%	8%	17%	0%	66%	1%
<b>2014</b>	1%	10%	7%	17%	0%	64%	2%
<b>2015</b>	1%	9%	8%	17%	0%	63%	2%



Applicant Data for Riverside City College for the period covering January 1, 2015-August 31, 2016  
 Data based on 97 total job postings in all job categories.

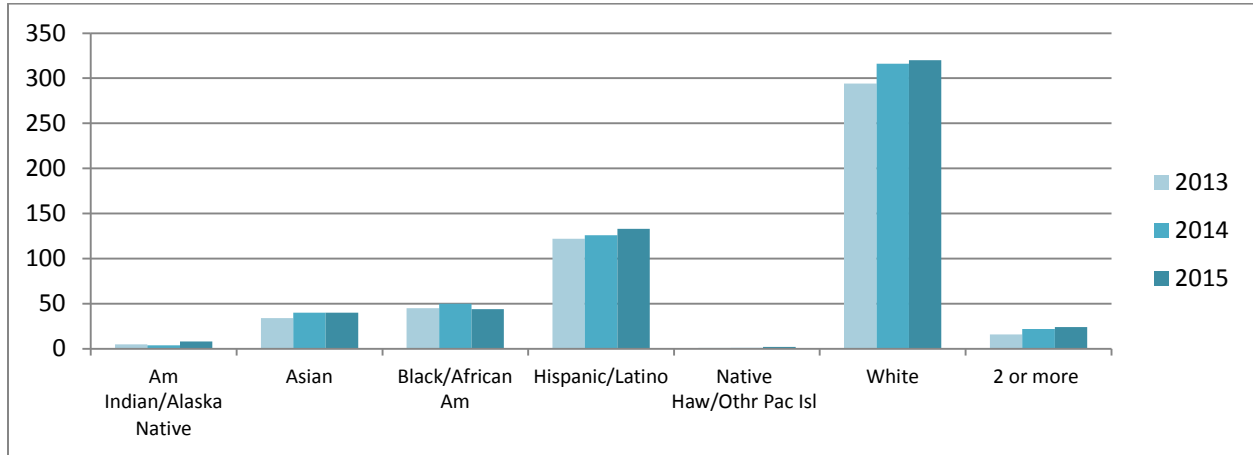
	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>Total Applications</b>	<b>4354</b>																											
<b>PT Classified</b>	<b>568</b>	453	103	12	183	49	1	24	13	0	78	10	0	1	1	0	1	0	0	128	25	0	26	1	0	12	4	11
<b>FT Classified</b>	<b>2027</b>	1415	573	39	585	288	6	65	34	0	266	94	0	6	0	0	8	2	0	368	115	1	79	23	0	38	17	32
<b>Classified Managers</b>	<b>92</b>	53	33	6	12	11	0	4	1	0	10	4	1	2	0	0	0	0	0	16	16	0	5	1	0	4	0	5
<b>Academic Managers</b>	<b>451</b>	197	240	14	38	43	0	19	19	0	54	55	0	1	1	0	2	0	0	64	100	0	6	14	0	13	8	14
<b>FT Faculty</b>	<b>1216</b>	577	592	47	92	100	0	71	81	0	72	54	3	2	2	0	0	1	0	271	293	1	41	24	0	28	37	43
<b>Qualified Applicant Pool</b>	<b>3488</b>																											
<b>PT Classified</b>	<b>394</b>	310	73	11	119	37	1	19	9	0	52	7	0	1	1	0	1	0	0	89	16	0	19	1	0	10	2	10
<b>FT Classified</b>	<b>1434</b>	993	411	30	419	206	6	36	24	0	201	72	0	4	0	0	5	1	0	249	82	1	52	12	0	27	14	23

	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed			
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	
		<b>Classified Managers</b>	<b>84</b>	47	31	6	11	10	0	4	1	0	10	4	1	1	0	0	0	0	0	0	13	15	0	5	1	0	3
<b>Academic Managers</b>	<b>407</b>	174	220	13	33	41	0	17	18	1	47	50	0	1	1	0	1	0	0	56	90	0	6	12	0	13	8	12	
<b>FT Faculty</b>	<b>1169</b>	541	581	47	83	88	0	70	88	0	62	52	3	1	2	0	0	1	0	261	290	1	37	27	1	27	33	42	
<b>Interviewed</b>	<b>559</b>																												
<b>PT Classified</b>	<b>79</b>	52	27	0	21	14	0	1	1	0	11	3	0	0	0	0	0	0	0	16	8	0	2	0	0	1	1	2	
<b>FT Classified</b>	<b>230</b>	157	72	1	59	38	1	3	3	0	39	12	1	0	0	0	0	0	0	45	17	1	4	0	0	7	2	1	
<b>Classified Managers</b>	<b>5</b>	4	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	
<b>Academic Managers</b>	<b>23</b>	11	11	1	2	1	0	1	2	0	1	4	0	0	1	0	0	0	0	4	3	0	1	0	0	2	0	1	
<b>FT Faculty</b>	<b>222</b>	106	111	5	19	27	0	10	11	1	6	7	0	0	1	0	0	0	0	54	58	0	8	2	0	9	5	5	
<b>Hired</b>	<b>116</b>																												

	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>PT Classified</b>	<b>9</b>	7	2	0	4	2	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>FT Classified</b>	<b>42</b>	29	13	0	15	6	0	0	0	0	3	4	0	0	0	0	0	0	0	8	3	0	2	0	0	1	0	0
<b>Classified Managers</b>	<b>4</b>	2	2	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
<b>Academic Managers</b>	<b>12</b>	8	4	0	2	1	0	0	1	0	3	0	0	0	0	0	0	0	0	3	2	0	0	0	0	0	0	0
<b>FT Faculty</b>	<b>49</b>	24	24	1	6	5	0	1	3	0	1	0	0	0	0	0	0	0	0	12	15	0	4	1	0	0	0	1

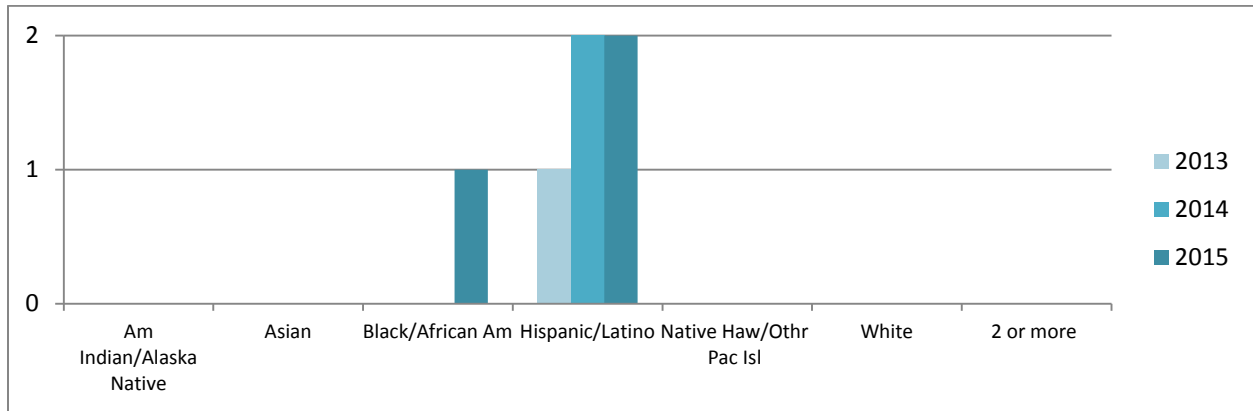
## 10.8 Workforce and Applicant Data for Moreno Valley College

2013-15 Moreno Valley College Workforce by Ethnicity



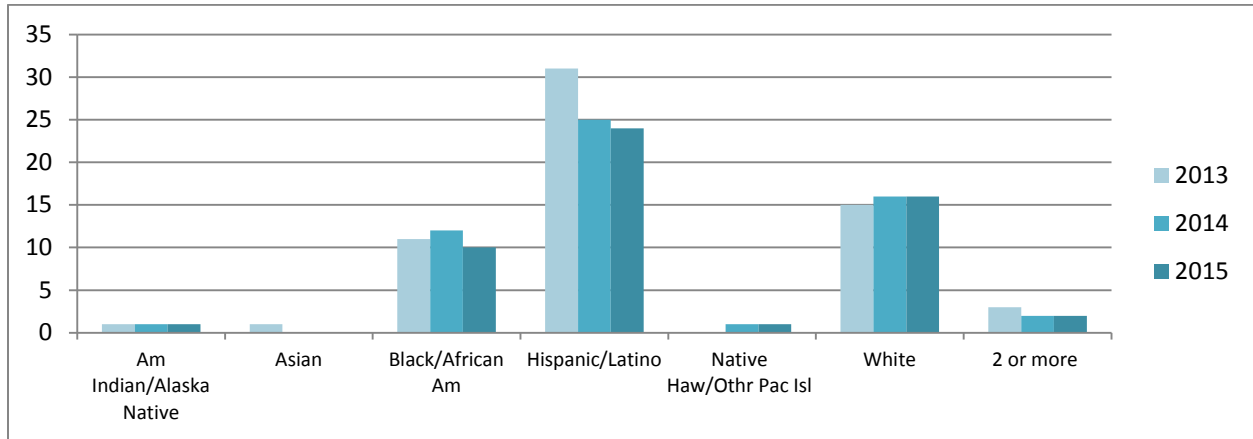
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1%	7%	9%	24%	0%	57%	3%
<b>2014</b>	1%	7%	9%	23%	0%	57%	4%
<b>2015</b>	1%	7%	8%	23%	0%	56%	4%

2013-15 Moreno Valley College Professional Workforce by Ethnicity



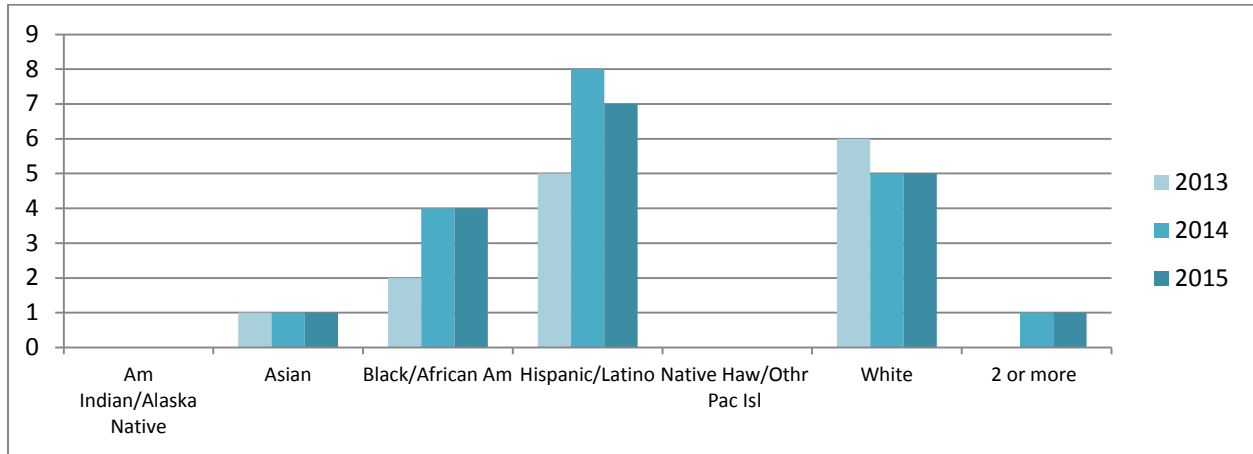
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	0	0	1	0	0	0
<b>2014</b>	0	0	0	2	0	0	0
<b>2015</b>	0	0	1	2	0	0	0

2013-15 Moreno Valley College Clerical Workforce by Ethnicity



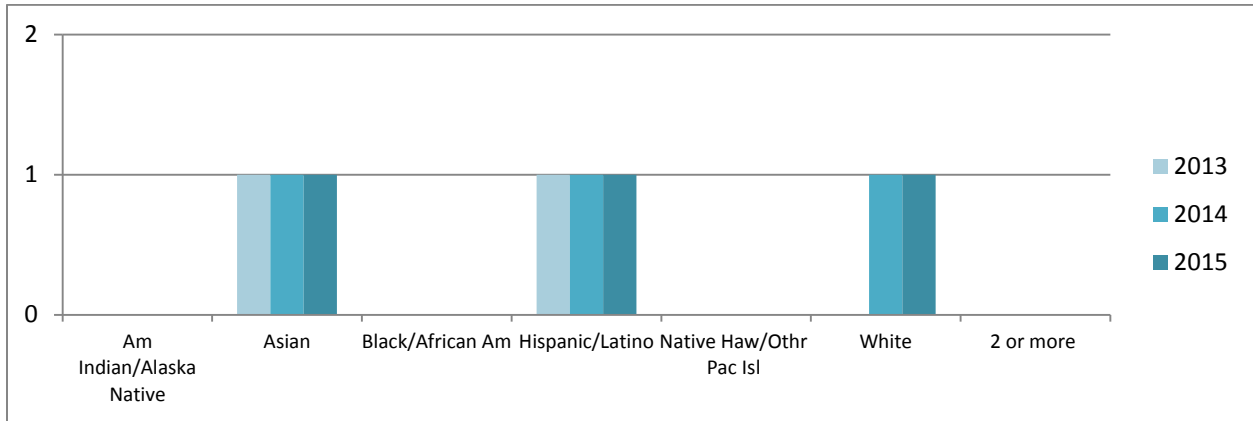
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1	1	11	31	0	15	3
<b>2014</b>	1	0	12	25	1	16	2
<b>2015</b>	1	0	10	24	1	16	2

2013-15 Moreno Valley College Technical Workforce by Ethnicity



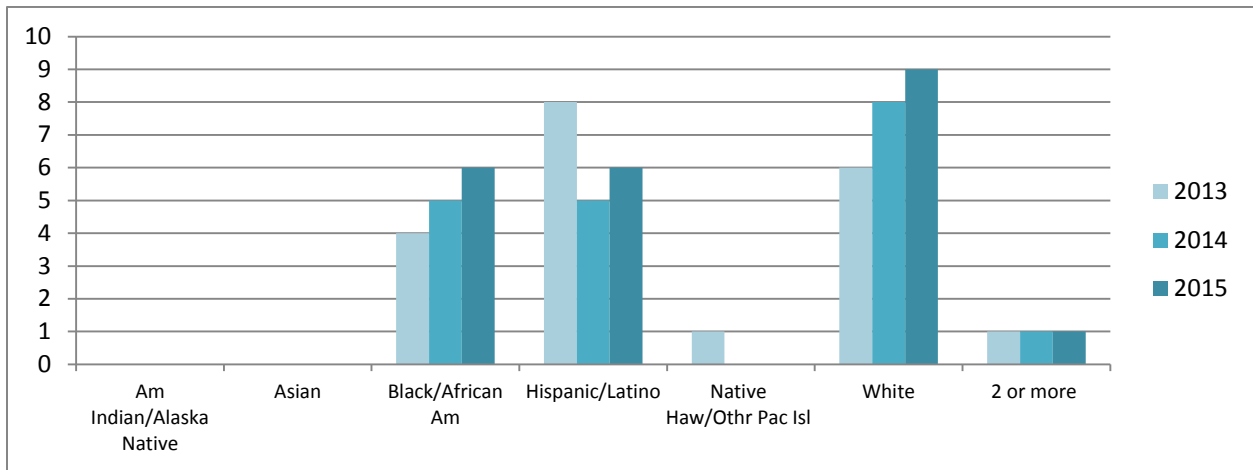
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	1	2	5	1	6	0
<b>2014</b>	0	1	4	8	0	5	1
<b>2015</b>	0	1	4	7	0	5	1

2013-15 Moreno Valley College Skilled Craft Workforce by Ethnicity



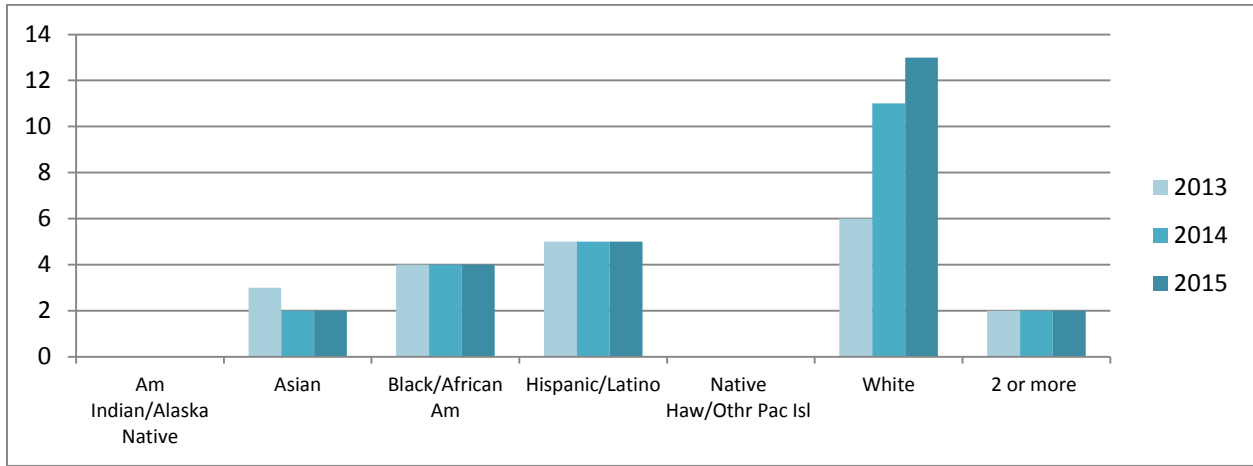
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	1	0	1	0	0	0
<b>2014</b>	0	1	0	1	0	1	0
<b>2015</b>	0	1	0	1	0	1	0

2013-15 Moreno Valley College Skilled Craft Workforce by Ethnicity



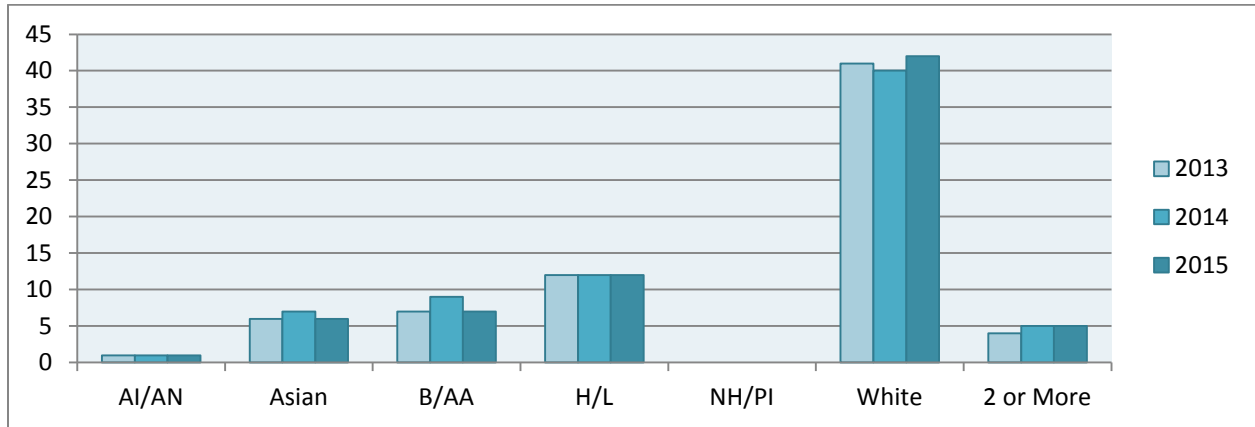
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	0	4	8	1	6	1
<b>2014</b>	0	0	5	5	0	8	1
<b>2015</b>	0	0	6	6	0	9	1

2013-15 Moreno Valley College Executive Workforce by Ethnicity



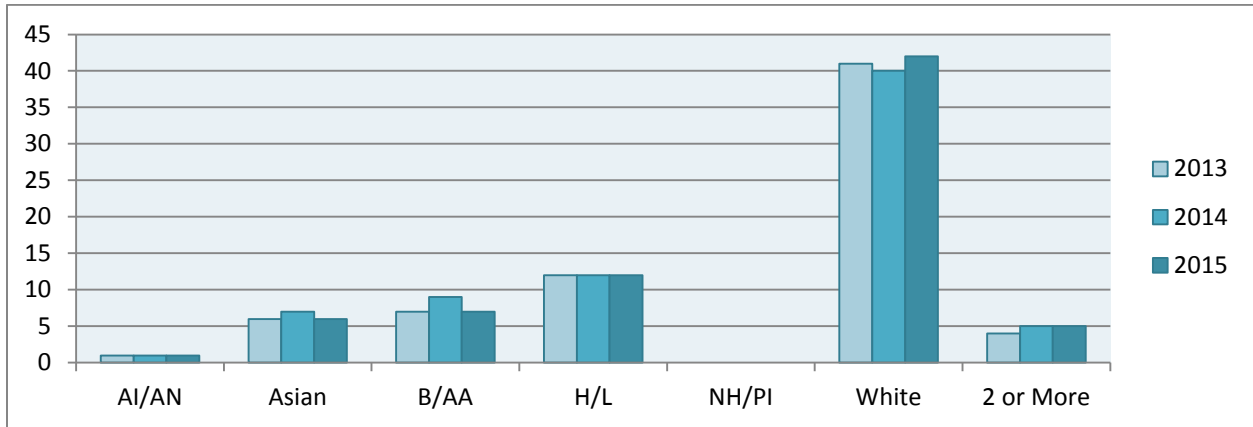
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	3	4	5	0	6	2
<b>2014</b>	0	2	4	5	0	11	2
<b>2015</b>	0	2	4	5	0	13	2

2013-15 Moreno Valley College Full-Time Faculty Workforce by Ethnicity



	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1%	8%	10%	17%	0%	58%	6%
<b>2014</b>	1%	7%	12%	16%	0%	54%	7%
<b>2015</b>	1%	8%	10%	16%	0%	58%	7%

2013-15 Moreno Valley College Adjunct Faculty Workforce by Ethnicity



	<b>AI/NA</b>	<b>Asian</b>	<b>B/AA</b>	<b>H/L</b>	<b>NH/PI</b>	<b>White</b>	<b>2 or more</b>
<b>2013</b>	1%	9%	6%	19%	0%	63%	2%
<b>2014</b>	1%	11%	4%	19%	0%	62%	2%
<b>2015</b>	1%	10%	4%	17%	0%	62%	5%



Applicant Data for Moreno Valley College for the period covering January 1, 2015-August 31, 2016

Data based on 46 total job postings in all job categories.

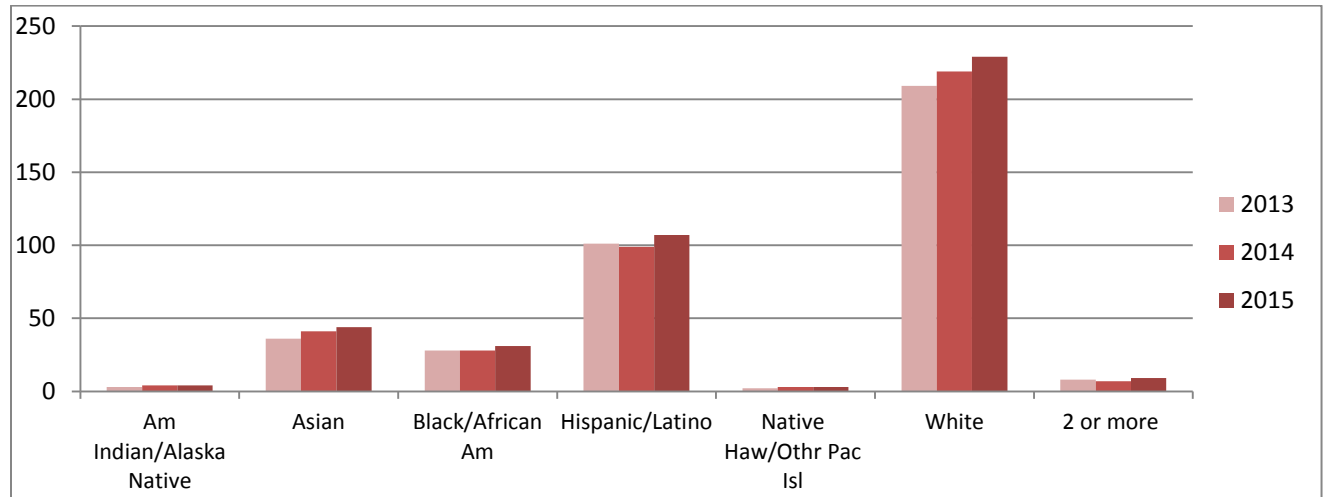
	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>Total Applications</b>	<b>2064</b>																											
<b>PT Classified</b>	<b>293</b>	230	55	8	100	26	0	10	6	0	39	9	0	1	0	0	2	0	0	63	9	0	9	2	0	6	3	8
<b>FT Classified</b>	<b>787</b>	622	148	17	250	65	1	29	19	1	134	19	1	1	0	0	9	0	0	135	34	1	41	8	0	23	3	13
<b>Classified Managers</b>	<b>107</b>	54	53	0	16	16	0	2	2	0	14	6	0	0	1	0	1	0	0	18	25	0	0	1	0	3	2	0
<b>Academic Managers</b>	<b>137</b>	69	63	5	10	13	0	5	3	0	19	23	0	0	1	0	0	0	0	21	17	0	5	4	1	9	2	4
<b>FT Faculty</b>	<b>740</b>	315	391	34	67	64	0	36	48	0	42	42	1	4	0	0	0	0	0	122	198	3	18	20	0	26	19	30
<b>Qualified Applicant Pool</b>	<b>1940</b>																											
<b>PT Classified</b>	<b>238</b>	188	45	5	76	19	0	10	4	0	35	9	0	0	0	0	2	0	0	51	9	0	8	2	0	6	2	5
<b>FT Classified</b>	<b>811</b>	634	152	25	248	65	3	36	13	2	123	19	1	9	2	0	6	0	0	150	41	1	38	11	0	24	1	18

	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>Classified Managers</b>	<b>92</b>	49	43	0	14	11	0	1	2	0	13	4	0	0	1	0	1	0	0	17	22	0	0	1	0	3	2	0
<b>Academic Managers</b>	<b>131</b>	65	61	5	9	11	0	5	3	0	17	23	0	0	1	0	0	0	0	21	17	0	4	4	1	9	2	4
<b>FT Faculty</b>	<b>668</b>	270	367	31	48	62	0	30	41	0	38	39	1	3	0	0	0	0	0	107	190	3	17	19	0	27	16	27
<b><u>Interviewed</u></b>	<b><u>238</u></b>																											
<b>PT Classified</b>	<b>47</b>	35	10	2	13	2	0	2	1	0	10	4	0	0	0	0	0	0	0	9	1	0	0	1	0	1	1	2
<b>FT Classified</b>	<b>59</b>	50	5	4	21	1	1	3	1	0	10	1	0	0	0	0	1	0	0	10	2	0	1	0	0	4	0	3
<b>Classified Managers</b>	<b>19</b>	10	9	0	5	1	0	0	1	0	1	1	0	0	0	0	0	0	0	4	6	0	0	0	0	0	0	0
<b>Academic Managers</b>	<b>15</b>	7	7	1	1	3	0	0	0	0	2	3	0	0	0	1	0	0	0	3	1	0	0	0	0	1	0	0
<b>FT Faculty</b>	<b>98</b>	50	46	2	11	15	0	2	5	0	7	6	0	1	0	0	0	0	0	27	17	0	1	1	0	1	2	2
<b><u>Hired</u></b>	<b><u>50</u></b>																											

	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
		<b>PT Classified</b>	<b>8</b>	7	1	0	1	0	0	0	0	0	5	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
<b>FT Classified</b>	<b>11</b>	11	0	0	5	0	0	0	0	0	4	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	
<b>Classified Managers</b>	<b>6</b>	2	4	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	3	0	0	0	0	0	0	
<b>Academic Managers</b>	<b>2</b>	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>FT Faculty</b>	<b>23</b>	18	3	2	5	2	0	1	0	0	2	0	0	0	0	0	0	0	0	10	1	0	0	0	0	0	2	

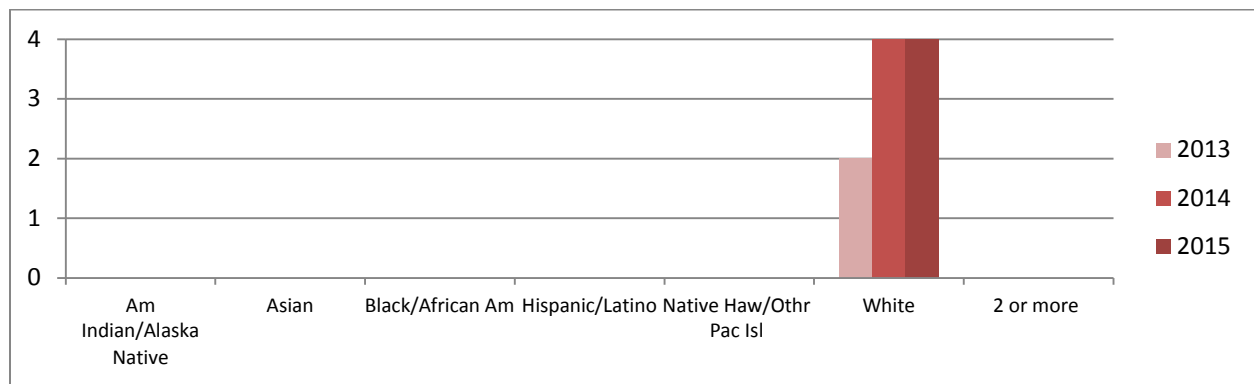
## 10.9 Norco College Workforce and Applicant Data

2013-15 Norco College Workforce by Ethnicity



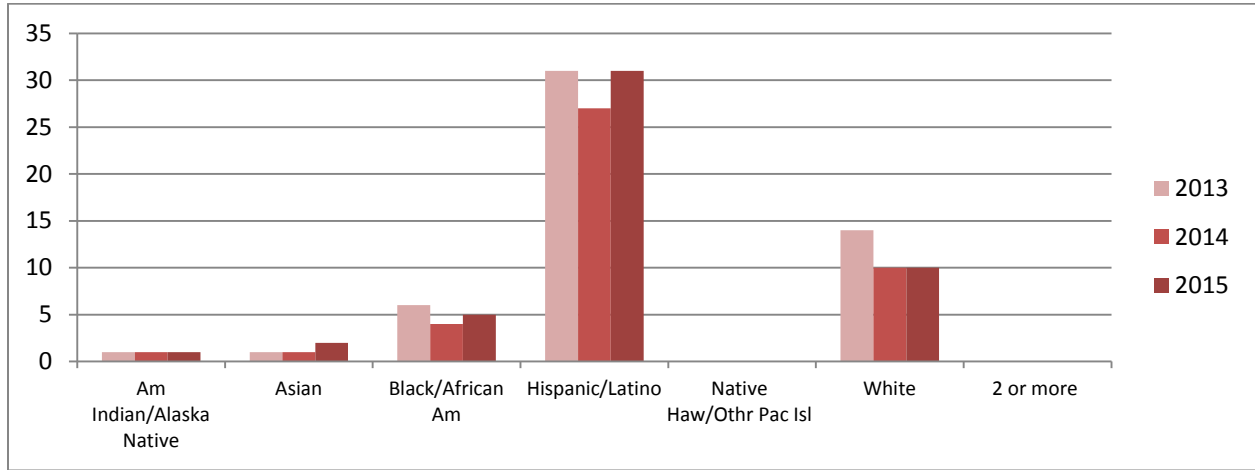
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1%	9%	7%	26%	1%	54%	2%
<b>2014</b>	1%	10%	7%	25%	1%	55%	2%
<b>2015</b>	1%	10%	7%	25%	1%	54%	2%

2013-15 Norco College Professional Workforce by Ethnicity



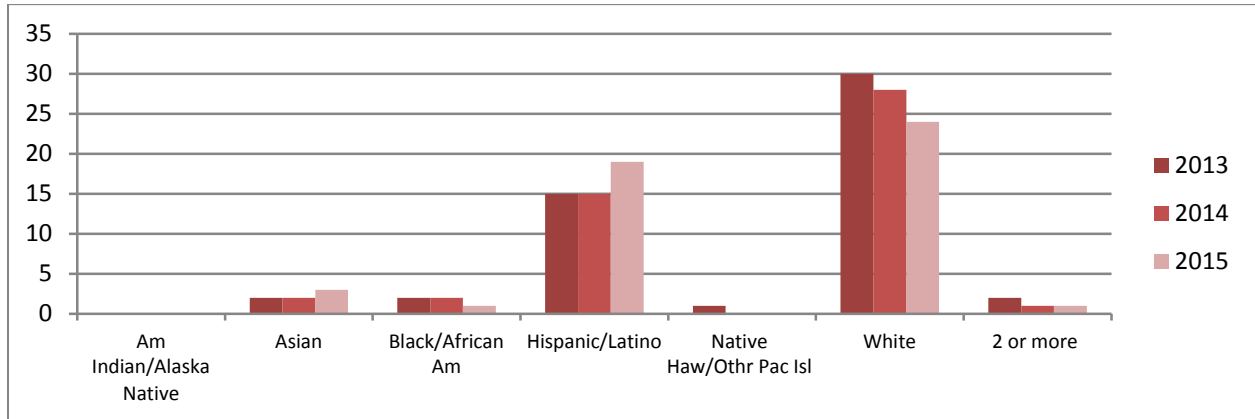
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	0	0	0	0	2	0
<b>2014</b>	0	0	0	0	0	4	0
<b>2015</b>	0	0	0	0	0	4	0

2013-15 Norco College Clerical Workforce by Ethnicity



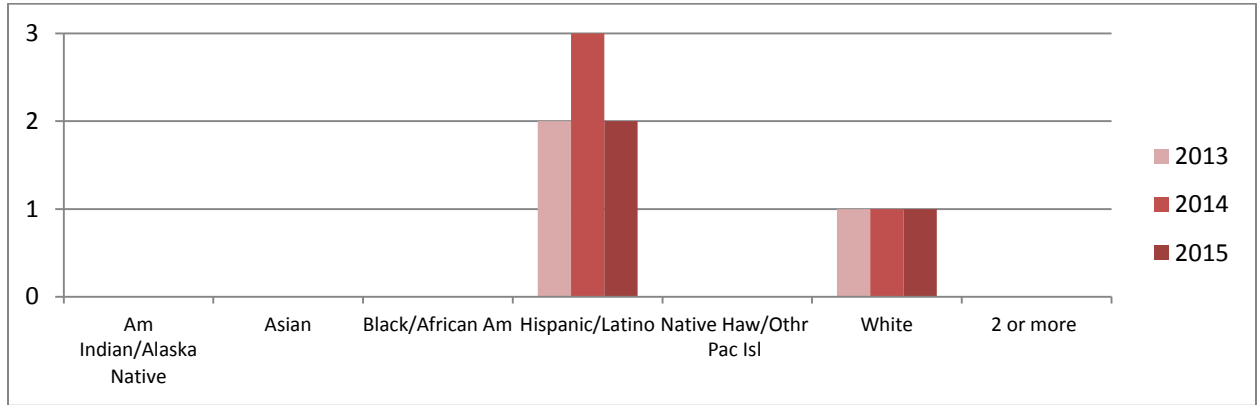
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1	1	6	31	0	14	0
<b>2014</b>	1	1	4	27	0	10	0
<b>2015</b>	1	2	5	31	0	10	0

2013-15 Norco College Technical Workforce by Ethnicity



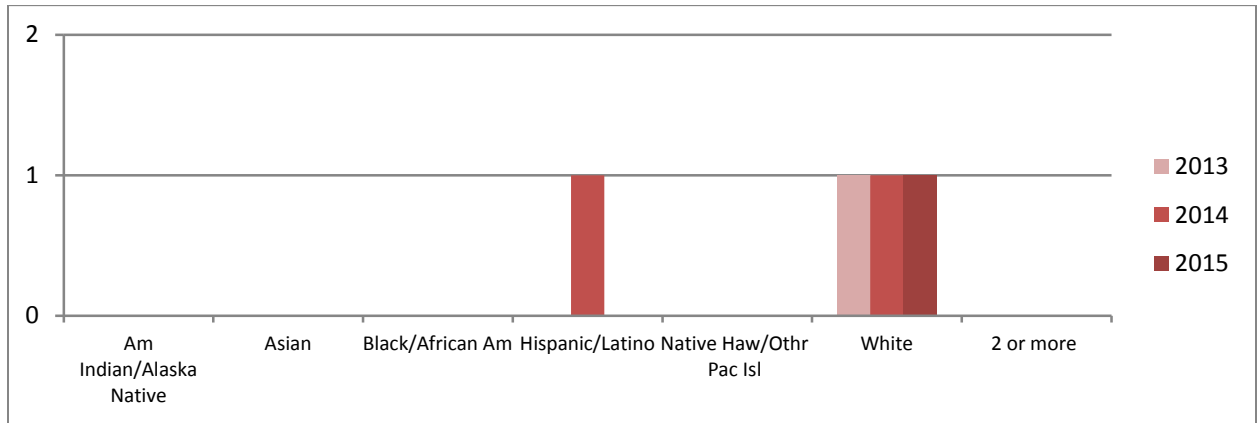
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	3	1	5	0	7	0
<b>2014</b>	0	5	2	9	0	10	0
<b>2015</b>	0	3	1	10	0	12	0

2013-15 Norco College Skilled Craft Workforce by Ethnicity



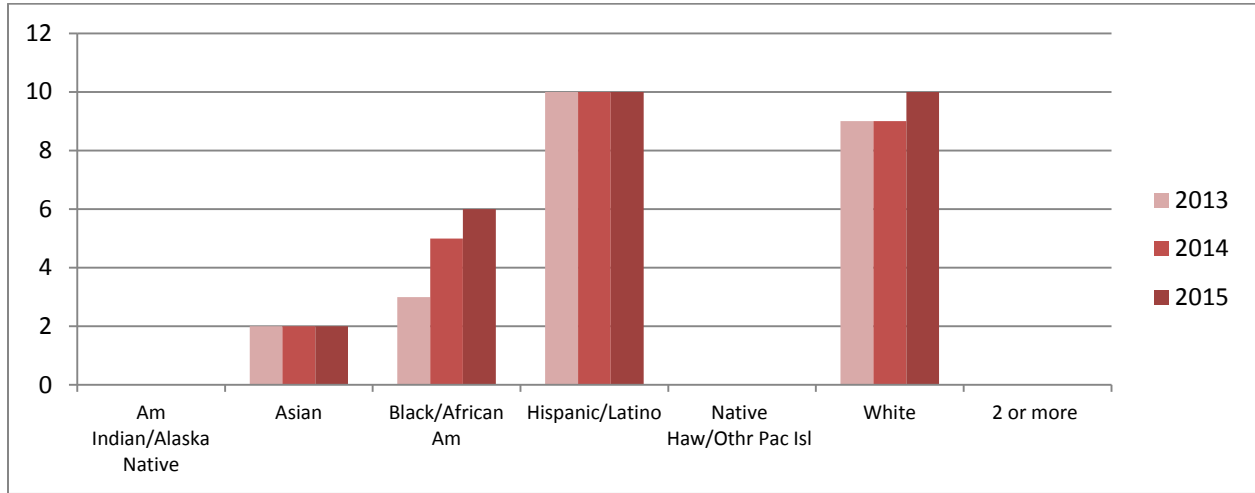
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	0	0	2	0	1	0
<b>2014</b>	0	0	0	3	0	1	0
<b>2015</b>	0	0	0	2	0	1	0

2013-15 Norco College Service and Maintenance Workforce by Ethnicity



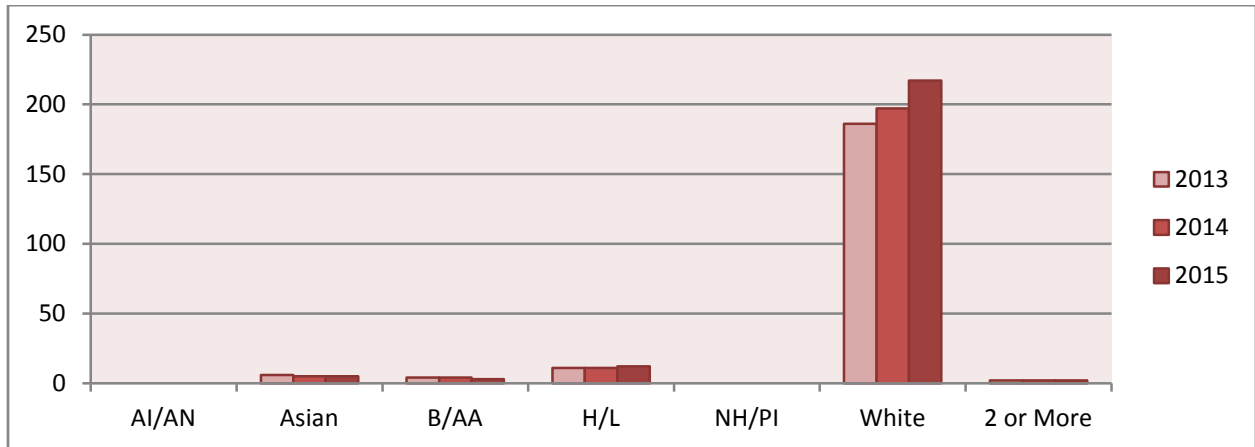
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	2	2	11	2	3	1
<b>2014</b>	0	2	2	9	3	3	1
<b>2015</b>	0	3	2	8	3	4	1

2013-15 Norco College Executive Workforce by Ethnicity



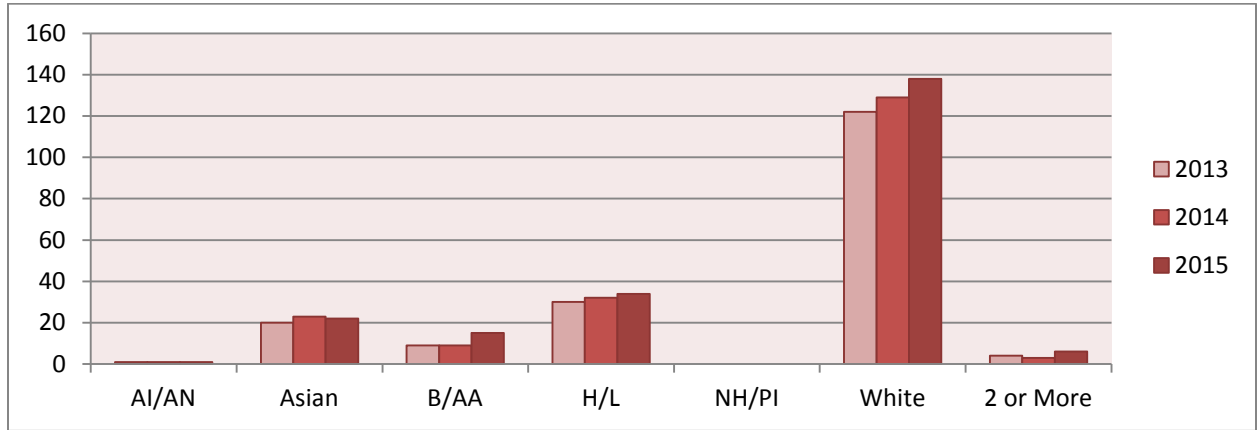
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	2	3	10	0	9	0
<b>2014</b>	0	2	5	10	0	9	0
<b>2015</b>	0	2	6	10	0	10	0

2013-15 Norco College Full-Time Faculty Workforce by Ethnicity



	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0%	9%	6%	16%	0%	50%	3%
<b>2014</b>	0%	7%	6%	16%	0%	51%	3%
<b>2015</b>	0%	7%	4%	17%	0%	52%	3%

2013-15 Norco College Adjunct Faculty Workforce by Ethnicity



	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1%	11%	5%	16%	0%	66%	2%
<b>2014</b>	1%	12%	5%	16%	0%	66%	2%
<b>2015</b>	0%	10%	7%	16%	0%	64%	3%



Applicant Data for Norco College for the period covering January 1, 2015-August 31, 2016

Data based on 65 total job postings in all job categories.

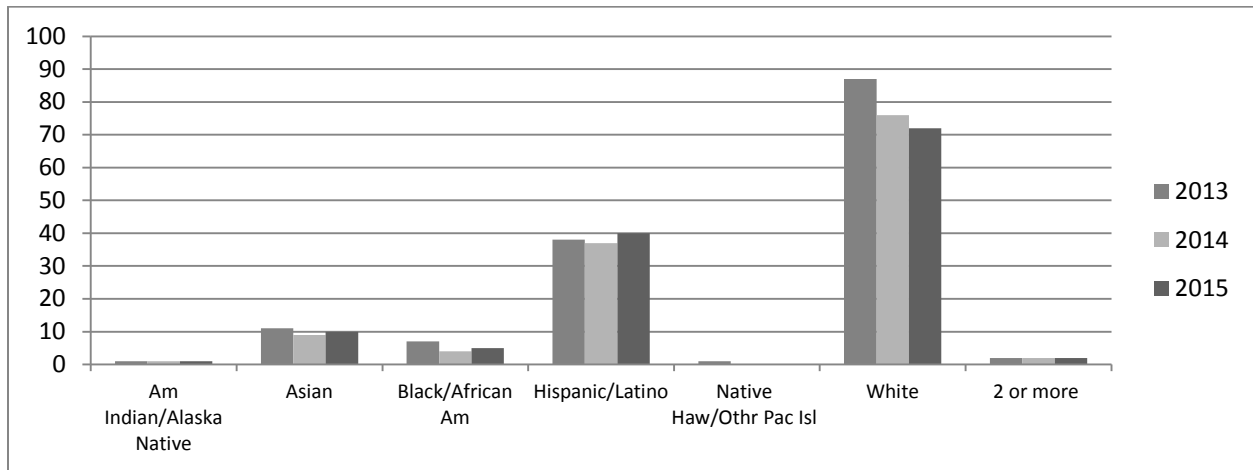
	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>Total Applications</b>	<b>2993</b>																											
<b>PT Classified</b>	<b>1104</b>	832	249	23	389	130	3	43	13	0	102	40	0	2	0	0	4	0	0	215	43	0	44	15	0	33	8	20
<b>FT Classified</b>	<b>909</b>	591	297	21	246	122	0	41	25	1	94	40	1	1	1	0	7	1	0	160	90	2	26	9	0	15	9	16
<b>Classified Managers</b>	<b>6</b>	1	5	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
<b>Academic Managers</b>	<b>46</b>	23	21	2	3	1	0	1	0	0	9	7	0	1	0	0	0	0	0	7	9	0	1	3	0	1	1	2
<b>FT Faculty</b>	<b>928</b>	334	545	49	103	108	1	48	63	2	33	36	0	1	1	0	1	0	0	124	272	4	8	29	0	15	36	42
<b>Qualified Applicant Pool</b>	<b>2205</b>																											
<b>PT Classified</b>	<b>762</b>	565	182	15	265	96	3	34	6	0	65	32	0	1	0	0	2	0	0	144	34	0	32	9	0	22	5	12
<b>FT Classified</b>	<b>628</b>	381	231	16	163	92	1	25	18	1	55	36	0	1	1	0	3	1	0	105	68	1	17	6	1	10	8	12

	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>Classified Managers</b>	<b>2</b>	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
<b>Academic Managers</b>	<b>44</b>	21	21	2	2	1	0	1	0	0	8	7	0	1	0	0	0	0	0	6	9	0	1	3	0	1	1	2
<b>FT Faculty</b>	<b>769</b>	259	467	43	64	71	0	42	58	2	28	32	0	1	1	0	1	0	0	104	244	4	6	27	0	13	32	37
<b><u>Interviewed</u></b>	<b><u>392</u></b>																											
<b>PT Classified</b>	<b>153</b>	114	38	1	56	24	0	5	1	0	14	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>FT Classified</b>	<b>85</b>	36	49	0	19	18	0	0	3	0	4	7	0	0	1	0	0	1	0	12	15	0	0	1	0	1	3	0
<b>Classified Managers</b>	<b>16</b>	10	6	0	5	2	0	0	0	0	1	1	0	0	0	0	0	0	0	3	3	0	1	0	0	0	0	0
<b>Academic Managers</b>	<b>9</b>	4	4	1	0	1	0	0	0	0	1	2	0	0	0	0	0	0	0	3	1	0	0	0	0	0	0	1
<b>FT Faculty</b>	<b>129</b>	57	67	5	21	14	0	6	10	0	3	4	0	0	0	0	1	0	0	23	30	2	0	4	0	3	5	3
<b><u>Hired</u></b>	<b><u>61</u></b>																											

	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>PT Classified</b>	<b>22</b>	15	7	0	10	6	0	1	1	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0
<b>FT Classified</b>	<b>18</b>	13	5	0	4	0	0	0	2	0	2	1	0	0	0	0	0	0	6	2	0	1	0	0	0	0	0	0
<b>Classified Managers</b>	<b>1</b>	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
<b>Academic Managers</b>	<b>2</b>	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
<b>FT Faculty</b>	<b>18</b>	9	9	0	2	1	0	1	1	0	0	0	0	0	0	0	0	0	5	7	0	1	0	0	0	0	0	0

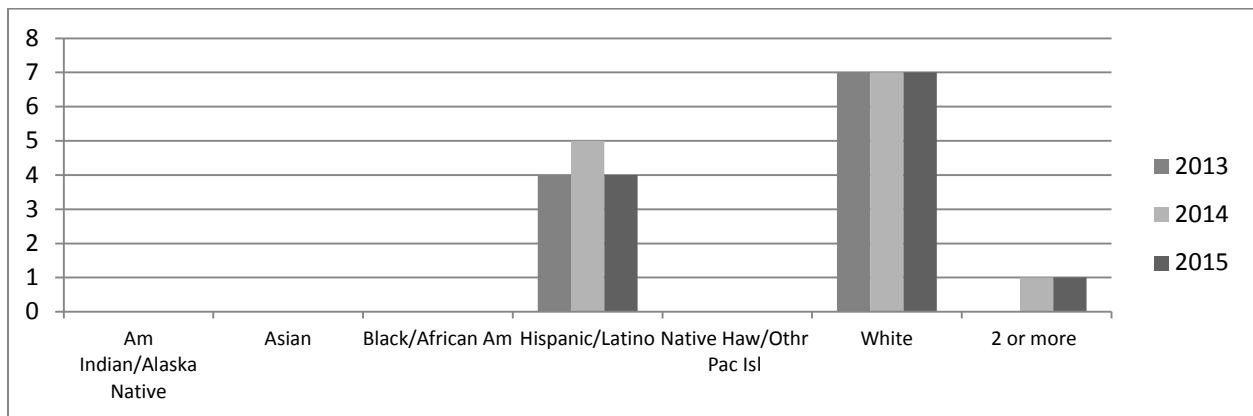
## 10.10 District Administrative Offices Workforce Data

2013-15 District Administrative Offices Workforce Data by Ethnicity



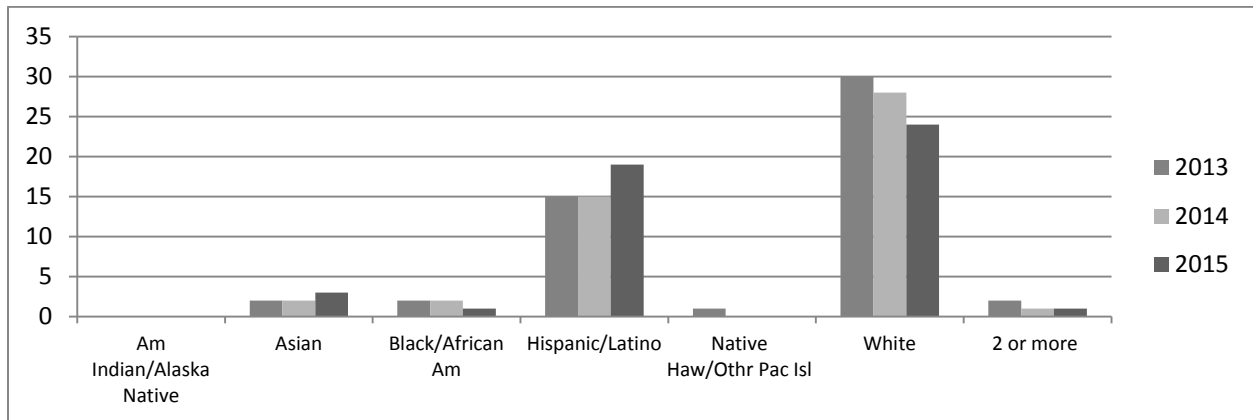
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1%	7%	5%	26%	1%	59%	1%
<b>2014</b>	1%	6%	3%	29%	0%	59%	2%
<b>2015</b>	1%	7%	4%	31%	0%	55%	2%

2013-15 District Administrative Offices Professional Workforce by Ethnicity



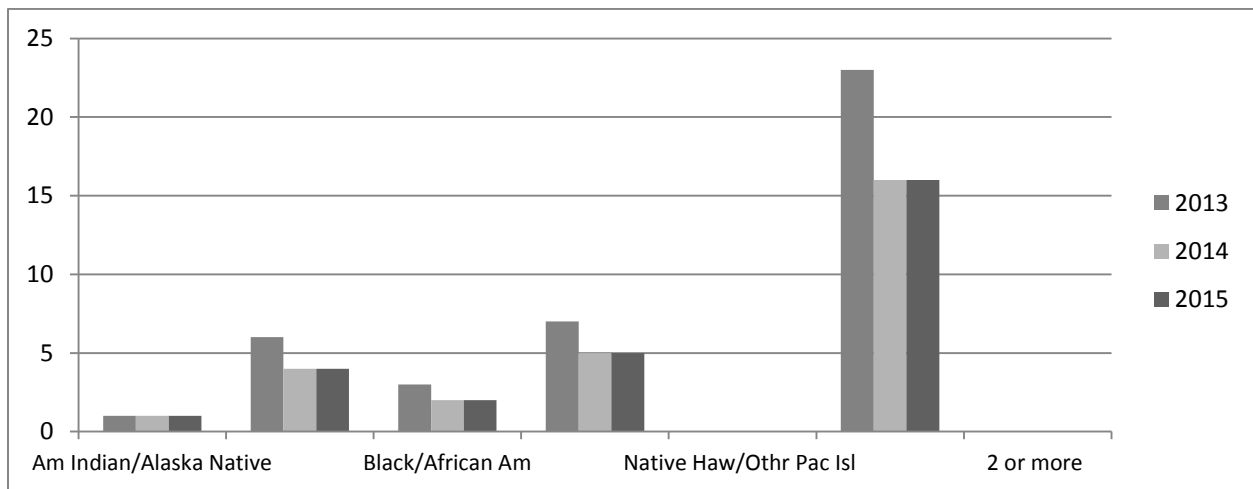
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	0	0	4	0	7	0
<b>2014</b>	0	0	0	5	0	7	1
<b>2015</b>	0	0	0	4	0	7	1

2013-15 District Administrative Offices Clerical Workforce by Ethnicity



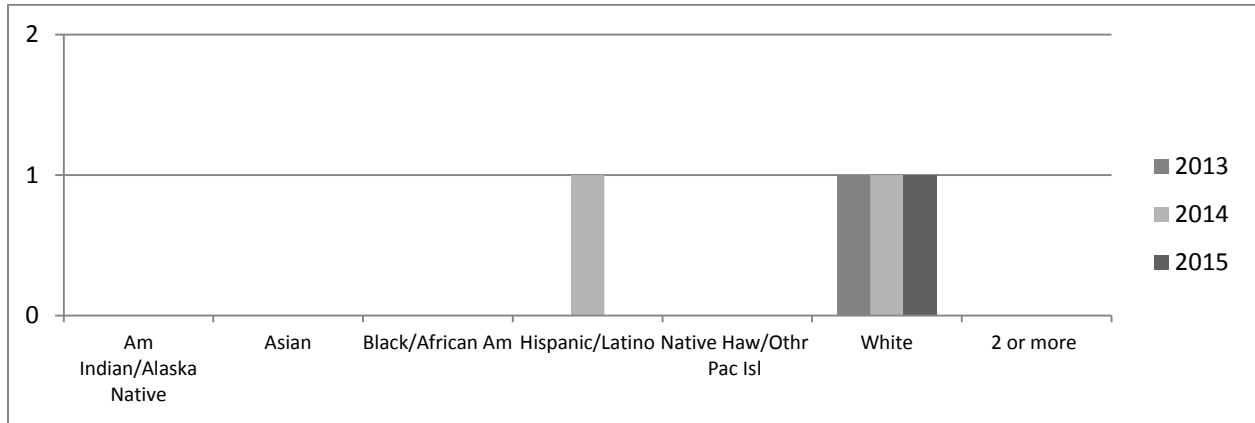
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	2	2	15	1	30	2
<b>2014</b>	0	2	2	15	0	28	1
<b>2015</b>	0	3	1	19	0	24	1

2013-15 District Administrative Offices Technical Workforce by Ethnicity



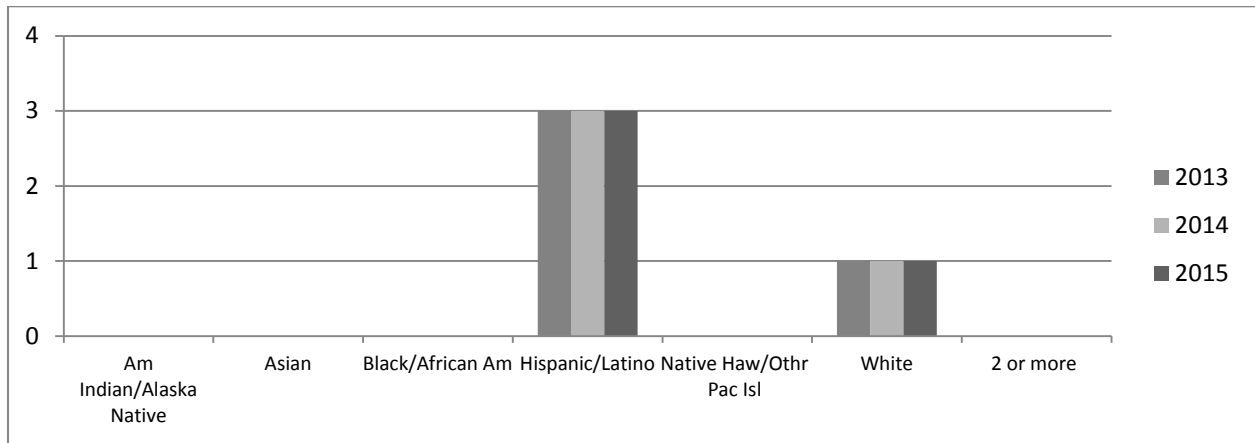
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	1	6	3	7	0	23	0
<b>2014</b>	1	4	2	5	0	16	0
<b>2015</b>	1	4	2	5	0	16	0

2013-15 District Administrative Offices Skilled Craft Workforce by Ethnicity



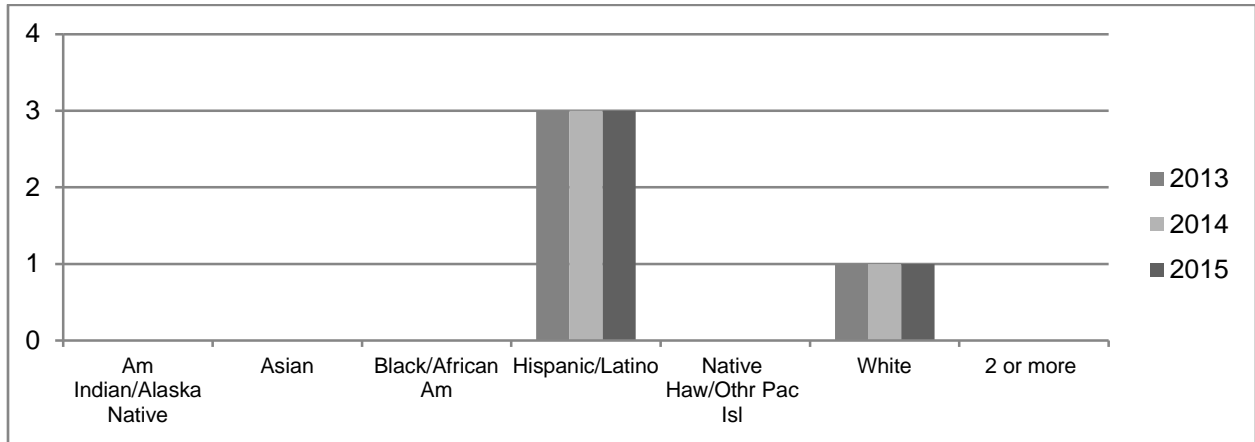
	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	0	0	0	0	1	0
<b>2014</b>	0	0	0	1	0	1	0
<b>2015</b>	0	0	0	0	0	1	0

2013-15 District Administrative Offices Service and Maintenance Workforce by Ethnicity



	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	0	0	3	0	1	0
<b>2014</b>	0	0	0	3	0	1	0
<b>2015</b>	0	0	0	3	0	1	0

2013-15 District Administrative Offices Administrative Offices Executive Workforce by Ethnicity



	AI/NA	Asian	B/AA	H/L	NH/PI	White	2 or more
<b>2013</b>	0	3	2	3	9	25	0
<b>2014</b>	0	3	0	3	8	23	0
<b>2015</b>	0	3	2	3	9	23	0

Applicant Data for the District Administrative Offices for the period covering January 1, 2015-August 31, 2016. Data based on 23 total job postings in all job categories.

	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>Total Applications</b>	<b>879</b>																											
<b>PT Classified</b>	<b>113</b>	91	20	2	45	9	0	3	1	0	18	2	0	0	0	0	0	0	0	23	7	0	2	1	0	0	0	2
<b>FT Classified</b>	<b>599</b>	476	111	12	174	53	0	31	8	1	77	13	0	1	0	0	4	0	0	156	31	2	14	5	0	19	1	9
<b>Classified Managers</b>	<b>138</b>	80	56	2	15	15	0	2	2	0	20	7	0	0	0	0	0	0	0	32	27	0	1	5	0	10	0	2
<b>Academic Managers</b>	<b>29</b>	14	14	1	2	0	0	0	3	0	5	3	0	1	0	0	0	0	0	2	7	0	2	1	0	2	0	1
<b>Qualified Applicant Pool</b>	<b>598</b>																											
<b>PT Classified</b>	<b>80</b>	67	11	2	35	6	0	3	0	0	11	1	0	0	0	0	0	0	0	16	4	0	2	0	0	0	0	2
<b>FT Classified</b>	<b>388</b>	314	63	11	123	24	2	17	6	1	43	9	0	7	2	0	3	0	0	100	17	2	9	5	0	12	0	6
<b>Classified</b>	<b>110</b>	64	44	2	12	12	0	1	2	0	19	6	0	0	0	0	0	0	0	22	20	0	0	4	0	10	0	2



	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>Managers</b>																												
<b>Academic Managers</b>	<b>20</b>	9	10	1	1	0	0	0	3	0	4	2	0	1	0	0	0	0	0	1	5	0	1	0	0	1	0	1
<b>Interviewed</b>	<b>122</b>																											
<b>PT Classified</b>	<b>12</b>	10	0	2	7	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	1	0	0	0	0	0	1	
<b>FT Classified</b>	<b>85</b>	70	11	4	24	4	0	3	2	0	11	2	0	4	0	0	0	0	20	3	2	4	0	0	4	0	2	
<b>Classified Managers</b>	<b>23</b>	15	8	0	2	1	0	0	2	0	5	0	0	0	0	0	0	0	6	5	0	0	0	0	2	0	0	
<b>Academic Managers</b>	<b>2</b>	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Hired</b>	<b>25</b>																											
<b>PT Classified</b>	<b>2</b>	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>FT Classified</b>	<b>16</b>	12	4	0	7	3	0	0	1	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	1	0	0	

	# Apps	TOTAL GENDER			Hispanic/Latino			Asian			Black/African American			American Indian/Alaskan Native			Native Hawaiian/Pacific Islander			White			Two or More			Undisclosed		
		F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND	F	M	ND
<b>Classified Managers</b>	<b>6</b>	5	1	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0
<b>Academic Managers</b>	<b>1</b>	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

### Workforce Data Analysis:

Riverside Community College District has experienced a decline in the diversity of its workforce over the last three years, as indicated by the above 2013-15 Riverside Community College Workforce Distribution by Ethnicity chart. Although availability data is not obtainable from the Chancellor's Office for comparison purposes, state-wide Community College District demographic averages are available from the Chancellor's Office MIS Database website. It is important to note that this data does not afford the District the ability to make exact comparisons; instead, it offers the ability to take make a generalized comparison of Riverside Community College District to statewide demographic averages. Additionally, in an effort to provide insight into the local workforce population residing in the greater Riverside Metropolitan area (defined as Riverside and San Bernardino Counties by the Office of Budget Management) Civilian Labor Force data is included. While not exact, this data provides Riverside Community College District with a more accurate representation of the local labor force in which our District and its three colleges reside. When reviewing the data, take note that the categories differ slightly; the U.S. Census Bureau does not include a category labeled "Declined to State" as the Chancellor's Office does. The Census Bureau instead includes a category labeled "Other Race." The remaining groups are consistently surveyed between the two sources of data.

When comparing gender diversity, the area civilian workforce data shows that both the Riverside Community College District and the Statewide Community College District percentages are significantly higher for women (52.1% and 55% respectively as compared to 25.8%). Conversely, the representation of Hispanic/Latino employees in the local civilian workforce shows that both the Riverside Community College District and the Statewide Community College District percentages are significantly lower (24% and 17.8% respectively as compared to 43.2%). This same comparison holds true when examining the Asian population in the local civilian workforce (8% and 10.8% respectively as compared to 24%). When examining Black or African American employees in the workforce the local civilian market is fairly consistent with the District workforce and statewide averages (7% and 6.5% respectively as compared to 6.1%). When examining White employees in the local civilian workforce both the District and statewide averages show a higher number (57% and 55% respectively as compared to 41.7%). While this data is interesting and provides a little more clarity about the local workforce, this analysis will focus on the comparison between Riverside Community College District, its three colleges, and the statewide Community College District averages.

Using Fall Term 2015 data as the basis for comparison, the District's overall diversity resembles statewide Community College District averages for most categories. The District demographic percentages are higher than or equal to (within one-half a percentage point) the statewide Community College District averages for Black or African American (.9% higher), two or more races (1.4% higher), White (15.3% higher). The District demographic percentages are lower than or equal to (within one-half a percentage point) the statewide Community College District averages for Asian (16% lower), Hispanic/Latino (19.2% lower), Native Hawaiian or Pacific Islander (.3% lower) and declined to state (.5% lower). It is important to note that the District does not have any current employees who are listed in the "declined to state" category. Following is a demographic analysis, broken down by employee group, of the total District workforce, as well as the District administrative offices and each college campus.

### **Districtwide Workforce Analysis:**

- Executive /Administrators: Riverside Community College District's demographics are above statewide averages for administrators identifying as Black/African American (1.8%) and Hispanic/Latino (10.8%). The District's demographics are below statewide averages for administrators identifying as Asian (.63%), White (5.06%), two or more (5.3% and 100% below for American Indian/Alaskan Native and Pacific Islander.
- Faculty: Riverside Community College District's demographics are above statewide averages for faculty identifying as Hispanic/Latino (FT 3%, PT 4.03%), White (FT 3.11%, PT 1.97%) and two or more (FT 2%, PT 2.07%). Riverside Community College District's demographics are the same as statewide averages (within .5% point) for faculty identifying as American Indian/Alaskan Native (FT .28%, PT .34%). Riverside Community College District's demographics are below statewide averages for faculty identifying as Asian (FT 2.49%, PT 1.11%), Black/African American (FT .84%), and Pacific Islander (FT .40%, PT .45%).
- Classified: Riverside Community College District's demographics are above statewide averages for classified employees identifying as Black/African American (2.8%), Hispanic/Latino (12%), and two or more (.81%). Riverside Community College District's demographics are the same as statewide averages (within .5% point) for employees identifying as Pacific Islander (.43%) and American Indian/Alaskan Native (.21%). Riverside Community College District's demographics are below statewide averages for classified employees identifying as Asian (6.88%) and White (2.6%).
- Gender: Riverside Community College District's demographics are equal to or slightly above statewide averages for female classified (.46%), full-time faculty (.33%), and slightly below statewide averages for Executive (3.32%) and part-time faculty (4.64%).

### **Riverside City College Workforce Analysis:**

- Executive/Administrators: Riverside City College's demographics are above statewide averages for administrators identifying Riverside City College's demographics are 100% below statewide averages for administrators who identify as American Indian/Alaskan Native and Pacific Islander. Additionally, the District falls below statewide averages in this employment category for Asian (8.78%),
- Faculty: Riverside City College's demographics are above statewide averages for faculty identifying as Black/African American (PT 1.97%), Hispanic/Latino (3.03%), White (2.97%) and two or more (1%). Riverside City College's demographics are below statewide averages for faculty identifying as Asian (FT 2.49%, PT 1.11%), Black/African American (FT 1.84) and 100% below for American Indian/Alaskan Native and Pacific Islander.
- Classified: Riverside City College's demographics are above statewide averages for classified employees identifying as Black/African American (2.76%), Hispanic/Latino (9.26%), White (1.4%), and two or more (.71%). Riverside City College's demographics are below statewide averages for classified employees identifying as Asian (8.78%) and 100% below for Pacific Islander American Indian/Alaskan Native.
- Gender: Riverside City College's demographics are equal to or slightly above statewide averages for female faculty (PT 2.37%), female administrators (.32%) and slightly below for female faculty (FT 2.33%).

### **Moreno Valley College Workforce Analysis:**

- Executive/Administrators: Moreno Valley College's demographics are above statewide averages for administrators identifying as Black African American (4.29%) and Hispanic/Latino (1.8%). Moreno Valley College's demographics are below statewide averages for administrators identifying as Asian (.63%), two or more (86%) and 100% below for American Indian/Alaskan Native and Pacific Islander.
- Faculty: Moreno Valley College's demographics are above statewide averages for faculty identifying as American Indian/Alaskan Native (FT 3.28%, PT .34%). Moreno Valley College's demographics mirror statewide averages for full-time faculty identifying as Asian (FT). Moreno Valley College's demographics are below statewide averages for part-time faculty identifying as Asian (1.89%), Black/African American (2.03%) and Pacific Islander. Full-time faculty identifying as White are below statewide averages (7.89%).
- Classified: Moreno Valley College's demographics are above statewide averages for classified employees identifying as African American/Black (12.76%), Hispanic/Latino (12.26%), and two or more (2.81%). Moreno Valley College's demographics mirror statewide averages for classified employees identifying as American Indian/Alaskan Native and Pacific Islander. Moreno Valley College's demographics are below statewide averages for classified employees identifying as White (12.6%).
- Gender: Moreno Valley College's demographics are above statewide averages for full-time female faculty (6.67%), female administrators (4.68%) and female classified employees (1.54%). Moreno Valley College's demographics are below statewide averages for part-time female faculty (13.67%).

### **Norco College Workforce Analysis:**

- Executive/Administrators: Norco College's demographics are above statewide averages for administrators identifying as Black/African American (10.29%) and Hispanic/Latino (18.8%). Norco College's demographics are below statewide averages for administrators identifying as American Asian (1.63%), White (19.06%) and 100% below for Pacific Islander, two or more, and Indian/Alaskan Native.
- Faculty: Norco College's demographics are above statewide averages for part-time faculty identifying as Black/African American (.97%), Asian (2.89%), Hispanic/Latino (3.03%), two or more and for full-time faculty identifying as White (7.11%). Norco College's demographics mirror statewide averages for part-time faculty identifying as American Indian/Native Alaskan, White and full-time faculty identifying as Black/African American. Norco College's demographics are below statewide averages for full-time faculty identifying as Asian (2.49%), Hispanic Latino (1.0%) and 100% below for all faculty identifying as Pacific Islander, American Indian/Native Alaskan
- Classified: Norco College's demographics are above statewide averages for classified employees identifying as Hispanic/Latino (22.26%) and Pacific Islander (2.43%). Norco College's demographics mirror statewide averages for classified employees identifying as American Indian/Native American, Black/African American and two or more. Norco College's demographics are below statewide averages for classified employees identifying as Asian (3.88%) and White (13.60%).

- Gender: Norco College's demographics are above statewide averages for female administrators (.68%) and female classified employees. Norco College's demographics are below statewide averages for female faculty (FT 2.67%, PT 2.37%).

**District Administrative Offices Workforce Analysis:**

- Executive/Administrators: District Office demographics are higher than statewide averages for executive employees identifying as Hispanic/Latino (6.8%) and White (6.94%). District Office demographics are below statewide averages for executives identifying as American Indian/Alaskan, Asian (.63%), Black/African American (4.29%), and 100% below for Pacific Islander, and two or more Native.
- Classified: District Office demographics are higher than statewide averages for classified employees identifying as Hispanic/Latino (5.26%), White (9.4%) and two or more (.81%). District Office demographics mirror statewide averages for classified employees identifying as American Indian/Alaskan Native. District Office demographics are below statewide averages for classified employees identifying as Asian (4.12%), Black/African American (5.24%) and 100% below for Pacific Islander.
- Gender: District Office demographics are above statewide averages for female classified employees (6.54) and below statewide demographics for female administrators (14.68%).

**Analysis of Applicant Pools:**

Due to limitations of the current version of the District's applicant tracking system, data regarding applicant pools is only available for the period covering January 1, 2015 through August 31, 2016. The data reflects information regarding recruitment for full-time and part-time classified positions, administrator positions and full-time faculty positions. Recruitments for short-term temporary, professional experts and adjunct faculty hiring are not represented in the tables below. The percentage of applicants identifying as a member of a monitored group are summarized below by job category and stage of the application process:

<b>District-Wide Classified Recruitments</b>	
<b>Stage in Recruitment Process</b>	<b>% of Racial/Ethnic Diversity of Applicants</b>
Total Applicant Pool	70.00%
Qualified Applicant Pool	70.00%
Advanced to Interview	67.00%
Hired	76.50%

<b>District-Wide Executive/Administrative/Managerial Recruitments</b>	
Stage in Recruitment Process	% of Racial/Ethnic Diversity of Applicants
Total Applicant Pool	55.00%
Qualified Applicant Pool	55.00%
Advanced to Interview	53.00%
Hired	53.00%

<b>District-Wide Faculty Recruitments</b>	
Stage in Recruitment Process	% of Racial/Ethnic Diversity of Applicants
Total Applicant Pool	46.00%
Qualified Applicant Pool	46.00%
Advanced to Interview	45.00%
Hired	41.00%

The District-wide applicant data paints a picture which indicates a high level of diversity within our applicant pools at each stage of the screening and selection process across all job categories. The tables that follow provide a clearer picture of how applicants identifying as a member of the seven racial/ethnic groups tracked by the District fair in our recruitment process.

District-wide, employees across all job categories identifying as White make up the largest percentage of the District's workforce (57%). White applicants make up the second largest group for classified positions, and the largest group for administrative and faculty positions.

<b>White Classified Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	25.13%
Qualified Applicant Pool	24.92%
Advanced to Interview	22.00%
Hired	21.88%

<b>White Executive/Administrative/Managerial</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	36.28%
Qualified Applicant Pool	35.39%
Advanced to Interview	40.18%
Hired	47.06%

<b>White Faculty</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	44.66%
Qualified Applicant Pool	46.20%
Advanced to Interview	46.99%
Hired	55.56%

District-wide, employees across all job categories identifying as Hispanic/Latino make up the second largest percentage of the District's workforce (24%). Hispanic/Latino applicants make up the largest group for classified positions, the third largest for administrative positions, and second largest for faculty positions.

<b>Hispanic/Latino Classified Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	42.58%
Qualified Applicant Pool	42.43%
Advanced to Interview	43.07%
Hired	50.78%

<b>Hispanic/Latino Executive/Administrative/Managerial</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	19.48%
Qualified Applicant Pool	18.88%
Advanced to Interview	23.21%
Hired	20.59%

<b>Hispanic Latino Faculty</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	18.55%
Qualified Applicant Pool	15.96%
Advanced to Interview	23.83%
Hired	23.33%

District-wide, employees across all job categories who identify as Asian make up the third largest percentage of the District's workforce (8%). Applicants who identify as Asian represent 4-6% of classified applicants, 6-8% of administrative applicants and 7-13% of faculty applicants throughout the screening and selection process.



<b>Asian Classified Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	5.75%
Qualified Applicant Pool	5.58%
Advanced to Interview	3.87%
Hired	3.91%

<b>Asian Executive/Administrative/Managerial Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	6.26%
Qualified Applicant Pool	6.63%
Advanced to Interview	7.14%
Hired	8.82%

<b>Asian Faculty Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	12.10%
Qualified Applicant Pool	12.70%
Advanced to Interview	10.02%
Hired	7.78%

District-wide, employees across all job categories identifying as Black/African American make up the fourth largest percentage of employees (7%). Applicants who identify as Black/African American make up the third largest group of classified applicants, mirrors the size of Hispanic/Latino applicants for administrator positions and makes up the fourth largest group for faculty applicants.

<b>Black/African American Classified Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	16.20%
Qualified Applicant Pool	16.28%
Advanced to Interview	17.47%
Hired	17.97%

<b>Black/African American Executive/Administrative/Managerial Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	23.66%
Qualified Applicant Pool	24.27%
Advanced to Interview	19.64%
Hired	23.53%

<b>Black/African American Faculty Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	9.81%
Qualified Applicant Pool	9.79%
Advanced to Interview	7.35%
Hired	3.33%

District-wide, employees across all job categories identifying as two or more races make up the fifth largest percentage of employees (3%). Applicants who identify as two or more races make up between 2-5% of classified applicants, 0-5% of administrative applicants and 4-7% of faculty applicants.

<b>Two or More Classified Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	4.77%
Qualified Applicant Pool	4.73%
Advanced to Interview	1.73%
Hired	2.34%

<b>Two or More Executive/Administrative/Managerial</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	4.97%
Qualified Applicant Pool	4.83%
Advanced to Interview	1.79%
Hired	0.00%

<b>Two or More Faculty Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	4.82%
Qualified Applicant Pool	5.14%
Advanced to Interview	3.56%
Hired	6.67%

District-wide, employees across all job categories identifying as American Indian/Native Alaskan represents 1% of the District's workforce. Applicants identifying as American Indian/Native Alaskan make up the second smallest applicant pools across all job categories.

<b>American Indian/Alaskan Native Classified Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	0.23%
Qualified Applicant Pool	0.61%
Advanced to Interview	0.80%
Hired	0.00%

<b>American Indian/Alaskan Native Executive/Administrative/Managerial Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	0.80%
Qualified Applicant Pool	0.79%
Advanced to Interview	1.79%
Hired	0.00%

<b>American Indian/Alaskan Native Faculty Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	0.35%
Qualified Applicant Pool	0.31%
Advanced to Interview	0.45%
Hired	0.00%

District-wide, employees across all job categories identifying as Native Hawaiian/Pacific Islander represent the smallest portion of the District workforce (less than .03%). Applicants across all job categories identifying as Native Hawaiian/Pacific Islander represent the smallest in the applicant pools.

<b>Native Hawaiian/Pacific Islander Classified Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	0.59%
Qualified Applicant Pool	0.51%
Advanced to Interview	0.27%
Hired	1.56%

<b>Native Hawaiian/Pacific Islander Executive/Administrative/Managerial</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	0.30%
Qualified Applicant Pool	0.22%
Advanced to Interview	0.00%
Hired	0.00%

<b>Native Hawaiian/Pacific Islander Faculty</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	0.07%
Qualified Applicant Pool	0.08%
Advanced to Interview	0.00%
Hired	0.00%

Not all applicants elect to self-identify during the job application process. Individuals across all job categories who elected not to disclose their membership in one of the seven racial/ethnic groups tracked by the District are represented below:

<b>Undisclosed Classified Applicants</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	4.72%
Qualified Applicant Pool	4.88%
Advanced to Interview	4.80%
Hired	1.56%

<b>Undisclosed Executive/Administrative/Managerial</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	8.25%
Qualified Applicant Pool	8.88%
Advanced to Interview	6.23%
Hired	0.00%

<b>Undisclosed Faculty</b>	
Stage in Recruitment Process	% of Pool
Total Applicant Pool	9.57%
Qualified Applicant Pool	9.75%
Advanced to Interview	7.80%
Hired	3.33%

- Applicants identifying as White or Hispanic/Latino make up the largest percentages of our applicant pools in all job categories and remain consistently represented at each stage of the screening and selection process for all job categories. The large number of Hispanic/Latino applicants and hires skews the diversity analysis at the macro level.
- Applicants identifying as Asian are consistently represented in the administrative applicant pools through each stage of the screening and selection process but this is not true for classified and faculty positions where their representation drops considerably.
- Applicants identifying as Black/African American remain consistently represented at each stage of the screening and selection process for classified recruitments but this is not true for administrative and faculty positions where their representation drops strikingly by more than half.
- Applicants identifying as two or more races represent a small percentage of applicant pools across all categories but remain consistently represented at each stage of the process for classified and faculty recruitments but not executive recruitments.
- Applicants identifying as American Indian/Alaskan Native and Pacific Islander make up the smallest percentage of applicant pools across all job categories and they do not remain consistently represented at each stage of the recruitment process.

## COMPONENT 11: ANALYSIS OF DEGREE OF UNDERREPRESENTATION AND SIGNIFIGANT UNDERREPRESENTATION

The demographic information and availability data needed for an analysis of underrepresentation and significant underrepresentation within the District would be regularly issued from the Chancellor's Office. However, that data (i.e., the pool of persons determined by the Chancellor's Office to be qualified and available to perform the work required for each job category) is unavailable.

Presented in the tables below is a brief analysis of the monitored groups that *appear* to be significantly underrepresented based on the percentage of jobs per job category currently filled by monitored groups within the District's workforce.

2015 Riverside City College Underrepresented Groups

	Professional	Clerical	Technical	Skilled	Service	Executive	F/T Faculty	P/T Faculty
AI/AN	0%	1%	0%	0%	0%	0%	1%	1%
Asian	13%	2%	4%	5%	2%	8%	8%	9%
B/AA	13%	16%	7%	0%	13%	11%	3%	8%
H/L	20%	33%	33%	25%	59%	32%	17%	17%
NH/PI	0%	0%	0%	0%	2%	0%	0%	0%
White	53%	47%	52%	65%	24%	50%	69%	63%
2+	0%	2%	3%	5%	0%	0%	2%	2%

2015 Moreno Valley College Underrepresented Groups

	Professional	Clerical	Technical	Skilled	Service	Executive	F/T Faculty	P/T Faculty
AI/AN	0%	2%	0%	0%	0%	0%	1%	2%
Asian	0%	0%	6%	33%	0%	8%	8%	10%
B/AA	33%	19%	22%	0%	27%	15%	10%	4%
H/L	67%	44%	39%	33%	27%	19%	16%	17%
NH/PI	0%	2%	0%	0%	0%	0%	0%	0%
White	0%	30%	28%	33%	41%	50%	58%	62%
2+	0%	4%	6%	0%	5%	8%	7%	5%

2015 Norco College Underrepresented Groups

	Professional	Clerical	Technical	Skilled	Service	Executive	F/T Faculty	P/T Faculty
AI/AN	0%	2%	0%	0%	0%	0%	0%	0%
Asian	0%	4%	12%	0%	14%	7%	7%	10%
B/AA	0%	10%	4%	0%	10%	21%	4%	7%
H/L	0%	63%	38%	67%	38%	36%	17%	16%
NH/PI	0%	0%	0%	0%	14%	0%	0%	0%
White	100%	20%	46%	33%	19%	36%	52%	64%
2+	0%	0%	0%	0%	5%	0%	3%	3%



2015 District Administrative Offices Underrepresented Groups

	Professional	Clerical	Technical	Skilled	Service	Executive
AI/AN	0%	0%	4%	0%	0%	0%
Asian	0%	6%	14%	0%	0%	8%
B/AA	0%	2%	7%	0%	0%	5%
H/L	33%	40%	18%	0%	75%	24%
NH/PI	0%	0%	0%	0%	0%	0%
White	58%	50%	57%	100%	25%	62%
2+	8%	2%	0%	0%	0%	2%

## **COMPONENT 12: METHODS TO ADDRESS UNDERREPRESENTATION AND SIGNIFICANT UNDERREPRESENTATION**

Few processes are as heavily regulated as hiring in California Community Colleges. Our hiring processes are controlled by a complex array of federal and state statutes, laws, and regulations. When examined collectively these controlling factors create competing demands to prohibit preference in hiring based on race and gender and a mandate to hire a diverse workforce. Our screening and selection efforts must be designed and implemented in ways that allow the District to satisfy these legal obligations.

Undertaking efforts to cast an extensive recruitment net thereby attracting increased numbers of qualified applicants from various backgrounds is the single most important factor in ensuring the District is successful in honoring its commitment to hire a diverse workforce. Both research and practical experience demonstrates that if underrepresented candidates are not adequately represented in our total applicant pools, the likelihood of successful hires is reduced greatly. The District will do well to expand its outreach efforts in more directions in order to attract greater numbers of underrepresented applicants across all job categories with particular emphasis on our faculty recruitments. Additionally, an assessment of the District's current screening and selection process should be undertaken in order to ensure that:

- Our job postings reach a wider audience of qualified applicants.
- Our job postings do not require unnecessarily burdensome requirements which deter applicants from completing the online application process.
- Job applicants are required to provide a response to a supplemental question regarding their sensitivity to and understanding of the diverse backgrounds of community college students. Since this is a job requirement, committees must give meaningful consideration to the responses.
- Minimum and preferred qualifications for our positions are validated to predict success in the job and do not have the effect of creating artificial barriers to employment.
- Our job postings use gender-neutral, inclusive language and list only those duties that are job related.
- Our screening and selection criteria are based solely on job related variables identified in the job posting are validated to show significant correlation to a candidate's success in performing the job.
- Objective assessment of applicants occurs at each stage of the screening and selection process through the incorporation of practices which neutralize biases such as development of job-related selection criteria; use of pre-established rubrics or standardized assessment tools to evaluate candidates.
- Interview questions are job related, tied to the job notice and validated to predict success in the job.
- Every structured interview will include a minimum of one question designed to elicit candidates' demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students and employees in ways that are meaning to the job to which they have applied.
- Every effort is made to appoint a diverse screening and selection committee in order to provide multiple perspectives from which to evaluate candidates and safeguard against a number of cognitive biases such as confirmation bias (the tendency for people to seek out information that confirms to their preexisting views, and ignore information that goes against their views), status quo

bias (a preference for the current state of affairs), projection bias (the tendency to think that others have the same priority, attitude and belief as you do), ingroup bias (the tendency to favor members of your own group) and selective perception (the process of perceiving what we want to while taking in information, while ignoring stimuli that contradicts our beliefs or expectations).

## **COMPONENT 13: INSTITUTIONAL COMMITMENT TO DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY**

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to all.

Having a campus that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is well-planned, well-funded, and supported by the leadership of the District is necessary. The District will sponsor cultural events and speakers on issues dealing with diversity and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural proficiency and it will develop an evaluation form that integrates diversity into the evaluation of employees. The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations.

The Council on Diversity, Equity and Inclusion will annually review indicators of the District's commitment to diversity such as, but not limited to, the following:

1. A visible, valued, and adequately funded diversity program that is part of the structure of the District and is supported by the District leadership.
2. Surveys of campus climate to identify barriers to inclusion. Recommendations will be made to implement concrete measures that utilize the information drawn from the surveys.
3. Cultural events, diversity dialogues, forums and cross-cultural workshops conducted on campus, or in the community. Speakers on issues dealing with diversity should include those from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
4. Exit interviews conducted by Human Resources and Employee Relations with employees who voluntarily leave the District if the results of those interviews indicate patterns impacted particular monitored group(s).
5. Training conducted by Human Resources and Employee Relations for members of screening and selection committees on elimination of bias in hiring and employment and job related selection techniques.
6. The District's Board of Trustees receives training on the elimination of bias in hiring and employment and educational benefits of workforce diversity at least once every election cycle.

7. Programs to support employees such as mentoring, professional development, and leadership opportunities.
8. Tracks numbers of harassment and discrimination complaints in order to identify patterns and ameliorative actions to address such patterns.
9. Maintains records related to the District's compliance with the requirements for harassment and discrimination training. (Government Code section 12950.1 (Stats. 2004, Ch. 933 [AB1825])).
10. District's publications, marketing tools, and website to ensure they reflect diversity in pictures, graphics, and text to project an inclusive image.
11. Recognition of employees who have promoted diversity and equal employment opportunity principles.
12. District's curricula, texts, and/or course descriptions that encourages the inclusion of global perspectives of a particular course, readings or discipline.
13. Collaboration with the Student Equity and Diversity Committees on common initiatives.
14. Analysis of various employment events such as hiring, promotion, retention, voluntary resignation, termination, and discipline in order to determine if there is an adverse impact upon monitored groups.
15. Other activities as determined by the Council on an annual basis.

## **COMPONENT 14: PERSONS WITH DISABILITIES**

The District recognizes Title 5 section 53025(a) requirement that applicants and employees with disabilities are to receive reasonable accommodations consistent with state and federal law. In compliance with this requirement the District will maintain a disability accommodations program which includes the following:

Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. Such accommodations may include, but are not limited to job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note-takers.

The District Compliance Officer is responsible for handling requests for accommodations from current employees, and from applicants seeking such accommodations during the application process. Requests can be made on the ADA Request Accommodations Form found on the Human Resources and Employee Relations webpage or obtained from the Human Resources and Employee Relations Office.

## **COMPONENT 15: GRADUATE ASSUMPTION PROGRAM OF LOANS FOR EDUCATION**

The District recognizes that students from significantly underrepresented groups sometimes are unable to continue their education to the graduate level due to the cost of higher education and an inability to take on additional debt. The Graduate Assumption Program of Loans for Education (GAPLE) authorized by Education Code, section 69618 et seq. was designed to encourage persons to complete their graduate education and serve as faculty at accredited California colleges or universities. The GAPLE program is administered by the California Student Aid Commission and is subject to funding priorities, and from time to time will not be available.

The District will encourage employees and students to become qualified for GAPLE, get their graduate degree, and seek employment as faculty with the District. The District will research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

## **COMPONENT 16: MEETING EDUCATION CODE SECTION 87482.6**

The district will continue to comply with Education Code section 87482.6 regarding the goal of 75% instruction taught by full-time faculty, while ensuring progress toward equal employment opportunity. The district will increase its focused outreach toward diverse individuals and organizations when advertising for full-time and adjunct faculty positions.



## COMPONENT 17: ANNUAL CERTIFICATION TO CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

California community college districts are responsible for the preparation of an equal employment opportunity plan to be submitted and approved by the Chancellor's Office. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas that is welcoming to all individuals. An "Equal Employment Opportunity Plan" is a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.<sup>3</sup>

The District Compliance Officer shall certify annually the State Chancellor that the District has timely complied with the following requirements of Title 5:

1. Recorded, reviewed and reported the required data regarding qualified applicant pools and employee workforce.
2. Reviewed and updated, as needed, the strategies component of the District EEO Plan.
3. Investigated and appropriately responded to complaints alleging that the requirements of Title 5 Regulations alleging violation of the EEO Program or unlawful discrimination, harassment or retaliation.

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<sup>3</sup> The *Plan* is not intended to address all possible nondiscrimination laws. For example, the Chancellor's Office approval of a District's EEO Plan does not ensure the District's compliance with the California Fair Employment and Housing Act and related regulations to which all districts, as employers, must adhere. The Chancellor's Office has no authority over that law and does not enforce its provisions. Education Code section 87102 also requires the equal employment opportunity plan to address the District's progress in achieving the ratio of full-time to part-time faculty hiring (as indicated in Section 87482.6 of the Education Code) while ensuring equal employment opportunity.

# APPENDIX A: COMPLAINT OF UNLAWFUL DISCRIMINATION, HARASSMENT OR RETALIATION FORM



## Unlawful Discrimination Complaint Form

Name: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

Phone: Day ( \_\_\_\_\_ ) Evening ( \_\_\_\_\_ )

I Am A:       Student       Employee       Other: \_\_\_\_\_

I Wish To Complain Against: \_\_\_\_\_

District: \_\_\_\_\_ College: \_\_\_\_\_

Date of Most Recent Incident of Alleged Discrimination: \_\_\_\_\_  
*(Nonemployment complaints must be filed within one year of the date of the alleged unlawful discrimination. Employment complaints must be filed within six months of the date of the alleged unlawful discrimination.)*

I Allege Discrimination Based on the Following Category Protected under Title 5 (you must select at least one):

<input type="checkbox"/> Age	<input type="checkbox"/> Ethnic Group Identification	<input type="checkbox"/> Physical Disability	<input type="checkbox"/> Retaliation**
<input type="checkbox"/> Ancestry	<input type="checkbox"/> Mental Disability	<input type="checkbox"/> Race	<input type="checkbox"/> Sex/Gender (includes Harassment)
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation

Perceived to be in protected category or associated with those in protected category

Clearly state your complaint. Describe each incident of alleged discrimination separately. For each incident provide the following information: 1) date(s) the discriminatory action occurred; 2) name of individual(s) who discriminated; 3) what happened; 4) witnesses (if any); and 5) why you believe the discrimination was because of your religion, age, race, sex or whatever basis you indicated above. \*\*If applicable, explain why you believe you were retaliated against for filing a complaint or asserting your right to be free from discrimination on any of the above grounds. (Attach additional pages as necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you like the District to do as a result of your complaint -- what remedy are you seeking? \_\_\_\_\_

\_\_\_\_\_

I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
*Signature of Complainant* *Date*

Send Original to:  
 Riverside Community College District  
 Diversity, Equity and Compliance  
 3801 Market St., 2nd Floor  
 Riverside, CA 92501

Or: Chancellor's Office, California Community Colleges  
 1102 Q Street, Sacramento, California 95811-6549  
 Attention: Legal Affairs Division

# APPENDIX B: EQUAL EMPLOYMENT OPPORTUNITY (EEO) VIOLATION COMPLAINT FORM



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
 MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE  
 3801 Market Street ▪ Riverside, CA 92501 ▪ (951) 222-8595 ▪ TTY (951) 382-3539

## Equal Employment Opportunity (EEO) Violation Complaint Form

Name: \_\_\_\_\_  Student  Employee  Other: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I am the:  Complainant  Witness  Other: \_\_\_\_\_

I wish to file a complaint against: \_\_\_\_\_

When did the incident(s) violation occur? \_\_\_\_\_ Where did it take place? \_\_\_\_\_

Clearly state your complaint and how the allegation(s) violates the District's EEO Plan:  
*(Complaints of unlawful discrimination should be filed using a form prescribed by the State Chancellor's Office and follow the procedures outlined in AP 3435.)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are there any witnesses to the incident or anyone you have told about the incident? If so, please provide names and/or contact information \_\_\_\_\_

\_\_\_\_\_

What would you like the District to do to resolve this issue? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

*By signing below, I assert that I have reasonable belief that an EEO violation has occurred in violation of RCCD policy. I also certify that this information is correct to the best of my knowledge.*

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

**You may submit this form to the EEO Diversity Officer:**  
 Lorraine Jones, District Compliance Officer  
 Human Resources & Employee Relations Office  
 3801 Market St., 2<sup>nd</sup> Floor  
 Riverside, CA 92501  
 951-222-8039

## APPENDIX C: AP 3435 HANDLING COMPLAINTS OF UNLAWFUL DISCRIMINATION, HARASSMENT AND RETALIATION

***Riverside Community College District Administrative Procedure***

**No. 3435**

**General Institution**

### AP 3435 HANDLING COMPLAINTS OF UNLAWFUL

### DISCRIMINATION, HARASSMENT OR RETALIATION

#### References<sup>1</sup>:

Education Code Sections 66250 et. seq., 66270, 66271.1, 66281.5, 12926;  
Government Code Section 11135-11139.5, 12926, 12950, 12950.1;  
Title 5 Sections 59300 et seq.;  
34 C.F.R. Section 106.8(b)  
20 U.S.C § 1681 et seq.  
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)  
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681)  
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)  
Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.)  
Age Discrimination Act (42 U.S.C. § 6101)  
California Constitution, Art. 1, § 1  
Civil Code § 47  
Penal Code § 422.6 & 422.55  
BP 3410 and BP 3430

#### INTRODUCTION AND SCOPE

Riverside Community College District policies and procedures regarding unlawful discrimination and prohibition of harassment incorporate the legal principles contained in non discrimination provisions of the California Code of Regulations, Title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements. This procedure addresses the reporting, investigation and appeal for complaints of unlawful discrimination and harassment.

Copies of the District's written policies and procedures on unlawful discrimination and prohibition of harassment are posted on the District web site: <http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx> and are displayed in prominent locations in the administrative buildings at each College campus and in other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

<sup>1</sup> If the federal statutes cited would result in broader protection of the civil rights of individuals than that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300.

## DEFINITIONS

Applicable definitions are as follows:

"Appeal" means a request by a complainant made in writing to the Riverside Community College District governing board pursuant to Title 5, section 59338, and/or to the State Chancellor's Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

"Association with a person or group with these actual or perceived characteristics" includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and Title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

"Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, sections 59300 et seq.

"Days" means calendar days.

"Gender" includes a person's sex as well as gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

"Disability" includes, but is not limited to, all of the following:

- (1) Having any physical, mental or psychological disorder or condition that limits a major life activity. For purposes of this section:
  - (A) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
  - (B) A disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
  - (C) "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.
- (2) Any other disorder, condition or health condition not described in paragraph (1) that requires specialty supportive services.
- (3) Having a record or history of a physical, mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
- (4) Being regarded or treated by the District as having, or having had, any physical or mental condition that makes achievement of a major life activity difficult.
- (5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).

- (6) "Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs<sup>2</sup>.

"District" means the Riverside Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

"Responsible District Officer" means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.

"Sex" includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as defined in Section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.

"Sexual harassment" is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

- (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
- (2) Continuing to express sexual interest after being informed that the interest is unwelcome.
- (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
- (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
- (5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

<sup>2</sup> If the Americans with Disabilities Act of 1990 definitions would result in broader protection of the civil rights of individuals with a mental or physical disability, or would include any Medical condition not included within these definitions, then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of the definitions in Government Code section 12926 and should be included in district policy. (Gov. Code, § 12926(l).)

- (6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
- (7) Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

"Sexual orientation" means heterosexuality, homosexuality, or bisexuality.

"Unlawful discrimination" means discrimination based on a category protected under Title 5, section 59300 and the other referenced regulations.

### RESPONSIBLE DISTRICT OFFICER

The Riverside Community College District has identified the District Compliance Officer to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination and harassment complaints filed pursuant to Title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint<sup>3</sup>.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity.

Administrators, faculty members, other District employees, students, and third parties shall direct all complaints of unlawful discrimination to District Compliance Officer:

Ms. Lorraine Jones  
District Compliance Officer  
Human Resources and Employee Relations  
3801 Market Street, 2<sup>nd</sup> Floor  
Riverside, CA 95801  
Voice: (951) 222-8039

Informal charges of unlawful discrimination should be brought to the attention of the responsible District officer, who shall oversee the informal resolution process pursuant to Section 59327.

<sup>3</sup> The federal Office for Civil Rights (OCR) advises educational institutions to give one official responsibility for oversight and coordination of all sexual harassment complaints to insure consistent practices and standards in handling complaints as well as coordination of record keeping. This will help ensure that the educational institution can and will resolve recurring problems and identify students or employees who have multiple complaints filed against them. The State Chancellor's Office advises that having the responsible district officer, named pursuant to Title 5, section 59324, coordinate both sexual harassment and other unlawful discrimination complaints satisfies OCR's instruction on this subject.



## UNLAWFUL DISCRIMINATION AND HARASSMENT

Non discrimination (BP 3410) The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, sexual orientation, or physical or mental disability, genetic information, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, sexual orientation, or physical or mental disability, genetic information, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

Prohibition of Harassment and Retaliation(BP 3430) All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as District policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, sexual orientation, or physical or mental disability, genetic information, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

### RETALIATION

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination or harassment complaint; someone who refers a matter for investigation or complaint; someone who participates in a complaint investigation; someone who represents or serves as an advocate for an alleged victim or alleged offender, or someone who otherwise furthers the principles of these unlawful discrimination and harassment policies.

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



## ACADEMIC FREEDOM

The District reaffirms its commitment to academic freedom, but recognizes that academic freedom does not permit unlawful discrimination, harassment, or retaliation. To the extent that these policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail. Nothing in District policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific District program, course or activity.

It is recognized that an essential function of education is a probing of opinions and an exploration of information and ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the students' right to learn. If a faculty member wishes to use sexually explicit materials in the classroom, the District strongly recommends that faculty member work with the District Compliance Officer as well as academic discipline colleagues to assure that sexual harassment regulations are not violated.

When investigating unlawful discrimination or harassment complaints containing issues related to course material, the designated investigator will consult with a group of one to three (1-3) faculty members in that subject area appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

## INFORMAL/FORMAL COMPLAINT PROCEDURE

When a person brings charges of unlawful discrimination to the attention of the District Compliance Officer, that officer will:

- (1) Undertake efforts to informally resolve the charges<sup>4</sup>;

<sup>4</sup> The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against or harassed to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease. However, the district is responsible for maintaining a safe and discrimination free educational environment and serious allegations may need to be investigated even if the complaining party considers the matter resolved. In an informal process the district officer shall advise the complainant of his or her rights and responsibilities under both the formal and informal processes. If the complainant declares his or her preference for the informal process, the responsible district officer shall present the complainant with a document that describes the informal/formal process that contains the basics of complainant's allegations of unlawful discrimination. This document will clearly indicate that the complainant opted for the informal resolution process and should be signed and dated by the complainant. The informal resolution process will not be made a predicate to the process and investigation of a formal complaint. If a formal complaint is filed, an investigation must be completed within the time required unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution.

- (2) Advise the complainant that he or she need not participate in informal resolution;
- (3) Inform the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- (4) Assure the complainant that he or she will not be required to confront, or work out problems with, the person accused of unlawful discrimination;
- (5) Advise the complainant that he or she may file a non-employment-related complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- (6) If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within those agencies' jurisdictions.

Efforts at informal resolution need not include any investigation unless the District Compliance Officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint in writing. Even if the complainant does dismiss the complaint, the District Compliance Officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.

In employment-related cases, if the complainant files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing.

The District will allow for representation where required by law and may allow representation for the accused and complainant in other circumstances on a case-by-case basis.

### FILING A FORMAL WRITTEN COMPLAINT

If a complainant decides to file a formal written complaint of unlawful discrimination or harassment against the District, he or she must file the complaint on a form prescribed by the State Chancellor. The approved form is available from the District web site and also at the State Chancellor's website, as follows:

<http://rccd.edu/administration/humanresources/DEC/Pages/Complaint.aspx>  
<http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

The completed form must be filed with the District Compliance Officer or may be mailed directly to the State Chancellor's Office of the California Community Colleges.

The District Compliance Officer shall immediately forward to the Legal Affairs Division of the State Chancellor's Office every formal written complaint.

Once a complaint is filed and assigned for investigation, the individual(s) accused of engaging in prohibited conduct will be advised of that filing and the general nature of the complaint. This will occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Upon determining the pending investigation will require interviews of faculty and/or staff, the District Compliance Officer will immediately contact the district Chancellor and/or Provost/Vice Chancellor Educational Services. Immediately, one of those individuals will notify CTA or CSEA as appropriate, as well as the College President.

#### THRESHOLD REQUIREMENTS PRIOR TO INVESTIGATION OF A FORMAL WRITTEN COMPLAINT

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

The complaint must be filed on a form prescribed by the State Chancellor's Office.

The complaint must allege unlawful discrimination or harassment prohibited under Title 5, section 59300 or District policy.

The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or harassment or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.

In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or harassment or within one year of the date on which the complainant knew or should have

known of the facts underlying the specific incident or incidents of alleged unlawful discrimination

In any complaint alleging discrimination in employment, the complaint shall be filed within one hundred-eighty (180) calendar days of the date the alleged unlawful discrimination or harassment occurred, except that this period will be extended by no more than ninety (90) calendar days following the expiration of that hundred-eighty (180) calendar days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of hundred-eighty (180) calendar days.

Additional information about this initial review of complaints can be found in the Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints prepared by the State Chancellor's Office<sup>5</sup>.

### DEFECTIVE COMPLAINT

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, Title 5, Section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the claimant will also be sent to the State Chancellor's Office.

### NOTICE TO STATE CHANCELLOR OR DISTRICT

The District Compliance Officer shall immediately forward to the Legal Affairs Division of the State Chancellor's Office every formal written complaint. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

### CONFIDENTIALITY OF THE PROCESS

Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations and to assure proper administration of the complaint process.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of

<sup>5</sup> The Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints is a procedural aid for processing formal unlawful discrimination complaints.

wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that his or her name not be revealed, the District Compliance Officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential<sup>6</sup>.

## ADMINISTRATIVE DETERMINATION

In any case not involving employment-related discrimination or harassment, within ninety (90) calendar days of receiving a complaint filed under Title 5, sections 59300 et seq., the District Compliance Officer will forward a copy of the investigative report to the State Chancellor, a summary<sup>7</sup> copy of the investigation report

<sup>6</sup> Complainants must trust the District to take appropriate action and must understand that the District is generally not at liberty to discuss personnel or student matters, particularly disciplinary matters. In some disciplinary cases, the complainant may be required to testify at a hearing, and would therefore be aware of the proposed disciplinary action.

<sup>7</sup> The summary investigation report shall include all of the following:

- (a) a description of the circumstances giving rise to the complaint;
- (b) a specific finding as to whether there is probable cause to believe that discrimination occurred with respect to each allegation in the complaint;
- (c) a summary and analysis of the relevant evidence (documents, data, or witness testimony) on which the determination rests; and
- (d) any other information deemed appropriate by the district.

to the complainant and accused, and written notice setting forth all the following to both the complainant and the State Chancellor:

- (a) the determination of the College President as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future<sup>8</sup>;
- (c) the proposed resolution of the complaint; and
- (d) notification of the complainant's right to appeal to the District Board and the State Chancellor.

In any case involving employment discrimination or harassment, within ninety (90) calendar days of receiving a complaint filed under Title 5, sections 59300, et seq., the District Compliance Officer will forward a summary of the investigative report to the complainant and accused, and written notice setting forth all the following to the complainant:

- (a) the determination of the College President as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future<sup>9</sup>;
- (c) the proposed resolution of the complaint; and
- (d) the complainant's right to appeal to the District Board of Trustees and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

Riverside Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

<sup>8</sup> If it is determined that discrimination did occur, possible remedies to prevent similar problems from occurring in the future include all the standard District disciplinary actions for students and employees, ranging from undocumented reprimand to termination or expulsion. If formal disciplinary action is inappropriate, other possible remedies include training in the pertinent area(s) of unlawful discrimination, apology, and restricting or forbidding contact between the perpetrator and victim.

<sup>9</sup> *Ibid.*

## COMPLAINANT'S APPEAL RIGHTS

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and investigation summary are mailed to the complainant, the District Compliance Officer shall notify the complainant in writing of his or her appeal rights as follows:

First level of appeal: The complainant shall be promptly notified in writing that he or she has the right to file an appeal to the District's Board of Trustees within fifteen (15) calendar days from the date of the administrative determination. The District Board of Trustees will review the original complaint, the investigative report, the administrative determination, and the appeal.

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to the complainant and, in cases not involving employment discrimination, to the State Chancellor's Office.

Second level of appeal: In cases not involving employment-related discrimination, the complainant shall be promptly notified in writing that he or she has the right to file an appeal with the State Chancellor's Office within thirty (30) calendar days from the date that the District Board of Trustees issues the final District decision or permits the administrative determination to become final by taking no action within forty-five (45) calendar days<sup>10</sup>. The appeal must be accompanied by a copy of the decision of the Board of Trustees or evidence showing the date on which the complainant filed an appeal with the Board of Trustees, and a statement under penalty of perjury that no response was received from the District Board of Trustees within forty-five (45) calendar days from that date.

Complainants must submit all appeals in writing.

In an employment-related case, there is no second level of appeal under Title 5, Section 59300, et seq. The District will advise the complainant that he or she may file a complaint with the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

<sup>10</sup> The Department of Fair Employment and Housing (DFEH) has final jurisdiction over employment-related cases. Therefore, the State Chancellor's Office has agreed to accept DFEH decisions and does not accept appeals in employment discrimination cases. Title 5, section 59339 has been amended to reflect this arrangement.

## PROVISION OF INFORMATION TO STATE CHANCELLOR

In any case not involving employment discrimination, within one hundred-fifty (150) calendar days of receiving a complaint, District Compliance Officer will forward the following to the State Chancellor:

A copy of the final District decision rendered by the District Board of Trustees or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within forty-five (45) calendar days.

A copy of the notice of appeal rights the District sent the complainant.

Any other information the State Chancellor may require; or

Notify the State Chancellor that the complainant has not filed an appeal with the District governing board and that the District has closed its file.

The District will keep these documents on file for a period of at least three years after closing the case, and in any case involving employment discrimination; make them available to the State Chancellor upon request.

## EXTENSIONS

If for reasons beyond its control, the District is unable to comply with the ninety (90) calendar day deadline specified for submission of materials to the complainant and the State Chancellor's Office, the District Compliance Officer will file a written request that the State Chancellor grant an extension of the deadline. In cases not involving employment discrimination, the District Compliance Officer will also request an extension if the District is unable to meet the one hundred-fifty (150) calendar day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office.

The Director's request will be submitted no later than ten (10) calendar days prior to the expiration of the deadlines established by Title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who shall be notified that he or she may file written objections with the State Chancellor within five (5) calendar days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. In cases involving employment discrimination, the District may assume that the extension has been granted unless the State Chancellor's Office notifies it within fifteen (15) calendar days from the date of the request that the request has been denied. If an extension of the ninety (90) calendar day deadline is granted by the State



Chancellor the one hundred-fifty (150) calendar day deadline is automatically extended by an equal amount.

## RECORD RETENTION

Unlawful discrimination records will be retained with the District Compliance Officer. Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with Title 5, California Code of Regulations, Section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records, to be retained for a period of three years.

Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and retained at least until complaints against that particular employee have been resolved.

All such records will be made available to the State Chancellor's Office upon request.

## EXTERNAL REPORTING OPTION

Any non employee who believes that he or she has been unlawfully discriminated against or harassed may file a complaint with California State Community College Chancellor's Office. The State Chancellor's Office web site is:  
[http://www.cccco.edu/our\\_agency/legal/discrimination/tabid/294/default.aspx](http://www.cccco.edu/our_agency/legal/discrimination/tabid/294/default.aspx)

Another external agency that will accept discrimination and/or harassment complaints from non employees is the United States Department of Education Office for Civil Rights ("OCR"). The phone number for OCR is located in the phone book under government agencies.

Charges filed with the OCR are investigated by the OCR.

In the event a complaint is filed with the OCR, and OCR finds that the complaint has merit, the OCR will attempt to negotiate a settlement between the parties. If not settled, OCR may issue a determination on the merits of the case.

Any employee who believes that he or she has been unlawfully discriminated against or harassed by coworkers, supervisors, students or customers, visitors, vendors or others may file a complaint with the California Department of Fair Employment & Housing ("DFEH") or the Fair Employment & Housing Commission ("FEHC"). The phone number for DFEH is located in the phone book under government agencies.

Where a case is not settled and the DFEH finds a violation to exist, it can prosecute the charging party's case before the FEHC. Legal remedies available through DFEH and FEHC for a successful claim by an applicant, employee, or former employee include possible reinstatement to the former job; award of a job applied for; back pay; front pay; attorney's fees; and under appropriate circumstances, actual damages and/or administrative fines.

In the alternative, DFEH may grant the employee permission to withdraw the case and pursue a private lawsuit seeing similar remedies.

#### NOTICE, TRAINING, AND EDUCATION FOR STUDENTS AND EMPLOYEES

The Riverside Community College District's District Compliance Officer shall make available training to employees and students on the District's unlawful discrimination and harassment policies and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with a copy of the District's written policy on unlawful discrimination and harassment at the beginning of the first semester of the college year after the policy is adopted.

All District employees will receive a copy of the unlawful discrimination and harassment policies and procedures upon employment, and training will be made available during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and every two years thereafter. In years in which a substantive policy or procedural change has occurred all District employees will receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services will include an explanation of the policies, how they work, and how to file a complaint. In addition, a copy of the District's written policies on unlawful discrimination and harassment, as they pertain to students, will be provided as part of any orientation program conducted for new students at the beginning of each semester, or summer session, as applicable.

Office of Primary Responsibility: Director, Diversity, Equity and Compliance

Administrative Approval: March 10, 2008

Revised: March 15, 2010

Revised: June 15, 2011

Revised: June 18, 2012

Revised:

## **APPENDIX D: ANNUAL WRITTEN NOTICE TO COMMUNITY BASED AND PROFESSIONAL ORGANIZATIONS-LIST OF RECIPIENTS**

### **Chambers of Commerce**

Asian Business Association Inland Empire  
P.O. Box 984  
Corona, CA 92878

Inland Empire Women's Business Center  
3780 Market Street  
Riverside, CA 92501

Chamber of Commerce  
3895 University Avenue  
Riverside, CA 92501

Moreno Valley Chamber of Commerce  
Towngate Shopping Center  
12625 Frederick Street  
Moreno Valley, CA 92553

Colton Chamber of Commerce  
655 N. La Cadena Drive  
Colton, CA 92324

National Latina Business Women Association  
Inland Empire  
3200 E. Guasti Road, Suite 100  
Ontario, CA 91761

Grand Terrace Chamber of Commerce  
22635 Barton Road, Suite 101  
Grand Terrace, CA 92313

Riverside County Black Chamber of Commerce  
2060 Chicago Avenue, A 13  
Riverside, CA 92507  
San Bernardino Chamber of Commerce  
546 W. 6h Street  
San Bernardino, CA 92410

Greater Riverside Hispanic Chamber of  
Commerce  
P.O. Box 5872  
Riverside, CA 92571

### **Community Based Organizations**

Asian American Resource Center  
1115 South E Street  
San Bernardino, CA 92408

The Center  
6864 Indiana Avenue, Suite 104  
Riverside, CA 92506

CODIE Center on Deafness  
3576 Arlington Avenue, Suite 211  
Riverside, CA 92506

Jeffery Owens Community Center  
5198 Arlington Avenue, Suite 922  
Riverside, CA 92504

Greater Riverside Urban League, Inc.  
2060 University Avenue, Suite 202  
Riverside, CA 92507

NAACP-Riverside  
P.O. Box 55131  
Riverside, A 92517-0131

### Professional Organizations

**Academic Diversity Search, Inc. (ADS)** –A national employment resource specializing in connecting women and minorities with academic intuitions that truly value diversity.

**American Indian Higher Education Consortium**-A national organization that serves as the collective spirit and unifying voice of our nation's 37 Tribal Colleges and Universities. Issues a quarterly publication that provides journalistic and scholarly articles that highlight issues critical to American and Alaska Native communities. The publication has job posting opportunities.

**The Chronicle of Higher Education**-the No. 1 source of news, information, and jobs for college and university faculty members and administrators.

**California Community Colleges Jobs Registry**- A large scale database containing the names, qualifications and desired position(s) of potential California Community College faculty, support staff and management job applicants

**disABLEDperson**-A public charity organization focused on increasing employment opportunities for individuals with disabilities. The organization hosts a job fair for people with disabilities and provides a resume databank for employers to identify candidates. For a small fee, employers can post job advertisements.

**Diverse Issues in Higher Education**-This publication, previously known as Black Issues in Higher Education, considers itself the portal for diversity information in higher education. Annually, the magazine provides a listing of top degree producers which shows which institutions are producing the most diverse undergraduate and graduates. The publication has a job posting service in print and on its website.

**Diversity Web**- An interactive resource hub for higher education sponsored by the Association of American Colleges and Universities (AAC&U). In addition to serving as a clearinghouse for diversity innovations and research, they maintain a job posting site to advertise executive, faculty or postdoctoral positions that have a diversity focus.

**Edjoin**- A national public education job search website.

**Faculty for the Future**-A nationwide resource to connect female and underrepresented candidates in science, business, and engineering to faculty and research positions.

**Hispanic Outlook in Higher Education**- A nationwide resource that publishes a bi-weekly publication on issues pertaining to Hispanics in higher education. The publication has job posting services in print and on its website.

**Inside Higher Ed**-the online source for news, opinion and jobs for all of higher education.

**Women in Higher Education**-A national monthly publication that focuses on issues specific to women in higher education. The publication reaches thousands of women in higher education. Job posting services are available in print or website.

### **Professional Groups**

**American Association of Community Colleges**-Nonprofit association that is a primary advocacy organization for community colleges at the national level and works closely with directors of state offices to inform and affect state policy.

**American Association of University Women**-advances equity for women and girls through advocacy, education, and research. The organization has over 1,000 branches and 500 college/university partners across the U.S. Their online career center reaches 100,000 members.

**Association of Black Psychologists**-The Association has over 1400 members. They publish a news journal, Psych Discourse, which is the primary source for communication among the membership. The publication allows for online posting of job advertisements.

**Association of Latinos Professionals in Finance and Accounting**-With 37 chapters and 9,000 members, ALPFA is one of the leading professional organizations for Latinos in accounting and finance related professions. The organization's website had a career center where employers can post positions.

**Association of Women in Science**-a nationwide advocacy organization dedicated to achieving equity and full participation for women in science, mathematics, engineering and technology. Their website allows organizations to post job advertisements.

**Minorities in Agriculture and Natural Resource Related Sciences**-promotes academic and professional advancement by empowering minorities in agriculture, natural resources, and related sciences. Their website included contact information for student chapter advisors and lists job opportunities.

**National Association for Equal Opportunity in Higher Education**-Professional association to further the causes of Historically Black Colleges and Universities and predominately Black Institutions.

**National Indian Education Association**-focused on improving educational equity and access for American Indian, Alaska Native, and Native Hawaiian populations. It is the largest and oldest Indian educational organization.

**National Society of Hispanic MBAs**-NSHMBA serves 32 chapters and 8,000 members. The organization works to prepare Hispanics for leadership positions throughout the U.S., so that they can provide the cultural awareness and sensitivity vital in the management of the nation's diverse workforce. Organizations can post position advertisements and search the resume database for potential candidates.

**National Society of Hispanic Professionals**-With over 10,000 members this organization is one of the primary resources to reach Hispanic professionals. Their website allows employers to post jobs and search a resume database for candidates.

**Society for the Advancement of Chicanos and Native Americans in Sciences**-The mission of SACNAS is to encourage Chicano/Latino and Native American students to pursue graduate education and obtain the advanced degrees necessary for science research, leadership, and teaching careers at all levels. Their website allows employers to post jobs.

## APPENDIX E: EQUAL EMPLOYMENT OPPORTUNITY PLAN: COMPLIANCE CHECKLIST

The following compliance checklist is designed to assist districts in the review of their respective Equal Employment Opportunity Plan (*Plan*). The checklist ensures that each district's *Plan* includes provisions and components that are required under state law. The checklist does not audit for those provisions or components in the *Model Plan* that are included as recommended practices. California Code of Regulations, title 5, section 53003 and Education Code, sections 87102 and 87106 list the specific components that must be included in a community college's *Plan*. All references to "sections" refer to the title 5, California Code of Regulations unless otherwise indicated.

### Adoption of Plan

#### [title 5 Cal. Code Regs. § 53003(a)]

*Does the Plan indicate when the district's governing board adopted the Plan?*

### Designation of Responsibility, Authority and Compliance [title 5 Cal. Code Regs. §§ 53003(c)(1) and 53020]

*Did you describe the governing board's responsibility for proper implementation of the Plan and for making measurable progress?*

*Did you designate an equal employment opportunity officer to oversee the day-to-day implementation of the equal employment opportunity requirements of title 5?*

*Did you describe the administrative structure created by any delegation of authority to the equal employment opportunity officer or others and is it designed to ensure prompt and effective implementation of the EEO title 5 requirements?*

*Did you designate a single officer who will have authority to receive complaints under section 53026 and who will monitor selection procedures and applicant pools?*

*Does the Plan clearly state that anyone who is an agent of the district, with regard to recruitment and screening, is also subject to all the title 5 equal employment opportunity requirements?*

**Procedures for Filing a Complaint Pursuant to Section 53026 [title 5 Cal. Code Regs. §§ 53003(c)(2) and 53026]**

- Did you provide the procedures for filing complaints that allege violation of the equal employment opportunity requirements of title 5 and designate the person with whom such complaints are to be filed?
- Did you include or reference the procedures for filing complaints that allege unlawful discrimination and/or harassment and designate the person with whom such complaints are to be filed?

**Notification to all District Employees of the Plan and Policy Statement [title 5 Cal. Code Regs. §§ 53003(c)(3) and 53002]**

- Did you describe the district's process for notifying all district employees of the provisions of this Plan, and the policy statement required by section 53002?

**Employee Training for Screening or Selection Committees [title 5 Cal. Code Regs. § 53003(c)(4)]**

- Did you describe the district's process for ensuring that district employees participating on screening or selection committees receive appropriate training on title 5 requirements relating to equal employment opportunity and state and federal nondiscrimination laws?

**Annual Written Notice to Community-Based and Professional Organizations [title 5 Cal. Code Regs. § 53003(c)(5)]**

- Did you describe the district's process for providing annual written notice to appropriate community-based and professional organizations regarding the district's Plan and the need for assistance from the community and such organizations in identifying qualified applicants?

**Analysis of District Workforce and Applicant Pool [title 5 Cal. Code Regs. §§ 53003(c)(6) and 53004]**

- Did you provide an analysis of the number of persons from monitored groups who are currently employed in the district's workforce for each of the job categories listed in section 53004(a)?



Did you provide an analysis of those who have applied for employment, in each of the job categories listed in section 53004(a)?

Does the Plan state that the survey required by section 53004(a) will be done every year?

**Analysis of the Degree of Underrepresentation and Significant Underrepresentation [title 5 Cal. Code Regs. § 53003(c)(7)]**

Did you provide an analysis of the degree to which monitored groups are underrepresented for each job category in comparison to the numbers of persons from such groups whom the Chancellor's Office determines to be available and qualified to work?

Did you indicate whether the underrepresentation for each group is "significant"?

NOTE: The demographic information and availability data needed for an analysis of underrepresentation and significant underrepresentation within the District would be regularly issued from the Chancellor's Office. However, that data (i.e., the pool of persons determined by the Chancellor's Office to be qualified and available to perform the work required for each job category) is unavailable.

The District provided a brief analysis of the monitored groups that *appear* to be significantly underrepresented based on the percentage of jobs per job category currently filled by monitored groups within the District's workforce.

**Methods to Address any Underrepresentation [title 5 Cal. Code Regs. § 53003(c)(8)]**

Did you describe the methods you will use to address any underrepresentation?

**Additional Steps to Remedy Significant Underrepresentation [title 5 Cal. Code Regs. § 53006]**

Did you describe additional steps consistent with section 53006 to remedy any significant underrepresentation?

Did you describe the steps to be taken, consistent with section 53006, if significant underrepresentation persists after a reasonable period of time has passed?

Did you consider anything else you might do, that is permissible, to remedy any significant underrepresentation?

**Other Measures to Further Equal Employment Opportunity [title 5 Cal. Code Regs. § 53003(10)]**

- Did you describe any other measures that the district undertakes to further equal employment opportunity?

**Persons with Disabilities [title 5 Cal. Code Regs. § 53025]**

- Did you describe the measures that will be taken, consistent with the requirements of section 53025 to ensure that all applicants and employees with disabilities receive reasonable accommodations requirements of Government Code sections 11135 et seq. and 12940(m), section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.?

**Education Code Requirements Education Code, §§ 87102(a) and 87482.6**

- Did you describe how the district will make progress in achieving the ratio of full-time to part-time faculty hiring, as indicated in Education Code, section 87482.6, while still ensuring equal employment opportunity?

**Education Code, §§ 87106(b)(4) and 69618**

- Did you describe the steps the district will take to inform students about the Graduate Assumption Program of Loans for Education program and/or other programs designed to encourage community college students to become community college employees?

### Model Equal Employment Opportunity Plan Requirements and Legal Citations

Plan Component Number and Name	* = Indicates Minimum Plan Requirement	Legal Citation
Plan Component 1: Introduction <sup>40</sup>	Not required to be in <i>Plan</i> .	N/A
Plan Component 2: Definitions	Not required to be in <i>Plan</i> , however, title 5 does provide basic definitions.	title 5 § 53001
Plan Component 3: Policy Statement	Not required to be in <i>Plan</i> , however, title 5 does require districts to adopt an EEO policy statement.	title 5 § 53002
Plan Component 4: Delegation of Responsibility Authority and Compliance	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(1)
Plan Component 5: Advisory Committee	Not required to be in <i>Plan</i> ., however, title 5 does require that districts establish an EEO Advisory Committee.	title 5 § 53005
Plan Component 6: Complaints	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(2)
Plan Component 7: Notification to District Employees	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(3)
Plan Component 8: Training for Screening/Selection Committees	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(4)
Plan Component 9: Annual Written Notice to Community Organizations	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(5)
Plan Component 10: Analysis of District Workforce and Applicant Pool	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(6)
Plan Component 11: Analysis of Degree of Underrepresentation and Significant Underrepresentation	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(7)
Plan Component 12: Methods to Address any Underrepresentation	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(8)
Plan Component 13: Additional Steps to Remedy any Significant Underrepresentation	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(9)
Plan Component 14: Other Measures Necessary to Further Equal Employment Opportunity	* Required to be in <i>Plan</i> .	title 5 § 53003(c)(10)
Plan Component 15: Persons with Disabilities: Accommodations and Goals for Hiring	* Goals for hiring persons with disabilities are required to be in <i>Plan</i> .- Language on accommodation is not required.	title 5 § 53003(d) title 5 §
Plan Component 16: Graduate Assumption Program	* Required to be in <i>Plan</i> .	Education Code § 87106(b)(4), § 69618 et seq.
Progress in achieving ratio of full-time to part-time faculty hiring while ensuring EEO.	* Required to be in <i>Plan</i> . Can be located anywhere in the <i>Plan</i> .	Education Code § 87102(a) § 87482.6

<sup>40</sup> Although not explicitly required to be in the *Plan*, title 5 does require the *Plan* be adopted by the governing board of the district; the *Plan* should state it was adopted by the governing board and include the date of adoption. The information regarding adoption of the *Plan* can be included anywhere in the *Plan*.

## Agenda Item (VIII-E-1)

Meeting	12/13/2016 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Agreement for Professional Design Services for Demolition of the O.W. Noble Administration Building and Surface Parking Lot Construction with GHD Inc.
College/District	Riverside
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the agreement for professional design services for demolition of the O.W. Noble Administration Building and subsequent construction of a surface parking lot at Riverside City College with GHD Inc. in the amount not to exceed \$144,422.

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### Background Narrative:

On April 28, 2016, the District issued a Request for Proposals (RFP) seeking Professional Design Services for Noble Demolition and Parking Lot Construction. On May 11, 2016, the District issued an Addendum (No. 1) extending the deadline by three weeks. GHD Inc. was the only response received.

At this time, it is requested that the Board of Trustees approve the selection of GHD Inc. for design services for the demolition of the O. W. Noble Administration Building and surface parking lot construction. It is also requested that the Board of Trustees approve the agreement with GHD in the amount of \$144,422. If approved, GHD Inc. will provide professional engineering services for the preparation of the demolition plans for the Noble Administration building as well as design plans for a new surface parking lot in its place on the project site. ADA accessible parking will be provided in accordance with standard requirements and GHD Inc. will coordinate with the Department of the State Architect to ensure compliance with Path of Travel requirements. Following District's approval of concept, GHD Inc. will submit plans to DSA and coordinate with the City of Riverside as needed regarding driveways on Ramona Avenue.

The detailed scope of work is outlined in Exhibit I of the attached agreement. Cost for the requested agreement is within the original project budget approved by the Board of Trustees and no augmentation of the project budget is required.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Chris Carlson, Chief of Staff & Facilities Development  
Lynn Purper, Facilities Development Director

### Attachments:

[Agreement with GHD Inc - Noble Demolition and Parking Lot construction\\_r\\_1](#)

**AGREEMENT BETWEEN**  
**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**And**

**GHD Inc.**

THIS AGREEMENT is made and entered into on the 14th day of December, 2016, by and between GHD Inc. 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, and on site at Riverside Community College District’s Riverside City College.
3. The services rendered by the Consultant are subject to review by the Chief of Staff and Facilities Development or her designee.
4. The term of this agreement shall be from December 14<sup>th</sup>, 2016, to the estimated completion date of December 29, 2017, 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 \$144,422 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, 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 Consultant, its employees, agents or assigns, to the extent arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall fund the defense of, including reasonable attorneys fees (attorney to be selected by District), District, its Trustees, 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 District free and harmless herein shall survive until claims, actions and causes of action with respect to 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, 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 claims, actions and causes of action with respect to 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, with the exception of Workers' Compensation and Professional Liability, 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 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 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 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.

GHD Inc.

Riverside Community College District

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Greg Watanabe  
PE (Principal)  
175 Technology Drive  
Suite 200  
Irvine, CA 92618

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Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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



## Exhibit I

GHD's method to accomplish the work will include the following diligent phases:

### PHASE 1 – INITIATION AND PLANNING

Upon receipt of Notice to Proceed (NTP) for the Noble Demolition and Parking Lot Construction, GHD will begin with Project Initiation and Planning, which is one of the most important phases of the project. Project Initiation will include a Kickoff Meeting and Site Visit with the project team and District staff as appropriate. GHD will then prepare the Noble Demolition and Parking Lot Construction Project Management Plan, as well as a Detailed Project Schedule as follows:

- 1.1 **Kickoff Meeting and Site Visit** – After the NTP, the wheels are in motion. Mr. Farjo will organize a kickoff meeting and site visit with the Riverside Community College District and all the stakeholders the District wishes to include. The purpose of the meeting and site visit is to insure a thorough understanding of project objectives and requirements, understand funding source requirements, establish communication plan and protocols, discuss the project schedule, concerns, challenges, and obstacles.
- 1.2 **Project Management Plan (PMP)** – As part of our project initiation phase, Mr. Farjo will develop a detailed Project Management Plan that is shared with team members including the District. The PMP outlines in detail the overall plan for the execution of the Noble Demolition and Parking Lot Construction project. It shall also include the roles and responsibilities of each team member. The PMP shall include the quality plan that will specify independent Quality Control (QC) requirements for each task, and the project communication plan intended to ensure proper and efficient communication protocol within the project team. As this is a collaborative effort, the Riverside Community College District will have the opportunity to provide input to the PMP prior to implementation.
- 1.3 **Project Coordination Meetings - Project Management and good coordination is essential to the successful completion of this project.** GHD will coordinate with the project team and the District and prepare monthly progress reports, identifying tasks completed, tasks expected to be completed in the next cycle, and prepare meeting agendas and minutes for distribution.
- 1.4 **Detailed Project Schedule** – The project schedule will be developed in accordance with Riverside Community College District requirements for the project as well as data collection, survey and geotechnical investigation, environmental process, DSA approval process, environmental approval and clearance, permitting process and utility coordination and relocation. The project schedule will show critical path items as well as a general sequence of events throughout the design and approval process.

### PHASE 2- RESEARCH AND INVESTIGATION

Confirmation of site data/information is important in order to ensure proper perspective as well as verify/clarify specific aspects of information obtained in the Data Collection phase. Time spent in the beginning of this project to research and review all work performed to date in the project area that may impact design of the improvements, including as-built plans and design information, geotechnical and materials testing and recommendations, hydraulic and water quality design, right-of-way and temporary construction easements, utility infrastructure, environmental documentation, traffic and planning studies, and any other data that would be of benefit to the design, is a valuable investment that will pay many dividends throughout the project development process. The GHD Team will complete the following site reconnaissance tasks:

**2.1 Desktop Utility Research and Data Collection** – GHD will collaborate with the Riverside Community College District project team for project background, project goals and expectations, and available project resources from the District, to include electronic records, GIS system, as well as any hard-copy records and others. GHD will also gather available records and other data from a variety of sources including, but not limited to;

- Improvement As-Built plans and engineering reports
- Record hydrology studies for the area
- Utilities As-Built Plans: GHD will investigate the utility owners that are impacted by the project, contact them and request As-Built plans including but not limited to power, communication, cable TV, sewer and water (domestic and recycled)
- Utilities prior rights and agreements
- Previous environmental documents
- Traffic studies and traffic counts

Site Visit and Dig Alert - visit the site and mark locations for the proposed borings to clear potential conflicts with underground utilities. Additionally, determine facilities and locations where utilities may conflict with future design.

GHD understands that Riverside Community College District will provide the existing building plans, as well as the Master Hydrology & Hydraulics Study for the campus prepared by PSOMAS.

**2.2 Geotechnical Investigation** – The geotechnical and pavement investigation and materials testing work will be completed by Leighton Consulting, Inc., our geotechnical subconsultant. Leighton's approach can be summarized in the below:

Per information provided, we propose to perform 2 infiltration/percolation tests at depths of about 5 feet below existing ground surface (BGS). Additionally, one boring will be drilled to approximately 15 feet deep to assess the soil conditions below the anticipated infiltration depth. The test holes will be excavated with a truck mounted 8-inch hollowstem auger.

Percolation testing will generally follow procedures by Riverside County Flood Control for Design of Low Impact Development Best Management Practices, Appendix A. Laboratory tests will be performed on selected soil samples to determine in-situ moisture and density, grain size analysis, maximum dry density and optimum moisture content, and pavement resistance value (R-Value). Once field and laboratory testing is completed, we will prepare a report summarizing the findings and presenting percolation rates and correlated infiltration rates, grading recommendations, and pavement design recommendations.

**2.3 Topographical Survey (Aerial and Land)** – The surveying and mapping will be provided by CalVada Surveying Inc., our land survey and mapping sub-consultant. CalVada's approach is summarized below:

A design level Topographic Survey will be provided for the area as outlined in the aerial picture shown on Exhibit "A". The site boundaries will be shown for reference based upon available record maps.

## Exhibit "A"



**Extent of Survey (+6.0 acres)**



The items that will include are as follows:

- a) The topographic surveys will be performed under the direction of a Licensed California Surveyor.
- b) The vertical control will be based on a local municipal Vertical Elevation Datum. If local Benchmarks are not available then we will use NAVD 88 datum derived by means of GPS CORS and will be tied to the existing site project datum if provided. We will tie into 3 record benchmarks as well. The horizontal control will be based on the California State Plane Coordinate System of 1983 (NAD 83) and will be tied to the existing site project datum if provided.
- c) Survey observations will be taken on a 50 foot natural ground grid shots and 25 foot curb/sidewalk elevation grid shots on the streets to create 1' contours intervals.
- d) Location, elevation, size, and type of existing utilities and improvements, on site.
- e) Spot elevations of grade breaks and flow lines of adjacent streets, curbs, or catch basins that terminate or commence offsite flow within the Site.
- f) Flow line invert elevations and sizes of existing sanitary sewer and storm sewer manholes adjacent to site, unless bolted down.
- g) Topographic survey features to be included are Building footprint, utility locations, curbs, gutters, parking stalls, ADA parking, ADA paths of travel, and planter areas. Said field data shall include ground specific detailed information for all areas of existing and proposed improvements, as identified by the project RFP, inclusive of curbs, gutters, driveways, walkways, utility locations, walls, and landscape features. TC, FL, Gutter Lip, fence lines, concrete edges, all drainage features on the site including inlet grates, outfall pipe inverts, flow lines of swales, grade breaks, and other such pertinent features necessary of the area shown in the Exhibit "A".
- h) The end deliverable will be an AutoCAD file compatible with 2013 Civil3D .dwg format. If requested, we will use your provided style template and blocks, but would have to be provided at before the field work commences.

**2.4 Hazardous Materials Investigation:** GHD will provide Riverside Community College with a hazardous materials investigation as follows:

- a) GHD will identify asbestos-containing materials (ACM) in the Administration building. GHD will perform a survey that will identify Regulated asbestos-containing materials (RACM) and Category I and II materials that will need to be removed prior to building demolition. GHD will perform a survey that will comply with Cal-OSHA asbestos regulations, South Coast Air Quality Management District (SCAQMD) Rule 1403, and all other applicable State and Federal Regulations.
- b) GHD will also perform a survey to identify lead containing paints, ceramic tiles, and other components that may require abatement or special handling prior to demolition to comply with Cal-EPA Department of Toxic Substances Control (DTSC) hazardous waste disposal

regulations. Handling of lead containing materials also has Cal-OSHA lead requirements as defined by California Department of Public Health 8 CCR 1532.1, 17 CCR 35001 et seq, and various other state and local regulations.

- c) GHD will also identify other hazardous building materials that would require removal prior to demolition to comply with Cal-EPA DTSC hazardous waste disposal regulations. These materials include Universal Waste Rule (UWR) items including mercury, polychlorinated biphenyls (PCBs) and Freon (chlorofluorocarbons, CFCs). **Although not the focus of our survey, we will also note other stored Electronic Wastes (EW).**
- d) The inspection will consist of a walkthrough of accessible areas at the site to identify and sample suspect ACM and lead containing materials. Destructive sampling will only be employed if the abuilding is vacant. GHD's standard survey protocol is to conduct inspections in three steps: conducting a review of existing building survey records and/or drawings; physically surveying structure for suspect materials; and documenting our findings in a written report format. Asbestos bulk samples are physically collected by taking a small core section of the suspect material using hand tools. Paints are manually collected from architectural components such as walls, and trim. Paints can be sampled by physically collecting a paint chip and placing the sample into a clean container or utilizing an X-Ray Fluorescence device (XRF) to obtain the lead content on site.
- e) Subsequent to the hazardous materials investigation GHD will provide Design Plans, Abatement Specifications, and Abatement Cost Estimates. GHD will design plans and specifications for asbestos, lead, and Universal Waste Rule (UWR) removal from the site. The asbestos, lead, and UWR specification will detail procedures to ensure that applicable local, state, and federal laws are followed. The specifications will include provisions for proper handling and disposal of hazardous materials. **These documents will be included in the construction documents prior to bid.**
- f) During the abatement phase of the project GHD can be onsite to monitor the asbestos fiber and leaded dust content both inside and outside the work area. This is of paramount importance to building owners, contractors, and the general public to ensure that engineering controls in place are effective.
- g) Testing the air throughout the course of an abatement project provides valuable documentation to safeguard the owner from unwanted liabilities and later can be used to document acceptable working conditions for other inhabitants of the immediate surrounding area.

### **PHASE 3 – PROGRAMMING AND SCHEMATIC DESIGN**

Using all the information provided from PHASE 2, GHD will formulate a minimum of two project alternatives for the new parking lot layout to maximize the number of parking spaces, meet ADA requirements, and optimize traffic flow. A recommendation with justifications and costs to compare each alternative will be included and the objective will be the formulation of a project report for the Noble Demolition and Parking Lot Construction project to the limits required.

### VALUE ENGINEERING – Alternative Analysis

GHD will go through the Value Engineering steps to ensure the preferred alternative meets the Riverside Community College District's needs at the lowest overall cost. The Value Engineering process consists of six steps:

Step #	Phase Name	Phase Description
1	Information	Gather information to better understand the project.
2	Function Analysis	Analyse the project to understand and clarify the required functions.
3	Creative	Generate ideas on all the possible ways to accomplish the required functions.
4	Evaluation	Synthesize ideas and concepts and select those that are feasible for development into specific value improvements.
5	Development	Select and prepare the 'best' alternative(s) for improving value.
6	Presentation	Present the value recommendation to the project stakeholders.

### PHASE 4 – DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

Final design is intended to develop the project engineering to the final level which is intended to provide enough detail for construction of the intended project design. It is also important to faithfully represent the final design a set of contract documents that include plans, specifications, and estimates. The GHD Team will complete the final project design, specifications, and cost estimate in a phased approach.

**4.1 50% PS&E DOCUMENTS:** This task will begin preliminarily after the selection of the preferred alternative. This task will include the following:

- a) GHD will perform a preliminary Hydrologic study of the project area, studying the impact to the existing storm water system. GHD will identify watersheds, calculate times of concentration, calculate storm water runoff at confluence points using Rational Method and determine runoff of the project site.
- b) Develop 50% Level Plans. The plans will include the following:
  - o Demolition Plans
  - o Grading Plans
  - o Parking Improvement Plans
  - o Signing and Striping Plans
  - o Lighting and Communication Plans
  - o Landscaping and Irrigation Plans
  - o Erosion Control Plans
- c) The Engineers Estimate at this stage of the design is regarded by some as the most important document. This is where the project is pretty well defined and in focus, and

many of the issues have been addressed. This is often times where the project can take a dramatic turn based on the estimates relation to the available funding. The GHD Team understands the importance of this document and therefore takes special care in its preparation. The estimate will include the items of work as identified by the preliminary plans.

- d) Prepare 50% Specifications: At this stage, GHD will only prepare a table of content (TOC) to be reviewed by the District.
- e) Submit plans to District, DSA and other agencies (City of Riverside) and coordinate to obtain review comments.

**4.2 90% PS&E DOCUMENTS:** Once comments are obtained from agencies, GHD will then press forward towards final completion of the construction documents through 90% after obtaining written authorization to proceed to the next phase of design; GHD will begin preparation of the Construction Document submittals, as described below.

- a) GHD will address any comments on the Hydrologic study of the project area and prepare hydraulic calculations to support any storm water improvements needed.
- b) Utility Potholing: The potholing work will be completed by C-Below, our Potholing sub-consultant. C- Below will provide potholing services as needed with the intent to supply positive horizontal and vertical location of any known utilities. After documenting the findings, each pothole will be backfilled, compacted, and a perm-a-patch applied if applicable, and as specified by the Riverside Community College District. A potholing report complete with photographs will be provided at the conclusion of the job documenting the location, utility found, depth to the top of the pipe, utility size, material, and the soil conditions. C-Below will obtain all traffic control and permitting with a no-fee permit as needed to complete the work.
- c) Prepare 90% Plans: GHD will prepare a 90% level of plans for submission to the District and DSA. The plans will address comments received and agreed to from the 50% Design review meeting. The plans will include the following:
  - o Demolition Plans
  - o Grading Plans
  - o Parking Improvement Plans
  - o Signing and Striping Plans
  - o Lighting and Communication Plans
  - o Landscaping and Irrigation Plans
  - o Erosion Control Plans
- d) Engineers Estimate: GHD will prepare the comprehensive 90% Engineers Estimate. With every cost estimate there will be a cross referenced specification list with specification section and title.
- e) Prepare 90% Specifications: GHD has experience with many different Specifications and Technical Provision standards, including the Greenbook, Caltrans, CSI, Riverside County



and other municipalities. One thing they all have in common is they all describe a particular construction material or method in detail. Mr. Farjo has over 25 years of experience working with standard specifications and understanding the technical language sufficiently to make the appropriate Technical Provision changes.

- 4.3 100% PS&E DOCUMENTS:** Upon receipt of the 90% Comments, GHD will set up a meeting to go over and agree to the resolution of the comments received. After the meeting, GHD will prepare the 100% PS&E Package based on the comments. At this level, the design is fairly set and the plans are considered "nearly bid ready", and only minor design changes are expected.
- a) GHD will finalize the Hydrologic and Hydraulic study of the project
  - b) Prepare 90% Plans: GHD will prepare a 90% level of plans for submission to the District and DSA. The plans will address comments received from the 90% submittal. The plans will include the following:
    - o Demolition Plans
    - o Grading Plans
    - o Parking Improvement Plans
    - o Signing and Striping Plans
    - o Lighting and Communication Plans
    - o Landscaping and Irrigation Plans
    - o Erosion Control Plans
  - c) Engineers Estimate: GHD will address comments from the 90% estimate and prepare a 100% Engineers Estimate.
  - d) Technical Provisions: Once the Specification is reviewed by the District during the 90% review, GHD will edit the Specifications identified to be edited to produce the Technical Provision document for inclusion in the 100% submittal package.
  - e) Prepare Draft SWPPP: As of September 2, 2011, and per Order No. 2010-0014-DWQ from the State Water Resource Control Board, only a Qualified Stormwater Developer or QSD can legally prepare a Storm Water Pollution Prevention Plan. Mr. Nathan Towleron, PE will prepare a Draft Storm Water Pollution Prevention Plan (SWPPP) for use during construction, outlining the potential pollutants of concern and their sources, sources of sediment, and construction site erosion. The SWPPP will identify temporary BMP's required to mitigate these to meet effluent standards. The SWPPP will also include specific maps showing the site layout, surrounding area, construction boundaries, drainage areas, discharge locations, sampling locations, soil disturbance areas, locations of BMP's, sensitive habitats, locations of Post Construction BMP's, and storage areas.
- 4.4 Final PS&E DOCUMENTS:** Upon receipt of the 100% Comments, GHD will set up a meeting to go over and agree to the resolution of the comments received. After the meeting, GHD will prepare the Final PS&E Package based on the comments. At this level, the design is set and the plans are considered "bid ready", and design changes are not expected.
- a) Prepare Final Plans: GHD will prepare a Final level of plans for APPROVAL. The plans will address comments received from the 100% submittal. The plans will include the following:



- o Demolition Plans
  - o Grading Plans
  - o Parking Improvement Plans
  - o Signing and Striping Plans
  - o Lighting and Communication Plans
  - o Landscaping and Irrigation Plans
  - o Erosion Control Plans
- b) Engineers Estimate: GHD will address comments from the 100% estimate and prepare the Final Engineers Estimate.
- c) Technical Provisions: GHD will FINALIZE the Specifications as per the 100% comments.
- c) Prepare Final SWPPP: Based on comments received, GHD will prepare the Final SWPPP.
- d) Plot the Mylar set for approval and final signatures

## **PHASE 5 – BIDDING AND CONSTRUCTION SUPPORT SERVICES**

- 5.1 Bidding Support: GHD has the knowledge and experience to manage your project. During the bidding process question may arise from prospective bidders. These questions are processed using the Request for Information (RFI) process. GHD will process RFI's and provide responses in an expedient fashion. GHD believes that it is critical to provide answers to help facilitate more favorable bids. GHD strives to respond to RFI's within 24 hours of receipt.
- 5.2 **Construction Support:** After the District selects a Construction Contractor and the Contractor is under Contract, the District will have a Construction Kick-off meeting. This meeting typically includes District staff, the General Contractor (winning Bidder), key subcontractors, the Construction Manager assigned to the project, and GHD Project Manager. This meeting introduces the project team, discusses project details, and establishes the hierarchy of communication.
- GHD will be available throughout the life of the construction contract to assist the District with RFI's, design changes, CCO's, and Shop Drawing reviews.

## **PHASE 6 – PROJECT CLOSE OUT**

**Finishing** a project correctly is just as important as starting a project correctly. Our project close-out procedures include preparation of final Contract Record Documents that are a summarization of construction contractor records of changes made during construction that materially differ from what is shown on the plans. All of the project paper files are gathered from each of the team members and are assembled into a central filing system. All electronic data is compiled into a standardized filing system that is backed up on other servers and on CDs so that all electronic data for a project can be retrieved from one source when needed.

## Section 6 Project Fee Structure

Riverside City College  
Noble Demolition and Parking Lot Construction (RFP #2015/16-18)

RIVERSIDE COMMUNITY COLLEGE - NOBLE DEMOLITION AND PARKING LOT CONSTRUCTION (RFP #2015/16-18)																															
COMPENSATION AND FEE SCHEDULE																															
PHASE	Task Description	Principal	QA/QC Manager	Project Manager	General Engineer	Project Engineer	Project Engineer	Staff Engineer	Junior Engineer	Designer	Environmental Engineer	Utility Support	Total GHD Hours	GHD Labor Cost/hrs	Survey (CA) Note Surveying (Inc.)	Utility Locating (C-Below)	Geotechnical Submittal (Consulting, Inc.)	Total Fee													
		hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs							hrs	hrs	hrs	hrs	hrs	hrs							
<b>PHASE 1 INITIATION AND PLANNING</b>																															
1.1	Kick off Meeting and Site Visit			3										6	\$ 1,320				\$ 1,320												
1.2	Project Management Plan	2		5									13	\$ 2,415				\$ 2,415													
1.3	Project Coordination Meetings (DOSA, City, Flood, College)			40									87	\$ 12,615				\$ 12,615													
1.4	Detailed Project Schedule			5									10	\$ 2,085				\$ 2,085													
	<b>Subtotal</b>	<b>2</b>		<b>53</b>									<b>116</b>	<b>\$ 18,515</b>				<b>\$ 18,515</b>													
<b>PHASE 2 RESEARCH AND INVESTIGATION</b>																															
2.1	Desktop Utility Research and Data Collection							4	4				12	\$ 1,980				\$ 1,980													
2.2	Geotechnical Investigation			2									4	\$ 960			\$ 5,280	\$ 6,240													
2.3	Topographical Survey			2									4	\$ 960	\$ 13,340			\$ 14,300													
2.4	Hazardous Materials Investigation			2									4	\$ 960				\$ 960													
	<b>Subtotal</b>			<b>4</b>				<b>4</b>	<b>4</b>				<b>16</b>	<b>\$ 3,900</b>	<b>\$ 13,340</b>		<b>\$ 5,280</b>	<b>\$ 27,960</b>													
<b>PHASE 3 PROGRAMMING AND SCHEMATIC DESIGN</b>																															
3.1	Develop Alternatives			4			16	16					36	\$ 5,400				\$ 5,400													
3.2	Prepare Alternative Analysis Report			4			8	8					16	\$ 2,400				\$ 2,400													
	<b>Subtotal</b>			<b>8</b>			<b>24</b>	<b>24</b>					<b>52</b>	<b>\$ 7,800</b>				<b>\$ 7,800</b>													
<b>PHASE 4 DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS</b>																															
<b>Task 4 90% PS&amp;E</b>																															
4.1	Hydrology & Hydraulic Report			2			8	8					18	\$ 2,920				\$ 2,920													
4.2	Demolition Plans			2			2	2					4	\$ 780				\$ 780													
4.3	Grading Plans			2			2	2					4	\$ 780				\$ 780													
4.4	Parking Improvement Plans			2			8	8					16	\$ 2,400				\$ 2,400													
4.5	Signing and Striping Plans			1			2	2					4	\$ 600				\$ 600													
4.6	Lighting and Communication Plans			1			2	2					4	\$ 600				\$ 600													
4.7	Landscaping and Irrigation Plans			2			12	12					24	\$ 3,600				\$ 3,600													
4.8	Erosion Control Plans			1			2	2					4	\$ 600				\$ 600													
4.9	Cost Estimate			2			4	4					8	\$ 1,200				\$ 1,200													
4.10	Specifications Table of Contents			2			4	4					8	\$ 1,200				\$ 1,200													
4.11	Quality Control	2	8				24	16	40	40			116	\$ 3,320				\$ 3,320													
	<b>Subtotal</b>	<b>2</b>	<b>8</b>	<b>10</b>			<b>24</b>	<b>16</b>	<b>40</b>	<b>40</b>			<b>140</b>	<b>\$ 21,900</b>				<b>\$ 21,900</b>													
<b>Task 5 90% PS&amp;E</b>																															
5.1	Hydrology & Hydraulic Report			2			4	4					10	\$ 1,580				\$ 1,580													
5.2	Utility Protection			2			2	2				2	4	\$ 580			\$ 4,637	\$ 5,217													
5.3	Demolition Plans			2			2	2					4	\$ 780				\$ 780													
5.4	Grading Plans			2			2	2					4	\$ 780				\$ 780													
5.5	Parking Improvement Plans			2			4	4					8	\$ 1,160				\$ 1,160													
5.6	Signing and Striping Plans			1			3	3					6	\$ 900				\$ 900													
5.7	Lighting and Communication Plans			1			3	3					6	\$ 900				\$ 900													
5.8	Landscaping and Irrigation Plans			2			4	4					8	\$ 1,160				\$ 1,160													
5.9	Erosion Control Plans			1			2	2					4	\$ 600				\$ 600													
5.10	Cost Estimate			2			4	4					8	\$ 1,160				\$ 1,160													
5.11	Specifications			2			4	4					8	\$ 1,160				\$ 1,160													
5.12	Quality Control	2	8	10			24	12	36	36			103	\$ 15,900			\$ 4,637	\$ 20,437													
	<b>Subtotal</b>	<b>2</b>	<b>8</b>	<b>10</b>			<b>24</b>	<b>12</b>	<b>36</b>	<b>36</b>			<b>103</b>	<b>\$ 15,900</b>			<b>\$ 4,637</b>	<b>\$ 20,437</b>													
<b>Task 6 100% PS&amp;E</b>																															
6.1	Final Hydrology & Hydraulic Report			2			5	5					14	\$ 2,180				\$ 2,180													
6.2	Develop Draft SWPPP			1			4	4					17	\$ 2,330				\$ 2,330													
6.3	Demolition Plans			4			2	2					10	\$ 1,580				\$ 1,580													
6.4	Grading Plans			1			2	2					4	\$ 600				\$ 600													
6.5	Parking Improvement Plans			2			2	2					4	\$ 600				\$ 600													
6.6	Signing and Striping Plans			2			2	2					4	\$ 600				\$ 600													
6.7	Lighting and Communication Plans			4			4	4					8	\$ 1,200				\$ 1,200													
6.8	Landscaping and Irrigation Plans			2			4	4					8	\$ 1,160				\$ 1,160													
6.9	Erosion Control Plans			1			2	2					4	\$ 600				\$ 600													
6.10	Cost Estimate			2			4	4					8	\$ 1,160				\$ 1,160													
6.11	Specifications			2			4	4					8	\$ 1,160				\$ 1,160													
6.12	Quality Control	2	8	10			24	12	36	36			116	\$ 3,320				\$ 3,320													
	<b>Subtotal</b>	<b>2</b>	<b>8</b>	<b>10</b>			<b>24</b>	<b>12</b>	<b>36</b>	<b>36</b>			<b>109</b>	<b>\$ 16,430</b>				<b>\$ 16,430</b>													
<b>Task 7 Final PS&amp;E</b>																															
7.1	Final SWPPP			2			8	8					10	\$ 1,300				\$ 1,300													
7.2	Demolition Plans			2			2	2					4	\$ 580				\$ 580													
7.3	Grading Plans			2			2	2					4	\$ 580				\$ 580													
7.4	Parking Improvement Plans			2			2	2					4	\$ 580				\$ 580													
7.5	Signing and Striping Plans			2			2	2					4	\$ 580				\$ 580													
7.6	Lighting and Communication Plans			2			2	2					4	\$ 580				\$ 580													
7.7	Landscaping and Irrigation Plans			2			8	8					10	\$ 1,300				\$ 1,300													
7.8	Erosion Control Plans			1			2	2					4	\$ 580				\$ 580													
7.9	Cost Estimate			2			2	2					4	\$ 580				\$ 580													
7.10	Specifications			2			4	4					8	\$ 1,040				\$ 1,040													
7.11	Quality Control	2	8	11			10	8	4	24			59	\$ 8,780				\$ 10,750													
	<b>Subtotal</b>	<b>2</b>	<b>8</b>	<b>11</b>			<b>10</b>	<b>8</b>	<b>4</b>	<b>24</b>			<b>59</b>	<b>\$ 8,780</b>				<b>\$ 10,750</b>													
<b>PHASE 5 CONSTRUCTION SUPPORT SERVICES</b>																															
<b>Task 8 Bidding and Construction Support Services</b>																															
8.1	Provide Support During Bid/Award Phase			5	2		5	4					22	\$ 3,380				\$ 3,380													
8.2	Respond to RFPs and Submittals throughout duration of Project Construction			18	2	5	15						34	\$ 5,100				\$ 8,100													
	<b>Subtotal</b>			<b>15</b>	<b>4</b>	<b>5</b>	<b>24</b>	<b>4</b>					<b>56</b>	<b>\$ 8,980</b>				<b>\$ 8,980</b>													
<b>PHASE 6 PROJECT CLOSE OUT</b>																															
<b>Task 9 PROJECT CLOSE OUT</b>																															
9.1	PROJECT CLOSE OUT			5			5	5					24	\$ 4,000				\$ 4,000													
	<b>Subtotal</b>			<b>5</b>			<b>5</b>	<b>5</b>					<b>24</b>	<b>\$ 4,000</b>				<b>\$ 4,000</b>													
<b>REIMBURSABLE EXPENSES</b>																															
<b>Reimbursable expenses</b>																															
	<b>Subtotal</b>																		\$ 5,000												
<b>Total Phase 1 through 6</b>																															
		<b>10</b>	<b>32</b>	<b>185</b>	<b>4</b>	<b>8</b>	<b>169</b>	<b>36</b>	<b>104</b>	<b>140</b>	<b>18</b>	<b>30</b>	<b>714</b>	<b>\$ 113,266</b>	<b>\$ 13,340</b>	<b>\$ 4,637</b>	<b>\$ 8,280</b>	<b>\$ 144,422</b>													

## Agenda Item (VIII-E-2)

Meeting	12/13/2016 - Regular
Agenda Item	Committee - Facilities (VIII-E-2)
Subject	Professional Services Agreement for Feasibility Study for Student Services Building with Hill Partnership, Inc.
College/District	Moreno Valley
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the agreement for professional services for a Feasibility Study for the Student Services Building at Moreno Valley College with Hill Partnership, Inc. in the amount not to exceed \$57,950.

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### Background Narrative:

On January 25, 2016, the District issued a Request for Proposals (RFP) seeking Architectural Design Services for the remodel and modernization of the Moreno Valley College (MVC) Student Services Building. Fourteen (14) responses were received from various firms.

After all proposals were screened by a panel, consisting of the Chief of Staff & Facilities Development; the District Facilities Development Director; the MVC Vice President of Student Services; the MVC Facilities Director; and MVC Health Services Supervisor; eight (8) firms were selected to be interviewed.

On May 5 and 6, 2016, interviews and presentations took place. It was then decided by the screening committee to bring back three (3) of the firms for a final presentation with specific items to be addressed including a comparison of creating a new student services building vs. renovation/repurposing portions of the existing student services building. The final three (3) presentations took place on June 28, 2016. The screening committee concluded it would be beneficial to have a feasibility study conducted to determine how to proceed.

At this time, it is requested that the Board of Trustees approve the agreement with Hill Partnership, Inc. (HPI) in the amount not to exceed \$57,950 to conduct a feasibility study for the MVC Student Services Building. Detailed scope of work is outlined in Exhibit I of the attached agreement.

Prepared By: Irving Hendrick, Interim President, Moreno Valley College  
Nathaniel Jones, Vice President, Business Services (MVC)  
Dyrell Foster, Vice President, Student Services (MVC)  
Chris Carlson, Chief of Staff & Facilities Development  
Lynn Purper, Facilities Development Director

### Attachments:

[Agreement with HPI-Feasibility Study\\_MVC Student Svs Bldg](#)

**AGREEMENT BETWEEN**  
**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**And**

**HILL PARTNERSHIP, INC.**

THIS AGREEMENT is made and entered into on the 14th day of December, 2016, by and between HILL PARTNERSHIP, INC. hereinafter referred to as “Architect” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Architect’s office, and on site at Riverside Community College District, Moreno Valley College.
3. The services rendered by the Architect are subject to review by the Chief of Staff and Facilities Development or her designee.
4. The term of this agreement shall be from December 14th, 2016, to the estimated completion date of May 26, 2017, 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 Architect.
5. Payment in consideration of this agreement shall not exceed \$57,950 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 Architect hereunder specific only to this project, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Architect shall have the right to retain copies of all such data for Architect records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District’s sole risk, and provided further, that Architect shall be indemnified and defended against any

damages resulting from such use. In the event the Architect, following the termination of this Agreement, desires to use any such data, Architect shall make the request in writing through the office of the 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 Architect in connection with this Agreement shall be held in a strictly confidential manner by Architect. Such materials shall not, without the written consent of District, be used by Architect for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Architect shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon adjudicated any negligence, recklessness, or willful misconduct of Architect, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Architect services under this Agreement. Architect shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such actual negligence, recklessness or willful misconduct and only in proportion thereto. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Architect, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Architect), Architect, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Architect free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.
10. Architect shall procure and maintain 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 Architect'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 Architect, in which case District will pay Architect in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Architect, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Architect shall not discriminate against any person in the provision of services, or employment of persons on the basis of 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 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 is strictly prohibited.
13. Architect is an independent contractor and no employer-employee relationship exists between Architect 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 Architect.
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.

Hill Partnership, Inc.

Riverside Community College District

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Lawrence A. Frapwell  
President  
115 – 22<sup>nd</sup> Street  
Newport Beach, CA 92663

---

Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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



## Exhibit I



115 22nd street newport beach, california 92663  
p. 949.475.8442 f. 949.475.4583  
hpiarch@hpiarch.com

### ARCHITECTURAL SERVICES PROPOSAL

October 21, 2016

Lynn Purper  
Facilities Development Director  
Riverside Community College District  
3801 Market Street, 3<sup>rd</sup> Floor  
Riverside, CA 92501

**Project: Moreno Valley College Student Services  
Feasibility Study**

**Subject: Architectural / Engineering Services Proposal**

Dear Lynn:

Thank you for allowing us to submit the following proposal to provide our professional services.

#### A. PARTIES TO AGREEMENT

**CLIENT:** Riverside Community College District (District or College)  
Facilities Planning and Development  
3801 Market Street, 3<sup>rd</sup> Floor  
Riverside, CA 92501

**Contact:** Lynn Purper

**ARCHITECT:** HPI Architecture  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663

**Contact:** Ammar Sarsam

#### B. FORM OF AGREEMENT

It is assumed for purposes of this proposal that the services enumerated below will be provided pursuant to the District's standard form of agreement ("Agreement") with all open issues to be negotiated to the mutual satisfaction of both parties.

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design excellence

client centered

professional integrity



## C. PROJECT SCOPE

The Project consists of renovation and or repurposing of portions of the existing Student Services Building as well as the addition of a new Welcome Center Building at Moreno Valley College to provide enhanced services to both new and continuing students. The Project is generally envisioned as follows:

- Creating a new Student Services Building and related site improvements focused on providing "front end" services including:
- Renovation / repurposing of portions of the existing Student Services Building to provide services to continuing students including:

It is the District / Colleges intent to limit the extent of renovation to architectural tenant improvements and limited redistribution of existing MEP services as necessary to support the architectural changes without upgrade of the existing equipment. No structural improvements or assessments are anticipated.

The established Project Budget is Eleven Million Dollars (\$ 11,000,000.00) inclusive of building improvements, site / infrastructure improvements, furnishings and soft costs.

It is understood that the definition / scope of the Project (building size, program area and distribution, as well as the extent of site / infrastructure improvements) may vary based on District approval of the results of the Feasibility Study Services (Programming, Assessment and Conceptual Design) outlined below.

## D. PROJECT SERVICES

### Feasibility Study Services

The goal of the services outlined below is to define, together with the District and College's administrative team, a concept for the comprehensive development of the Project and related site. The work product will be a detailed program and a conceptual design package establishing the scope of improvements, a rough order of magnitude budget, and a suggested schedule for implementation. The services and work product are intended to support the District and College's administrative team in determining / approving the scope of the Project for further development in a subsequent phase.

### *Preliminary Project Programming (Program Validation)*

The program validation process will be an iterative process of workshops with the College and District to assess, verify and document information regarding site considerations; building program area allocations; functional requirements and adjacencies; as well as equipment, building system and technology needs of each specific activity or use. Efforts and documentation will include the following:

- Program review / validation meetings with Campus faculty and staff (we are can include students if deemed valuable)
- Based on the discussions resulting from the meetings / workshops provide a written description of the Project including the following:
  - Detailed Space Program / Program Area Allocation by Building (new and renovated) to further define qualitatively and quantitatively the functional needs of the users.

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- Design criteria for the project and individual spaces / activities indicating architectural, structural, mechanical, plumbing and technology considerations need requirements.
- Functional adjacency diagrams for each space / activity
- Horizontal and vertical blocking and stacking diagrams
- Meeting minutes of all project related meetings including Program Review / Validation Meetings with the User Group(s)

#### ***Site / Building(s) Assessment***

Review and evaluate the proposed site, the existing building and owner-provided data relevant to the Conceptual Planning effort described below. The scope of assessment services shall include:

- Review and evaluate the following plans and reports:
  - Campus Master Plan
  - Utility Infrastructure Mapping and Assessments
  - Available Design or Construction Documents for the existing Student Services Building including any previously proposed improvements to the existing Building
  - Available Design or Construction Documents of existing or proposed improvements within the proposed planning area.
  - Previous Design or Engineering Studies (for the Building or site area) previously commissioned by the College / District under separate contract
- Visit the Project to become familiar with readily observable existing conditions and site constraints including photo-documentation of findings.
- Conduct a preliminary assessment of existing MEP systems including a general assessment of the age, condition and capacity of existing systems to support the intended improvements. Assessment shall be limited to review of available documentation, visual observation of readily accessible systems and discussions with College maintenance and operations personnel.
- Work with the Campus / District to confirm the capacity of existing site utilities and any extension of site utilities/ infrastructure necessary to support the proposed Project

#### ***Conceptual Planning***

Based on the confirmed Preliminary Project Program and Site / Building Assessment, develop for approval by the District a conceptual approach to development of the Project defining the scope, budget and schedule. This effort will include:

- Concurrent with the Program Validation and Site / Building Assessment process, develop for review with the College / District a maximum of three (3) Design Alternatives including conceptual site and building space / floor plans (blocking and stacking) diagrams.
- Review and discuss the merits of each design alternative with the College / District relative to the following criteria:
  - Consistency with the needs defined in the Preliminary Project Program
  - Order of magnitude costs of each alternative
  - Phasing and schedule implications of each alternative
- Based on an approved / selected Design Alternative prepared additional graphic and written documents as necessary to describe the proposed improvements including:
  - Site Plan(s) conceptually defining hardscape, landscape and other site improvements
  - Conceptual Floor Plans
  - Conceptual Massing / Building Sections of proposed new facilities
  - Narrative and graphic documents defining proposed utility and infrastructure improvements
- A conceptual level construction cost estimate for the selected / approved design alternative
- Work with the District / College to establish and document the Project Scope, Budget and Schedule

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**Excluded Services**

- Geotechnical Studies
- Property, boundary and/or topographic surveys
- Parking/Traffic Studies or Traffic Engineering
- Utility surveys or analysis / studies except as specifically identified above
- Civil Engineering services including hydrology and hydraulic calculations
- Any and all Structural Engineering services
- Detailed Design and or Engineering Services for any improvements
- Development of LEED Program or Criteria
- Services not described herein

**E. COMPENSATION**

HPI proposes to provide the above described services on a fixed fee basis of Fifty Seven Thousand Nine Hundred Fifty Dollars (\$57,950.00) as follows:

<i>Preliminary Project Programming</i> .....	\$ 4,000.00
<i>Site / Building Assessment</i> .....	\$ 17,750.00
Architectural:	\$ 15,000.00
MEP:	\$ 2,500.00 @ 1.1 = \$ 2,750.00
<i>Conceptual Planning</i> .....	\$ 35,000.00
Architectural:	\$ 24,000.00
MEP:	\$ 2,500.00 @ 1.1 = \$ 2,750.00
Cost Estimating:	\$ 7,500.00 @ 1.1 = \$ 8,250.00
<i>RCCD Board of Trustee Presentation</i> .....	\$ 1,200.00
<b>Total Cost of Services</b>	<b>\$57,950.00</b>

If the above information meets with your approval, we will assist you to incorporate it into the District's standard agreement with any open issues to be negotiated to the mutual satisfaction of both parties.

We look forward to the opportunity of continuing our professional services to the Riverside Community College District.

Sincerely,

HPI Architecture



Lawrence A. Frapwell, Architect, LEED AP BD+C  
President

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## Agenda Item (VIII-E-3)

Meeting	12/13/2016 - Regular
Agenda Item	Committee - Facilities (VIII-E-3)
Subject	Change Orders No. 7 and No. 8 for the Culinary Arts Academy and District Offices Project with Inland Building Construction Companies, Inc.
College/District	District
Funding	District and Riverside City College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve: 1) project Change Order No. 7 with Inland Building Construction Companies, Inc. in the amount of \$222.55; 2) project Change Order No. 8 with Inland Building Construction Companies, Inc. in the amount of \$69,532.00; and 3) the change orders in excess of ten percent by a total of \$171,247.74.

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### Background Narrative:

On June 17, 2014, the Board of Trustees approved award of bids for twenty-two (22) scopes of work in the amount of \$50,266,678 for the Culinary Arts Academy & District Offices (CAA/DO), Coil School for the Arts (CSA) and Parking Structure (Phase 2 Construction Bid Categories 04 through 23 & 25). Included in the award was a contract with Inland Building Construction Companies, Inc. in the amount of \$968,839.

At this time it is requested that the Board of Trustees approve the following for the Culinary Arts Academy and District Offices Project: 1) Change Order No. 7 with Inland Building Construction Companies, Inc. (IBCC) in the amount of \$222.55; 2) Change Order No. 8 with IBCC in the amount of \$69,532.00; and 3) amending their contract to \$1,236,970.64, exceeding the allowable change order contingency by a total amount of \$171,247.74.

The added cost conveyed in Change Order No. 7 derives from IBCC being utilized to provide a man-lift for Saturday (12/5/15) in order to expedite placement of flooring material in the CAA/DO building on multiple floors. Change Order No. 8 represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work. Detailed costs are listed on the attached Change Order Summary.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Chris Carlson, Chief of Staff & Facilities Development  
Bart Doering, Facilities Development Director

### Attachments:

[Change Orders No 7 and 8\\_Summary-Inland Building Construction Companies, Inc.](#)

Riverside Community College District  
Facilities Planning & Development  
Culinary Arts Academy and District Office Building

**CHANGE ORDER SUMMARY**

Change Order **No. 7**

Contractor: **Inland Building Construction Companies, Inc. (BC#18 – Misc. (CA))**

<i>Approved Contract Amount:</i>	\$ 968,839.00
<i>Change Order No.1 Amount:</i>	\$ 59,180.00
<i>Change Order No.2 Amount:</i>	\$ 8,026.00
<i>Change Order No.3 Amount: :</i>	\$ 20,569.11
<i>Change Order No. 4 Amount:</i>	\$ 92,983.00
<i>Change Order No. 5 Amount:</i>	\$ 18,123.00
<i>Change Order No. 6 Amount:</i>	\$ - 504.02
<b><i>Change Order No. 7 Amount:</i></b>	<b><u>\$ 222.55</u></b>
<i>Revised Contract Sum:</i>	\$1,167,438.64
<i>Original Contract Contingency:</i>	\$ 96,883.90
<i>Remaining Project Contingency:</i>	\$ - 101,715.74

Change Order Description:

**Item No. 1**

Cost Proposal #176: Inland Building will be utilized to provide a man-lift operator for Saturday, 12/5/15 in order to facilitate placement of flooring material in CAADO building on multiple floors. Allowance billed \$1000 - change order for the balance of \$222.55.

\$222.55

Requested by: Owner/Riverside Community College District

Accountability: Owner/ Riverside Community College District

**TOTAL ADD/CREDIT:**

**\$222.55**

Riverside Community College District  
Facilities Planning & Development  
Culinary Arts Academy and District Office Building

**CHANGE ORDER SUMMARY**

Change Order **No. 8**

Contractor: **Inland Building Construction Companies, Inc. (BC#18 – Misc. (CA))**

<i>Approved Contract Amount:</i>	\$ 968,839.00
<i>Change Order No.1 Amount:</i>	\$ 59,180.00
<i>Change Order No.2 Amount:</i>	\$ 8,026.00
<i>Change Order No.3 Amount: :</i>	\$ 20,569.11
<i>Change Order No. 4 Amount:</i>	\$ 92,983.00
<i>Change Order No. 5 Amount:</i>	\$ 18,123.00
<i>Change Order No. 6 Amount:</i>	\$ - 504.02
<i>Change Order No. 7 Amount:</i>	\$ 222.55
<b><i>Change Order No. 8 Amount:</i></b>	<b><u>\$ 69,532.00</u></b>
<i>Revised Contract Sum:</i>	\$1,236,970.64
<i>Original Contract Contingency:</i>	\$ 96,883.90
<i>Remaining Project Contingency:</i>	\$ - 171,247.74

Change Order Description:

**Item No. 1**

Cost Proposal #581: Per direction received in CCD#161, IBCC furnished and installed stainless steel niches in the restrooms so that the college paper towel dispensers could be installed without creating an ADA issue.

\$3,285.00

Requested by: Owner/Riverside Community College District

Accountability: Owner/ Riverside Community College District

*Continued on next page...*

**Item No. 2**

Cost Proposal #573: Per response to RFI PD#1305, Daniels Electric furnished and installed FSR boxes in room 140 to provide the additional cabling required for the board meetings. Per CCD#230, they also furnished larger batteries for the Fire Alarm Control Panel (FACP). This work by Daniels is being funded through IBCC.

\$4,427.00

*Requested by:* Owner/Riverside Community College District  
*Accountability:* Owner/ Riverside Community College District

**Item No. 3**

Cost Proposal #583: Due to CSI working overtime hours to recover from their delays, the man lift operator had to also work overtime. The costs for this have already been deducted from CSI in Change Order #04.

\$8,403.00

*Requested by:* Owner/Riverside Community College District  
*Accountability:* Owner/ Riverside Community College District

**Item No. 4**

Cost Proposal #590: IBCC will be performing the following miscellaneous additional electrical work: Furnishing a Share-link Media Device for Room 311, relocating data to the touch panel in the 3<sup>rd</sup> floor break room, adding data to the rooftop rack and lobby display, adding a switch for the roof top lights, and furnishing and installing additional exit signs on 2<sup>nd</sup> and 3<sup>rd</sup> floors (IBCC #91).

\$34,411.00

*Requested by:* Owner/Riverside Community College District  
*Accountability:* Owner/ Riverside Community College District

**Item No. 5**

Cost Proposal #596: IBCC will be doing the following additional electric / low voltage work. Install data lines for the new Dais floor boxes per RFI PD#1305, installation of an occupancy sensor at stairwell #1 per RFI PD#1248 and relocating 2 data lines from office 311 onto the east wall of 310 per direction of RCCD (IBCC#92).

\$19,006.00

*Requested by:* Owner/Riverside Community College District  
*Accountability:* Owner/ Riverside Community College District

**TOTAL ADD/CREDIT:**

**\$69,532.00**

## Agenda Item (VIII-E-4)

Meeting	12/13/2016 - Regular
Agenda Item	Committee - Facilities (VIII-E-4)
Subject	Change Order No. 12 for the Culinary Arts Academy and District Offices Project with Neal Electric
College/District	District
Funding	District and Riverside City College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve: 1) project Change Order No. 12 with Neal Electric in the amount of \$8,954.60; and 2) the change order in excess of ten percent by a total of \$233,789.30.

---

### Background Narrative:

On June 17, 2014, the Board of Trustees approved award of bids for twenty-two (22) scopes of work in the amount of \$50,266,678 for the Culinary Arts Academy & District Offices (CAA/DO), Coil School for the Arts (CSA) and Parking Structure (Phase 2 Construction Bid Categories 04 through 23 & 25). Included in the award was a contract with Neal Electric in the amount of \$3,434,259.

At this time it is requested that the Board of Trustees approve the following for the Culinary Arts Academy and District Offices Project: 1) Change Order No. 12 with Neal Electric in the amount of \$8,954.60; and 2) amending their contract to \$4,011,474.20, exceeding the allowable change order contingency by a total amount of \$233,789.30. The added costs conveyed in Change Order No. 12 represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work. Detailed costs are listed on the attached Change Order Summary.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Chris Carlson, Chief of Staff & Facilities Development  
Bart Doering, Facilities Development Director

### Attachments:

[Change Order No 12-Summary\\_Neal Electric](#)



Riverside Community College District  
Facilities Planning & Development  
Culinary Arts Academy and District Office Building

**CHANGE ORDER SUMMARY**

Change Order No. 12

Contractor: **Neal Electric (BC#23-Electrical)**

<i>Approved Contract Amount:</i>	\$3,434,259.00
<i>Change Order No.1 Amount:</i>	\$ 56,613.32
<i>Change Order No.2 Amount:</i>	\$ 59,152.73
<i>Change Order No.3 Amount:</i>	\$ 40,342.42
<i>Change Order No.4 Amount:</i>	\$ 259,859.66
<i>Change Order No. 5 Amount:</i>	\$ 61,063.21
<i>Change Order No. 6 Amount</i>	\$ <b>-11,151.50</b>
<i>Change Order No. 7 Amount:</i>	\$ 5,107.20
<i>Change Order No. 8 Amount:</i>	\$ 4,269.70
<i>Change Order No. 9 Amount:</i>	\$ <b>-12,602.68</b>
<i>Change Order No. 10 Amount:</i>	\$ 74,439.03
<i>Change Order No. 11 Amount:</i>	\$ 31,167.51
<b><i>Change Order No. 12 Amount:</i></b>	<b><u>\$ 8,954.60</u></b>
<i>Revised Contract Sum:</i>	\$4,011,474.20
<i>Original Contract Contingency:</i>	\$ 343,425.90
<i>Remaining Project Contingency:</i>	\$ -233,789.30

Change Order Description:

**Item No. 1**

Neal CO# CCN46R1 - CCD#93 – 2<sup>nd</sup> floor box location changes. \$ 4,370.98

**Item No. 2**

Neal CO# CCN#74 - CCD#184 – 2<sup>nd</sup> & 3<sup>rd</sup> power and data locations. \$ 12,753.44

**Item No. 3**

Neal CO# CCN#91 – RFI#57 – Electrical conduit clarifications. \$ (880.00)

<b><u>Item No. 4</u></b>		
Neal CO#	CCN#8RIB – CP# CP#63 CCD#41 – Lighting revisions.	\$ <u>(1,809.19)</u>
<b><u>Item No. 5</u></b>		
Neal CO#	CCN#96 CCD#158 - Security revisions.	\$ <u>(896.12)</u>
<b><u>Item No. 6</u></b>		
Neal CO#	CCN#100 CCD#202 - Revised event center speakers.	\$ <u>(3,416.29)</u>
<b><u>Item No. 7</u></b>		
Neal CO#	CCN#85 CP#365 – Fire Alarm Issues.	\$ <u>4,227.36</u>
<b><u>Item No. 8</u></b>		
Neal CO#	CCN#141 CP#578 LS4 Custom Block Installation	\$ <u>1,852.02</u>
<b><u>Item No. 9</u></b>		
Neal CO#	CCN#72 - Balance of work for smoke fire dampers.	\$ <u>2,713.31</u>
<b><u>Item No. 10</u></b>		
Neal CO	#104 Caston BC to Neal for late LC2-19 fixtures.	\$ <u>(580.56)</u>
<b><u>Item No 11</u></b>		
Neal CO	#4773S-15 CP#403 Letner - 1 <sup>st</sup> floor east canopy panel R&R due to late lighting installation.	\$ <u>(1,114.62)</u>
<b><u>Item No 12</u></b>		
Neal CO#	45 None Corona – Scaffold removal delay.	\$ <u>(3,050.00)</u>
<b><u>Item No 13</u></b>		
Neal CO#	149 Caston – 3 <sup>rd</sup> floor light cove.	\$ <u>(998.53)</u>
<b><u>Item No. 14</u></b>		
Neal CO#	150 Caston – 3 <sup>rd</sup> Floor light cove.	\$ <u>(1,362.04)</u>
<b><u>Item No. 15</u></b>		
Neal CO#	152 Caston – 4 <sup>th</sup> floor holes and caulking.	\$ <u>(365.76)</u>
<b><u>Item No. 16</u></b>		
Neal CO#	4773S-6 Neal Back Charge.	\$ <u>(1,300.40)</u>
<b><u>Item No. 17</u></b>		
Neal CO#	42654 Triumph paint pick up 3 <sup>rd</sup> floor bathrooms.	\$ <u>(1,189.00)</u>

*Requested by:* Owner / Riverside Community College District  
*Accountability:* Owner / Riverside Community College District

**TOTAL ADD/CREDIT:** \$ 8,954.60

## Agenda Item (VIII-E-5)

Meeting	12/13/2016 - Regular
Agenda Item	Committee - Facilities (VIII-E-5)
Subject	Retention Reduction for the Culinary Arts Academy/District Office Building and Coil School for the Arts Building Projects with Inland Building Construction Companies, Inc.
College/District	District
Funding	District and College Allocated Measure C Funds/Program Reserve Measure C Funds, Redevelopment Funds and La Sierra Funds
Recommended Action	It is recommended that the Board of Trustees approve the request for retention reduction from five percent to two and one half percent by Inland Building Construction Companies, Inc. for the Culinary Arts Academy/District Office Building and Coil School for the Arts Building construction projects.

---

### Background Narrative:

On June 17, 2014, the Board of Trustees approved award of bids for twenty-two (22) scopes of work in the amount of \$50,266,678 for both the Culinary Arts Academy/District Offices (CAA/DO) and the Coil School for the Arts (CSA) and Parking Structure projects (Phase 2 Construction Bid Categories 04 through 23 & 25). Included in the award was Inland Building Construction Companies, Inc., Category #18 – Miscellaneous, for a total bid amount of \$3,800,000 for both projects.

Upon acceptable completion of over ninety-nine percent (99%) of the CAA/DO and CSA Phase 2 construction projects, prime contractor, Inland Building Construction Companies, Inc. requests a reduction from five percent (5%) to two and one half percent (2.5%) of the retention withheld from their contract pursuant to Public Contract Code Section 9203(a). Exhibit I.

At this time it is recommended that the Board of Trustees approve this request as the District staff confirms the quality of work is acceptable, and Inland Building Construction Companies, Inc. has made satisfactory progress to warrant a retention reduction.

Prepared By: Wolde-Ab Isaac, President, Riverside  
Chris Carlson, Chief of Staff & Facilities Development  
Bart Doering, Facilities Development Director

### Attachments:

[Public Contract Code 9203a](#)

Exhibit 1

**PUBLIC CONTRACT CODE**  
**SECTION 9203(a)**

(a) Payment on any contract with a local agency for the creation, construction, alteration, repair, or improvement of any public structure, building, road, or other improvement, of any kind which will exceed in cost a total of five thousand dollars (\$5,000), shall be made as the legislative body prescribes upon estimates approved by the legislative body, but progress payments shall not be made in excess of 95 percent of the percentage of actual work completed plus a like percentage of the value of material delivered on the ground or stored subject to, or under the control of, the local agency, and unused. The local agency shall withhold not less than 5 percent of the contract price until final completion and acceptance of the project. However, at any time after 50 percent of the work has been completed, if the legislative body finds that satisfactory progress is being made, it may make any of the remaining progress payments in full for actual work completed.

## Agenda Item (IX-A-1)

Meeting	12/13/2016 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Agreement to Conduct a Classification and Compensation Study for Classified Represented and Confidential Employees with Koff and Associates
College/District	District
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve the agreement to conduct a Classification and Salary Survey for represented Classified and Confidential employees with Koff Associates in the amount of two hundred fourteen thousand nine hundred twenty dollars (\$214,920)

---

### Background Narrative:

On February 16, 2016, this Board approved the successor collective bargaining agreement between the District and California School Employees' Association, Local 535. A component of that agreement contained in Exhibit F of that agreement approved a classification and salary study.

After a thorough Request for Proposal process, the District and CSEA agreed on Koff & Associates as the vendor to conduct the study. This action, if approved, will allow work to begin using the agreed upon vendor, Koff & Associates.

In addition to the actual study, the scope of work includes a communications program as well as an implementation program at a cost to the District of two hundred fourteen thousand, nine hundred and twenty dollars (\$214,920).

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20161213\\_Class and Comp Study\\_Koff and Assoc\\_Consulting Agrmnt](#)  
[20161213\\_Class and Comp Study\\_Koff and Assoc\\_Exh A Proposal](#)

**HUMAN RESOURCES MANAGEMENT  
CONSULTING AGREEMENT**

THIS HUMAN RESOURCES MANAGEMENT CONSULTING AGREEMENT (this "Agreement") is made and entered into as of the 15<sup>th</sup> day of November, 2016, by and between Koff & Associates ("K&A"), a California corporation located at 2835 Seventh Street, Berkeley, CA 94710 ("K&A"), and Riverside Community College District, located at 3801 Market St., Riverside, CA 92501 ("Client").

**RECITAL**

Client desires to retain K&A as an independent contractor to perform human resource management consulting services for Client, and K&A is willing to perform such services, on the terms set forth below.

**Scope of Work**

The scope of work includes a Classification and Compensation Study, Communications Program, and Implementation Program, described in more detail in Exhibit A, which is attached to this Agreement and incorporated herein by this reference.

**AGREEMENT**

NOW, THEREFORE, the parties hereby agree as follows:

1. **Services.** K&A agrees to perform the work project that is identified above to Client and other such services as may be requested by Client from time to time and that are within the competence of and consistent with the expertise of K&A (collectively, the "Services"). The parties may delete, add or substitute Services, extend the term of this Agreement or alter the terms of compensation to K&A by executing one or more amendments or addenda, provided that each such amendment or addendum shall be signed by authorized representatives of both parties.
2. **Compensation.** Client agrees to pay K&A compensation as follows:
  - 2.1 **Project Fee.** On a project fee basis. The Fee for Services for the specified work project shall not exceed Two Hundred Fourteen Thousand Nine Hundred Twenty (\$214,920) Dollars. Expenses are inclusive in the Project Fee. Project fees shall be billed upon monthly progress task completion. Should Client desire additional levels of effort that are directly related to the identified scope of work indicated above, K&A will honor our composite rate of \$120/hour.
  - 2.2 **Time Expended.** On a time expended basis. Should Client desire K&A to perform other human resources work unrelated to the above identified project, time shall be billed by K&A for each of its staff at the rates of \$165 per hour for Chief Executive Officer and President, \$130 per hour for Senior Project Manager and Project Manager, \$125 per hour for Senior Consultant and Consultant, and \$65 per hour for Technical Assistant.

Time is accounted for and billed on a quarter hour (.25) basis. Travel time in connection with Services is billed for each staff member at one half the normal hourly billing rate, and no more than four hours of travel time is billed per day within California.

Expenses are incorporated in our hourly rates and will not be charged separately on a reimbursement basis. They include photocopying, binding, and other similar document production charges, long distance telephone and facsimile, postage and courier, mileage at the then current IRS rate, hotel, airfare, car rentals, per diem, and other similar charges.

Billable time (including expenses) shall be billed monthly, in arrears.

3. **Payment.** Client shall pay K&A for its fees and reimbursable expenses within thirty (30) days following the date of receipt of each applicable invoice. If Client contests or questions any invoice, it shall raise any questions with management of K&A within such 30-day period.

4. **Confidentiality.**

- 4.1 **Definition.** "Confidential Information" means any Client software source code; proprietary information; employment records; financial, tax, business and/or product records; and marketing, financial statements or records or other business information disclosed by Client either directly or indirectly, in writing, orally or by drawings or inspection of parts or equipment. "Confidential Information" shall not be deemed to include information which (a) is known to K&A at the time of disclosure to K&A by Client, as evidenced by written records of K&A; (b) has become publicly known and made generally available through no wrongful act of K&A; or (c) has been rightfully received by K&A from a third party who is authorized to make such disclosure.

- 4.2 **Covenant Not to Use or Disclose.** K&A shall not, during or subsequent to the term of this Agreement, use any of the Confidential Information for any purpose whatsoever other than the performance of the Services on behalf of Client, nor disclose any Confidential Information to any third party. It is understood that all Confidential Information shall remain the sole property of Client. K&A further agrees to take all reasonable precautions to prevent any unauthorized disclosure of the Confidential Information by its employees or agents.

- 4.3 **Return of Materials.** Upon the termination of this Agreement or upon Client's earlier request, K&A will deliver to Client all of Client's Confidential Information in tangible form that K&A may have in K&A's possession or control, except that K&A may retain one copy of all such materials solely for archival purposes.

5. **Ownership of Work Product.** K&A agrees that all of its customized reports, recommendations, plans, handbooks, copyrightable material and other work product created or assembled by it in the course of performing its Services hereunder are works for hire for the benefit of Client and as such are the sole property of Client. To the extent that such materials and work product do not constitute work for hire, in consideration of the payments and other covenants of Client as set forth or called for herein, K&A hereby sells, transfers, conveys and assigns any and all of its rights therein to Client.

6. **Reports.** K&A shall regularly confer with and report to Client as to K&A's progress in performing the Services hereunder and that K&A will, as requested by Client, prepare written reports with respect thereto.
7. **Insurance.** K&A agrees to obtain and maintain adequate workers' compensation, comprehensive general and vehicular insurance for claims for damages because of bodily injury (including death) and property damage caused by or arising out of acts or omissions of such employees. The minimum limits of such insurance (apart from workers' compensation) shall be:

Workers' Compensation:	Statutory Limits
Automobile Insurance:	\$2 million per occurrence
Errors and Omissions:	\$1 million per occurrence
General Liability:	\$1 million per occurrence

K&A shall, upon request, provide evidence of such insurance to Client and also notify Client at least 30 days in advance if K&A desires to modify or cancel such insurance.

8. **Limits on K&A's Responsibility; Indemnification.**

8.1 **Limitations on K&A's Responsibility.** Client acknowledges that in the absence of an express written undertaking by it to the contrary, K&A, in agreeing to perform and in performing the Services hereunder, does not in any manner guarantee the outcome, recommendation of any undertaking or activity that constitutes any portion of the Services. K&A's warrants in this respect is that its Services will be performed in a professional and businesslike manner, in accordance with human resources best practices and in accordance with the description of Services provided by it in its proposal or in one or more other signed written documents.

8.2 **Client Indemnification.** K&A agrees to indemnify, hold harmless and defend Client, its officers, equity owners, directors, partners, managers, agents and employees from and against all liabilities, losses, costs, damages and/or other expenses (including reasonable attorneys' and experts' fees and expenses and court costs) arising in connection with or related to claims, actions or proceedings raised or brought by any third parties on account of or occurring in connection with K&A's performance of the Services hereunder, except to the extent caused by the gross negligence or willful misconduct of Client or its agents or employees.

At the same time, Client agrees to indemnify, hold harmless and defend K&A, its officers, equity owners, directors, partners, managers, agents and employees from and against all liabilities, losses, costs, damages and/or other expenses (including reasonable attorneys' and experts' fees and expenses and court costs) arising in connection with or related to claims, actions or proceedings raised or brought by any third parties on account of or occurring in connection with K&A's performance of the Services hereunder, except to the extent caused by the gross negligence or willful misconduct of K&A or its agents or employees.



## **9. Term and Termination.**

**9.1 Termination for Convenience.** Either party may terminate this Agreement without cause upon giving prior written notice thereof to the other party.

**9.2 Actions upon Termination.** Upon termination as provided above, all rights and duties of the parties toward each other shall cease except (a) if terminated by Client, K&A shall immediately cease all Services; and (b) if terminated by K&A for any reason other than a breach hereunder by Client, and if desired by Client, K&A agrees to complete any assignment, on the same terms and conditions, including compensation, as otherwise applicable.

**9.3 Survival.** The following sections shall survive termination of this Agreement: **Section 3, Section 4, Section 5, Section 8, Section 9.2, this Section 9.3 and Section 10.**

## **10. General.**

**10.1 Assignment.** Neither party shall assign any rights or delegate any duties without the prior written consent of the other party, which consent shall not be unreasonably withheld. Any attempted assignment or transfer without the other party's consent shall be void and of no effect.

**10.2 Independent Contractor.** Nothing in this Agreement shall in any way be construed to constitute K&A as an agent, employee or representative of Client, but K&A shall perform the Services hereunder as an independent contractor. Since K&A is not an employee of Client, it is understood that K&A is not entitled to any employee benefits during the term of this Agreement. K&A agrees to furnish any and all materials necessary for it to perform the Services.

**10.3 Arbitration.** Client and K&A agree that any dispute or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement shall be settled by binding arbitration to be held in client location or Alameda County, California, in accordance with the rules then in effect of the American Arbitration Association. The arbitrator may grant injunctions or other relief in such dispute or controversy. The decision of the arbitrator shall be final, conclusive and binding on the parties to the arbitration. Judgment may be entered on the arbitrator's decision in any court of competent jurisdiction. The prevailing party in such arbitration shall be entitled to reimbursement by the other party of its costs and expenses of arbitration and the costs of enforcing any arbitration award, including its attorneys' and experts' fees and expenses.

**10.4 Governing Law.** This Agreement shall be governed by the laws of the State of California, without reference to conflict of law principles.

**10.5 Entire Agreement.** This Agreement, together with the description of the project and any and all amendments and addenda, as applicable, is the entire agreement of the

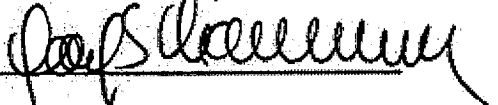
parties and supersedes any prior agreements between them with respect to the subject matter hereof. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, shall be effective unless in writing signed by both parties.

10.6 **Notices.** Any notices required or permitted by this Agreement shall be in writing and shall be addressed to the other party at the address shown at the beginning of this Agreement or such other address of which such party may notify the other and shall be deemed given upon delivery if delivered personally, one (1) business day following delivery by facsimile with machine confirmation of transmission, or three (3) business days after deposit in the United States mail, postage prepaid, registered or certified mail, return receipt requested.

10.7 **Waiver.** The failure of either party to assert any claim or right against the other party regarding its obligations under this Agreement and/or any amendments or addenda hereto, in any one or more instance, shall not constitute a waiver of such claim or right of any obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

**Consultant:**  
KOFF & ASSOCIATES, INC.

By 

George S. Kramer

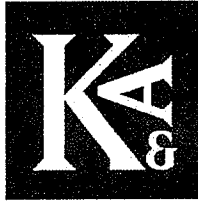
Title: Chief Executive Officer ("CEO")

**Client:**  
RIVERSIDE COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_

\_\_\_\_\_

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



## Exhibit A

July 7, 2016 – RFP #01-16/17

# Employee Classification and Salary Survey Proposal

**Riverside Community College District**

Submitted By:

## **Koff & Associates**

**GEORG S. KRAMMER**  
Chief Executive Officer

2835 Seventh Street  
Berkeley, CA 94710  
[www.KoffAssociates.com](http://www.KoffAssociates.com)

[gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com)  
Tel: 510.658.5633  
Fax: 510.652.5633

*This Proposal is Printed on Recycled Paper.*





## 1. PROPOSER PROFILE & REQUIRED INFORMATION

### A. Cover Letter/Statement of Interest

July 7, 2016

Ms. Terri L. Hampton, D.P.A.  
Vice Chancellor – Human Resources & Employee Relations  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

Dear Ms. Hampton:

Thank you for the opportunity to respond to your Request for Proposal. We are most interested in assisting the Riverside Community College District (“District”) with this important Employee Classification and Salary Survey and are committed to giving this project the highest priority. Meeting your needs is our number one goal.

Koff & Associates (“K&A”) is an experienced human resources consulting firm that has been providing classification and compensation consulting services to education institutions, cities, counties, special districts, courts, and other public agencies for thirty-two (32) years. We are a small, woman-owned firm that ensures each of our projects is given the appropriate resources and attention, ensuring a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistent high-caliber work product.

We firmly believe that our proposed methodology, which includes a high level of dialogue and input from study stakeholders, will assist the District in being viewed as an employer of choice and maintain such status for years to come within the diverse Inland Empire. The extra effort that we continually put forth in each and every project has resulted in close to *100% implementation* of all of our classification and compensation studies.

As Chief Executive Officer of the Firm, I would assume the role of Project Director and be responsible for the successful completion of the project. I can be reached at our Berkeley address and phone number listed below. My email is [gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com).

Please call if you have any questions or wish to receive additional information. We look forward to the opportunity to provide professional services to the Riverside Community College District.

Sincerely yours,

Georg S. Krammer  
Chief Executive Officer



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### B. Understanding of Project

The District desires a qualified human resources consulting organization to provide a comprehensive communications program; conduct a review of the current classification plan, to include updating and revising job descriptions as appropriate; conduct a salary survey; and work with the identified stakeholders in implementing and maintaining the agreed upon recommendations.

In 2010, the District's organizational structure changed significantly. In addition, the job descriptions have become obsolete due to changes in technology, globalization changes, and having to do more with less. In order to remain competitive in the labor market, the District is requesting a thorough analysis of all positions within the collective bargaining agreement between the District and the California School Employees' Association ("CSEA"), Local Chapter 535, dated 7/1/2015 – 6/30/2018.

As of the 2014-2015 academic year, there were approximately six hundred fifty (650) classified employees allocated to approximately two hundred seventy-five (275) classifications.

Classification types include:

1. Faculty Professionals
2. Technical
3. Administrative
4. Skilled Craft Services/Maintenance Personnel

#### COMMUNICATION PROGRAM OBJECTIVES:

- To foster organizational buy-in and acceptance of study outcomes and consultant recommendations, throughout the project, by District stakeholders, including the employees and their representatives whose work is being studied and analyzed in order to develop an appropriate and fair compensation system.
- To establish a variety of communication and engagement channels that will help to inform, consult, involve, collaborate with, and empower District stakeholders.
- To ensure that the consultant's methodology and "stakeholder touch-points" are followed and executed at each study milestone.
- To build positive and effective relationships with the study stakeholders and achieve consensus whenever possible.
- To strive to understand and take into consideration stakeholders' ideas, opinions, desires, and issues, and to fully address their concerns.
- To work closely with District study advisors (Human Resources, employee representatives, and other stakeholders) to understand the needs of the mutual constituencies (employees).
- To ensure that the Study Project Team, consultant, management, and any employee representatives meet the highest standards of stakeholder interaction, including communicating clearly, politely, honestly, and promptly, and treating everyone fairly, equally, and with respect.
- To respond to questions or concerns in a timely and professional manner.



# Employee Classification & Salary Study

## Riverside Community College District

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### CLASSIFICATION OBJECTIVES:

- To analyze and update the District's classification system and each study position's classification description and structure through a comprehensive process of job analysis and evaluation, including review of existing documentation, Position Description Questionnaire ("PDQ") completion, employee interviews (as needed), management interviews (as needed), analysis of existing positions and working situations, analysis of levels of duties and responsibilities, and other professional methods, as appropriate.
- To clearly state definitions of job classifications, essential functions, minimum requirements, and preferred requirements such as education, prior work experience, knowledge, skills, abilities, and physical requirements.
- To provide a classification structure that ensures regulatory compliance, including allocation of each selected study position to the correct classification with appropriate FLSA designation as well as meeting Federal ADA regulations.
- To provide for adequate educational, review, and appeal processes that will result in a product that is understood by all levels of personnel and is internally equitable.
- To ensure sufficient documentation and training throughout the study, including classification concepts, distinguishing characteristics, and final reports and recommendations to guide the District in implementing, managing, and maintaining the classification system.

### COMPENSATION OBJECTIVES:

- To confirm and utilize the District's pre-selected group of nine (9) comparator agencies and work with the District to identify benchmark classifications.
- To collect accurate salary data from the group of comparator agencies to ensure that the information is analyzed in a manner that is clear and comprehensible to Human Resources, executive leadership, management, the Study Project Team, and employees.
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes according to generally accepted compensation practices.
- To review the District's compensation structure and practices and develop compensation recommendations that will assist the District to recruit, motivate, and retain competent staff.
- To develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the organization's goals, objectives, and budget considerations.
- To create an inclusive final report summarizing the administrative and process methodologies, analytical tools, findings, and recommended compensation structure.
- To recommend appropriate internal salary relationships and allocate classes to salary ranges in a comprehensive salary range plan.
- To ensure sufficient documentation and training throughout the study, including final reports and recommendations to guide the District in implementing, managing, and maintaining the compensation system in a fair and competent manner.



# Employee Classification & Salary Study

## Riverside Community College District

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### OVERALL OBJECTIVES:

- To review and understand all current documentation, rules, regulations, policies, procedures, budgets, class descriptions, organizational charts, memoranda of understanding, personnel policies, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption.
- To conduct start-up Study Project Team meetings with executive leadership, management, study project staff, and other stakeholders to discuss any specific concerns with respect to the development of classification and compensation recommendations; finalize study plans and timetables; conduct employee orientation sessions with management and staff in order to educate and explain the scope of the study and describe what are and are not reasonable study expectations and goals.
- To work collaboratively and effectively with the District and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study.
- To develop a classification and compensation structure that meets all legal requirements, is totally non-discriminatory, and easily accommodates organizational change and growth.
- To document all steps in the process and provide documentation and training for Human Resources and other staff, as appropriate, in classification and compensation analysis methodologies so that the District can integrate, maintain, administer, and defend any recommended changes after the initial implementation.
- To provide a plan for implementation, effective ongoing communication throughout the duration of the project, and continued support after implementation.

### C. Proposer Profile and History

Koff & Associates is a California corporation that was founded in 1984 by Gail Koff. We are incorporated as Kaneko & Krammer Corp. dba Koff & Associates, Inc. and our main office is in Berkeley, California, with satellite offices in Southern California, the Central Valley, and the Sacramento region.

We are a woman-owned and highly experienced public-sector human resources consulting firm that has been conducting similar studies for public agencies such as special districts (education and higher education districts, water, wastewater, solid waste, community services, fire, library, air quality management, housing, transportation, and hospital), cities, counties, and courts for more than thirty (30) years. We have achieved a reputation for working successfully with management, employees, and union representatives. We believe in a high level of dialogue and input from employees and management and our proposal speaks to that level of effort. That extra effort has resulted in close to *100% implementation* of all of our classification and compensation studies.

We have developed K&A's collaborative, transparent, and inclusive philosophy and methodology over the course of our 32 years in business to ensure optimal outcomes and success rates with all of our projects, particularly when various stakeholders with potentially divergent or conflicting priorities are involved. Our consensus-driven approach has always avoided formal appeals at the end of our studies, ensuring that clients are not left with a divided organization or negative employee morale.





## Employee Classification & Salary Study Riverside Community College District

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Our #1 priority is meeting the needs and requirements of our clients. Having conducted hundreds of classification and compensation studies during the last 32 years, our firm has developed project management skills that control costs and ensure on-time delivery of end products, maintain close management of project staff, while providing effective crisis management if unexpected issues and concerns arise at any point in the project.

We are familiar with the various organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. We have extensive experience working in both union and non-union environments (including serving as the management representative in negotiation meetings), working with City Councils, Boards of Trustees, Boards of Governors, Boards of Supervisors, Merit Boards, Joint Power Authorities, Boards of Commissioners, and Boards of Directors.

The firm's areas of focus are classification, compensation, and organizational studies and industry/market surveys (approximately 70% of our workload); development of strategic management tools; performance management; best practices policy/procedure development and employee handbooks; executive search and staff recruitments; human resources audits; public agency mergers and separations; and serving as off-site Human Resources Director for our smaller public agencies that need the expertise of a Human Resources Director but do not need a full-time, on-site professional.

Without exception, all of our classification, compensation, and organizational studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

The firm's long list of clients is indicative of its reputation as being a quality organization that can be relied upon for producing comprehensive, sound, and cost-effective recommendations and solutions. We have a reputation for being "hands-on" with the ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments. We rely on our stellar reputation and on the recommendations and referrals of current and past clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.

The owners of the firm are Catherine Kaneko, President, and Georg Krammer, Chief Executive Officer. Both serve in the role of project director for assigned engagements. Mr. Krammer is responsible for business development and project management in the Southern California region and statewide, and is also responsible for all of the firm's executive recruitments. Ms. Kaneko is responsible for business development as well as project management in the Northern California region. Both principals as well as all staff are aware of and stay abreast of all developments throughout the state as to legal, economic, cultural, and political trends. While we are not attorneys, we are well versed in employment law and keep abreast of legal trends in the industry and the public sector.

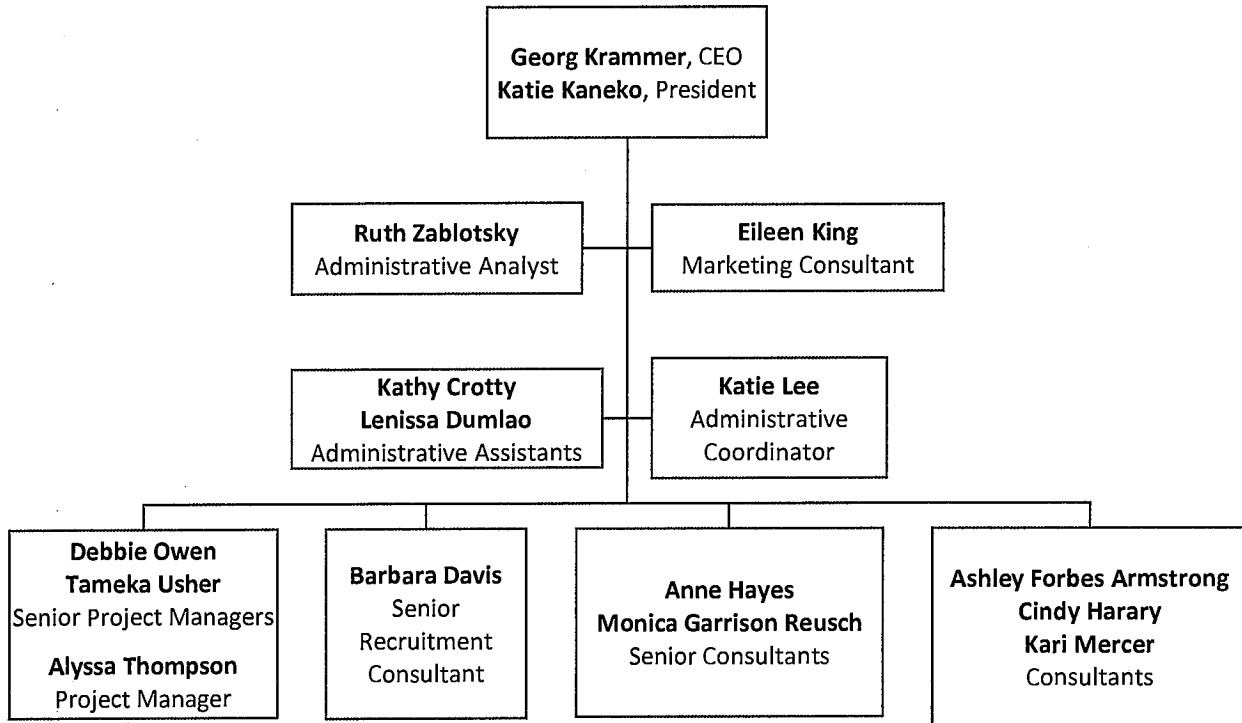
K&A's team consists of sixteen (16) members, as shown in our organizational chart that follows. All members of our team have worked on multiple comprehensive classification and/or compensation



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studies, and/or organizational studies and are well acquainted with the wide array of organizational structures, as well as the challenges and issues that arise when conducting studies such as this one.



## D. Project Team

The key personnel who will be assigned to this project are listed below and on the following pages. Our team will be available to perform work on this project upon receipt of the Notice to Proceed. Although we do not anticipate any key personnel changes, should the need occur, K&A will contact the Vice Chancellor of Human Resources to request a valid substitution.

**Georg Krammer, M.B.A., S.P.H.R.**  
**Chief Executive Officer**

Georg brings close to twenty (20) years of management-level human resources experience to Koff & Associates with an emphasis in classification and compensation design; market salary studies; executive and staff recruitment; organizational development; performance management; and employee relations, in the public sector, and in large corporations and small, minority-owned businesses.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo’s college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries. With his experience as a well-rounded senior HR generalist,



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his education in business and teaching, and his extensive experience with public sector HR programs and functions, Georg's contribution to K&A's variety of projects greatly complements our consulting team. Georg joined K&A in 2003 and has been the firm's Chief Executive Officer since 2005.

In addition to his experience in classification and compensation and organizational work, Georg has more than fifteen (15) years of recruiting experience in the public sector, including agencies such as the County of Solano, Superior Court of California-Orange County, Superior Court of California- Los Angeles, City of San José, City of Oxnard, City of Hayward, City of Delano, City of Pinole, City of Richmond, City of Tracy, Town of Atherton, Delta Diablo, Central Contra Costa Sanitary District, South Coast Water District, Yorba Linda Water District, Joshua Basin Water District, United Water Conservation District, Ojai Valley Sanitary District, Bay Area Clean Water Agencies, Central Marin Sanitation Agency, Mid-Peninsula Water District, Dublin San Ramon Services District, Union Sanitary District, Alameda Housing Authority, Alameda County Transportation Commission, Shasta Regional Transportation Agency, Port of Oakland, etc.

Georg will be key personnel and serve as the Co-Project Director for this Study; he will coordinate all of K&A's efforts, will attend all meetings with the District, and will be responsible for all work products and deliverables.

**Debbie Owen, CCP**  
**Senior Project Manager**

Debbie has over twenty (20) years of experience providing classification and compensation consulting services to public sector agencies; she has worked with clients across local government including cities, counties, special districts, and transit agencies. Her project roles include serving in the capacity of either a project team member or a project manager. Prior to beginning her public sector consulting career, Debbie worked as a Compensation and Benefits Specialist in the private sector for five (5) years.

In 1992, Debbie obtained her certification as a Certified Compensation Professional (CCP) from the American Compensation Association (now *WorldatWork*); to ensure current knowledge of compensation and benefits program trends and best practices, she maintains active membership in the *WorldatWork* organization.

Her specialized, diverse experience includes serving as a project team member on classification projects by facilitating employee orientation sessions, conducting employee job evaluation meetings, researching/evaluating classification concepts, analyzing data for employee allocations, developing/revising classification specifications and preparing classification reports. Her compensation experience includes base salary or total compensation survey development, labor market agency research and recommendations, comparable agency job matching, compensation data analysis, salary recommendations and preparing compensation reports. In addition to serving as a team member, Debbie has often served as a project manager, working with clients to evaluate their classification and compensation needs, directing the work of teams to provide high quality deliverables consistent with best practices, and presenting study findings to client stakeholders.



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Debbie will serve as Co-Project Director for this project, providing classification analysis, interviews with employees and management, internal job analysis, compensation analysis, development of recommendations, and implementation strategies.

### **Tameka Usher, M.S.** **Senior Project Manager**

Tameka earned her Master of Science degree in Human Resources from Golden Gate University; she has over fifteen (15) years of public sector human resource experience, the majority of which has been spent serving as a project manager. She has diverse experience in classification, compensation, recruitment and selection, organizational analysis and employee training.

Prior to joining K&A, Tameka worked in various roles including Principal Consultant and Product and Services Manager for a public sector consulting firm where she served as project manager and occasionally as project consultant on human resources projects of varying sizes such as the County of Madera, the City of Sacramento, Sacramento County, Ventura Regional Sanitation District, Glenn County, the City of Vista, San Francisco Municipal Transportation Agency, Lake County, and the County of Sonoma.

Since joining the firm, Tameka has led and worked on classification, compensation, organization assessment and training projects for cities, counties, and special districts such as Mojave Water Authority, El Dorado County, Travis Unified School District, Castaic Lake Water Agency, Orange County Sanitation District, Sacramento Area County of Governments, Mendocino Coast Recreation and Park District, Metropolitan Water District, Desert Recreation District and San Francisco County Transportation Authority.

Tameka also spent many years managing the Merit System Services (MSS) contract with the California Department of Human Resources. She managed a team of human resources professional and technical staff that provided direct support to twenty-seven (27) California County Departments of Social Services and Child Support Services, providing all recruitment/selection, classification, reduction in force and general human resources support. The MSS contract also included a provision of auditing the human resources practices of the remaining thirty-one (31) counties in California.

In addition, Tameka has extensive experience developing training materials and facilitating sessions of varying topics. As a practitioner and instructor, she is able to share relevant and practical knowledge and skills that she brings to life with her dynamic training style.

Tameka will provide consultant support for this project, including classification analysis, interviews with employees and management, internal job analysis, compensation analysis, development of recommendations, and implementation strategies.



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### **Alyssa Thompson, Ph. D.** **Project Manager**

Alyssa earned a Bachelor's degree in Psychology with a minor in Sociology-Organizational Studies from the University of California, Davis, and a PhD in Organizational Psychology from Alliant International University. She brings with her over ten (10) years of human resources experience in classification and compensation analysis and development, performance management, affirmative action program development, and recruitment. Alyssa also has experience in designing and conducting quantitative and qualitative research studies.

Alyssa has also participated in several recruitment efforts for various positions ranging from entry-level to executive management. Alyssa has participated in various special projects such as conducting exit interviews, retirement benefits studies, and human resources audits.

Since joining the firm in 2007, Alyssa has led and worked on over two hundred (200) classification, compensation, organizational assessment, and recruitment projects for cities, counties, and special districts such as cities of Anaheim, Bellflower, Claremont, Fremont, Madera, Monterey, Orange, Sacramento, and Santa Barbara, counties of San Mateo and Tehama, Alameda County Transportation Commission, Berkeley Unified School District, Central Contra Costa Sanitary District, Dublin San Ramon Services District, East Bay Municipal Utility District, Midpeninsula Regional Open Space District, Mount San Antonio College, Oakland Housing Authority, Orange County Sanitation District, Sacramento Council of Governments, Santa Clara Valley Water District, Superior Court of California – County of Orange, and Vallejo Sanitation and Flood Control District.

Alyssa will be key personnel, serve as Project Lead for all project tasks, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, staffing analysis, development of recommendations, and implementation strategies.

### **Anne Hayes, B.S.** **Senior Consultant**

Anne earned a Bachelor's degree in Mathematics and Economics from the University of California, Santa Barbara. Her specialized, diverse experience includes ten (10) years in the private sector, with five (5) years in a management role where she gained experience in assessment analysis, and furthered business performance through the implementation of personnel policies and practices to ensure regulatory compliance, and facilitate the recruitment and retention strategies of the organization. She transitioned to a role within a non-profit organization, specializing in providing labor relations representation to public sector employers, where she gained extensive project management experience specifically in the areas of classification, compensation, and organizational analysis for public sector agencies.

Since joining K&A, Anne has been an integral part of project teams working on classification, compensation, and/or organizational studies for many public sector agencies throughout the state of California including the Cities of Bellflower, Carmel, Compton, Cupertino, Lafayette, Piedmont, Santa Paula, the County of Sonoma, and the following special districts and agencies: Alameda Housing Authority, Alameda County Waste Management Authority, Antelope Valley Transportation Authority,



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Castro Valley Sanitary District, East Valley Water District, Mt. San Antonio College, Alameda Unified School District, Hartnell Community College, Marin Housing Authority, Mountain House Community Services District, Orange County Sanitation District, and the South Tahoe Public Utility District.

Anne will provide consultant support throughout each effort for the District, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, staffing analysis, development of recommendations, and implementation strategies.

**Cindy Harary, B.A.**  
**Consultant**

Cindy's professional qualifications include over twenty-seven (27) years of experience in the Human Resources field, primarily in classification and compensation. She spent the first eleven (11) years in the public sector working for the City of Whittier, California, where she started out in their Public Works department before moving to the Human Resources Department. She gained experience in classification and compensation, recruitment and selection, employee training and development, labor relations, and general human resources administration.

For the next sixteen (16) years, Cindy worked as a Human Resources Consultant for another private human resources consulting firm where she specialized in conducting classification and compensation studies for multiple public sector agencies including cities, counties, and special districts as well as several private sector clients. While there, some of the Orange County Cities she worked on in partnership with other consultants at that firm were: City of Brea, City of Laguna Beach, City of Lake Forest, City of La Palma, City of Los Alamitos, City of Placentia, City of San Clemente, City of Stanton and the City of Tustin. For cities in Los Angeles County, her Classification and Compensation work includes: City of Corona, City of Downey, City of El Monte, City of Manhattan Beach, and the City of Upland. Finally, in San Bernardino County she has done Classification and Compensation work for the City of Rancho Cucamonga.

Since joining Koff & Associates, Cindy has been conducting Classification and Compensation work for Vallecitos Water District, in San Marcos; the City of National City; Sweetwater Authority, in Chula Vista; and South Coast Air Quality Management District, in Diamond Bar; she has worked on these studies in conjunction with Georg Krammer, CEO of K&A and Project Director for each study.

Cindy earned her B.A. degree in Broadcast Journalism at California State University, Long Beach.

Cindy will provide consultant support throughout this effort for the District, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, development of recommendations, and implementation strategies.

**Ashley Forbes Armstrong, Ph.D.**  
**Consultant**

Ashley earned a Bachelor's Degree in Psychology with a minor in Communications Studies from Dominican University of California, and a Ph.D. in Organizational Psychology from Alliant International



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University. Prior to joining K&A, she worked for StubHub creating and implementing learning and development programs for employees and managers. Ashley has consulted in the technology, education, non-profit and banking sectors, providing services ranging from employee survey development and analysis, on-boarding program design and implementation, facilitation, and team building. She also has experience in designing and conducting quantitative and qualitative research studies. Ashley is particularly passionate about researching diversity, and has presented on the topic at various conferences.

Since joining the firm in 2015, Ashley has worked on a variety of classification and compensation studies including the City of Calistoga, City of Menlo Park, City of Coachella, City of San Ramon, City of Crescent City, Public Agency Risk Sharing Authority of California (PARSAC), Monte Vista Water District, San Juan Water District, Santa Clara Valley Water District, Dublin San Ramon Services District, Santa Clara Open Space Authority, Castaic Lake Water Agency, County of Tuolumne, County of Trinity, Metropolitan Transportation Commission, Alameda County Transportation Authority, Solano Transportation Authority, Midpeninsula Regional Open Space District, Bay Area Air Quality Management District, and Sacramento Council of Area Governments (SACOG).

Ashley will provide consultant support throughout the effort, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, development of recommendations, and implementation strategies.

### **E. Exceptions**

We do not take any exceptions to the requirements and items set forth in the RFP document or any associated addenda.

### **F. Acknowledgement of Addenda**

As of July 5, no addenda have been issued.

### **G. Forms**

Per Rosa Espinoza-Leal in HR, the RFP misstated some information; among it, was this requirement: The "Non-Collusion Affidavit" and the "Affidavit of Qualification" forms are not required.



## 2. ORGANIZATIONAL QUALIFICATIONS

### A. Experience

We have extensive experience working in both union and non-union environments (including serving as the management representative in meet and confer and negotiation meetings), working with Boards of Trustees, City Councils, Boards of Supervisors, Merit Boards, Joint Power Authorities, and Boards of Directors. We are familiar with the various organizational structures, agency missions, operational and budgetary requirements, and staffing expectations.

The firm's areas of focus are compensation and classification studies (approximately 70% of our workload); organizational development/assessment studies; performance management and incentive compensation programs; development of strategic management tools; policy/procedure development and employee handbooks; executive search and staff recruitments; public agency consolidations and separations; human resources audits; and serving as an off-site Human Resources Director for our smaller public agencies that need the expertise of a Human Resources Director but do not need a full-time, onsite professional.

Without exception, all of our classification and compensation studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and employee representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

The firm's long list of clients is indicative of its reputation as being a quality organization that can be relied on for producing comprehensive, sound and cost-effective recommendations and solutions. Koff & Associates has a reputation for being "hands-on" with an ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

We rely on our stellar reputation and the recommendations and referrals of current clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence. The fact that we have not had any formal appeals in our 32 years in business, working with hundreds of public agency clients and completing hundreds of classification and compensation studies, is something of which we are very proud.

Note that K&A is properly licensed and is authorized to work in the State of California. We are also financially capable of providing services to the District from the start of the project to the ongoing support after the project has been successfully completed.





### **B. Examples of Experience**

In addition to using our expertise to ensure that our clients' classification and compensation plans are legally compliant, follow best management practices, and are competitive and equitable with the external labor market as well as internally, the most value we typically provide an organization is educating stakeholders. As an impartial and objective expert, we take the opportunity to work and collaborate with all study stakeholders, hear and address their questions and concerns, educate them regarding classification and compensation standards and practices, and then take a step back to develop objective and fair recommendations that are impartial but customized to the needs of the organization.

Examples of some of the largest classification and compensation studies we have worked on in the past ten (10) years include the following:

1. County of Sonoma
2. County of San Mateo
3. Santa Clara Valley Water District
4. County of Marin
5. Mount San Antonio College
6. City of Palo Alto
7. Orange County Sanitation District
8. City of Orange
9. County of Merced
10. County of Tehama

#### **1. County of Sonoma**

K&A has been providing ongoing classification and compensation support for the County of Sonoma since 2013. So far, projects have included a classification and compensation study for all of the County's Clerk Recorder Assessor's classifications. Georg Krammer has been the Project Director for these efforts.

#### **2. County of San Mateo**

K&A has been providing ongoing classification and compensation support for the County of San Mateo since 2012. So far, some of the projects have included a classification and compensation study for all of the County's Information Technology Department and related classifications; a classification study of all of the County's Management Analyst positions; and a study regarding the potential of establishing dual career ladders for professional and highly specialized classifications. Katie Kaneko has been the Project Director for these efforts.

#### **3. Santa Clara Valley Water District**

This study is currently in the compensation survey stage of Phase I of the study, i.e., all management classifications, as well as, in the classification study stage of Phase II of the study, i.e., all other District classifications. It involves a District-wide classification and compensation study of all positions, i.e., approximately 732 employees allocated to approximately 250 classifications. Georg Krammer and Katie



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Kaneko are the Co-Project Directors for this effort due to its size and the project directors' vast experience with water agencies.

#### **4. County of Marin**

The County of Marin's classification system needs significant overhauling. This is a daunting task considering the County's 2100 employees and 700+ classifications. K&A conducted a Phase I analysis of what is "broken" in the system by interviewing all department heads and senior managers, as well as Human Resources, and all twelve bargaining units. We developed recommendations for HR and the Board of Supervisors regarding different options of how to approach overhauling the County's classification system. Georg Krammer and Katie Kaneko were the Co-Project Directors for this effort.

#### **5. Mount San Antonio College**

This study involves a classification and compensation study of all classified positions, i.e., approximately 633 employees allocated to approximately 266 classifications. Note: it was not completed due to several changes in Human Resources leadership, including a gap in HR leadership of 9 months. Georg Krammer was the Project Director for this effort. Georg typically spearheads all projects in the Southern California Region.

#### **6. City of Palo Alto**

K&A has provided compensation services to the City between 2009 and 2013. The compensation surveys we have completed include over 300 classifications representing close to 1,000 employees, including executive, senior, and mid-management, fire, police, and SEIU. Katie Kaneko has been the Project Director for all efforts for the City and has specific experience with executive compensation as well as the newly introduced fact finding process.

#### **7. Orange County Sanitation District**

K&A was retained in 2008 to roll out phased classification and compensation studies that eventually included all 800+ employees allocated to approximately 157 classifications, including represented maintenance and administrative, supervisory and professional, and unrepresented management classifications. We continue providing professional classification and compensation services to the District for small classification studies, annual compensation studies, and for assisting the District in updating their classification and compensation programs, plans, policies, and practices. Georg Krammer has been the Project Director for all efforts.

#### **8. City of Orange**

In 2008, K&A conducted a classification study for all non-safety positions, including 500+ employees in over 200 classifications. We had also contracted with the City to conduct a comprehensive total compensation study for the same classifications but, unfortunately, the City experienced an immediate budget crisis when the world economy fell apart in the fall of 2008, and could not afford to complete the compensation study. Georg Krammer was the Project Director for the effort.

#### **9. County of Merced**

In 2008, K&A conducted a classification study for all positions in the County's Human Services Agency (HSA), including 600+ employees in over 100 classifications, as well as, 39 additional positions in cross-departmental classifications that also existed in the HSA. We had also contracted with the County to



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conduct a comprehensive total compensation study for the same classifications but, unfortunately, the County experienced an immediate budget crisis when the world economy fell apart in the fall of 2008, and could not afford to complete the compensation study. Katie Kaneko was the Project Director for this effort.

### 10. County of Tehama

Koff & Associates conducted a classification study of approximately 130 positions in over 80 classifications in 2007. We also conducted a comprehensive compensation study for all of the County's 343 classifications. The study contained 193 benchmark classifications. Katie Kaneko was the Project Director for this effort.

## C. Experience Documentation

Please see attached sample documentation that best shows actual outcomes that we have achieved for other clients.

Note: In the Appendix, we have included a redacted PowerPoint (it has not yet been presented to the client's Board of Directors, and is therefore not yet a part of the public record, and thus is redacted). We also provide a non-redacted Final Classification Report for another client and a Final Compensation Report for a third client. We have done this to provide variety as far as agency size, etc.

## D. Assigned Consultant Locations and Current Workload

The Berkeley office of K&A will be the primary, base office for all the work to be performed for the District. All our employees work on multiple projects year round; each staff member's project workload may average three to five projects per person, each at varying stages in the process being conducted. Our project staffing ensures each of our projects is given the appropriate resources and attention, ensuring a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistently high-caliber work product.

## E. Client Relationship Processes

### COMMUNICATION WITH THE DISTRICT:

In terms of time commitment for District staff, it is our expectation that the District hires an outside consultant to manage the entire effort. It is our goal to reduce the time commitment of District staff as much as possible and to only request assistance in the coordination of some of the steps in the process, such as scheduling employee orientation meetings, duplicating PDQs, scheduling employee interviews/desk audits, disseminating information, and in general, be a channel of communication between our firm and District employees.

Our typical communication model includes at least weekly or biweekly written or verbal status updates to keep the District informed on where we are for every phase of the project. Through our experience, most communication can be managed through email and teleconferences.



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In addition, the study includes a significant number of meetings with the Study Project Team, Human Resources, executive leadership, management, employees, and the Board of Trustees, as desired. Our proposed timelines provide the number and types of meeting we recommend. The meetings and “stakeholder touchpoints” that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and create and enhance a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A’s studies.

### **STAKEHOLDER TOUCHPOINTS:**

We believe in an interactive and collaborative process with the whole organization as well as a high level of stakeholder contact and interaction to ensure organizational buy-in of the study throughout the entire process. The following are the major milestones at which we expect to touch base with Human Resources, employees, managers, and other stakeholders, as appropriate:

- Initial study kick-off and employee/management orientation meetings.
- PDQ completion and review.
- Employee and management interviews, as needed.
- Employee, management, and Human Resources review of draft class descriptions.
- Contact with employees and management to address final classification issues.
- Stakeholder input regarding a list of appropriate comparator agencies;
- District/stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified for each classification.
- Stakeholder input on internal salary relationship analysis and recommendations.
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the organization. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.

### **POST-IMPLEMENTATION CONSULTATION AND SUPPORT:**

We are committed to providing the District with the highest-quality product and service. As part of our commitment to excellent customer service, we consider post-implementation support crucial to the success of the project and to the future success of our clients. We often find that clients will call or email with follow-up questions and to discuss certain aspects of the study, understand why decisions and recommendations were made, and other important components of the study. Providing ongoing consultation and support after study implementation is a service that is included in our professional fees as well as a continued relationship-building aspect of our client relationship that we highly value.

Should the District request any additional onsite meetings and/or training after implementation of the study and/or other specific, identifiable work efforts, such as position reclassification studies, creating new class descriptions, or conducting annual surveys, we would honor our composite hourly rate for



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actual hours spent at the District. However, based on our experience, we expect that most follow-up support will be conducted via telephone and email and this is absolutely included in our total lump sum fee for this project.

## F. Rationale for Appointment

Koff & Associates has a proven 32 year track record with hundreds of municipalities and special districts conducting studies and providing a variety of human resources consulting services; further, over the course of our 32 years of experience, we have never had any appeals or litigation. We have numerous clients, both large and small, who continue to contract with us for ongoing services, and who also refer their colleagues in their respective fields to contact us for services. We also have experience conducting classification and compensation studies for other community colleges and for various school districts. Combined, these factors make K&A the ideal firm to be appointed to conduct this study for Riverside Community College District.

## 3. PROPOSED WORK PLANS

### A. Proposed Timelines/Schedules

Our professional experience is that Classification and Compensation studies of this magnitude generally take approximately nine to twelve (9-12) months to complete; allowing for adequate interview time, classification description review and/or development, compensation data collection and analysis, review steps by the agency or governing body, the development of final reports, any appeals, and presentations. We often find that the completion of the PDQs alone can take 4-6 weeks, depending on how long employees need to complete it and how long their supervisors need to review and comment.

As requested, we provide on the following pages four proposed timelines which include the number and type of meetings we recommend, and can be modified based on the District's needs.

#### PROPOSED TIMELINE: ELEMENT #1 – Communications Program

*Note: As will be shown in our methodology, this study Element is incorporated at the beginning of the Classification-phase of the study to be developed and deployed but will carry throughout the entire process. The table directly below merely shows the required timeline for Element #1.*

Task	Element #1 – Communications Plan	Completion Date By:
Task	Develop Communications Plan	Week 2
Task	Deploy and Carry out Communications Plan	Throughout Entire Project



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### PROPOSED TIMELINE: ELEMENT #2 – Classification Study

Task	<b>Element #2 – Classification Study</b>	<b>Completion Date By:</b>
A.	Initial Document Review/Meetings with Study Project Team, Management Staff and District HR	Week 1
B.	Develop Communications Plan (Element #1, see table on preceding page)	Week 2
C.	Orientation Meetings with Employees and Distribution of Position Description Questionnaire	Week 3
D.	Position Description Questionnaire Completion and Review	Week 9
E.	Employee/Supervisor/Management Interviews	Week 12
F.	Classification Concept/Preliminary Allocation Development	Week 16
G.	Draft Class Description Development/Update	Week 26
H.	Draft Class Description Review/Informal Appeal Process	Week 30
I.	Finalize Classification Plan and Draft Interim Report/Final Report	Week 32
J.	Final Presentation to Vice Chancellor of Human Resources	As Scheduled

### PROPOSED TIMELINE: ELEMENT #3 – Salary Survey

Task	<b>Element #3: Salary Survey</b>	<b>Completion Date By:</b>
A.	Confirm Comparator Agencies and Benchmark Classifications	Week 12
B.	Data Collection	Week 34
C.	Analysis and Preliminary Data Review	Week 36
D.	Draft Compensation Findings/Additional Analysis/Client Meeting	Week 40
E.	Internal Relationship Analysis and Internal Alignment	Week 42

### PROPOSED TIMELINE: ELEMENT #4 – Implementation Program

Task	<b>Element #4: Implementation Program</b>	<b>Completion Date By:</b>
A.	Compensation Structure and Implementation Plan Development	Week 44
B.	Preparation of Draft Final and Final Report and Deliverables	Week 48
C.	Formal Appeals Process	As Needed
D.	Final Presentation to Vice Chancellor of Human Resources	As Scheduled



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### Proposed Timeline: Overall Project

<b>Full Study Timeline</b>											
<b>Description</b>	<b>Weeks</b>										
	<b>Completion Date Within:</b>										
	0	5	10	15	20	25	30	35	40	45	48
Receipt of Notice to Proceed/Study Kick-Off	▶										
Communication Plan	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Employee Classification Study	▶	▶	▶	▶	▶	▶	▶	▶			
Salary Survey							▶	▶	▶		
Implementation Program										▶	▶

### D. Element 1 - Communications Program

A communications program will be developed to foster organizational buy-in and acceptance of study outcomes and consultant recommendations, throughout the project, by District stakeholders, including the employees and their representatives whose work is being studied and analyzed in order to develop an appropriate and fair compensation system.

We will establish a variety of communication and engagement channels that will help to inform, consult, involve, collaborate with, and empower District stakeholders and ensure that the consultant's methodology and "stakeholder touch-points" are followed and executed at each study milestone.

The goal of the communications program is to build positive and effective relationships with the study stakeholders and achieve consensus whenever possible and to strive to understand and take into consideration stakeholders' ideas, opinions, desires, and issues, and to fully address their concerns.

We are committed to working closely with District study advisors (Human Resources, employee representatives, and other stakeholders) to understand the needs of the mutual constituencies (employees) and to ensure that the Study Project Team, consultant, management, and any employee representatives meet the highest standards of stakeholder interaction, including communicating clearly, politely, honestly, and promptly, and treating everyone fairly, equally, and with respect.

The communications program will be designed to respond to questions or concerns in a timely and professional manner.

Our typical communication model includes at least weekly or biweekly written status updates to keep the District informed on where we are for every element of the project. We have found that most communication can be managed through email and teleconferences.

In addition, the study includes a significant number of meetings with the Study Project Team, Human Resources, management, employees, and the Board of Trustees, as desired (please see the timeline



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Riverside Community College District

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outlined earlier in this proposal regarding the number and type of meetings we recommend). The meetings and “stakeholder touchpoints” that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and improve a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A’s studies.

## **STAKEHOLDER TOUCHPOINTS:**

We believe in an interactive and collaborative process with the whole organization and in a high level of stakeholder contact and interaction to ensure organizational buy-in of the study throughout the entire process. The following are the major milestones at which we touch base with human resources, employees, managers, and other stakeholders, as appropriate:

- Initial study kick-off and employee/management orientation meetings.
- PDQ and review.
- Employee and management interviews, as needed.
- Employee, management, and Human Resources review of draft class descriptions.
- Contact with employees and management to address final classification issues.
- Stakeholder input regarding a list of appropriate comparator agencies.
- District/stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified for each classification.
- Stakeholder input on internal salary relationship analysis and recommendations.
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the organization. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.

## **POST-IMPLEMENTATION CONSULTATION AND SUPPORT:**

We are committed to providing the District with the highest-quality product and service. Providing ongoing consultation and support after study implementation is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value. We often find that clients will call or email with follow-up questions and to discuss certain aspects of the study, understand why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should the District request any additional onsite meetings and/or training after implementation of the study and/or other specific, identifiable work efforts, such as position reclassification studies, creating new class descriptions, or conducting annual surveys, we would honor our composite hourly rate for actual hours spent at the District. However, based on our experience, we expect that most follow-up support will be conducted via telephone and email and this is absolutely included in our total lump sum fee for this project.





### **E. Element 2 – Develop Job Classification System**

#### **Task A. Initial Documentation Review/Meetings with the Study Project Team**

This task includes identifying the District's Study Project Team (Human Resources, District executive leadership, management, etc.), contract administrator, and reporting relationships. Our team will conduct an orientation and briefing session with the Study Project Team to explain process and methodology; create the specific work plan and work schedule; identify subsequent tasks to be accomplished; reaffirm the primary objectives and specific end products; determine deadline dates for satisfactory completion of the overall assignment; determine who will be responsible for coordinating/scheduling communications with employees, management, and other study stakeholders, if desired; and develop a timetable for conducting the same.

Included in this task will be the gathering of written documentation, identifying current incumbents who will complete PDQ's, and assembling current class specifications, organizational charts, salary schedules, memoranda of understanding, personnel policies, any previous classification studies relevant to the current project, and any other relevant documentation to gain a general understanding of District operations.

District terminology and methods of current classification procedures, as well as the written questionnaire instrument for the classification study that will be used in the job analysis phase will be reviewed and agreed to. We will discuss methodology and agree to a class specification format. We will respond to questions.

In addition, we recommend meetings with the District's management at this early juncture to obtain information regarding their needs regarding the classifications in their respective departments and divisions. This will help us understand what works and what doesn't work for each member and will also inform us as we prepare for subsequent project tasks.

#### **Task B. Orientation meetings with employees and distribution of Position Description Questionnaire**

The Position Description Questionnaire (PDQ) will be discussed with the Study Project Team and customized as needed to meet the study objectives prior to distributing copies to employees.

We will facilitate orientation meetings with employees (within the same time frame as the initial project kick-off meeting) and distribute the PDQ to start the classification portion of the study. While these meetings are not mandatory, they form the beginning of the educational process that continues throughout the study. We will discuss the importance of the employees' involvement in the study and their participation in PDQ completion and job analysis interviews. Project processes will be explained, expectations will be clarified, and elements that are not a part of the study will also be covered. Questions will be answered and a detailed explanation and examples for completing the PDQ will be given.

PDQs shall be handed out with the incumbent's current class description attached to the questionnaire so the employee can use this as a tool for completing the questionnaire.



# Employee Classification & Salary Study

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## Task C. Position description questionnaire completion and review

We recommend giving employees in the same classification the option of collaborating on completing a PDQ together, if the employees so choose. At the same time, we will invite employees to complete an individual PDQ if they prefer and if they want to be interviewed separately. We provide an electronic version of our questionnaire so that employees can more easily complete it. Employees complete the questionnaire and then send it to their supervisor for review, comment, and signature. Upon receipt of the PDQs in our office, they will be reviewed and analyzed in detail along with other documentation to obtain an understanding of the duties and responsibilities assigned to each position.

## Task D. Employee/Management Interviews

Interviews will be scheduled with only those employees from whom we need additional information and/or clarity regarding what is contained in the PDQ. Interviews will also be held with supervisory and management staff (department heads, etc.), as needed, in addition to the interviews at the outset of the project (see Project Task A). The purpose of the interviews is to clarify and supplement the questionnaire data and to clarify potential perception differences regarding roles, tasks, scope, and supervisory responsibilities. The appropriateness of the following will be assessed:

- Work being completed and relationships of positions to each other within a division/department as well as across the organization.
- Classification structure and reporting structure.

## Task E. Classification concept and preliminary allocation development

Prior to developing detailed class descriptions, our job evaluation will result in a classification concept and employee allocation document that will be submitted to the District for review and approval. We will compare changes in business need and operations, as well as any reorganizations, with the established classification system and job families as well as review internal relationships between classifications.

Our job analysis method is the whole position analysis approach. Objective factors in the whole position classification methodology include:

1. Education, Training, and Certifications/Licenses
2. Experience
3. Problem Solving/Ingenuity
4. Attention/Stress (Concentration/Time Pressure & Interruptions)
5. Independence of Action/Responsibility
6. Contacts with Others/Internal/External
7. Supervision Received and/or Given to Others
8. Consequences of Action/Decisions Made on the Job
9. Working Conditions
10. Physical/Mental Demands

Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed.



# Employee Classification & Salary Study

## Riverside Community College District

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This document will list broad class concepts and highlight where significant changes may be recommended, such as creating class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze potential career ladders and promotional opportunities. We will also review and update established titling guidelines for the studied classifications for appropriate and consistent titling.

A detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification – upgrade or downgrade, title change, or no change).

### **Task F. Draft Class Specification Development and Update**

After preliminary approval of the class concepts and allocation lists, new and/or updated class descriptions will be developed for each proposed classification, following the format approved by the District.

From the review of the PDQs and employee interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary, or develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly, we recommend new classifications/class levels, and/or operational changes, business needs, and any reorganizations require new classifications.

We will review, analyze, and update, as appropriate, knowledge, skills, abilities, education and experience, relevance and hierarchical consistency, position definitions, purpose, distinguishing characteristics, supervision received and exercised, position functions and special requirements including licensing and certification requirements.

We will also review and update the physical demands based on the essential job functions of each classification in accordance with the Americans with Disabilities Act (ADA).

### **Task G. Draft Class Specification Review and Feedback Process**

A draft copy of the revised/new class specification will be submitted to HR and subsequently to each manager, to give them an opportunity to provide comments and concerns regarding any modifications to the classification specifications to ensure that our product is accurate. Our cost proposal includes two cost options, with the first option budgeting dollars for Human Resources and management review of classification specifications only.

If the District desires, we will work with Human Resources regarding the review of the updated classifications by employee groups and would recommend that those individuals who were included in the representative sample of employees for each classification be the ones reviewing the updated specifications. In our experience, this is one of the most critical phases of the project (but also one of the most time-consuming). Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of our studies.



## Employee Classification & Salary Study Riverside Community College District

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Each employee who participates in the project will receive a memorandum from us outlining what has been accomplished, how to best review the draft classification specification that will be attached, and how to provide feedback to us. Supervisors and managers receive a copy of their employees' draft class specifications and will be asked to review their employees' comments and feedback to verify and concur with the information provided.

Employees shall submit their written concerns (via their supervisor/manager) to our office. While employees may not always agree with the final draft of their class specifications, they have a "second chance" to ensure that they have been heard and to continue the educational process regarding why specific recommendations were made.

Significant employee comments will be reviewed with management prior to making any significant changes to the proposed class plan. These discussions will be by email, telephone, or additional direct personal contact with employees, depending upon the extent of the response.

The second cost option included in this proposal reflects a classification review by employee groups.

Class specification changes will be made as required and the class specifications will be finalized and submitted for approval. All employees who submitted their comments during the review process will be notified in writing regarding the outcome of their concerns.

### **Task H. Finalize Classification Plan and Draft Interim Report/Final Report**

A Draft Interim Report of the Classification Study will be completed and submitted to the Study Project Team for review and comment. The report will contain:

- Classification recommendations for each studied position, including documentation regarding study goals and objectives, classification methodology, approach, and process as well as all findings, analysis, and resulting recommendations;
- The recommended allocation list, classification title changes, job family and career ladder/career growth issues, reporting relationships, and other factors will all be included; and
- Classification concepts and guidelines as well as distinguishing characteristics and other pertinent information for implementation and continued maintenance of the recommendations will be detailed.

Once we have received the District's comments regarding the Draft Interim Report and have made any necessary changes, a Final Classification Report will be developed.

### **Task I. Final Presentations**

Our proposal includes multiple meetings and weekly or biweekly oral and written status/progress updates to the Study Project Team. We are available to make any final presentations of our Draft Final and/or Final Report and recommendations to the Chancellor, Vice-Chancellor, executive leadership, and/or Board of Trustees.



### Task J. Conduct Maintenance Training

Training and education of key staff will be ongoing throughout the classification phase of the project to ensure that District HR staff understand and can apply our job analysis and classification methodology. If more formal training is desired, we have consultant staff who specialize in classification and compensation training and we can provide a cost proposal for conducting onsite training classes.

## F. Element 3 – Conduct a Salary Survey

### Task A. Confirm Comparator Agencies and Identify Benchmark Classifications

During the initial meeting with the Study Project Team, we will discuss the compensation study factors that need to be agreed upon. We will confirm with the District the pre-determined list of nine (9) comparator agencies (provided in the RFP) that will be included in the external market survey, which will be the foundation of ensuring that the District's salaries for the studied classifications are competitively aligned with the external labor market. We will also identify those classifications that will be surveyed in the market (i.e., benchmark classifications), with the intention of internally aligning the remaining classifications with those that were surveyed.

Finally, we will determine the list of benefits that the District wants included in the total compensation data gathering process, or as requested in the RFP, simply "provide a quick glance at your benefits standing" and provide a summary regarding same.

#### Step 1. Confirmation of Comparator Agencies

The selection of comparator agencies is considered a critical step in the study process. We typically recommend using ten to twelve (10-12) comparator agencies but are willing to use a different model based on the District's needs. Our experience has shown that this is the most successful approach. We can use all nine (9) of the District's comparators, as enumerated in the RFP. However, the RFP also states that in the event a large enough pool is not found for any of the benchmark classifications surveyed (i.e., classification matches from at least four (4) of the comparator agencies), other Southern California community college districts other than the pre-approved nine shall be utilized. Therefore, we recommend conducting an analysis of potential other comparator agencies and obtaining approval of up to three (3) additional "alternate" comparator agencies by the study stakeholders.

Our recommended methodology is that we involve the Board of Trustees, as well as executive leadership, management, and employees in the decision-making process of agreeing as to which comparable agencies are included, **PRIOR** to beginning the study.

The factors that we typically review when selecting and recommending appropriate comparator agencies include:

- **Organizational type and structure** – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each



# Employee Classification & Salary Study

## Riverside Community College District

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organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation.

- **Similarity of population served, District demographics, District staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- **Scope of services provided** – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the *majority* of services are provided in a similar manner, sufficient data should be available for analysis.
- **Labor market** – The reality of today’s labor market is that many agencies are in competition for the same pool of qualified employees. Individuals often don’t live in the community they serve. Therefore, the geographic labor market area (where the District may be recruiting from or losing employees to) will be taken into consideration when selecting potential comparator organizations.
- **Cost of living** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We will review overall cost of living of various geographic areas, median house prices, and median household incomes to determine the appropriateness of various potential comparator agencies.

### Step 2. Determination of Benchmark Classifications

In the same collaborative manner as in Step 1 above, we will work with the District’s stakeholders to select those classifications that will be surveyed.

“Benchmark classes” are normally chosen to reflect a broad spectrum of class levels. In addition, those that are selected normally include classes that are most likely to be found in other similar agencies, and therefore provide a sufficient valid sample for analysis. Internal relationships will be determined between the benchmarked and non-benchmarked classifications and internal equity alignments will be made for salary recommendation purposes.

Because we find that the labor market typically yields reliable data, we typically recommend surveying 60%-65% of all classifications. Of course, we are happy to discuss a different approach and can easily adjust our cost proposal based on the number of classifications that the District wishes to survey.

### Task B. Data Collection

Our firm does not collect market compensation data by merely sending out a written questionnaire. We find that such questionnaires are often delegated to the individual in the department with the least experience in the organization and given a low priority. We conduct all of the data collection and analysis ourselves to ensure validity of the data and quality control. This approach also ensures that we compare job description to job description and not just job titles, therefore ensuring true “matches” of at least 75%, which is the percentage we use to determine whether to include a comparator classification or not. As mentioned above, our job analysis method is the “whole position analysis” approach. Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed.



# Employee Classification & Salary Study

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We typically collect classification descriptions, organization charts, salary schedules, personnel policies, MOUs, and other information via website, by telephone, or by an onsite interview. With the prior knowledge from the data gathered directly from each comparator agency and our experience in the public sector human resources field, our professional staff makes preliminary “matches” and then schedules appointments by telephone, and sometimes in person, with knowledgeable individuals to answer specific questions. We find that the information collected using these methods has a very high validity rate and is generally substantiated by employees, management, as well as governing bodies.

In terms of recordkeeping, we will create electronic file folders for each comparator agency that we survey, including all documentation listed above, so that we have all of the source documentation to support the data and findings of the study.

### **Task C. Analysis and Preliminary Data Review**

Data will be entered into spreadsheet format designed for ease of interpretation and use. The information will be presented in a format that will identify the comparator positions used for each classification comparison. Information will be calculated based upon both average and median figures allowing the District to make informed compensation decisions. Other elements of the compensation survey report are agencies surveyed; comparable class titles; salary range maximum/control point; number of observations; and percent of the District’s salary range that is above/below the market values.

In addition, we will include any type of statistical representation and analysis that the District desires such as 60<sup>th</sup>, 70<sup>th</sup>, or any other percentiles.

### **Task D. Draft Compensation Findings/Additional Analysis/Study Project Team Meetings**

We distribute our draft findings to the Study Project Team. After their preliminary review, K&A will meet with the Study Project Team and other stakeholders (including management, employees, and Human Resources) to clarify data, to receive requests for re-analysis of certain comparators, and to answer questions and address concerns. This provides an opportunity for the Study Project Team and other stakeholders to review and question any of our recommended benchmark comparator matches. If questions arise, we conduct follow-up analysis to reconfirm our original analysis and/or make corrections as appropriate.

## **G. Element 4 - Implementation**

This section describes the development of recommendations and implementation plan development.

### **Task A. Internal Relationship Analysis and Internal Alignment**

In order to develop and implement a sound compensation structure, internal relationships between the District’s classifications will be review and analyzed, in addition to the market data gathered during the previous phase of the study.

It is necessary to develop an internal position hierarchy based on the organizational value of each classification. Again, we utilize the “whole position analysis” methodology as described above.



# Employee Classification & Salary Study

## Riverside Community College District

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By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if the studied positions are assigned to class series), as well as across departments. This analysis will be integrated with the results of the compensation survey.

The ultimate goal of this critical step of the process is to address any potential internal equity issues and concerns with the current compensation system, including compaction issues between certain classifications. We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system, with pay differentials between levels that allow employees to progress on a clear path of career growth and development. Career ladders will be looked at vertically as well as horizontally to reflect the classification structure that was developed during the classification phase of the study.

### **Task B. Salary Range Recommendation and Implementation Plan Development**

Depending on data developed as a result of the internal analysis, we will review and make recommendations regarding internal alignment and the salary ranges within the District's structure to which the classes are allocated. We will develop recommendations for pay grades and salary ranges for all classifications based on median and/or mean salaries from the comparable agencies, and based on internal relationships.

Draft recommendations will be discussed with the Study Project Team and management prior to developing a Draft Interim Report.

The final step of the project will include assisting the District with developing an implementation plan of how to transition the District's workforce from the District's current classification and compensation plan to the one we recommend. This will include analyzing the District's payroll and each employee's current situation, and the impact the transition to the newly recommended plan will have on the employee as well as on the District. This will include determining and forecasting the financial impact of implementation to the District.

This can occur after the District's negotiation process but is included here in our normal methodology and cost proposal.

### **Task C. Preparation of Draft Final Report/Final Report and Deliverables**

Volume II (Draft Interim Report of the Compensation Study) will be completed and submitted to the Study Project Team for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will include:

- A set of all market data spreadsheets.
- A proposed Salary Range recommendations.
- Implementation issues and cost projections surrounding our recommendations.

Once all of the District's questions/concerns are addressed and discussed, a Final Classification and Compensation Report will be created and submitted in bound format. The Final Report will incorporate any appropriate revisions identified and submitted during the review of the draft report.





# Employee Classification & Salary Study

Riverside Community College District

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## Task D. Formal Appeal Process

Should the District have a formal appeal process regarding the allocation of positions to classifications and of classifications to salary ranges, this proposal does not cover time regarding a formal appeal process. We have found that the “informal appeals” or “employee review and feedback process” we have built into our methodology typically resolves most, if not all, issues and concerns before completion of the study. This process occurs during Classification Project Task G and Compensation Project Task D. Should our onsite participation be desired, our stated composite hourly rate will be honored. As mentioned above, however, our internal process usually addresses any appeal issues.

## Task E. Final Presentation

Our proposal includes multiple meetings and weekly or biweekly oral and written status/progress updates to the Study Project Team. We are available to make any final presentations of our Draft Final and/or Final Report and recommendations to the Chancellor, Vice-Chancellor, executive leadership, and/or Board of Trustees.

## Task F. Conduct Maintenance Training

Training and education of key staff will be ongoing throughout the compensation phase of the project to ensure that District HR staff understand and can apply our market study job analysis and compensation methodology. If more formal training is desired, we have consultant staff who specialize in classification and compensation training and we can provide a cost proposal for conducting onsite training classes.

## 4. REFERENCES

### A. Three Public Sector References

1. Mount San Antonio College (Class & Comp)
2. East Valley Water District (Class & Comp)
3. Berkeley Unified School District (Total Comp)
4. Compton Community College District (Classification)
5. Alameda Unified School District (Class & Comp)
6. Santa Clara Valley Water District (Class & Comp)
7. Riverside County Transportation Commission (Class & Comp)
8. San Bernardino Associated Governments [“SANBAG”] (Class & Comp)

### B. Reference Information – in detail

*Note: we have included Berkeley Unified even though it is more than 3 years old. We are also currently in the process of doing a Class and Comp Study for Travis Unified School District and have performed a similar study for Fremont School District, but our contact is no longer there. Finally, we are including agencies that are relevant geographically, and/or size-wise, despite not being educational institutions.*



# Employee Classification & Salary Study

Riverside Community College District

AGENCY	CONTACT
<p><b>Mount San Antonio College</b></p> <p>Classification and Total Compensation studies completed in 2013. Included 36 IT/IS Classifications, approximately 80 IT positions.</p> <p>Project Start Date: 2013 Project End Date: 2013</p>	<p><b>Mr. James Czaja</b> Vice President, Human Resources (909) 274-5481 1100 North Grand Avenue Walnut, CA 91789-1399 <a href="mailto:jczaja@mtsac.edu">jczaja@mtsac.edu</a></p>
<p><b>East Valley Water District</b></p> <p>Comprehensive classification and compensation study completed in 2015.</p> <p>Project Start Date: 2014 Project End Date: 2015</p>	<p><b>Ms. Kerrie Bryan</b> Human Resources/Risk and Safety Manager (909) 806-4087 31111 Greenspot Road Highland, CA 92346 <a href="mailto:kbryan@eastvalley.org">kbryan@eastvalley.org</a></p>
<p><b>Berkeley Unified School District</b></p> <p>Comprehensive Total Compensation study completed in 2009.</p> <p>Project Start Date: 2008 Project End Date: 2009</p>	<p><b>Mr. Francisco Martinez</b> Direction of Admissions (510) 644-8639 2134 Martin Luther King Jr. Way Berkeley, CA 94704 <a href="mailto:franciscomartinez@berkeley.net">franciscomartinez@berkeley.net</a></p> <p><b>Note: During the 2009 Study, Mr. Martinez was the Director of Classified Personnel.</b></p>
<p><b>Compton Community College District</b></p> <p>Comprehensive Classification study for all Classified positions, completed 2009; Classification study for all management positions, completed in 2010.</p> <p>Project Start Date: 2009 Project Completion Date: 2010</p>	<p><b>Ms. Rachelle Sasser</b> Dean of Human Resources (310) 900-1600, Ext. 2140 1111 East Artesia Blvd. Compton CA 90221 <a href="mailto:rsasser@elcamino.edu">rsasser@elcamino.edu</a></p>
<p><b>Alameda Unified School District</b></p> <p>Comprehensive Classification &amp; Compensation studies completed in 2013.</p> <p>Project Start Date: 2012 Project Completion Date: 2013</p>	<p><b>Ms. Humera Khalil</b> Human Resources Coordinator (510) 337-7103 2200 Central Avenue Alameda, CA 94501 <a href="mailto:hkhalil@alameda.k12.ca.us">hkhalil@alameda.k12.ca.us</a></p>



# Employee Classification & Salary Study

Riverside Community College District

<p><b>Santa Clara Valley Water District</b> Current (June 2016): district-wide classification and compensation study.</p> <p>Project Start Date: 2015 Project Completion Date: underway</p> <p>Executive Compensation Studies: 2013 and 2015.</p>	<p><b>Ms. Angelica Cruz</b> Workforce Development &amp; Employment Services Manager (408) 630-3115 5750 Almaden Expressway San Jose, CA 95118 <a href="mailto:acruz@valleywater.org">acruz@valleywater.org</a></p> <p>and,</p> <p><b>Mr. Michael Baratz</b> Labor Relations Officer (408) 630-2361 <a href="mailto:MBaratz@valleywater.org">MBaratz@valleywater.org</a></p>
<p><b>Riverside County Transportation Commission</b> <u>Classification and total compensation</u> studies completed in April 2013 and another in 2015.</p> <p>2015 project start date: 2015 Project completion date: 2015</p>	<p><b>Ms. Michele Cisneros</b> Deputy Finance Director (951) 787-7941 4080 Lemon St., 3<sup>rd</sup> Floor Riverside, CA 92502 <a href="mailto:mcisneros@rctc.org">mcisneros@rctc.org</a></p>
<p><b>San Bernardino Associated Governments [SANBAG]</b> <u>Classification and total compensation</u> study completed in 2014. Organizational Study, 2016.</p> <p>Project Start Date: 2014 Project Completion Date: 2014</p>	<p><b>Ms. Colleen Franco</b> HR/Information Services Administrator (909) 884-8276 1170 W. 3<sup>rd</sup> St., 2<sup>nd</sup> Fl. San Bernardino, CA 91410-1715 <a href="mailto:cfranco@sanbag.ca.gov">cfranco@sanbag.ca.gov</a></p>

## 5. LITIGATION

Our firm has never had a formal appeal to any of our studies in our 32-year history and has never been involved in litigation. It has been our experience that the money and time invested in stakeholder touchpoints throughout the study are money and time saved during implementation. Numerous times our firm has been hired after an agency has gone through an unsuccessful study with another consultant, whose results were rejected or appealed and whose implementation was very controversial. The result was a divided organization with hostility and animosity between employees/employee representation and management. Each time our firm was hired after such an unfortunate experience, study stakeholders were amazed at our open and all-inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by employees, management, and the governing body.



## **6. SUBCONTRACTORS/JOINT VENTURES**

No portion of this engagement will be assigned to subcontractors, nor will it be a joint venture.

## **7. OTHER INFORMATION**

No other information.

## **8. PRICE PROPOSAL (in separate sealed envelope)**

Per the Request for Proposal requirements, the Price Proposal has been submitted in a separate binder, saved on one USB drive, and sealed in a separate envelope.



**Employee Classification & Salary Study**  
Riverside Community College District

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*Proposal Signature Page*

These cost estimate proposals are valid for ninety (90) days.

Respectfully submitted,

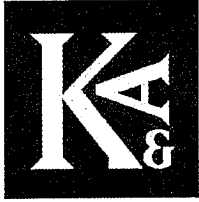
By: **KOFF & ASSOCIATES**  
State of California

Georg S. Kramer  
Chief Executive Officer

July 7, 2016

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July 7, 2016 – RFP #01-16/17

# Employee Classification and Salary Survey Services Price Proposal

**Riverside Community College District**

Submitted By:

**Koff & Associates**

**GEORG S. KRAMMER**  
Chief Executive Officer

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*This Proposal is Printed on Recycled Paper.*





July 7, 2016

Terri L. Hampton, D.P.A.  
Vice Chancellor – Human Resources & Employee Relations  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

Dear Ms. Hampton:

Thank you for the opportunity to respond to your Request for Proposal (RFP) for an Employee Classification and Salary Survey for the Riverside Community College District. This is the separate Price Proposal requested by the RFP.

We have often found that our proposals address a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate are attributable to the significantly greater level of contact we have with Boards of Trustees, Boards of Directors, or Boards of Governors, employees, management, an executive leadership. The time we commit to working with the stakeholders (project team meetings, orientations, meetings with employees and managers via interviews/focus groups, etc.) results in significantly greater buy-in throughout the process and with the final study results and recommendations. The tendency may be to select the firm with the lowest cost proposal, but it has been our experience that ultimately the price can be much higher considering the additional time and lost goodwill that can result from utilizing a less rigorous process.

We want to emphasize that we provide an all-inclusive project cost amount for the entire study and do not believe in underpricing the effort or change orders along the way, unless the District requests an obvious and identifiable *additional* level of effort. However, we are also aware that budgets are often limited and that public agencies must be economically conservative.

Due to the fact that the scope of work for studies of this size can vary significantly, we are providing two different cost options for some of the required elements to demonstrate a range of cost based on actual scope of work. Factors such as the number of employees completing Position Description Questionnaires and requiring interviews, the number of comparator agencies and benchmark classifications, etc. are variables that determine how many consultant hours are needed for the effort. Therefore, we feel that providing two cost options will give the District the most valuable information on which to base its decisions. These two cost options are somewhat of a “menu” of options per project task and the District may choose different components from each of the cost options to arrive at a third scope of work and cost.

We hope to be able to negotiate a scope of work and cost option that best serves the District’s needs. For example, if the District desired more or fewer comparator agencies and/or benchmark classifications, we could easily adjust our fee.

We understand that the District will withhold/retain 10% of each element’s costs until project completion and all deliverables have been accepted by the Vice Chancellor of Human Resources and Employee Relations on behalf of the Chancellor.



■ Koff & Associates

Human Resources Consulting Since 1984

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Please call if you have any questions or wish to receive additional information. We look forward to the opportunity to provide professional services to the Riverside Community College District.

Sincerely,

Georg S. Krammer  
Chief Executive Officer





# Classification & Salary Survey Cost Proposal

## Riverside Community College District

### PRICE PROPOSAL FORM

July 7, 2016

TO: Terri L. Hampton, D.P.A.  
 Vice Chancellor – Human Resources & Employee Relations  
 Riverside Community College District  
 3801 Market Street  
 Riverside, CA 92501

The undersigned hereby declare that Georg S. Krammer has carefully examined the requirements to furnish:

**Employee Classification and Salary Survey Services**

for which proposals were advertised to be received on July 7, 2016, at 3:00 p.m., and further declare that Koff & Associates makes this binding offer to furnish all resources necessary to provide Employee Classification and Salary Survey Services.

## PRICE PROPOSAL FORM

Item No.	Description	Total Price – OPTION 1	Total Price – OPTION 2
1.	Element 1 – Communications Program	\$2,400	\$2,400
2.	Element 2 – Analyze Current Classification Plan and Revise Job Descriptions	\$135,720	\$150,120
3.	Element 3 – Salary Survey	\$44,400	\$49,800
4.	Element 4 – Implementation	\$10,680	\$12,600
<b>TOTAL NOT TO EXCEED PROJECT PRICE:</b>		<b>\$193,200</b>	<b>\$214,920</b>

Additional Services, if required by the District		
5.	Not-to-exceed per each price for Consultant Project Manager to make additional presentations in Riverside (includes all preparation and all travel costs).	\$2,400
6.	Fully burdened labor---hour rate for additional remote/teleconference consulting services not covered by the Scope of Work in this RFP.	\$120
7.	Fully burdened labor---hour rate for additional in--- person consulting services not covered by the Scope of Work in this RFP (includes all travel costs).	\$125



# Classification & Salary Survey Cost Proposal

## Riverside Community College District

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By submitting this offer I acknowledge receipt of an incorporation into this offer of the following Addenda (check each applicable box): NOT APPLICABLE; NO ADDENDA ISSUED.

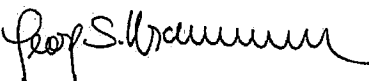
Addendum #1   Addendum #2

Riverside Community College District reserves the right to reject any or all offers or proposals, to waive informalities, and to accept all or any part of any offer or proposal as it may deem to be in the best interest of the District.

I hereby certify that I have read and understand the requirements of this RFP# 01-16/17 and, that I, as the Proposer, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this Request For Proposals.

Proposer Organization Name: Kaneko and Krammer Corp. dba Koff & Associates, Inc.

Per: Georg Krammer (print name)

Signature: 

Title: Chief Executive Officer

Address: 2835 Seventh Street

City: Berkeley State: CA Zip: 94710

Telephone: 510-658-5633 Fax: 510-652-5633 Cell: 415-717-4912

E-Mail Address: gkrammer@koffassociates.com

Organization's Web URL: www.koffassociates.com

Federal Employers' Identification Number: 61-1493064



# Classification & Salary Survey Cost Proposal

## Riverside Community College District

### COST PROPOSAL

Following are our standard cost tables and we include them here so that the District can see how we arrived at the math in the District's Price Proposal form above, where we have provided two options for the classification study pricing and two for the compensation study pricing.

Task	Element #1: Communications Plan	Hours
A.	Develop Communications Plan	20
B.	Deploy and Carry out Communications Plan	Ongoing
	<b>Total Professional Hours</b>	<b>20</b>
	Combined professional and clerical composite rate: <b>\$120/Hour</b>	<b>\$2,400</b>
	Expenses are <b>included</b> in our hourly rate:	<b>N/A</b>
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, mileage, travel time, hotels, airfare, per diem, etc.</i>	
	<b>TOTAL PROJECT COST FOR ELEMENT #1 NOT TO EXCEED:</b>	<b>\$2,400</b>
	<i>*Additional consulting will be honored at composite rate (\$120)</i>	

Task	Element #2: Classification Study	Hours – Option 1	Hours – Option 2
C.	Initial Document Review/Meetings with Project Team and HR/Management Staff	16	16
D.	Position Description Questionnaire Completion & Review <i>Option 1: One PDQ per classification plus 10% of employees submitting individual PDQ's (i.e., approximately 340 PDQs)</i> <i>Option 2: One PDQ per classification plus 20% of employees submitting individual PDQ's (i.e., approximately 405 PDQs)</i>	100	120
E.	Employee/Supervisor/Management Interviews <i>Option 1: One group interview per classification plus individual interviews for 10% of employees (i.e., approximately 340 interviews)</i> <i>Option 2: One group interview per classification plus individual interviews for 20% of employees (i.e., approximately 405 interviews)</i>	230	270
F.	Classification Concept/Preliminary Allocation Development	75	75
G.	Draft Class Description Development/Update <i>Option 1: Assumption that we may be able to consolidate classifications and reduce the number to approximately 250</i> <i>Option 2: Develop approximately 275 classifications</i>	600	660
H.	Draft Class Description Review/Employee Feedback & Review Process	80	80
I.	Finalize Classification Plan/Draft Interim Report/Final Report	20	20



# Classification & Salary Survey Cost Proposal

## Riverside Community College District

Additional meetings with study Project Team, employees, and/or other stakeholders	10	10
<b>Total Professional Hours</b>	<b>1,131</b>	<b>1,251</b>
Combined professional and clerical composite rate: <b>\$120/Hour</b>	<b>135,720</b>	<b>\$150,120</b>
Expenses are included in our hourly rate:	N/A	N/A
<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, mileage, travel time, hotels, airfare, per diem, etc.</i>		
<b>TOTAL PROJECT COST FOR ELEMENT #2 NOT TO EXCEED:</b>	<b>135,720</b>	<b>\$150,120</b>
*Additional consulting will be honored at composite rate (\$120)		

<b>Element #3: Salary Study</b>		<b>Hours – Option 1</b>	<b>Hours – Option 2</b>
A.	Identify/Confirm Comparator Agencies, Benchmark Classifications, Benefits to Be Collected	12	12
B.	Compensation Data Collection <i>Option 1: 150 benchmarks, and 9 comparator agencies, base salaries only, and assuming that up to 12 comparator agencies will be surveyed for those classifications that do not yield sufficient data from the approved 9 comparators</i> <i>Option 2: 165 benchmarks and 9 comparator agencies, base salaries only, and assuming that up to 12 comparator agencies will be surveyed for those classifications that do not yield sufficient data from the approved 9 comparators</i>	200	225
C.	Analysis and Preliminary Data Review <i>Option 1: 150 benchmarks and 9 comparator agencies, and assuming that up to 12 comparator agencies will be surveyed for those classifications that do not yield sufficient data from the approved 9 comparators</i> <i>Option 2: 165 benchmarks and 9 comparator agencies, and assuming that up to 12 comparator agencies will be surveyed for those classifications that do not yield sufficient data from the approved 9 comparators</i>	100	110
D.	Draft Compensation Findings/Additional Analysis/Project Team Meeting	50	60
	Additional meetings with study Project Team, employees, and/or other stakeholders	8	8
	<b>Total Professional Hours</b>	<b>370</b>	<b>415</b>
	Combined professional and clerical composite rate: <b>\$120/Hour</b>	<b>\$44,400</b>	<b>\$49,800</b>



# Classification & Salary Survey Cost Proposal

## Riverside Community College District

	Expenses are <b>included</b> in our hourly rate:	N/A	N/A
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, mileage, travel time, hotels, airfare, per diem, etc.</i>		
	<b>TOTAL PROJECT COST FOR ELEMENT #3 NOT TO EXCEED:</b>	<b>\$44,400</b>	<b>\$49,800</b>
	<i>*Additional consulting will be honored at composite rate (\$120)</i>		

	<b>Element #4: Implementation</b>	Hours – Option 1	Hours – Option 2
A.	Internal Relationship Analysis/Internal Alignment/Internal Equity	16	16
B.	Compensation Structure and Implementation Plan Development	32	32
C.	Development of Draft Final and Final Report and Deliverables	20	20
D.	Final Presentation(s) to the Project Team and Board of Directors	16	32
	<i>Option 1: assumes up to 2 onsite presentations, including travel</i>		
	<i>Option 2: assumes up to 4 onsite presentations, including travel</i>		
	Additional meetings with study Project Team, employees, and/or other stakeholders	5	5
	<b>Total Professional Hours</b>	<b>89</b>	<b>105</b>
	Combined professional and clerical composite rate: <b>\$120/Hour</b>	<b>\$10,680</b>	<b>\$12,600</b>
	Expenses are <b>included</b> in our hourly rate:	N/A	N/A
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, mileage, travel time, hotels, airfare, per diem, etc.</i>		
	<b>TOTAL PROJECT COST FOR ELEMENT #4 NOT TO EXCEED:</b>	<b>\$10,680</b>	<b>\$12,600</b>
	<i>*Additional consulting will be honored at composite rate (\$120)</i>		

## Agenda Item (XII-A)

Meeting 12/13/2016 - 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 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, Norco and Riverside  
Riverside County School Board Association  
Riverside County Committee on School District Organization  
Alvord Unified School District Ad-Hoc Committee

At the September 20, 2016 Board of Trustees meeting, the Board approved the attached goals and may wish to address them.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

### Attachments:

[BOT Goals](#)

## Board Goals for 2016-2017

### **1. Create and implement a process/ program to study emerging and persistent issues impacting the college.**

- 1.1. Board holds workshops on identified issues and becomes better informed
  - 1.1.1. Board to hold workshop to identify subjects to be studied and identify the process to be used for such reviews.
  - 1.1.2. Develop a calendar for Board workshops
  - 1.1.3. In 2016/17 review implementation and value of workshops.
    - 1.1.3.1. 06/30/2017.

### **2. Study the relationship between the 3 colleges and establish a model to equalize services and funding.**

- 2.1. Board adopts by 5/31/17 new policies on issues affecting the balancing of services and funding among the colleges.
  - 2.1.1. Hold a Board workshop before 1/1/17 on the factors to be considered for review and evaluation
  - 2.1.2. Review models from other multi-college districts for equalization of services and funding.
  - 2.1.3. Consider Chancellor's recommended model for equalization of funding and services.
  - 2.1.4. Adopt a model by 5/31/17.
    - 2.1.4.1. 05/31/2017.

### **3. Update Board policies to reflect expansion to 3 colleges in the District.**

- 3.1. Board identifies, reviews, and adopts revised policies by 6/30/17
  - 3.1.1. Assign task to appropriate Board committee.
  - 3.1.2. Identify and review appropriate Board policies requiring updates.
  - 3.1.3. Board review and adoption of revised Board policies by 6/30/17
    - 3.1.3.1. 06/30/2017.

### **4. Improve Board relations and seek consensus on issues to act as a team.**

- 4.1. Board evaluates and reports on improved relations by 1/1/17.
  - 4.1.1. Board to adjust behavior by listening more before speaking, seeking related data, asking questions rather than making statements, and seeking a solution that contains the elements from all members of the Board.
  - 4.1.2. Periodically self-evaluate the Board's practices and behavior.
  - 4.1.3. Thru the Board chair mentor Board members that are struggling with this goal.
    - 4.1.3.1. *On-going, but no later than 01/01/2017.*

### **5. Review District's governing budget policies and update where needed to reflect the Board's direction.**

- 5.1. Board adopts revised budget policies by 4/30/17.
  - 5.1.1. Board to seek models of Board policies affecting District budgets.
  - 5.1.2. Board to identify its budget goals to be included in updated Board budget policies.
  - 5.1.3. Board considers and adopts Board policies to be used to guide.
    - 5.1.3.1. 04/30/2017.

**6. Improve communications w/ Chancellor & among members of the Board of Trustees.**

- 6.1. Board & Chancellor participation in a communications training session.
- 6.2. Board and Chancellor resolve any communications issues by 1/1/17.
  - 6.2.1. Meet with Chancellor to identify communication difficulties and potential resolutions.
  - 6.2.2. Obtain communications training for the Board and Chancellor to resolve difficulties.
  - 6.2.3. Evaluate communications with Chancellor by 1/1/17.
    - 6.2.3.1. *As quickly as possible, but not later than 01/01/2017.*



## Agenda Item (XIII-A)

Meeting	12/13/2016 - 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: Michael Burke, Ph.D., Chancellor  
Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

None.

## Agenda Item (XIII-B)

Meeting	12/13/2016 - Regular
Agenda Item	Closed Session (XIII-B)
Subject	Pursuant to Government Code Section 54956.86, Charge of Complaint Involving Information Protected by Federal Law
College/District	District
Funding	n/a
Recommended Action	To be Determined

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### Background Narrative:

None.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

None.