



**Board of Trustees - Regular Meeting
Tuesday, April 17, 2018 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. (This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.)

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 and speak to an Executive Administrative Assistant 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.

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 March 6, 2018](#)

Recommend approving the March 6, 2018 Regular/Committee Meeting minutes as prepared.

B. [Minutes of the Board of Trustees Regular Meeting of March 20, 2018](#)

Recommend approving the March 20, 2018 Board of Trustees Regular Meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

A. [Chancellor's Communications](#)

Information Only

B. [Presentation of Rank of Professor for 2018-2019](#)

Information Only

C. [Promoting a Mental Health and Wellness Culture at Moreno Valley College](#)

Information Only

D. [Five to Thrive Presentation on English 91 and MVC's English 91 Community of Practice](#)

Information Only

- E. [Healthcare Update](#)
Information Only
- F. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)
Information Only
- V. STUDENT REPORT
 - A. [Student Report](#)
Information Only
- VI. CONSENT AGENDA ACTION
 - A. Diversity/Human Resources
 - 1. [Academic Personnel](#)
Recommend approving/ratifying academic personnel actions.
 - 2. [Classified Personnel](#)
Recommend approving/ratifying classified personnel actions.
 - 3. [Other Personnel](#)
Recommend approving/ratifying other personnel actions.
 - B. District Business
 - 1. [Purchase Order and Warrant Report – All District Resources](#)
Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$4,235,049, and District Warrant Claims totaling \$9,609,532.
 - 2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented.
 - 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 54-17/18 – 2017-2018 EOPS and CARE Programs](#)
Recommend adding the revenue and expenditures of \$26,095 to the budget.
 - 4. Contingency Budget Adjustments (None)
 - 5. Bid Awards
 - a. [Bid Award for Norco College New Marquee Sign](#)
Recommend awarding Bid Number 2017/18-04, New Marquee Sign at Norco College in the total amount of \$219,250 to Torga Electrical.
 - b. [Bid Award for the Noble Parking Lot Construction](#)
Recommend awarding Bid Number 2017/18-29, Noble Parking Lot Construction Project in the total amount of \$943,400 to Roadway Engineering & Contracting, Inc.
 - c. [Bid Award for Procurement of Police Vehicles](#)
Recommend awarding Bid No. 2017/18-28-Rebid –Procurement of Police Vehicles, in the total amount of \$170,415 to Caldwell Country Ford.
 - d. [Resolution No. 56-17/18 To Adopt Compatibility, Uniformity, and Standardization of Software and Software Maintenance of CollegeNet, Inc. Course and Event Resource Scheduling](#)
Recommend adopting Resolution Number 56-17/18 To Adopt Compatibility, Uniformity, and Standardization of Software and Software Maintenance of CollegeNet Product throughout the District and for award of Contract to CollegeNet, Inc., based upon the finding that competitive bidding would not produce any advantage, as permitted by Public Contract Code §3400(c).
 - 6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$90,200 – All District Resources](#)
Recommend ratifying contracts totaling \$412,611 for the period of March 01, 2018 through March 31, 2018.

- b. [Contract Amendment - Push Marketing, Inc. \(dba MISFIT\) assisting the California Community Colleges Chancellor's Office - Extended Opportunity Programs and Services \(EOPS\)](#)
Recommend approving the contract amendment increase in the amount of \$33,350, bringing the new contract total to \$158,350.
 - c. [Inland Empire Desert Region Participation Agreements No. 2017/20-18 Strong Workforce Program between Riverside Community College District and eight community college districts within the region.](#)
Recommend approving the ten (10) Inland Empire/Desert Region Strong Workforce Program Participation Agreements with Barstow Community College District, Chaffey Community College District, College of the Desert, Copper Mountain Community College District, Mt. San Jacinto Community College District, Palo Verde Community College District, San Bernardino Community College District, and Victor Valley Community College District in the amount of \$5,777,043.
 - d. [Capital Project Management System Agreement with Logic Domain](#)
Recommend approving the agreement with Logic Domain in the amount of \$25,500 for the Capital Project Management System.
 - e. [Agreement with Riverside County Superintendent of Schools for Information Technology Support Services Related to the Galaxy System](#)
Recommend approving the agreement between Riverside Community College District and the Riverside County Superintendent of Schools in the amount of \$166,000.
 - f. [License Agreement for Facility Use at Ben Clark Training Center with County of Riverside](#)
Recommend approving License Agreement for Facility Use at Ben Clark Training Center with County of Riverside, for an amount not to exceed \$719,184 annually from July 1, 2018 through June 30, 2022.
 - g. [Special Inspection for the Riverside City College Parking Lot Construction Project with Independent Construction Inspection](#)
Recommend approving the Riverside City College Parking Lot Construction Project for Class 3 Division of State Architect Inspection Services by Independent Construction Inspection.
7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
8. Other Items
- a. [Resolution No. 55-17/18 - Authorization to Encumber Funds](#)
Recommend approving Resolution No. 55-17/18 -Authorization to Encumber Funds.
 - b. [Surplus Property](#)
Recommend by unanimous vote: 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.

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report for Month Ending – March 31, 2018](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance (None)
 - B. Teaching and Learning
 - 1. [Agreement for College and Career Access Pathways: A Dual Enrollment Partnership with Alvord Unified School District](#)
Recommend approving the College and Career Access Pathways Partnership Agreement with Alvord Unified School District.
 - 2. [Agreement for College and Career Access Pathways: A Dual Enrollment Partnership with Jurupa Unified School District](#)
Recommend approving the College and Career Access Pathways Partnership Agreement with Jurupa Unified School District.
 - 3. [Proposed Curricular Changes](#)
Recommend approving the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.
 - C. Planning and Operations (None)
 - D. Resources
 - 1. [Selection of Follett Higher Education Group, Inc. to provide Bookstore Operation Services for Moreno Valley College, Norco College and Riverside City College](#)
Recommend approving the selection of Follett Higher Education Group, Inc. to provide Bookstore Operation Services for Riverside City College, Norco College and Moreno Valley College.
 - E. Facilities (None)
- IX. ADMINISTRATIVE REPORTS
- A. Vice Chancellors
 - B. Presidents
- X. ACADEMIC SENATE REPORTS
- A. Moreno Valley College/Riverside Community College District
 - B. Norco College
 - C. Riverside City College
- XI. BARGAINING UNIT REPORTS
- A. CTA - California Teachers Association
 - B. CSEA - California School Employees Association
- XII. BUSINESS FROM BOARD MEMBERS
- A. [Update from Members of the Board of Trustees on Business of the Board.](#)
Information Only
- XIII. CLOSED SESSION
- A. [Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release](#)
Recommended Action to be Determined.
- XIV. ADJOURNMENT

Agenda Item (II-A)

Meeting	4/17/2018 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of March 6, 2018
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the March 6, 2018 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Wolde-Ab Isaac, Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

[030618_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 MARCH 6, 2018

President Vackar 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

Tracey Vackar, President
Janet Green, Vice President
Mary Figueroa, Secretary
Virginia Blumenthal, Board Member
Bill Hedrick, Board Member

Staff Present

Dr. Wolde-Ab Isaac, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Dr. Robin Steinback, President, Moreno Valley College
Dr. Bryan Reece, President, Norco College
Dr. Irv Hendrick, Interim President, Riverside City College
Dr. Carol Farrar, Vice President, Academic Affairs, Riverside City College
Mr. David Torres, Dean, Institutional Research & Strategic Planning
Mr. Chris Blackmore, Associate Vice Chancellor, Information Technology & Learning Systems
Ms. Peggy Cartwright, Associate Vice Chancellor, Strategic Communications & Institutional Advancement

Student Trustee Jeanette Hazelwood led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Karen Flores, MVC student, discussed the state proposed online public community college.

COMMENTS FROM THE PUBLIC

The Committee Chair Tracey Vackar convened the meeting at 6:10 p.m. Committee members in attendance: Academic Senate Representatives: Dr. LaTonya Parker, Moreno Valley College/RCCD; Ms. Peggy Campo, Norco College; Dr. Mark Sellick, Riverside City College and CSEA Representative: Gustavo Segura

TEACHING AND LEARNING COMMITTEE

Dr. Farrar discussed the Agreement for College and Career Access Pathways for a Dual-Enrollment Partnership with Riverside Unified School District that will be presented to the Board for approval at the March 20 Regular meeting. Discussion followed.

Agreement for College and Career Access Pathways: A Dual Enrollment Partnership with Riverside Unified School District

Mr. Torres presented the findings of the 2017 Student Success Scorecard; performance indicators. Discussion followed.

2017 Student Success Scorecard

The committee adjourned the meeting at 7:14 p.m.

Adjourned

The Committee Chair Janet Green convened the meeting at 7:15 p.m. Committee members in attendance: Academic Senate Representatives: Dr. LaTonya Parker, Moreno Valley College/RCCD; Ms. Peggy Campo, Norco College; Dr. Mark Sellick, Riverside City College and CSEA Representative: Gustavo Segura

RESOURCES COMMITTEE

Mr. Blackmore provided an update on major technology initiatives for Riverside Community College District. Discussion followed.

Information Technology Update – Spring 2018

The committee adjourned the meeting at 7:45 p.m.

Adjourned

The Board adjourned the meeting at 7:46 p.m.

ADJOURNMENT

Official Minutes
Approved on 04/17/18

Certified By: _____

Agenda Item (II-B)

Meeting	4/17/2018 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of March 20, 2018
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the March 20, 2018 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Wolde-Ab Isaac, Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

[032018_MIN](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF MARCH 20, 2018

President Vackar 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

Tracey Vackar, President
Janet Green, Vice President
Mary Figueroa, Secretary
Virginia Blumenthal, Board Member
Bill Hedrick, Board Member

Absent

Jeanette Hazelwood, Student Trustee

Staff Present

Dr. Wolde-Ab Isaac, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Dr. Robin Steinback, President, Moreno Valley College
Dr. Bryan Reece, President, Norco College
Dr. Irv Hendrick, Interim President, Riverside City College
Dr. LaTonya Parker, Academic Senate Representative, District/Moreno Valley College
Ms. Peggy Campo, Academic Senate Representative, Norco College
Dr. Mark Sellick, Academic Senate Representative, Riverside City College
Professor Kevin Mayse, Music Department, Riverside City College
Dr. Dariush Haghghat, President, CTA
Ms. Peggy Cartwright, Associate Vice Chancellor, Strategic Communications & Institutional Advancement

Guests Present

Ms. Debra Yorba, Senior Vice President, Keenan and Associates

Trustee Hedrick led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Figueroa/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of February 6, 2018. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF FEBRUARY 6, 2018

Figueroa/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of February 20, 2018. Motion carried. (5 ayes).

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 20, 2018

CHANCELLOR'S REPORTS

Mr. Mayse presented an update on the mission and activity of Riverside City College's Music Department.

Five to Thrive Presentation on Riverside City College's Music Department

Ms. Yorba reported there are three issues for two employees currently being investigated.

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

Report submitted for information. Student Trustee Jeanette Hazelwood was absent due to her attendance at a conference.

STUDENT REPORT

CONSENT ITEMS

Action

Pulled item VI.B.5.b. Resolution 51-17/18 To Adopt Compatibility, Uniformity, and Standardization of Software and Software Maintenance of CollegeNet, Inc. Course and Event Resource Scheduling. Item will be added to the April 17, 2018 Regular Board meeting agenda.

Resolution 51-17/18 To Adopt
Compatibility, Uniformity, and
Standardization of Software and
Software Maintenance of
CollegeNet, Inc. Course and Event
Resource Scheduling

Figuroa/Hedrick moved that the Board of Trustees:

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

Academic Personnel

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

Classified Personnel

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

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$7,270,713, and District Warrant Claims totaling \$6,187,305;

Purchase Order and Warrant Report
– All District Resources

Approve budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$10,000 to the budget;

Resolution No. 45-17/18 - 2017-
2018 California State Trade
Expansion Program

Approve adding the revenue and expenditures of \$238,335 to the budget;

Resolution No. 46-17/18 – 2017-2018 Full-Time Student Success Program

Approve adding the revenue and expenditures of \$1,435,523 to the budget;

Resolution No. 47-17/18 – 2017-2018 Strong Workforce Program

Approve adding the revenue and expenditures of \$350,000 to the budget;

Resolution No. 48-17/18 – 2017-2018 Mental Health Services Grant

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

Resolution No. 49-17/18 – 2017-2018 Proposition 39 Clean Energy Grant

Approve adding the revenue and expenditures of \$1,707 to the budget;

Resolution No. 52-17/18 – 2017-2018 Board Financial Assistance Program

Approve by two-thirds vote of the members, the contingency budget transfer as presented;

Contingency Budget Adjustment

Approve the purchase of laboratory equipment and supplies from VWR International, utilizing the National Association of State Procurement Officials (NASPO) ValuePoint Master Agreement MA16000234-2;

Purchase of Laboratory Equipment and Supplies Utilizing the National Association of State Procurement Officials (NASPO) ValuePoint Master Agreement MA16000234-2

Ratify contracts totaling \$222,335 for the period of February 1, 2018 through February 28, 2018;

Contracts and Agreements Report Less than \$90,200 – All District Resources

Approve the contract with Push Marketing, Inc. (dba MISFIT) for the period of March 1, 2018 through June 30, 2018 in the amount of \$125,000;

Contract with Push Marketing, Inc. (dba MISFIT) assisting the California Community Colleges Chancellor's Office – Extended Opportunity Programs and Services (EOPS)

Recommend approving the ten (10) Inland Empire/Desert Region Strong Workforce Program Participation Agreements with Barstow Community College District, Chaffey Community College District, College of the Desert, Copper Mountain Community College District, Mt. San Jacinto Community College District, Palo Verde Community College District, San Bernardino Community College District, and Victor Valley Community College District in the amount of \$1,394,932;

Agreements for Administration of the Strong Workforce Program with 8 Community College Districts for the Inland Empire/Desert Region

Approve Amendment No. 1, for additional services as outlined in the attached amendment in the amount of \$45,500;

Agreement Amendment for the Inland Empire/Desert Regional Consortium (IE/DRC) CTE Rebranding and Marketing Campaign

Approve Out-of-State-travel;

Out-of-State-Travel

Approve the proposed use of the estimated \$22,502,047 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits;

Adoption of Education Protection Account Funding and Expenditures

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)

CONSENT AGENDA INFORMATION

The Board received the Monthly Financial Report for Month Ending - February 28, 2018

Monthly Financial Report for Month Ending - February 28, 2018

BOARD COMMITTEE REPORTS

Teaching and Learning Committee

Figueroa/Green moved that the Board of Trustees approve the College and Career Access Pathways Partnership Agreement. Motion carried. (5 ayes).

Agreement for College and Career Access Pathways: A Dual Enrollment Partnership with Riverside Unified School District

ADMINISTRATIVE REPORTS

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

Presidents

ACADEMIC SENATE REPORTS

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

Moreno Valley College/District

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

Norco College

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

Riverside City College

BARGAINING UNIT REPORTS

Dr. Haghighat presented the report on behalf of the CTA.

CTA – California Teachers Association

BUSINESS FROM BOARD MEMBERS

Pulled item XII. A. California Community College Trustees (CCCT) Board of Directors Election – 2018. Item will be added to the April 3, 2018 Board Committee agenda.

California Community College Trustees (CCCT) Board of Directors Election – 2018

Trustee Green complimented Dr. Reece on his restructuring and increasing awareness at Norco College.

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

Trustee Figueroa discussed the mental health issue; priorities for the community at large. These issues will be significant and tie into the safety of the community of our campuses; need to be diligent in providing information and support.

Trustee Hedrick commended Trustee Vackar and District staff for the planning of the Chancellor's reception; attended Friends of Forensics event. Attended State of Education event this week. Hopeful there is a possible date scheduled for the RUSD joint board meeting; complimented Dr. Hendrick on the implementation of safety trainings and information provided to the campus.

Trustee Blumenthal complimented the RCC Music Department on their performance on Sunday. Thanked Dr. Reece for providing her with a PowerPoint presentation regarding inmate education; discussed the Next Phase and Fed Kick programs.

Trustee Vackar reminded the Board she will be out of town attending a family function for the April 3 Board committee meeting.

The Board adjourned to closed session at 7:25 p.m. and reconvened at 7:50 p.m. after considering the following closed session items:

CLOSED SESSION

Vackar, Figueroa and Hedrick voted to accept the recommendation for the release/resignation (effective 3/21/2018) of the Chief of Staff and Facilities Development pursuant to the terms of Section 7.4 of the employment contract. The severance package includes twelve months of salary (\$194,387.04) and up to twelve months of continued health care coverage. Motion carried. (3 ayes, 1 abstention [Blumenthal], 1 absent [Green]).

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

The Board adjourned the meeting at 7:53 p.m.

ADJOURNMENT

Official Minutes
Approved on

Certified By: _____

Agenda Item (IV-A)

Meeting 4/17/2018 - Regular
Agenda Item Chancellor's Reports (IV-A)
Subject Chancellor's Communications
College/District District
Information Only

Background Narrative:

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

Prepared By: Wolde-Ab Isaac, Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

None.

Agenda Item (IV-B)

Meeting 4/17/2018 - Regular
Agenda Item Chancellor's Reports (IV-B)
Subject Presentation of Rank of Professor for 2018-2019
College/District District
Information Only

Background Narrative:

AP 4000 provides for the granting of Rank of Professor and Distinguished Professor to Riverside Community College District's faculty. Each year, faculty may submit an application for Rank of Professor or Distinguished Professor to the District's Professional Growth & Sabbatical Leave Committee. The Professor applications which meet the minimum qualifications are forwarded to the appropriate college president for review. The Presidents' recommendations are forwarded to the Chancellor and his recommendations are forwarded to the Board of Trustees for affirmation. Faculty have been recommended for the Rank of Professor for 2018-2019.

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

[Rank of Professor for 2018-2019](#)

CHANGE IN ACADEMIC RANK
NEW PROFESSORS ACADEMIC YEAR 2018-2019

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Balent, Amy	Art
Banks, James	Human Services
Bhattacharya, Dipen	Physics
Pacheco, María del Rocío	Counseling
Tsai, I-Ching	Music
Werner-Fraczek, Joanna	Biology

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Avila, Patricia	Counseling
Brown, Scott	Counseling
Daddona, Michelle	Kinesiology
Delgadillo, Monica	Counseling
Dyogi, Damianita	Nursing
Lowden, Clara	Kinesiology
Morrill, Cynthia	Film Studies
Reimer, Kimberly	Nursing
Rogers, Dennis	Kinesiology
Schinke, Ward	Political Science / Economics
Vermillion, Amy	Nursing

Agenda Item (IV-C)

Meeting 4/17/2018 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Promoting a Mental Health and Wellness Culture at Moreno Valley College

College/District Moreno Valley

Information Only

Background Narrative:

Sue Tarcon, Director, Health Services will provide a presentation on the highlights of strategies and resources available in promoting student wellness and success at Moreno Valley College.

Prepared By: Robin Steinback, President, Moreno Valley College
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[Mental Health Culture MVC](#)

Promoting a Mental Health and Wellness Culture at Moreno Valley College



Sue Tarcon, MSN, RN, PHN
Director, Student Health and Psychological Services

TEAM

- **Administration, Staff, Students, Others**
- **Dan Casella, LMFT**
 - **Supervisor of CBU Interns/Trainees**
- **Carlos Carrio, MPH**
 - **Health Education Specialist**
- **Lynnette Navarro, MFT Associate**
 - **Practitioner Clinical Counselor Associate**
 - **Social Service Planner Prevention and Early Intervention**
Riverside University Health System -- Behavioral Health
- **Dr. Jenny Lee, Psy.D.**
 - **Supervisor LLU Behavioral Health Interns**
- **Trainees/Interns**



OBJECTIVES



- **Provide Support to help Ensure Academic Success through Mental Health Services**
- **Educate/Train Faculty, Staff and Students to Early Identification, Intervention and Referral**
- **Facilitate Partnerships**
- **Develop Stigma-Reduction Activities**
- **Reduce Racial Disparities to Access**
- **Provide Screenings, Therapeutic Interventions and Off-Site Referral**

Strategies Promoting Student Wellness and Success

- **Provide Access in Support of Psychological Health**
 - Growth from 4 hrs/week to Daily Counselor Availability
 - On-line Chat, Text chat, My3 app
 - Referrals/Website (NAMI, Co., Up2Us, Ea Mind)
 - Co. & Drop-In Center partnership 951-358-4100
- **Recognize Concerning Behavioral Patterns**
 - Behavioral Intervention Resource Team (BIRT)
 - Kognito Training for Faculty, Staff and Students
 - Students in Distress Booklet provided to Faculty and Staff
- **Provide Outreach Education and Consultation**
 - Monthly Mental Health Outreach Events
 - Seeking Success Psychoeducational program



Continued

- Presentations/Workshops/Seminars
- Student Health 101 on-line magazine
- Website and Social Media (FaceBook)
 - Resources
- **Emphasize Case-Finding**
 - Screenings
 - Kognito
 - BIRT
- **Nurture a Stigma-Reduction Campus Culture**
 - Active Minds, Student engagement, Seeking Success, QPR Trainings, presentations, outreach



#breakthestigma

BIRT/CARE Network

- **MVC Behavioral Intervention Resource Team-BIRT**
- **Mission Statement**
- The Behavioral Intervention Resource Team (BIRT) addresses distressed, disruptive or dangerous behavior in students and offers assistance, education resources and consultation to faculty and staff in an effort to positively affect student retention and campus safety.
- **Guidelines**
 - Website
 - Booklet
- **Referrals**
- **Interventions**
 - Behavioral Rubric
- **Resources**
- **Trainings**
- **NaBITA Best Practices**



COUNSELING

- **One-on-One Therapeutic Counseling**
- **Workshops**
- **Website and/or Phone Access**
 - Crisis Text Talk/Chat 24/7
 - On-Line Chat
 - My3 App
 - Crisis Phone # Access



OUTREACH EVENTS

- **Suicide Prevention Awareness**
- **Know the Signs**
- **Anxiety Reduction**
- **Time Management**
- **Test Taking Strategies**
- **Drug and Alcohol Abuse Awareness/Prevention**
- **Sexual Assault/Domestic Violence Prevention**
- **Smoking Cessation/Awareness**
- **Stress Less Week**
- **Send the Silence Packing**
- **Health Fair**



CLASSROOM PRESENTATIONS

- **Question Persuade Refer (QPR) Training**
- **Stress Management**
- **SAFETalk**
- **Meditation 101**
- **Applied Suicide Intervention Skills Training**
- **Test Anxiety**
- **Relaxation Techniques**
- **...and MORE**

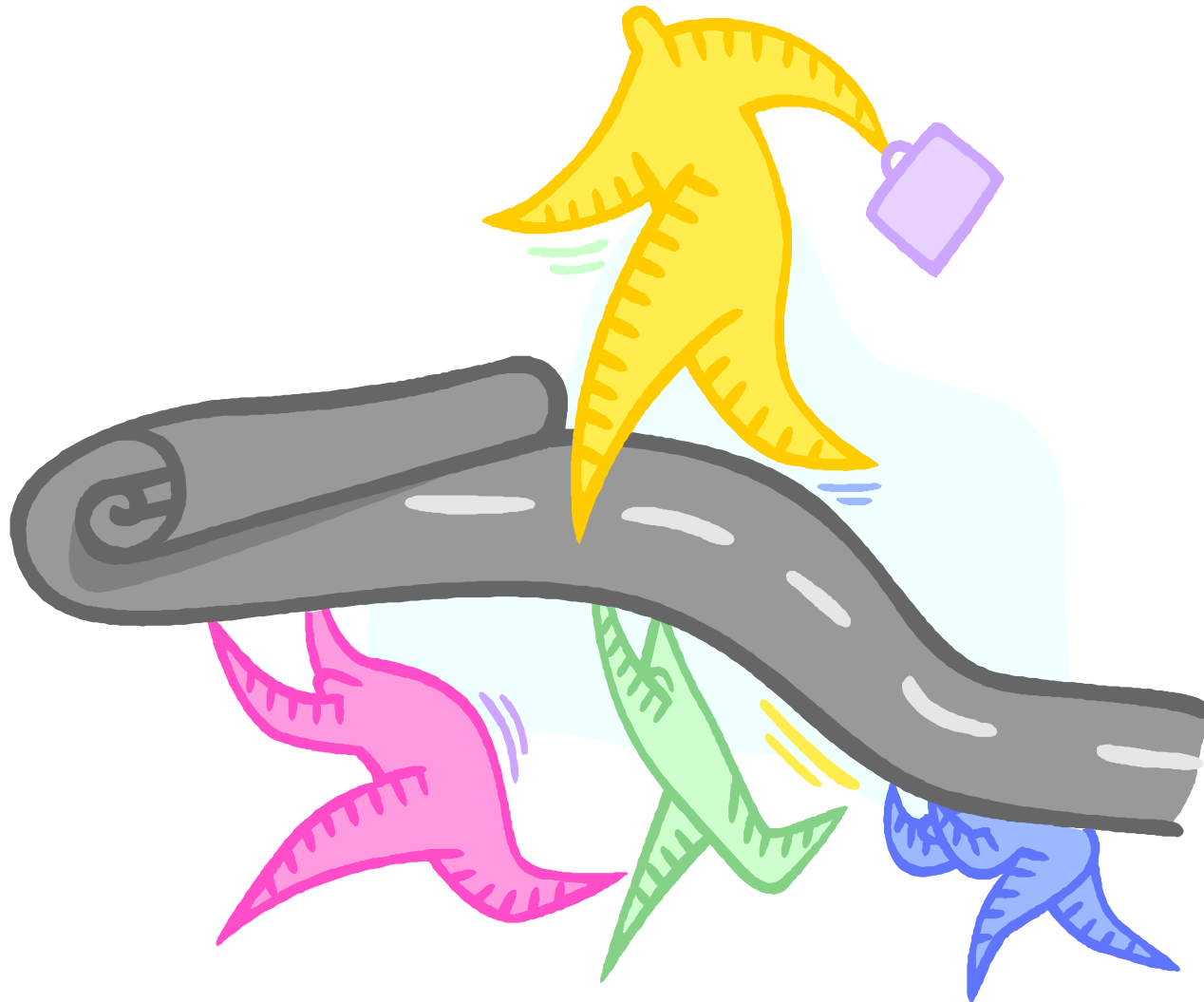


Student Psychological Wellness and Campus Safety

- **Some Students Have Serious Problems**
 - **Destructive to Self or Others**
 - **Sexual Assault**
 - **Interpersonal Violence**
 - **Campus Violence**



INFASTRUCTURE



Questions?



Agenda Item (IV-D)

Meeting 4/17/2018 - Regular
Agenda Item Chancellor's Reports (IV-D)
Subject Five to Thrive Presentation on English 91 and MVC's English 91 Community of Practice
College/District Moreno Valley

Information Only

Background Narrative:

Each month a faculty member is invited through the Academic Senate to present on a topic related to educational programs and services. This month, assistant professor of English Melanie James will present on the creation of and professional development for English 91, a corequisite support course for English 1A. In response to data-driven research and AB 705, Moreno Valley College's English discipline has voted to suspend the traditional remedial pathways for English, instead mainstreaming students and offering corequisite support. Melanie James will also report on English 91's Community of Practice: a faculty-driven professional learning series where instructors are reading and discussing discipline-specific theory related to corequisite courses, acceleration pedagogy, and student equity. Community of Practice participants are also developing a repository of sample activities, best practices, curricula, and syllabi for future instructors of English 91 based on these discussions.

Prepared By: Robin Steinback, President, Moreno Valley College
Carlos Lopez, Interim Vice President, Academic Affairs

Attachments:

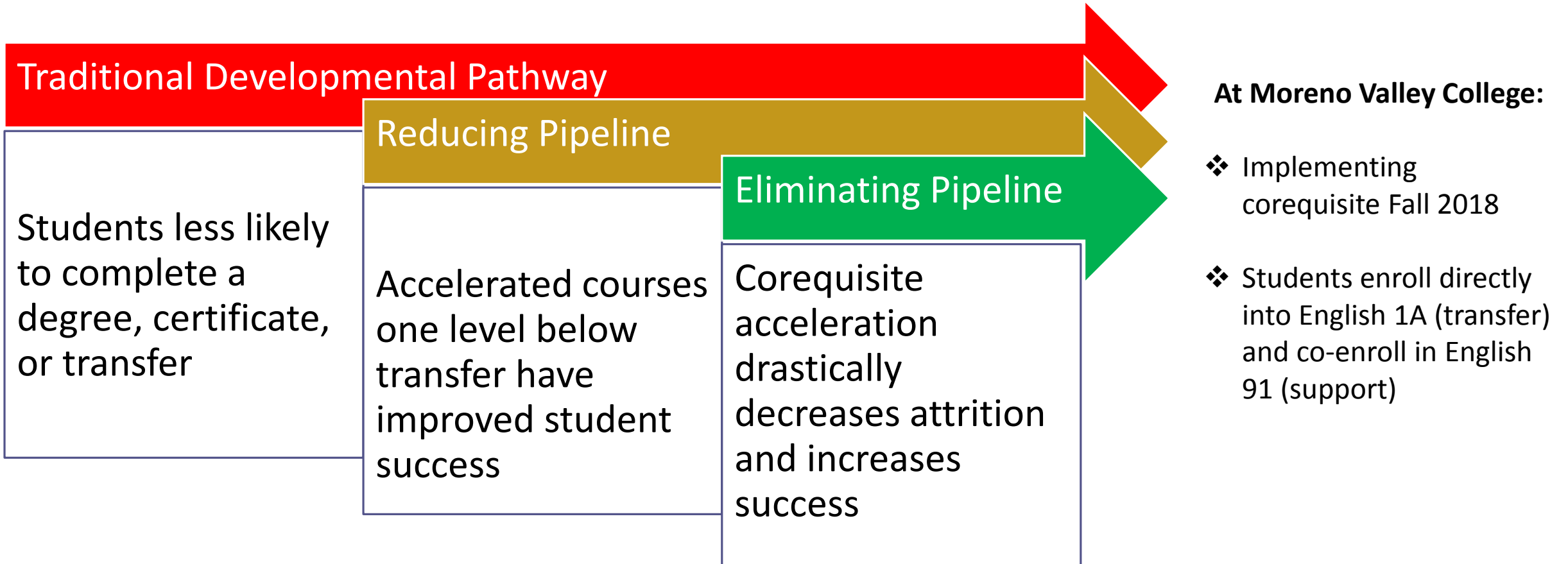
[English 91 Presentation MVC](#)



Accelerating Student Completion of English Composition at MVC: A New Approach

MELANIE JAMES, ASSISTANT PROFESSOR OF ENGLISH

Traditional Developmental Pathway vs. Accelerated Corequisite Support



Corequisite Success and Throughput Rates: An Example from Cuyamaca College

Transfer-Level English Throughput Rates

21%

VS

78.6%

Students in the traditional pipeline

Students who took the co-requisite

Fall 2016 Course Success Rates in Transfer-Level English

72%

VS

76%

Co-Requisite supported sections

Stand-Alone sections

Fall 2017 Transfer-Level Common Final Pass Rates

80.75%

VS

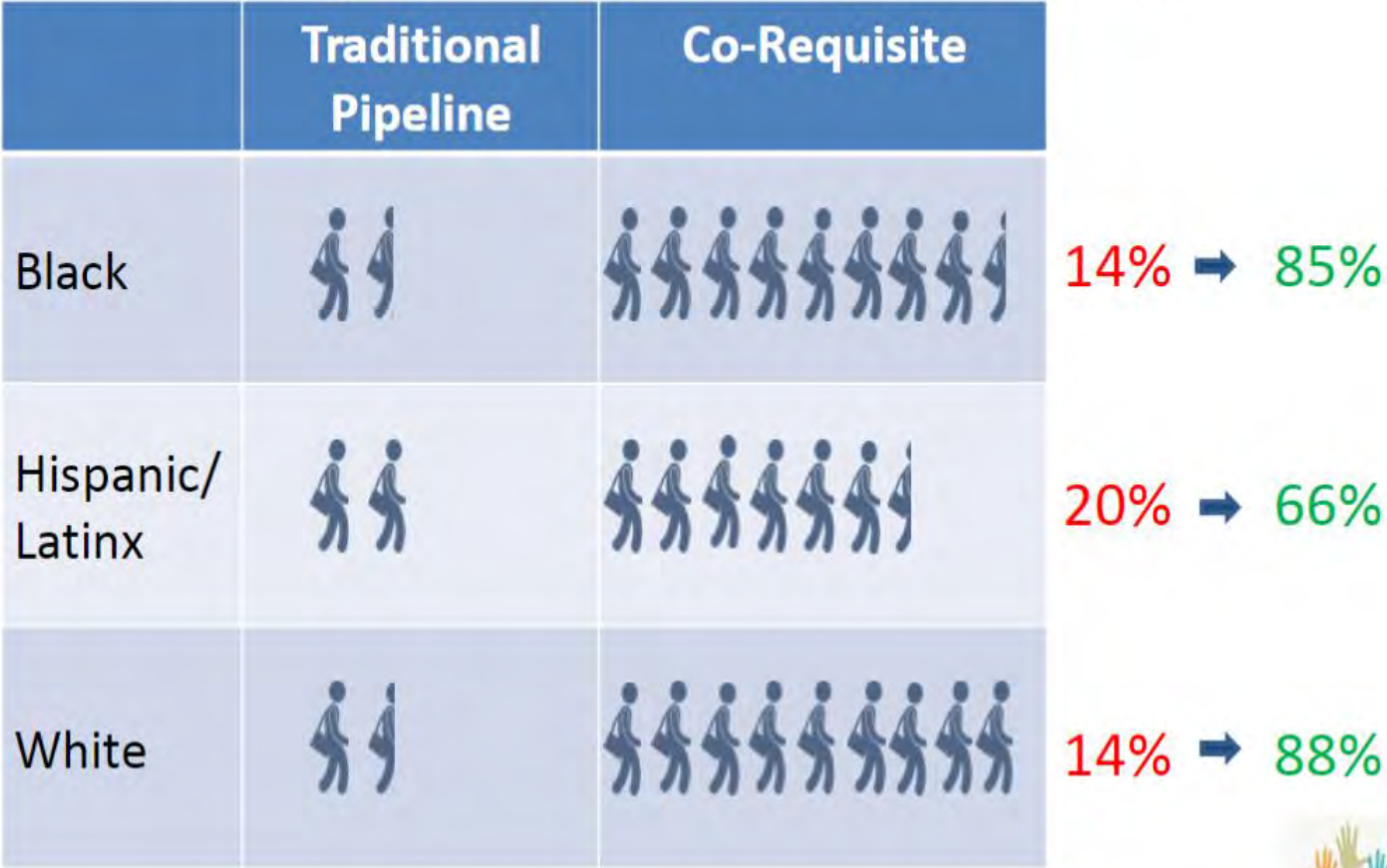
80.25%

Co-Requisite supported sections

Stand-Alone sections

Corequisite Support Equity Impact

Transfer-Level English Throughput Rates by Race/Ethnicity



Data shared at the 2018 CAP Conference by Lauren Halsted Burroughs from Cuyamaca)

MVC's Move to Corequisite: English 91

Spring 2017

- Held workshops on corequisite models and collaborated with RCC

Summer
2018

- RCC and MVC faculty wrote the Course Outline of Record for English 91

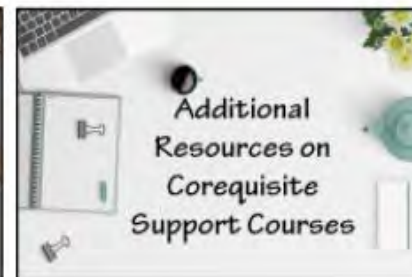
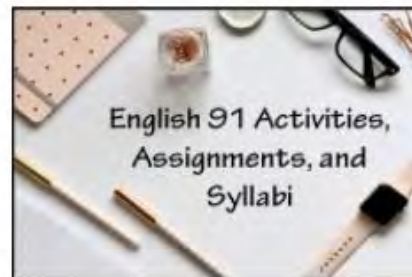
Fall 2017 and
Spring 2018

- MVC and RCC voted to approve English 91
- MVC voted to minimize offering English courses below transfer
- MVC increased professional development opportunities

Professional Development: English 91 Community of Practice

Community of Practice Goals:

- Read theory and discuss pedagogy specific to corequisite courses and meeting the needs of traditionally underserved students
- Have reading facilitators and praxis panelists at each meetings to draw on the expertise of all our faculty
- Together, create a repertoire and repository of culturally sustaining strategies, sample syllabi, and curricula



Community of Practice: Spring 2018

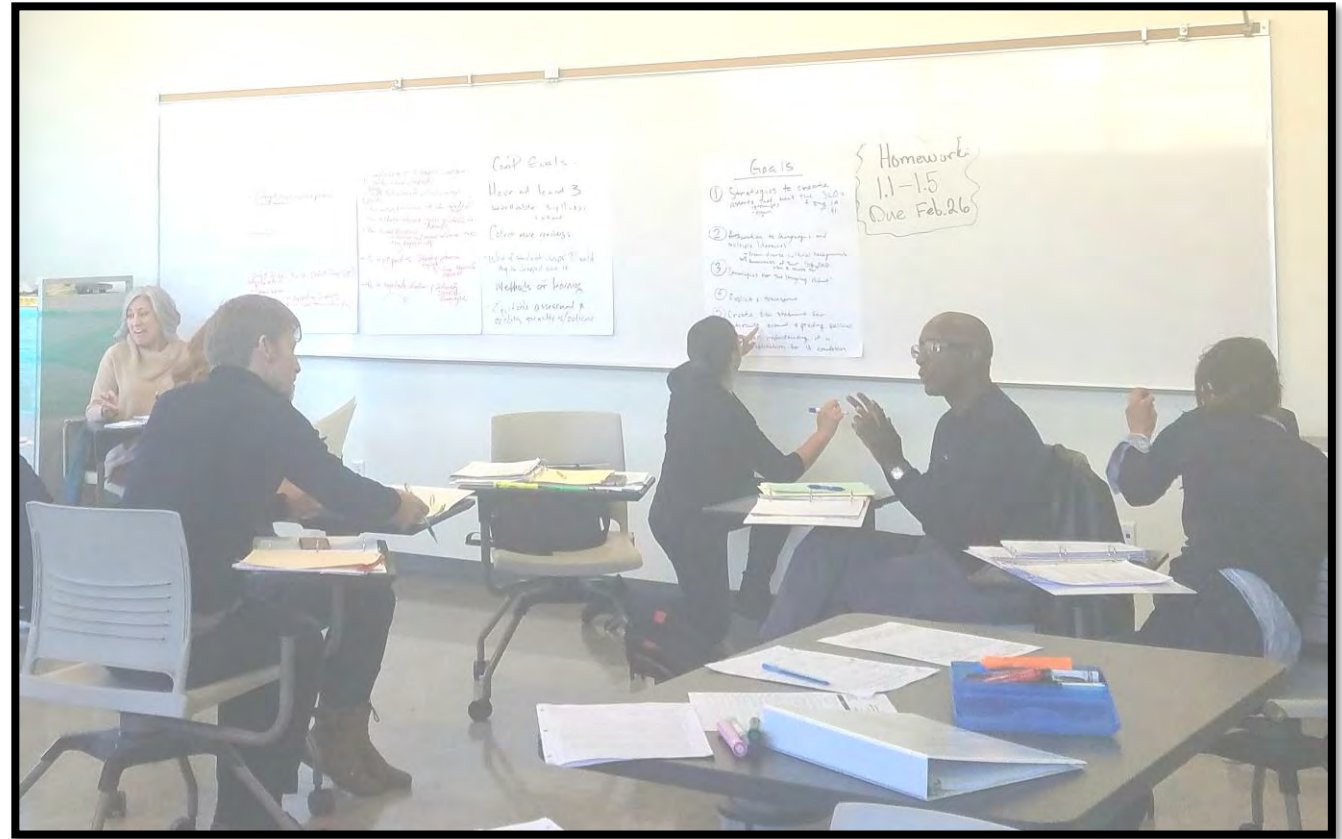
❖ **Sixteen English Faculty Participating**

❖ **1st Meeting: February 23, 12 PM – 3 PM**

Culturally Sustaining Pedagogy and
Establishing Deliverables and
Outcomes for the ComP

❖ **2nd Meeting: March 23, 12 PM – 3 PM**

Collaborative and Metacognitive
Learning in English 91



Looking Forward: Continued Professional Learning to Impact Student Success

- ❖ **Spring 2018**: Continue current community of practice (three additional meetings) focused on assessment, feedback, language diversity, and the creation of syllabi and classroom curricula
- ❖ **June 2018**: A Student Success and AB 705 workshop with English, reading, ESL, and Math
- ❖ **June 2018**: Community of Practice 2.0. A second cohort of the Community of Practice for an additional 20-25 faculty.
- ❖ **August 2018**: Two-Day Institute and Orientation for English and reading faculty

Expected Outcomes Moving to the Corequisite Model at MVC

- ❖ We will be working closely with Institutional Effectiveness to collect data on success and throughput rates and equity

Based on the data from multiple nationwide and California community colleges, at MVC we expect the following outcomes:

- ❖ Increased throughput rates for all students completing transfer-level English within one year
- ❖ Increased throughput rates for traditionally underserved populations—in particular Black/African American and Hispanic/Latinx students
- ❖ Success rates for all transfer-level English courses to remain steady

Thank You!

English 91 Support, Outreach, and Professional Development Team

Dr. Jeff Rhyne, English faculty, MVC

Jennifer Escobar, English faculty, MVC

Dr. Kathryn Stevenson, English faculty, MVC

Dr. Valarie Zapata, English faculty, MVC

Dr. Thatcher Carter, English faculty, RCC

Dr. Kelly Douglass, English faculty, RCC

English 91 Wouldn't Be Possible Without:

- Support from *all* of our discipline and department colleagues across the district
- Support from our discipline and department chairs
- Support from our curriculum committees and chairs
- Support from our administrators who welcome and work endlessly to support innovative and structural change for student success

Agenda Item (IV-E)

Meeting 4/17/2018 - Regular
Agenda Item Chancellor's Reports (IV-E)
Subject Healthcare Update
College/District District
Information Only

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-F)

Meeting 4/17/2018 - Regular

Agenda Item Chancellor's Reports (IV-F)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

Background Narrative:

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

Prepared By: Wolde-Ab Isaac, Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

[Planning Calendar](#)

RECOMMENDED 2017-18 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item *(Consent Item)
August	<ul style="list-style-type: none"> • Resolution Regarding Appropriations Subject to Proposition 4 – Gann Limitation*
September	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (4th Quarter) * • Public Hearing and Budget Adoption for the Fiscal Year RCCD Budget
October	<ul style="list-style-type: none"> • Annual Master Grant Submission Schedule • Emeritus Awards, Faculty • Presentation of Annual Report by Measure C Citizens’ Bond Oversight Committee • CCFS 311 Annual Financial and Budget Report* • Jeanne Clery Act Report
November	<ul style="list-style-type: none"> • CCFS-311Q Financial and Budget Report (1st Quarter)* • Annual Proposition 39 Financial and Performance Audits
December	<ul style="list-style-type: none"> • Organizational Meeting: Elect the President, Vice President and Secretary of the Board of Trustees; Board association and committee appointments. • Annual Board of Trustees Meeting Calendar for January-December • Annual District Academic Calendar • Annual Independent Audit Report for RCCD • Annual Independent Audit Report for RCCD Foundation • Fall Scholarship Award to Student Trustee • Signature Authorization*
January	<ul style="list-style-type: none"> • Grants Office Annual Winter Report • Federal Legislative Update • Annual Nonresident Tuition and Capital Outlay Surcharge Fees • Proposed Curricular Changes • Agreement for Information Technology Support Services to the Galaxy System with Riverside County Superintendent of Schools*
February	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (2nd Quarter)* • Presentation of Governor’s Budget Proposal • Recommendation Not to Employ (March 15th Letters)
March	<ul style="list-style-type: none"> • Annual Adoption of Education Protection Account Funding and Expenditures
April	<ul style="list-style-type: none"> • Academic Rank – Full Professors • Annual Authorization to Encumber Funds (Resolution for RCOE) • Presentation on Fiscal Year RCCD Budget Planning • Proposed Curricular Changes
May	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (3rd Quarter) • Summer Workweek • College Closure – Holiday Schedule • Resolution to Recognize Classified School Employee Week • Board of Trustees Annual Self-Evaluation • Chancellor’s Evaluation • Annual Institutional Effectiveness Goals for Fiscal Viability and Programmatic Compliance with State and Federal Guidelines
June	<ul style="list-style-type: none"> • Administration of Oath of Office to Student Trustee • Spring Scholarship Award to Student Trustee • Department Chairs and Stipends, Academic Year • Coordinator Assignments • Extra-Curricular Assignments • Notices of Employment–Tenured Faculty; Contract Faculty; and Categorically Funded Academic Administrator Employment Contracts • Tentative Budget • Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals • Moreno Valley College Catalog • Norco College Catalog • Riverside City College Catalog • Board Self Evaluation – Reporting Out

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
	<div data-bbox="499 732 846 1122" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ✓ Board report & backup materials attached for review by the Cabinet. ■ Board report and/or backup not yet complete – review pending. ★ Approved by the Cabinet for placement on the Board agenda. <p style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 04/24/2018 & 05/08/2018.</p> </div>		<ul style="list-style-type: none"> ■ Presentation on FY 2018-19 Riverside Community College District Budget Planning (Brown) 	

Agenda Item (V-A)

Meeting 4/17/2018 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

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: Wolde-Ab Isaac, Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

[Student Report](#)



**MORENO VALLEY COLLEGE
ASSOCIATED STUDENTS
BOARD REPORT
April, 2018**

- The week of April 2 – 5th, we hosted the “3rd Annual Hijab Challenge Week”. A series of events included, “Informational & Wrapping Session”, Henna Tattoos, an Open Mic session and a guest speaker. We centered on “walk a day in my shoes” where women were challenged to wear a hijab for the week, experiencing the life of women that wear the Hijab. Refreshments were provided at each event and at the conclusion of the event for the week, participants were given the opportunity to write “positive messages” on a board and small tokens of our appreciation were given to that participated.
- Student Body Election Packets were distributed last month and due, Tuesday, April 3rd. Student Body Elections for 2018 – 2019 will commence on Tuesday, & Wednesday, May 1 & 2, 2018.
- On Tuesday, April 17, ASMVC will travel to BCTC and provide lunch to the EMS/EMT Cadets and Fire & Technology students there. This is an annual event at least once per semester.
- On Tuesday, April 24th, Associated Students of Moreno Valley College, Multicultural Advisory Council will be hosting the Multicultural Festival. The students participating will be able to learn about different countries and their customs, attire, music and of course their entries’.
- Thursday, April 26, ASMVC will host an “Open Mic” as a part of “National Poetry Month.
- Friday, April 27, Moreno Valley College will be hosting a “Diversity Summit” and ASMVC has agreed to serve as host/hostess for the event.

Best Regards,

Associated Students of Moreno Valley College



ASSOCIATED STUDENTS OF NORCO COLLEGE

Board of Trustees, April 2018

Norco College's report:

- Five students will be attending HACU Capitol Forum on April 8th in Washington DC with two administrators, and they will be advocating on behalf of DREAMers. We were able to get help from the administration at Norco College to fund this trip.
- We are excited to report that a DREAMer's and LGBTQ Unity Zone is officially open, it's located in the Center for Student Success building room 216.
- We had our 2nd annual Chill-Out event on March 23rd from 3-7pm. We had over 300 attendees and it is open to the community
- We are currently having a lot of discussions regarding safety and we are currently planning to create more awareness on campus by downloading Rave Guardian and how it works.
- Lastly, we are excited to start the elections process for Student Trustee and our Senate Executive Cabinet. Voting will be held on April 24th and 25th for Student Trustee and on May 1st and 2nd it will be our Executive Cabinet for ASNC.

Best regards,

Associated Students of Norco College

ASSOCIATED STUDENTS of riverside city college



April 2018

Board of Trustee Student College Report

March 27-29 - Budget Hearings. ASRCC hosted two days of budget hearings, and one day of deliberations. The committee has allocated money for each club and organization that proposed a budget this year.

Wonder Women of RCC - ASRCC hosted a luncheon for the Wonderful Woman staff and faculty from RCC to show our appreciation for them during Women's month.

ASRCC President has been the student representative at the **Master Plan meetings**. There have been several workshops hosted to reach all students and groups to get their perspectives and thoughts. Hundreds of students have shown up to voice their thoughts, as well as faculty, staff and administrators.

ASRCC hosted their annual **Bunny Hop** and provided pizza, and crafts and activities for the children in our community.

Roar n' Snore - ASRCC members attended an overnight retreat at the San Diego Zoo Safari park. members were able to participate in bonding activities, as well as getting a night life look into the park. members were able to tour the zoo and safari after hours and ended the trip with a cart ride through the safari.

ASRCC & Advisers are working on a **new senate structure** to have better representation and more senators. The goal is for each academic department to nominate a student senator to represent that department in the senate.

April:

April 4th - Chancellor Open Forum 9:30 am- 10:30 am. Chancellor Isaac hosted an open forum at RCC.

April 5th - Candidate packets for President, Vice President, and Senators will be able for students interested in running for such positions. Packets are due April 23 and elections will be hosted on May 1st, 2nd, and 3rd.

Student Trustee packets were available starting April 2nd and are due April 6th.

April 17th - There will be a Campus Safety Open Forum from 12:50-1:50 pm in the Digital Library 121.

April 24th - ASRCC will be hosting the **Send Silence Packing** event, a mental health / suicide awareness event. During the event there will be about 1000 backpacks displayed with the stories of college students who have been affected by this. [Volunteers for the event will have a training on April 6th from 9 am - 12 pm to become certified Peer Ambassadors.](#)

ASRCC still continues planning the **Spring Banquet** to be hosted on May 11th at the Mission Inn. The theme for this banquet is "A Royal Affair"

Best regards,

Maritzza Jeronimo
ASRCC President

Associated Students of Riverside Community College

Agenda Item (VI-A-1)

Meeting 4/17/2018 - Regular

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

Subject Academic Personnel

College/District District

Funding

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

Background Narrative:

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

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

Attachments:

[20180417_Academic Personnel](#)

[20180417_Academic Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: April 17, 2018

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:

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
a. Management Contract			
MORENO VALLEY COLLEGE			
Lopez, Carlos	Vice President, Academic Affairs	04/18/18-06/30/20	AB-5
b. Contract Faculty			
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
ASSISTANT PROFESSOR			
Hock, Anita	Biology	08/21/18	G-6
c. Long-Term, Temporary Faculty (None)			

2. Request for Tenure

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

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

3. Academic Rank

Board Policy 4000 establishes guidelines for academic rank; and the Professional Growth and Sabbatical Leave Committee reviewed the attached listing of academic rank changes for the 2018-2019 academic year.

It is recommended the Board of Trustees approve the 2018-2019 academic rank changes as specified on the attached list.

4. Salary Reclassification(s)

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

It is recommended the Board of Trustees grant a salary reclassification to the following faculty member(s).

<u>Name</u>	<u>From Column</u>	<u>To Column</u>	<u>Effective Date</u>
Anderson, Kimberly	F	G	05/01/18
Delgadillo, Monica	G	H	05/01/18

5. Separations (s) – Resignation(s) and 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 the resignation of the individual(s) listed below:

<u>Name</u>	<u>Position Title</u>	<u>Last Day of Employment</u>
RESIGNATION(S):		
Byous, Roslynn	Assistant Professor, Physician Asst Program	03/30/18

RETIREMENT(S):
(None)

REQUEST FOR TENURE

MORENO VALLEY COLLEGE

Name

Omyia Thurston

Discipline

Counseling

NORCO COLLEGE

Name

Laura Adams

Kimberly Bell

Discipline

Psychology

Counseling

RIVERSIDE CITY COLLEGE

Name

Jude Whitton

Claudia Castro

Jan Andres

Discipline

Communication Studies

Counseling

English

CHANGE IN ACADEMIC RANK
ACADEMIC YEAR 2018-2019

RANK CHANGE TO ASSOCIATE PROFESSOR

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Omyia Thurston	Counseling

NORCO COLLEGE

<u>Name</u>	<u>Discipline</u>
Laura Adams	Psychology
Kimberly Bell	Counseling

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Jude Whitton	Communication Studies
Claudia Castro	Counseling
Jan Andres	English

RANK CHANGE TO PROFESSOR

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Balent, Amy	Art
Banks, James	Human Services
Bhattacharya, Dipen	Physics
Pacheco, María del Rocío	Counseling
Tsai, I-Ching	Music
Werner-Fraczek, Joanna	Biology

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Avila, Patricia	Counseling
Brown, Scott	Counseling
Daddona, Michelle	Kinesiology
Delgadillo, Monica	Counseling
Dyogi, Damianita	Nursing
Lowden, Clara	Kinesiology
Morrill, Cynthia	Film Studies
Reimer, Kimberly	Nursing
Rogers, Dennis	Kinesiology
Schinke, Ward	Political Science / Economics
Vermillion, Amy	Nursing

Agenda Item (VI-A-2)

Meeting 4/17/2018 - Regular

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

Subject Classified Personnel

College/District District

Funding

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

Background Narrative:

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

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

Attachments:

[20180417_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: April 17, 2018

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 (On/After)</u>	<u>Contract/ Salary</u>	<u>Action</u>
a. Management/Supervisory				
MORENO VALLEY COLLEGE				
Ponce, Juan	Assistant Director, Student Financial Services	04/23/18	Q-1	Appointment
NORCO COLLEGE				
Harmon, Lorenzo	Director, Veterans Resource Center	05/01/18	T-1	Appointment
RIVERSIDE CITY COLLEGE				
West III, Raymond	Vice President, Business Services	04/18/18	AB-4	Promotion
b. Management/Supervisory – Categorically Funded				
MORENO VALLEY COLLEGE				
Layne, Donnell	Director, STEM Innovation Center/Maker Space	04/18/18	T-3	Appointment
c. Classified/Confidential				
DISTRICT				
Koh, Peyling	Administrative Assistant III	04/23/18	I-1	Appointment
Williams, David	Principal Human Resources Analyst	05/01/18	U-1	Appointment
Nava, Myra	Facilities Planning Specialist/ Support Services	04/18/18	K-1	Appointment
RIVERSIDE CITY COLLEGE				
DiSalvio, Sean	College Safety and Emergency Planning Coordinator	04/18/18	O-1	Promotion
Gardner, Jeanine	Senior Academic Evaluations Specialist	04/18/18	M-3	Transfer
Rangel, Juan	Groundsperson	04/18/18	E-1	Transfer

Subject: Classified Personnel

Date: April 17, 2018

1. Appointments (Cont'd)

c. Classified/Confidential

RIVERSIDE CITY COLLEGE

Timme, Mia	Instructional Department Specialist	04/18/18	K-1	Appointment
Wierema, Kelly	Certified Athletic Trainer	04/30/18	O-1	Appointment

d. Classified/Confidential - Categorically Funded

MORENO VALLEY COLLEGE

Morris, Kevin	Outreach Specialist (Part-Time 48.75%)	04/18/18	K-1	Appointment
Segura, Sharlena	Administrative Assistant IV	04/18/18	K-5	Promotion
Grimsby, Angela	Financial Aid Advisor	04/18/18	H-5	Promotion

NORCO COLLEGE

Carter, Dallas	Student Success Coach	04/18/18	M-1	Appointment
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2. Request(s) for Temporary Increase/Decrease in Workload

It is recommended the Board of Trustees approve the temporary increase/decrease 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>
Aguilar, Angela	College Receptionist	47.5% to 100%	02/12/18-06/30/18

3. 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>
RESIGNATION(S)		
Costa, Stacey	Community Service Aide I	04/01/18
Lopez, Jesse	Director, CTE Projects	04/06/18
Uriarte Jr., Rodrigo	Community Service Aide I	03/28/18

RETIREMENT(S)
(None)

Agenda Item (VI-A-3)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-A-3)
Subject	Other Personnel
College/District	District
Funding	n/a
Recommended Action	It is recommend that the Board of Trustees approve/ratify the other personnel actions

Background Narrative:

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

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

Attachments:

[20180417_Other Personnel](#)
[20180417_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: April 17, 2018

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 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 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 indicated on the attached list.

4. Professional Experts

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

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Location</u>	<u>Term</u>	<u>Amount</u>
Carrio, Carlos	Health Education Specialist	Health Services	MVC	07/01/18- 06/30/20	\$35.00/hr
Warren, Shirley	Psychological Health Services Intern	Health Services	MVC	05/01/18- 06/30/20	\$25.00/hr

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY				
	Enrollment Services			
Granado, Carmen	Assistant	Counseling	03/12/18-05/28/18	\$19.03
	Enrollment Services			
Yancy, Charletta	Assistant	Counseling	04/05/18-06/05/18	\$19.03
RIVERSIDE				
Becerra, Iliana	Laboratory Technician II	Life Sciences	04/02/18-06/30/18	\$30.11
Flores, Amy	Student Activities Clerk	Student Services	03/20/18-5/19/18	\$20.86
NORCO				
		Admissions &		
Phillips, Carla	Student Accounts Specialist	Records	03/17/18-05/17/18	\$22.97
	Enrollment Services			
Romero, Jazmin	Assistant	Assessment Center	04/05/18-06/05/18	\$19.03
Ramos, Vanessa	Food Service III	Food Service	04/09/18-06/29/18	\$19.89

SHORT TERM ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
James, Marcia	Registered Nurse II	Health Services	07/01/18-06/30/19	\$37.00
Otondo, Amy	Office Assistant IV	Foundation	03/12/18-06/30/18	\$14.00
Torres, Jose	Interpreter I	Disability Resource Center	04/18/18-06/30/18	\$25.00
MORENO VALLEY				
Arthur, Andrea	Nurse Practitioner	Student Health & Psychological Services	07/01/18-06/30/19	\$60.00
NORCO				
Mason, Brianna	Office Assistant IV	Student Financial Services	04/18/18-06/30/18	14
RIVERSIDE				
Brazzill, Nicholas	Academy Scenario Assistant	Career & Technical Education	04/01/18-04/30/18	\$12.00
Gilbertson, Beth	Grant Project Technician	Career and Technical Education	04/18/18-06/30/18	\$20.00
Johnston, Erin	Registered Nurse II	Health Services	07/01/18-06/30/19	\$37.00
Ochoa, Javier	Academy Scenario Assistant	Career & Technical Education	04/01/18-04/30/18	\$12.00
Oseguera, Roman	Academy Scenario Assistant	Career & Technical Education	04/01/18-04/30/18	\$12.00

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

Backup Other Personnel
April 17, 2018
Page 1 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Kelley, Jordan M	Student Aide I	Food Services	03/23/18	\$ 11.00
Palacios Sagastume, Geisi	Student Aide III	First Year Experience	03/21/18	\$ 12.00
Perez, Allen	Student Aide III	Firsty Year Experience	03/21/18	\$ 12.00
Perez, Andrea	Student Aide I	Student Financial Services	03/21/18	\$ 11.00
NORCO COLLEGE				
Abassy, Qais	Student Aide I	Student Life Business Engineering	03/14/18	\$ 11.00
Alam, Refath	Student Aide II	Information Technology	03/24/18	\$ 11.00
Bian, Lihong	Student Aide I	Student Life	03/14/18	\$ 11.00
Birdwell, Austin	Student Aide III	Tutorial Services Grants and Equity	03/09/18	\$ 12.50
Brandon, Audrey	Student Aide III	Initiatives Business Engineering	03/07/18	\$ 12.50
Cardona, Juan	Student Aide III	Information Technology	03/23/18	\$ 12.00
Chandra, Esha	Student Aide I	Student Life	03/14/18	\$ 11.00
Clark, Paul	Student Aide I	Student Life	03/14/18	\$ 11.00
Crawford, Phoebe	Student Aide I	Disabled Resource Center	03/14/18	\$ 11.00
Garcia, Eloy	Student Aide III	Tutorial Services	03/09/18	\$ 12.50
Gomez, Nayely	Student Aide I	Student Life	03/14/18	\$ 11.00
Gonzalez, Keilyn	Student Aide I	Student Life	03/14/18	\$ 11.00
Hickman, Ryan	Student Aide III	Tutorial Services	03/08/18	\$ 12.50
Lopez, Bianca	Student Aide III	STEM	03/01/18	\$ 12.50
Marmolejo-Cerna, Martin	Student Aide III	Tutorial Services	03/09/18	\$ 12.50
Martinez, Jonathan	Student Aide I	Student Life Business Engineering	03/14/18	\$ 11.00
Martinez, Leslie	Student Aide II	Information Technology	03/24/18	\$ 11.00
Melgarejo, Abraham	Student Aide I	Student Life	03/14/18	\$ 11.00
Perez, Citlaly	Student Aide I	Student Life	03/14/18	\$ 11.00
Song, Yoojung	Student Aide I	Student Life	03/14/18	\$ 11.00
Truitt, Naomi	Student Aide I	Student Life	03/14/18	\$ 11.00
Turner, William	Student Aide III	Tutorial Services	03/07/18	\$ 12.50
RIVERSIDE CITY COLLEGE				
Adole, Odeh	Student Aide I	Performing Arts / Music	04/02/18	\$ 11.00
Garcia Garate, Isabel	Student Aide I	International Student Ctr	04/02/18	\$ 11.00
*Garcia Vaca, Raylene	Student Aide III	Academic Support	*02/05/18	\$ 12.00

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

Backup Other Personnel
April 17, 2018
Page 2 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE CITY COLLEGE (continued)				
Gomez, Marlene	Student Aide III	Academic Support	02/05/18	\$ 12.00
Guillen Ramirez, Viridiana	Student Aide I	Early Childhood Educ.	04/02/18	\$ 11.00
Langarica, Sonia	Student Aide I	Tutorial Services	04/05/18	\$ 11.00
Morales, Tristin	Student Aide I	Academic Support / CAP	04/05/18	\$ 11.00
Palmer, Jillian	Student Aide I	Early Childhood Educ.	04/02/18	\$ 11.00
Pantoja, Eduardo	Student Aide I	Tutorial Services	04/05/18	\$ 11.00
Rainey, Keely	Student Aide I	Math Learning Center	04/02/18	\$ 11.00
Slape, Connor	Student Aide I	Performing Arts / Music	04/02/18	\$ 11.00
Torres, Leslie	Student Aide I	Early Childhood Educ.	04/02/18	\$ 11.00

CATEGORICAL FUNDS

AMERICA READS PROGRAM

Barrientos, John	Student Aide I	My Learning Studio- RCC	04/03/18	\$ 11.00
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AMERICA COUNTS PROGRAM

Barrientos, John	Student Aide I	My Learning Studio- RCC	04/03/18	\$ 11.00
Vega, Tania	Student Aide I	My Learning Studio- MVC	04/02/18	\$ 11.00

CALWORKS WORK STUDY

Govan, Na'nique	Student Aide I	Workforce / MVC Student Financial Services/ RCC	03/22/18	\$ 11.00
McQueen, Jamie	Student Aide I	RCC	03/29/18	\$ 11.00
Perez-Rodriguez, Jacqueline	Student Aide I	Workforce / MVC	03/26/18	\$ 11.00

COMMUNITY SERVICE PROGRAM

Coker, Naysha	Student Aide I	Disabled Resoure Center - NC City of Riverside/	03/08/18	\$ 11.00
Dao, Quang Binh Nhi	Student Aide I	La Sierra Library - RCC	04/03/18	\$ 11.00
Honesto, Michael	Student Aide II	College Safety - NC	03/12/18	\$ 12.00
Khalid, Zain	Student Aide I	Disabled Resoure Center - NC	04/03/18	\$ 11.00
Martinez, Adrena	Student Aide I	Disabled Resoure Center - NC	03/12/18	\$ 11.00
Perez, Gabriel	Student Aide II	College Safety - NC	03/06/18	\$ 13.00

MORENO VALLEY COLLEGE

Awwad, Andaleeb	Student Aide III	First Year Experience	03/22/18	\$ 12.00
De La Cruz, Alicia	Student Aide III	First Year Experience	03/26/18	\$ 12.00
Diaz, Jose G	Student Aide I	Student Financial Services	03/13/18	\$ 11.00

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

Backup Other Personnel
 April 17, 2018
 Page 3 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY COLLEGE (continued)				
Gaitan Magana, Carlos	Student Aide III	First Year Experience	03/22/18	\$ 12.00
Gomez, Juan Pablo	Student Aide I	Library	03/13/18	\$ 11.00
Gutierrez, Estefany	Student Aide III	First Year Experience	03/22/18	\$ 12.00
NORCO COLLEGE				
		Extended Oppurtunty		
Aguilar, Aleena	Student Aide I	Program	03/12/18	\$ 11.00
Rubio, Zaireth	Student Aide I	Upward Bound	03/12/18	\$ 11.00
RIVERSIDE CITY COLLEGE				
Zuniga, Omar	Student Aide I	Art Gallery	04/03/18	\$ 11.00

*Revised

Agenda Item (VI-B-1)

Meeting	4/17/2018 - 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 \$4,235,049, and District Warrant Claims totaling \$9,609,532.

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 \$4,235,049 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 283209 - 284739) totaling \$9,609,532, 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:

[04172018_Contracts and Purchase Orders Over \\$90,200 Report \(March\)](#)

Report of Purchases-All District Resources
 Purchases Over \$90,200
 3/01/2018 thru 3/31/2018

PO#	Department	Vendor	Business Location	Description	Amount
C0005932	Campus Student Services - Norco	Ruhnau Clarke Architects	Riverside	RFP Award - Architect's Fees	\$ 124,000
C0005935	Facilities - Riverside	ABNY General Engineering Inc.	Glendora	Bid Award - For Noble Building Demolition	246,000
C0005937	Career & Technical Ed. Projects	Chaffey Community College District	Rancho Cucamonga	Foster Youth Grant / Contract Sub Agreements	583,491
C0005938	Career & Technical Ed. Projects	Mt. San Jacinto Community College District	San Jacinto	Foster Youth Grant / Contract Sub Agreements	531,741
C0005944	Workforce Preparation - Riverside	Unicon, Inc.	Gilbert, AZ	RFP Award - Technology Tech Asst. Services	400,000
C0005950	Workforce Preparation - Riverside	Misfit	Sacramento	Foster Youth Programs	125,000
C0005957	Facilities - Riverside	CCS Contractors, Inc.	Riverside	Bid Award - for Huntley Dance Hall HVAC Project	108,000
P0064654	Facilities - Riverside	Wesco Distribution, Inc.	Riverside	FCCC Contract Award - Parking Lot Lighting	220,516

Approved/Ratify Purchase Orders of \$90,200 and Over
 None

Total \$ 2,338,748

All Purchase Orders, Contracts, and Additions
 for the Period of 3/1/18 - 3/31/18

Contracts C5932 - C5962	\$ 412,611
Contract Additions C4388 - C5899	
Purchase Orders P64448 - P65150	\$ 1,235,192
Purchase Order Additions P59946 - P64312	
Blanket Purchase Orders B16862 - B16893	\$ 248,498
Blanket Purchase Order Additions B15881 - B16852	
Total	<u>\$ 1,896,301</u>

Grand Total \$ 4,235,049

Agenda Item (VI-B-2-a)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

The 2017-18 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:

[04172018_Budget Adjustments](#)

Budget Adjustments April 17, 2018

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for bank charges, supplies, food and copying and printing. (Fund 12, Resource 1070)		
From: Health Services	Short-Term Temporary	\$ 10,973
To: Health Services	Bank Charges	\$ 4,000
	Supplies	2,800
	Health Supplies	2,500
	Food	1,500
	Copying and Printing	173
R2. Transfer to provide for salaries and benefits. (Fund 12, Resource 1190)		
From: Allied Health – Strong Workforce	Classified Perm PT	\$ 28,796
	Short-Term Temporary	4,670
To: Allied Health – Strong Workforce	Academic FT Non-Instr	\$ 19,488
	Instr Salaries, Reg FT	4,771
	Employee Benefits	9,207
R3. Transfer to purchase a computer monitor. (Fund 12, Resource 1190)		
From: Allied Health- Enrollment Growth	Conferences	\$ 306
To: Allied Health- Enrollment Growth	Equipment	\$ 306
R4. Transfer to provide for student help. (Fund 12, Resource 1190)		
From: SSSP	Supplies	\$ 3,000
	Food	2,060
To: SSSP	Student Help – Non-Instr	\$ 5,060
R5. Transfer to provide for salaries and benefits. (Fund 12, Resource 1190)		

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: DSP&S	Other Services	\$ 21,067
To: DSP&S	Academic PT Non-Instr	\$ 13,800
	Student Help – Non-Instr	5,000
	Employee Benefits	2,267
R6. Transfer to provide for computer software. (Fund 12, Resource 1190)		
From: Allied Health - Strong Workforce	Equipment	\$ 37,500
To: Allied Health - Strong Workforce	Comp Software Maint/Lic	\$ 37,500
R7. Transfer to provide for conferences and to purchase instructional supplies. (Fund 12, Resource 1190)		
From: Allied Health - Strong Workforce	Equipment	\$ 12,162
To: Allied Health - Strong Workforce	Instructional Supplies	\$ 10,000
	Conferences	2,162
R8. Transfer to provide for conferences and salaries. (Fund 12, Resource 1190)		
From: BFAP	Employee Benefits	\$ 3,185
	Food	2
To: BFAP	Classified FT	\$ 1,498
	Overtime	325
	Conferences	1,364
R9. Transfer to provide for conferences and computer software. (Fund 12, Resource 1190)		

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: BFAP	Employee Benefits	\$ 7,379
	Office Supplies	4,272
	Food	1,000
	Copying and Printing	660
	Equipment	1,008
To: BFAP	Classified FT	\$ 5,041
	Classified Overtime	968
	Conferences	6,469
	Comp Software Main/Lic	1,841

R10. Transfer to purchase repair parts. (Fund 12, Resource 1190)

From: TANF	Postage	\$ 100
	Transportation/ Bus passes	170
To: TANF	Repair Parts	\$ 270

R11. Transfer to provide for employee benefits. (Fund 12, Resource 1190)

From: DSP&S	Comp Software Maint/Lic	\$ 8,914
To: DSP&S	Employee Benefits	\$ 8,914

R12. Transfer to purchase tests and instructional supplies. (Fund 12, Resource 1190)

From: California Apprenticeship Initiative	Comp Software Maint/Lic	\$ 14,025
	Conferences	13,170
To: California Apprenticeship Initiative	Tests	\$ 14,025
	Instructional Supplies	13,170

R13. Transfer to purchase supplies. (Fund 12, Resource 1190)

From: Seeking Safety Program	Other Services	\$ 7,479
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<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: Seeking Safety Program	Supplies	\$ 7,479
R14. Transfer to purchase office supplies and to provide for copying and printing. (Fund 12, Resource 1190)		
From: Basic Skills 2016/2017	Other Services	\$ 4,327
To: Basic Skills 2016/2017	Copying and Printing Supplies	\$ 1,950 2,377
R15. Transfer to purchase a laser printer. (Fund 12, Resource 1190)		
From: Planning and Development	Administrative Contingency	\$ 411
To: Planning and Development	Equipment	\$ 411
R16. Transfer to provide for salaries. (Fund 12, Resource 1190)		
From: Basic Skills 2016/2017	Employee Benefits Other Services	\$ 18,000 17,951
To: Basic Skills 2016/2017	Classified Perm PT Student Help – Non-Instr Short-Term Temporary Student Help – Non-Instr	\$ 278 20,077 10,740 4,856
R17. Transfer to provide for meeting expenses, staff travel, non-instructional help and postage. (Fund12, Resource 1190)		
From: SSSP Veterans SSSP	Supplies Supplies	\$ 5,060 4,200

<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: SSSP	Student Help – Non-Instr	\$ 5,060
Veterans SSSP	Postage	100
	Meeting Expenses	100
	Conferences	4,000
R18. Transfer to purchase supplies, computer, college mascot suite, grounds equipment and a classroom heater.		
From: VP Business Services	Classified FT Administrator	\$ 47,636
	Administrative Contingency	10,723
To: VP Business Services	Supplies	\$ 3,000
	Equipment	1,000
Student Activities	Equipment	9,127
Facilities	Equipment	20,000
	Fixtures and Fixed Equipment	25,232
R19. Transfer to purchase repair parts.		
From: Facilities	Fixtures and Fixed Equip	\$ 4,759
To: Facilities	Repair Parts	\$ 4,759
R20. Transfer to provide for the rental of theatre supplies.		
From: Theatre	Theatre Supplies	\$ 1,100
To: Theatre	Rents and Leases	\$ 1,100
R21. Transfer to purchase supplies.		
From: President	Administrative Contingency	\$ 13,500
To: President	Supplies	\$ 13,500

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R22. Transfer to provide student help.		
From: Technology Support Services	Repair Services	\$ 2,500
To: Technology Support Services	Student Help	\$ 2,500
R23. Transfer to purchase a printer.		
From: World Languages	Comp Software Maint/Lic	\$ 323
To: World Languages	Equipment	\$ 323
R24. Transfer to purchase a printer.		
From: Business & Information Tech.	Instr Aides Overtime	\$ 1,398
	Instructional Supplies	16
To: Business & Information Tech.	Equipment	\$ 1,414
R25. Transfer to provide for actors and production costs for Performance Riverside's Spring 2018 production of Disney's Little Mermaid. (Fund 11, Resource 1090)		
From: Performance Riverside	Classified FT	\$ 70,305
To: Performance Riverside	Professional Services	\$ 70,305
R26. Transfer to purchase a file cabinet.		
From: Nursing	Supplies	\$ 210
To: Nursing	Equipment	\$ 210
R27. Transfer to purchase a computer and printer.		
From: Library	Software	\$ 1,500
To: Library	Equipment	\$ 1,500

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R28. Transfer to purchase a computer.		
From: Admissions and Records	Supplies	\$ 400
To: Admissions and Records	Equipment	\$ 400
R29. Transfer to purchase a display case. (Fund 12, Resource 1120)		
From: Center for Social Justice	Other Services	\$ 565
To: Center for Social Justice	Equipment	\$ 565
R30. Transfer to provide for conferences and copying and printing services. (Fund 12, Resource 1190)		
From: Student Support and Success - The College Promise	Administrative Contingency	\$ 6,200
To: Student Support and Success - The College Promise	Copying and Printing Conferences	\$ 1,200 \$ 5,000
R31. Transfer to purchase supplies. (Fund 61, Resource 6110)		
From: College Safety	Classified FT	\$ 1,312
To: College Safety	Supplies	\$ 1,312
R32. Transfer to purchase supplies. (Fund 61, Resource 6120)		
From: College Safety	Classified FT	\$ 1,312
To: College Safety	Supplies	\$ 1,312
R33. Transfer to purchase instructional supplies. (Fund 12, Resource 1190)		

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: Perkins Title I-C	Equipment	\$ 6,287
To: Perkins Title I-C	Instructional Supplies	\$ 6,287

Norco

N1. Transfer to realign the TANF grant budget. (Fund 12, Resource 1190)

From: Workforce Preparation/CalWORKs	Supplies	\$ 2,416
	Repairs	320
	Mileage	300
	Equipment	268
	Instructional Supplies	4
To: Workforce Preparation/CalWORKs	Educational Supplies	\$ 3,308

N2. Transfer to purchase computers and provide for paving and conferences.

From: Business Operations	Academic FT Administrator	\$ 32,729
	Classified FT	29,200
	Supplies	4,972
To: Learning Resource Center	Equipment	\$ 58,400
Facilities	Construction Contract	6,075
Business Operations	Conferences	2,426

N3. Transfer to provide for facilities planning and program services. (Fund 12, Resource 1180)

From: Business Operations	Equipment	\$ 41,025
To: Facilities	Consultants	\$ 41,025

N4. Transfer to purchase a computer and provide for repairs and an artist model.

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
From:	Academics Affairs	Instructional Supplies	\$ 9,212
To:	Dean of Instruction	Equipment	\$ 4,653
	VP Academic Affairs	Professional Services	2,447
	Business, Engineering & Inf. Serv.	Repairs	2,112
N5. Transfer to purchase a computer and supplies.			
From:	Dean of Instruction	Academic Special Projects	\$ 3,890
To:	Dean of Instruction	Equipment	\$ 2,650
		Supplies	1,240
N6. Transfer to purchase supplies, a computer and provide for copying and printing.			
From:	Communications	Conferences	\$ 594
		Repairs	143
	Dean of Instructions	Conferences	159
To:	Dean of Instructions	Supplies	\$ 761
		Copying and Printing	125
		Equipment	10
N7. Transfer to purchase reference books.			
From:	Business, Engineering & Info. Syst.	Repairs	\$ 1,311
To:	Business, Engineering & Info. Syst.	Reference Books	\$ 1,311
N8. Transfer to provide for technical support for TAACCCT grant budget. (Fund 12, Resource 1190)			
From:	Business, Engineering & Info. Syst.	Instr. Salaries, Reg FT	\$ 30,000
To:	Career and Technical Ed - Norco	Consultants	\$ 30,000
N9. Transfer to provide for conferences, mileage and cellular telephone.			

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: Admissions & Records	Supplies	\$ 2,238
To: Admissions & Records	Conferences	\$ 1,238
	Mileage	500
	Cellular Telephone	500
N10. Transfer to realign BFAP – Capacity grant budget. (Fund 12, Resource 1190)		
From: Student Financial Services	Supplies	\$ 7,096
To: Student Financial Services	Classified Perm PT	\$ 6,150
	Employee Benefits	946
N11. Transfer to provide for workforce management software designed for public safety.		
From: Safety & Police	Supplies	\$ 710
	Other Transportation Supplies	316
To: Safety & Police	Other Services	\$ 1,026
<u>Moreno Valley</u>		
M1. Transfer to provide for repairs. (Fund 12, Resource 1180)		
From: Business Operations	Equipment	\$ 4,540
To: Facilities	Repairs	\$ 4,540
M2. Transfer to purchase a computer. (Fund 33, Resource 3300)		
From: Early Childhood Studies	Supplies	\$ 873
To: Early Childhood Studies	Equipment	\$ 873
M3. Transfer to purchase instructional supplies.		
From: VP, Business Services	Other Services	\$ 335

<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: Geography	Instructional Supplies	\$ 335
M4. Transfer to purchase food. (Fund 12, Resource 1190)		
From: Strong Workforce Regional	License Fees	\$ 1,030
To: Strong Workforce Regional	Instructional Supplies	\$ 1,030
M5. Transfer to provide for repairs.		
From: Equipment Maintenance	Supplies	\$ 62
	Repair Parts	18
Vehicle Maintenance	Tires and Tubes	78
	Other Transportation Supplies	1,565
Custodial Services	Supplies	362
To: Building Maintenance	Repairs	\$ 2,000
Grounds Maintenance & Repairs	Repairs	85
M6. Transfer to provide for certificate submission assistance. (Fund 12, Resource 1190)		
From: Title V Corrections Scenario	Reference Books	\$ 3,000
	Supplies	3,000
To: Title V Corrections Scenario	Consultants	\$ 6,000
M7. Transfer to purchase computers.		
From: Learning Center/Tutorial	Short-Term Temporary	\$ 1,709
	Employee Benefits	46
	Mileage	350
Learning Center/Supp Instruction	Mileage	200
	Conferences	11
Assoc Dean Ed Programs	Reference Books	139
	Mileage	275
	Conferences	129
	Cellular Telephone	200

<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: Assoc Dean Ed Programs	Equipment	\$ 3,059
M8. Transfer to provide for salaries, benefits, and conferences. (Fund 12, Resource 1190)		
From: Basic Skills	Supplies	\$ 112,596
To: Basic Skills	Student Help – Non-Instr	\$ 65,901
	Short-Term Temporary	29,000
	Student Help – Instructional	7,894
	Employee Benefits	1,670
	Conferences	8,131
M9. Transfer to provide for travel. (Fund 12, Resource 1190)		
From: Flying with Swallows	Supplies	\$ 700
To: Flying with Swallows	Travel Expenses	\$ 700
M10. Transfer to provide for travel and a membership.		
From: Honors Program	Supplies	\$ 770
To: Honors Program	Travel Expenses	\$ 400
	Memberships	370
M11. Transfer to provide for copying and printing and supplies.		
From: President	Administrative Contingency	\$ 3,000
To: President	Copying and Printing	\$ 250
	Supplies	2,750
M12. Transfer to provide for an academic special project and to purchase a computer.		
From: Dean of Instruction	Supplies	\$ 858
	Administrative Contingency	661

	<u>Program</u>	<u>Account</u>		<u>Amount</u>
To:	Dean of Instruction	Academic Special Project	\$	661
		Equipment		858

M13. Transfer to provide for classified substitutes and a cellular telephone.

From:	Technology Support Services	Comp Software Maint/Lic	\$	710
To:	A V Labs and Services	Classified Substitutes	\$	190
	Technology Support Services	Equipment		520

M14. Transfer to provide for short-term temporary salaries. (Fund 12, Resource 1190)

From:	Talent Search	Academic PT Non-Instr	\$	57,149
To:	Talent Search	Short-Term Temporary	\$	57,149

M15. Transfer provide for meeting expenses. (Fund 12, Resource 1190)

From:	CARE	Educational Supplies	\$	11,200
To:	CARE	Meeting Expenses	\$	11,200

M16. Transfer to provide for book grants. (Fund 12, Resource 1190)

From:	California Wellness Foundation	Professional Services	\$	3,000
To:	California Wellness Foundation	Book Grants	\$	3,000

M17. Transfer to provide for conferences. (Fund 12, Resource 1190)

From:	Foster Youth Support Services	Student Help – Non-Instr	\$	1,000
To:	Foster Youth Support Services	Conferences	\$	1,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M18. Transfer to provide for a software license. (Fund 12, Resource 1190)		
From: Student Success & Support	Academic FT Non-Instr Supplies	\$ 35,480 5,000
To: Student Success & Support	Comp Software Maint/Lic	\$ 40,480
M19. Transfer to provide for conferences.		
From: Safety & Police	Supplies	\$ 102
To: Safety & Police	Conferences	\$ 102
M20. Transfer to provide for salaries. (Fund 12, Resource 1190)		
From: Upward Bound TRIO	Supplies Other Services	\$ 41,000 43,000
To: Upward Bound TRIO	Classified FT Administrator Short-Term Temporary	\$ 74,000 10,000
M21. Transfer to provide for salaries and benefits, and to purchase Go Pro Cameras.		
From: Fire Technology	Repair Parts	\$ 500
	Reference Books	100
	Periodicals/Magazines	100
Fire Academy	Repairs	1,626
	Other Services	1,109
	Mileage	150
	Rents and Leases	690
Emergency Medical Services	Rents and Leases	1,369
To: Police Academy	Instructional Aides, Hourly Employee Benefits Equipment	\$ 1,333 36 4,275

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M22. Transfer to purchase supplies and a computer.		
From: Emergency Medical Services	Rents and Leases	\$ 635
Fire Academy	Rents and Leases	234
Admissions and Records	Mileage	193
To: Public Services & Criminal Justice	Supplies	\$ 178
	Equipment	884

M23. Transfer to increase the administrative contingency account in Academic Affairs.

From: Police Academy	Instructional Aides, Hourly	\$ 6,000
	Employee Benefits	162
To: V P, Academic Affairs	Administrative Contingency	\$ 6,162

District Office and District Support Services

D1. Transfer to purchase a computer.

From: Chancellor's Office	Supplies	\$ 250
To: Chancellor's Office	Equipment	\$ 250

D2. Transfer to purchase supplies.

From: Administration & Finance	Professional Services	\$ 1,555
	Advertising	245
To: Administration & Finance	Supplies	\$ 500
Finance	Supplies	740
Purchasing	Supplies	560

D3. Transfer to purchase a computer.

From: Institutional Research	Supplies	\$ 3,142
To: Institutional Research	Equipment	\$ 3,142

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D4. Transfer to purchase an HVAC unit for the Network Operations Center on the RCC campus and to provide for business process analysis workshops in anticipation of the new Enterprise Resource Planning System.		
From: V C, Business & Financial Services	Classified FT	\$ 58,669
	Classified FT Administrator	34,544
	Classified Perm PT	7,595
To: Information Services	Fixtures & Fixed Equip	\$ 21,312
	Professional Services	79,496
D5. Transfer to purchase a chair and electric stapler.		
From: Fiscal Operations	Other Services	\$ 326
To: Fiscal Operations	Equipment	\$ 326
D6. Transfer to provide for Canvas consulting services.		
From: V C, Business & Financial Services	Classified FT	\$ 20,100
To: Open Campus	Consultants	\$ 20,100
D7. Transfer to purchase repair parts and a computer.		
From: Information Services	Repairs	\$ 15,000
	Comp Software Maint/Lic	5,000
To: Information Services	Repair Parts	\$ 15,000
	Equipment	5,000
D8. Transfer to provide for conferences. (Fund 12, Resource 1190)		
From: Adult Ed Block Grant	Supplies	\$ 4,000
To: Adult Ed Block Grant	Conferences	\$ 4,000
D9. Transfer to purchase food, supplies, and instructional supplies. (Fund 12, Resource 1190)		

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: Deputy Sector Navigator	Consultants	\$ 1,771
To: Deputy Sector Navigator	Food	\$ 658
	Supplies	330
	Instructional Supplies	783

D10. Transfer to purchase supplies and a computer.

From: Safety & Police	Conferences	\$ 634
	Pre-employment Testing	215
To: Safety & Police	Supplies	\$ 815
	Equipment	34

D11. Transfer to provide for salaries, benefits, and conferences. (Fund 12, Resource 1190)

From: Strong Workforce Regional	Other Services	\$ 54,132
To: Strong Workforce Regional	Academic FT Administrator	\$ 28,082
	Academic Special Project	3,000
	Employee Benefits	8,996
	Conferences	14,054

Agenda Item (VI-B-3-a)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 54-17/18 – 2017-2018 EOPS and CARE Programs
College/District	Moreno Valley
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$26,095 to the budget.

Background Narrative:

The Riverside Community College District's Moreno Valley College has received additional funding for the 2017-2018 EOPS and CARE Programs in the amount of \$26,095 from the California Community Colleges Chancellor's Office. The funds will be used for textbooks and child care.

Prepared By: Robin Steinback, President, Moreno Valley College
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[04172018_Resolution No. 54-17/18 – EOPS and CARE Programs](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 54-17/18

2017-2018 EOPS and CARE Programs

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$26,095 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 17, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 54-17/18
 2017-2018 EOPS and CARE Programs

Year	County	District	Date	Fund
18	33	07	4/17/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	F00	1190	0	0000	0060	8622	6,095 00	REVENUE
12	F00	1190	0	0000	0061	8629	20,000 00	↓
								EXPENDITURES
12	FZF	1190	0	7321	0060	7640	6,095 00	Book Grants
12	FZF	1190	0	7321	0061	7620	20,000 00	Student Financial Grants
							26,095 00	TOTAL REVENUE
							26,095 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-a)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Bid Award for Norco College New Marquee Sign
College/District	Norco
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2017/18-04, New Marquee Sign at Norco College in the total amount of \$219,250 to Torga Electrical.

Background Narrative:

On March 28, 2018, the District received bids in response to an Invitation for Bid solicitation for the New Marquee Sign at Norco College. The project consists of installation of a new digital marquee sign on steel frame with masonry on the outside. The installation includes all electrical, foundation, structural, and programming of the sign.

See the attached Lowest Responsive and Responsible Bidders summary.

References for Torga Electrical were checked by District staff and found to be satisfactory.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Bart Doering, Facilities Development Director
Majd Askar, Director of Business Services

Attachments:

[04172018_Lowest Responsive and Responsible Bidders Summary](#)

Lowest Responsive and Responsible Bidders
New Marquee Sign Norco College
Bid No. 2017/18-04

<u>Contractor</u>	<u>Location</u>	<u>Total Bid</u>
Signage Solutions	Anaheim	Non-Responsive
Torga Electrical	San Bernardino	\$219,250
Three Peaks Corp.	Calimesa	\$224,711
Dalke & Sons Construction, Inc.	Riverside	\$275,680
Broughton Construction, Inc.	Rancho Cucamonga	\$279,100
Atom Engineering Construction, Inc.	Hemet	\$327,398

Agenda Item (VI-B-5-b)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Bid Award for the Noble Parking Lot Construction
College/District	Riverside
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2017/18-29, Noble Parking Lot Construction Project in the total amount of \$943,400 to Roadway Engineering & Contracting, Inc.

Background Narrative:

On March 29, 2018, the District received bids in response to an Invitation for Bid solicitation for the Noble Parking Lot Construction Project at Riverside City College. The project consists of new asphalt, electrical work, landscaping, irrigation, grading, and lighting installation.

See the attached Lowest Responsive and Responsible Bidders summary.

References for Roadway Engineering & Contracting, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Bart Doering, Facilities Development Director
Majd Askar, Director of Business Services

Attachments:

[04172018_Lowest Responsive and Responsible Bidders Summary](#)

**Lowest Responsive and Responsible Bidders
Noble Parking Lot Construction at Riverside City College
Bid No. 2017/18-29**

<u>Contractor</u>	<u>Location</u>	<u>Total Bid</u>
Roadway Engineering & Contracting, Inc.	Mira Loma	\$943,400
ABNY General Engineering	Glendora	\$945,000
Astra Builders	Anaheim	\$1,069,130
IVL Contractors, Inc.	Rialto	\$1,369,000

Agenda Item (VI-B-5-c)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-c)
Subject	Bid Award for Procurement of Police Vehicles
College/District	District
Funding	Redevelopment and Parking
Recommended Action	It is recommended that the Board of Trustees award Bid No. 2017/18-28-Rebid – Procurement of Police Vehicles, in the total amount of \$170,415 to Caldwell Country Ford.

Background Narrative:

On March 29, 2018, the District received three (3) bids in response to an Invitation for Bid solicitation for the Rebid Procurement of Police Vehicles. The solicitation was for the cost of four (4) 2018 Ford Utility Patrol Vehicle (Explorer) vehicles with special equipment and graphics included, plus trade-in value for one (1) 2008 Ford E350 Passenger Van.

See attached Lowest Responsive and Responsible Bidders summary.

References for Caldwell Country Ford 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:

[04172018_Lowest Responsive and Responsible Bidders Summary](#)

Lowest Responsive and Responsible Bidders Rebid - Procurement of Police Vehicles

<u>Contractor</u>	<u>Location</u>	<u>Total Bid</u>
Caldwell Country Ford	Caldwell, TX	\$170,415
Fritts Ford Fleet Center	Riverside, CA	\$173,057
Raceway Ford	Riverside, CA	\$180,700

Agenda Item (VI-B-5-d)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-d)
Subject	Resolution No. 56-17/18 To Adopt Compatibility, Uniformity, and Standardization of Software and Software Maintenance of CollegeNet, Inc. Course and Event Resource Scheduling
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees Adopt Resolution Number 56-17/18 To Adopt Compatibility, Uniformity, and Standardization of Software and Software Maintenance of CollegeNet Product throughout the District and for award of Contract to CollegeNet, Inc., based upon the finding that competitive bidding would not produce any advantage, as permitted by Public Contract Code §3400(c).

Background Narrative:

RCCD purchased the 25Live and SeriesR25 products from CollegeNET in 1996 to address a critical need for an all-inclusive solution for facilities scheduling. CollegeNET was and remains the leading developer of advance class, event, space and resource management software. Providing scheduling and analytics solutions to more than 850 colleges and universities, including Riverside Community College District.

The CollegeNET software suite is used extensively by all departments within the District including: Student Services, Human Resources, Academic Affairs, Business & Financial Services and the RCCD Foundation. The key components, 25Live and Series25, are used as the sole interface for facilities scheduling.

CollegeNET's Series25 product has the singular ability to directly interface with Ellucian Colleague, which is currently the District's ERP/SIS. The District's intent is to continue the existing CollegeNet Inc. systems in place within the District, and to avoid the considerable cost of switching systems and retraining all District personnel currently using the course and event resource scheduling system.

Public Contract Code §3400 intends to establish and maintain uniform, complete and compatible CollegeNet, Inc. software and maintenance of the CollegeNet, Inc. system in order to facilitate the most technologically competitive and feasible maintenance of the District's course and event resource scheduling programs.

The attached resolution has been prepared to standardize the course and event resource scheduling system software and maintenance throughout the District and award the contract to CollegeNet, Inc., based upon the finding that competitive bidding would not produce any advantage.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Chris Blackmore, AVC, IT & LS
Majd Askar, Director of Business Services

Attachments:

[04172018_Resolution No. 56-17/18 - CollegeNET, Inc.](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 56-17/18

RESOLUTION TO APPROVE SOLE SOURCE PROCUREMENT OF COLLEGENET SOFTWARE MAINTENANCE AND FUTURE PRODUCT ENHANCEMENT SERVICES THROUGHOUT THE DISTRICT AND FOR AWARD OF CONTRACT TO COLLEGENET BASED UPON THE FINDING THAT COMPETITIVE BIDDING WOULD NOT PRODUCE ANY ADVANTAGE

WHEREAS, The Riverside Community College District has had an agreement with CollegeNET, Inc. since 1996 for initial and updated software programs as well as maintenance for those programs. These software programs are proprietary in nature and cannot be maintained by any company other than CollegeNET, Inc.; and

WHEREAS, 25Live (CollegeNET, Inc.) is the District's Enterprise Facilities and Event Scheduling system which organizes and processes information about, but is not limited to, student class scheduling and event scheduling; and

WHEREAS, California Public Contract Code Section 20651 requires the District to advertise publicly for bids for the purchase of goods or services involving an expenditure which exceeds the state mandated bid limit; and

WHEREAS, sufficient evidence exists for the Board of Trustees to support a finding that a competitive bidding process is not feasible or practical, and that a sole source procurement is in the best interest of the District, permitting an exception to be allowed under these circumstances; and

WHEREAS, CollegeNET is the only authorized provider of installation, customization, training and educational services for the CollegeNET Software; and

WHEREAS, the District already utilizes CollegeNET, Inc. software systems throughout the District, the District's intent is to continue the existing CollegeNET, Inc. systems to avoid the considerable cost of changing systems and retraining District personnel currently using the CollegeNET, Inc. system; and

WHEREAS, the District desires the continued use of the current 25Live software suite and associated annual maintenance agreement for the next five years; and

WHEREAS, the District has determined that the only manufacturer who may provide software and maintenance systems is CollegeNET, Inc.; and

WHEREAS, it is in the best interest of the District to let a purchase order contract without formal, public advertising and receiving of bids.

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 hold that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity and not produce any advantage; and

NOW, THEREFORE, IT IS RESOLVED THAT, the District intends to continue to expend funds toward software and software maintenance systems District-wide and is concerned with critical issues including: establishing a District-wide standard for software applications and maintenance of same, avoiding incompatibility issues; provide consistent and cost-effective and reduced maintenance, operating and repair costs; reducing personnel time and costs for District personnel to operate the CollegeNET, Inc. system currently in place.

IT IS FURTHER RESOLVED THAT, the foregoing reasons are sufficient to support a finding by the Board of Trustees that it is in the District's best interest to authorize the letting of sole source contracts, as needed, to CollegeNET, Inc.

ADOPTED this 17th day of April, 2018

Tracey Vackar
President of the Board of Trustees
Riverside Community College District

Agenda Item (VI-B-6-a)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$90,200 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$412,611 for the period of March 01, 2018 through March 31, 2018.

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 \$90,200. The attached listing of contracts and agreements under \$90,200 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:

[04172018_Contracts and Agreements Less than \\$90,200 Report \(March\)](#)

Contracts and Agreements Report-All District Resources
 \$90,200 and Under
 3/1/18 thru 3/31/18

PO#	Department	Vendor	Business Location	Description	Amount
C0005933	College Relations / Special Projects	Facilities Planning & Consulting Service	Exeter	Five Year Capital Outlay Plan Consultants	\$ 55,000
C0005934	Diversity, Equity & Compliance	Everfi, Inc.	Washington, DC	Computer Software Maint/Lic	30,000
C0005936	Grants & Contract Services - Riverside	Lifton, Sarah	Encinitas	National Science Foundation Consultant	6,000
C0005939	Career & Technical Ed. Projects - Riverside	M. Jones Marketing, LLC	Temecula	Brochure Design & Layout Service	9,100
C0005940	Business Operations - Moreno Valley	IHeartmedia	Los Angeles	Advertising	8,505
C0005941	International Education	Center for Academic Programs Abroad	Boston, MA	Conferences	1,000
C0005942	Educational Services - Norco	Insidetrack, Inc.	Portland, OR	Advising Coaching Program Assessment	25,000
C0005943	Student Success & Support Program - Moreno	Harland Technology Services	Omaha, NE	Copier Repair Service	3,006
C0005945	EOPS - Moreno Valley	City of Moreno Valley	Moreno Valley	Banquet Room Rental	1,230
C0005946	Student Financial Services - Riverside	CareerAmerica, LLC	Boulder, CO	Computer Software Maint/Lic	21,000
C0005947	Academy / Criminal Services	City of Moreno Valley	Moreno Valley	Fire Academy Graduation Room Rental	1,047
C0005948	Performing Arts - Riverside	OD Music, Inc.	Woodland Hills	Production Paymster Services	7,000
C0005949	Information Services	Strata Information Group, Inc.	San Diego	Business Process Analysis - ERP	79,496
C0005951	Performance Riverside	OD Music, Inc.	Woodland Hills	Production Paymster Services	70,875
C0005952	President - Norco Campus	Waterlogic Americas, LLC	Redlands	Water Cooler Rental	1,430
C0005953	Customized Solutions	Your OSHA Trainer	Wildomar	PSA Training	3,200
C0005954	Student Activities - Riverside	Sugar's Mascots CA, Inc.	Ontario, CN	Equip Additional \$5000 >	9,126
C0005955	Workforce Preparation - Riverside	Rubin, Amanda	Winchester	Foster & Kinship Workshops	1,075
C0005956	Performance Riverside	Citrus Community College District	Glendora	Scenic Rentals	500
C0005958	Institutional Support, Instruction & Curriculum	Canon Financial Services, Inc.	Melville, NY	Copier Repairs	2,112
C0005960	Campus Student Services - Norco	Yenpasook, Marissa	San Diego	Professional Development Consultants	1,350
C0005961	Campus Student Services - Norco	Yenpasook, Marissa	San Diego	Professional Development Consultants	1,350
C0005962	EOPS - Moreno Valley	Kellogg West Conference Center	Pomona	Meeting Expenses	11,164
N/A	Enrollment Services	College Level Examination Program	Dallas, TX	Electronic Testing	No Cost
N/A	School of Nursing	Riverside Community Hospital	Riverside	Clinicals	No Cost
N/A	Enrollment Services	The College Board	Dallas, TX	Electronic Testing	No Cost
N/A	Accounting Services	Clifton, Larson, Allen, LLP	Minneapolis, MN	Secure Portal Transmission For Audit	No Cost
N/A	Student Services	The Regents of the Univ. of Ca. Riverside	Riverside	Student Participation Site Visit Insurance	No Cost
N/A	PSET	Premier Medical Transport	Colton	EMS Cadet Field Service	No Cost
N/A	Business Education - Riverside	Red Hat, Inc.	Riverside	Enterprise Training	No Cost
N/A	School of Nursing	Dignity Health, DBA: St. Bernardine	San Bernardino	Clinicals	No Cost
N/A	School of Nursing	Dove Professional Apparel	San Diego	Student Uniforms	No Cost
N/A	School of Nursing	Foundation for California Community Colleges	Sacramento	Health and Wellness Fair	No Cost
Additions to Approved/Ratify Contracts of \$90,200 and Under					
C0004388	Athletics - Riverside	Adecco USA, Inc.	Melville, NY	Transportation Contracts	22,000
C0005199	Chancellor's Office	De Lage Landen Public Finance, LLC	Wayne, PA	Copier Rental	1,500
C0005496	International Students - Riverside	United Education Consulting, Inc.	City of Industry	Nited Educational Student Recruitment Service	48
C0005533	RCCD Foundation	Ellucian Company, L.P.	Fairfax, VA	Database Application Software Support	10,224
C0005591	Kinesiology - Riverside	American National Red Cross & Its Constituent	Chicago, IL	Life Guard Services	605
C0005676	RCCD Foundation	Shred-It USA, LLC	Blue Ash, OH	Shredding Services	1,000
C0005746	Career & Technical Ed. Projects	Mission Inn	Riverside	Meeting Expenses	1,144
C0005790	Customized Solutions	Sweet, Barbara	Azusa	Curriculum Design/Training Services	1,050
C0005792	Administrative Services Center	Sharp Electronics Corp.	Pasadena	Copier Repairs	2,500
C0005853	Human Resources & Diversity	Academic Search, Inc.	Washington, DC	Executive Search Service Consultanting	10,000
C0005873	Facilities - Riverside	Parking Company of America/CA	Anaheim Hills	Parking Lot Rental	12,000
C0005899	Institutional Support, Instruction & Curriculum	Regents of the University of California	Lake Arrowhead	Other Travel Expenses	974
N/A	School of Nursing	California State University Fullerton	Fullerton	Amend #2 - Extends Term to 3/20	No Cost
N/A	Fine and Performing Arts	State Directors and Choreographers Society	New York, NY	Director / Choreographer	No Cost
Total					<u>\$ 412,611</u>

Agenda Item (VI-B-6-b)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Contract Amendment - Push Marketing, Inc. (dba MISFIT) assisting the California Community Colleges Chancellor's Office - Extended Opportunity Programs and Services (EOPS)
College/District	Riverside
Funding	California Community Colleges Chancellor's Office
Recommended Action	It is recommended that the Board of Trustees approve the contract amendment increase in the amount of \$33,350, bringing the new contract total to \$158,350.

Background Narrative:

Riverside City College is the fiscal agent for the California Community Colleges Chancellor's Office for the purpose of coordinating the disbursement of contract C17-0042 funds - Extended Opportunity Programs and Services (EOPS) Set-Aside. The set-aside funds support various Statewide EOPS training and consulting activities that provide educational support services to EOPS and CARE students throughout the California Community Colleges.

At the March 20, 2018 board meeting the contract with Push Marketing (dba Misfit) supporting NextUp (also known as Cooperating Agencies Foster Youth Educational Support) statewide activities was approved. The California Community Colleges Chancellor's Office has now requested that the contract be increased to include additional services to schools throughout the state. These additional services will increase the overall contract by \$33,350. The overall new contract total will be \$158,350. All costs associated with administering this contract will be paid by the Extended Opportunity Programs and Services (EOPS) Set-Aside Grant. There is no cost to the District.

Prepared By: Irving Hendrick, Interim President, Riverside City College
Raymond West, Interim, Vice President, Business Services

Attachments:

[Push Marketing_Amendment 1](#)

AMENDMENT #1

AGREEMENT BETWEEN
 RIVERSIDE COMMUNITY COLLEGE DISTRICT
 on behalf of RIVERSIDE CITY COLLEGE
 AND
 PUSH MARKETING, INC. (DBA MISFIT)

THIS AMENDMENT is made and entered into on this 28th day of March 2018, by and between Push Marketing, Inc. (dba Misfit), hereinafter referred to as “Contractor” and RIVERSIDE COMMUNITY COLLEGE DISTRICT on behalf of RIVERSIDE CITY COLLEGE ACTING AS THE FISCAL AGENT FOR THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR’S OFFICE, individual entities hereinafter referred to in total as “CCCCO”. Funding for this agreement is made available through the Chancellor’s Office Extended Opportunity Programs and Services (EOPS) grant, contract C17-0042.

The parties hereto mutually agree as follows:

1. Items created under this contract will be owned by the State of California and the Chancellor’s Office, and will be made publicly available and shared. Deliverables must comply with Americans with Disabilities Act and Section 508 accessibility requirements. Contractor will deliver the below no later than the dates identified and at the costs indicated.

Activity	Detail	Completion Date and Cost
Printed Materials for Adult Education Centers, Continuation High Schools, County Community Schools, District Community Day Schools, Traditional and Charter High Schools and Juvenile Court Schools in the 24 counties served by NextUp programs, and in Youth Authority and Opportunity schools statewide.	Manage reprinting, kitting and shipping of the following NextUp outreach materials, originally produced in 2017: <ul style="list-style-type: none"> • Account and creative services to support reprint coordination (5 hours): \$750 • 2,928 Posters (shrink-wrapped in 2’s): \$1,600 • 36,600 Booklets (shrink-wrapped in 25’s): \$13,000 • Kitting and shipping of materials 1,464 locations: \$18,000 *Kitting and shipping is an estimate, and may vary slightly. 	April 30, 2018; \$33,350
Total Estimated Cost		\$33,350

2. The term of this agreement shall be March 28, 2018– April 30, 2018.
3. Payment in consideration of this agreement will be \$33,350 (Thirty-three Thousand Three Hundred and Fifty Dollars). Total cost of this agreement shall not exceed \$33,350

AMENDMENT #1

without written approval by the CCCCCO. The full invoice is due to Contractor within 30 days of receipt of invoice.

4. During the term of this Agreement, CONTRACTOR shall defend, indemnify and hold the CCCCCO and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.
5. Contractor 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, military or veteran status, 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, military or veteran status, 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.
6. Contractor is an independent contractor and no employer-employee relationship exists between Contractor and CCCCCO. Contractor declares and certifies that in the course and scope of this engagement he/she is not an employee or agent of the CCCCCO and, in case of injury or illness, he/she is covered by a 24-hour health and hospitalization program that does not exclude the work to be performed by Contractor under this Agreement.

Contractor hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, bodily injury, property damage or wrongful death occurring to him/herself arising in any way whatsoever as a result of engaging in the work or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. The undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, bodily injury, property damage or wrongful death against the CCCCCO or any of its officers, agents, servants, or employees of any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

DiSalvio, Sherrie

From: Pyle, Patrick
Sent: Wednesday, April 04, 2018 1:43 PM
To: DiSalvio, Sherrie
Subject: Re: Push Marketing - Amendment

Dear Sherrie,

The agreement is fine as it stands. They do not need to provide proof of insurance.

All best,

- Pat

Sent from my iPhone

On Apr 4, 2018, at 12:19 PM, DiSalvio, Sherrie <Sherrie.DiSalvio@rcc.edu> wrote:

Good Afternoon Patrick –

Sorry but this one is a rush, I'm writing a board report for it. If you could review. I have requested a small revision in that this should be the first amendment for this contract. Otherwise everything will remain the same.

Sorry for the last minute notification.

Thanks for your help.

Sherrie DiSalvio
Financial and Technical Analyst
Riverside City College
< >
4800 Magnolia Avenue
Riverside, CA 92506
Phone: 951-222-8771
Fax: 951-328-3768

<Scan0221.pdf>

**Extended Opportunity Programs and Services (EOPS) Technical Assistance Agreement
Between Push Marketing, Inc. (dba Misfit), Consultant
And
Riverside Community College District
EOPS Contract #C17-0042**

SCOPE OF WORK

With this Agreement, Push Marketing, Inc. (dba Misfit), Consultant, hereinafter referred to as Consultant, will perform services as detailed within this scope of work. The Consultant will work closely with the Chancellor’s Office EOPS/CAFYES staff in completing the work.

TASK

CAFYES Public Relations Campaign

The Consultant will develop strategies materials related to the CAFYES public outreach campaign, as listed below.

DELIVERABLES

The Agreement will cover the time period of March 28- April 30, 2018. Items created under this contract will be owned by the State of California and the Chancellor’s Office, and will be made publicly available and shared. Deliverables must comply with Americans with Disabilities Act and Section 508 accessibility requirements.

COMPENSATION

The estimated budget detail is outlined below:

Activity	Detail	Completion Date and Cost
Printed Materials for Adult Education Centers, Continuation High Schools, County Community Schools, District Community Day Schools, Traditional and Charter High Schools and Juvenile Court Schools in the 24 counties served by NextUp programs, and in Youth Authority and Opportunity schools statewide.	Manage reprinting, kitting and shipping of the following NextUp outreach materials, originally produced in 2017: <ul style="list-style-type: none"> • Account and creative services to support reprint coordination (5 hours): \$750 • 2,928 Posters (shrink-wrapped in 2’s): \$1,600 • 36,600 Booklets (shrink-wrapped in 25’s): \$13,000 • Kitting and shipping of materials 1,464 locations: \$18,000 *Kitting and shipping is an estimate, and may vary slightly. 	April 30, 2018; \$33,350
Total Estimated Cost		\$33,350

Claimant: Push Marketing, Inc. (DBA Misfit) – Attention: Rachel Castro; E-Mail rachel@agencymisfit.com

Address: 1013 7th Street

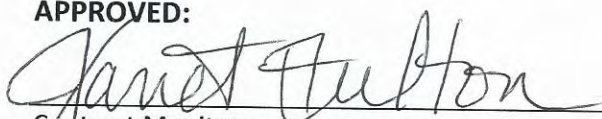
City: Sacramento State: CA Zip: 95814

Contract Monitors: Janet Fulton, CAFYES/EOPS/CARE Specialist; Work: (916) 323-5275

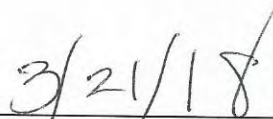
E-Mail jfulton@cccco.edu; - Fax (916) 324-6701 or Kelly Gornik, EOPS/CARE/CAFYES

Specialist; Work: (916) 323-4281 E-Mail kgornik@cccco.edu; - Fax (916) 324-6701

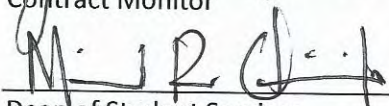
APPROVED:



Contract Monitor



Date



Dean of Student Services



Date

Agenda Item (VI-B-6-c)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Inland Empire Desert Region Participation Agreements No. 2017/20-18 Strong Workforce Program between Riverside Community College District and eight community college districts within the region.
College/District	Riverside
Funding	Strong Workforce Program
Recommended Action	It is recommended that the Board of Trustees approve the ten (10) Inland Empire/Desert Region Strong Workforce Program Participation Agreements with Barstow Community College District, Chaffey Community College District, College of the Desert, Copper Mountain Community College District, Mt. San Jacinto Community College District, Palo Verde Community College District, San Bernardino Community College District, and Victor Valley Community College District in the amount of \$5,777,043.

Background Narrative:

The District has been designated as the Fiscal Agent for the Strong Workforce Program for the Inland Empire/Desert region and is responsible for distributing funds to each community college district within the region. The Strong Workforce Program funds are to be used to expand the availability of quality community college career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees. The participation agreements are part of the Master Agreement No. 2017/20-Strong Workforce Program and allocate funds from the third annual allocation of regional dollars to college districts in the Inland Empire/Desert Region to implement various projects. The SWFAgreementTables attachment shows the amount allocated to each partner college district. Funds will be expended according to a scope of work, project work plan, and budget, which are detailed in project proposals and are incorporated into the participation agreements as exhibits (see Exhibits2018 attachment). The participation agreements are binding under the master agreement.

Prepared By: Irving Hendrick, Interim President, Riverside City College
Sheryl Plumley, Assistant Director, Career & Technical Education Projects

Attachments:

[SWFAgreementTables](#)
[Exhibits2018](#)
[Participation Agreements](#)

Table 1. Participation Agreements

District/College	Participation Agreement	Amount
Barstow Community College	2017/20-18-A	\$843,388
Chaffey Community College District	2017/20-18-B	\$914,358
College of the Desert	2017/20-18-C	\$558,147
Copper Mountain Community College District	2017/20-18-D	\$455,461
Mt. San Jacinto Community College District	2017/20-18-E	\$576,882
Palo Verde Community College District	2017/20-18-F	\$126,562
San Bernardino Community College District	2017/20-18-K	\$548,712
San Bernardino Community College District (Crafton Hills College)	2017/20-18-L	\$514,768
San Bernardino Community College District (San Bernardino Valley College)	2017/20-18-M	\$901,274
Victor Valley Community College District	2017/20-18-N	\$337,491
	TOTAL	\$5,777,043

Table 2. Exhibits

Exhibit Number	Proposal Title	Page #
2017/20-18-P01	Mechatronics Technician Training Pathway	1
2017/20-18-P03	Placement and Clinical Site Coordination	6
2017/20-18-P07	Regional and District Job Developers	10
2017/20-18-P10	Healthcare Educator Bootcamp	14
2017/20-18-P11	Building and Energy System Professional Consortia (BESP)	17
2017/20-18-P12	LAUNCH: Inland Empire Apprenticeship & Work based Learning	28
2017/20-18-P14	Inland Empire Cyberhub Centers	33
2017/20-18-P15	Regional Data Analysis and Alignment	37
2017/20-18-P16	Awarding Veterans the CTE College Credit they Deserve	40
2017/20-18-P17	Cloud Based Netlab+ Pilot Project	42
2017/20-18-P18	Using Employability/Soft Skills to Create Pathways	45

P01 Mechatronics Technician Training Pathway

PROJECT DESCRIPTION

While the demand for skilled Mechatronics Technicians is growing rapidly there are generally only a few Technicians required at each industry site. Therefore, developing training programs for incumbent workers is a challenge. There is also a need to establish education to career pathways for entry-level workers. Limited facilities exist within the region which has the resources to provide a full curriculum for Mechatronics training.

Industry Sectors: Advanced Manufacturing

Lead Institution: Chaffey College

WORKPLAN

RISKS:

Chaffey College:

- 1) Time requirement for curriculum approval.
- 2) Difficulty in recruiting and hiring industry professionals as adjunct instructors due to the inability to meet minimum qualifications.

Barstow College: As a rural community college enrollment may be a challenge; however, we have established related programs. We feel this is something that can improve once awareness of the program is established. Marketing efforts on which the region is concentrating will help to increase enrollment in our programs. Infrastructure and facilities may be a risk since we are growing rapidly, but this is something our district is looking to resolve for our current needs and growth.

San Bernardino Valley College: Good job opportunities are expected to arise in the coming years. If we do not offer this project, our students will not learn these competencies; therefore, they will not be prepared.

Norco: Industry engagement is critical to the success of Mechatronics programs. Because skills, employment, and workforce practices change so quickly, it is important to build strong relationships with employers to aid in job placement, work-based learning opportunities, and other forms of engagement.

Responsible Person: Vanessa Thomas (vanessa.thomas@chaffey.edu)

Lead Institution or Partner: Chaffey College

Participating Institutions: Barstow College, Chaffey College, Norco College, San Bernardino Valley College

MAJOR ACTIVITIES:

Chaffey:

- 1) Work with Inland Empire/Desert Regional industry to align and develop curriculum for the Mechatronics program. The region will align meetings with existing MCIE quarterly meetings as

well as the regional advisory quarterly meetings. Participating colleges must attend at least four meetings per year—at least one meeting outside of their respective local program area.

- 2) Participate in program alignment across the region with regional colleges with similar programs to explore sharing curriculum. College representatives will be reimbursed for travel (mileage) to the curriculum alignment meetings.
- 3) Expand the number of program offerings within the region that provide a nationally recognized certification.
- 4) Increase the number of industry professional instructors throughout the region by offering “Tech-to-Teacher” training sessions. These two-day, eight-hour sessions will teach new instructors how to manage the classroom environment.
- 5) Increase the number of participating colleges. The colleges participating in Round 1 funding were Chaffey College, San Bernardino College, and Norco College. In addition to the Round 1 participating colleges, and Barstow College will participate in Round 2.
- 6) Students are expected to earn a certificate and/or associate’s degree in Mechatronics. By obtaining the aforementioned certificate/degree, students have an opportunity to earn a living wage.

Barstow: Initially we will need to identify the gaps from our current offerings to identify what additional mechatronic curriculum and pathways we will need to develop. Once we identify what curriculum and pathways we need to establish, we will need to develop the curriculum and programs through the curriculum process. While the curriculum is being developed, we can identify equipment and supplies needed for the program. We will need to identify any third party certifications available such as NCCER to provide students another advantage in transitioning into the workforce or promoting. Professional development may be required for faculty and other staff to ensure we stay current with industry trends and any training on equipment, curriculum, etc.

San Bernardino Valley College: Develop the appropriate curriculum and align it with the needs of the industry and employers. Procure the necessary equipment needed in the laboratories. Provide professional development to the faculty in order to enhance their knowledge in the use of the equipment. Create pathways with the high schools. Promote and offer the Mechatronics Certificate program to the community targeting the minorities, underserved and the unemployed.

Norco: Norco College will continue to expand curriculum and program offerings in mechatronics. In addition, Norco College will focus heavily on employer engagement in Mechatronics. This includes, but is not limited to, expanded work-based learning opportunities, enhanced industry advisory activities, joint partnerships with workforce stakeholders and regional high schools.

MAJOR OUTCOMES:

Chaffey:

- 1) The “Techs-to-Teachers” workshop will be packaged for use in all CTE disciplines. Best practices will be disseminated throughout the region in order to make it available to all colleges.
- 2) The Mechatronics Technician program is ideal for regional collaboration in that it includes four colleges from four distinct districts—Chaffey College, San Bernardino Valley College, Norco College, and Barstow College.
- 3) LMI data shows that there will be 2,063 job openings from 2016-2021 (a 12% increase). The Mechatronics Technician program will be the catalyst to bridge the employment gap within the mechatronics engineering cluster of occupations.

- 4) The Mechatronics Technician program will have the most significant impact on the following Strong Workforce Metrics:
 - a) Number of course enrollments
 - b) Number of students who earn a degree or certificate
 - c) Job closely related to field of study.
 Students have the potential to impact the following metrics:
 - a) Become employed in the second fiscal quarter after exit
 - b) Become employed in the fourth fiscal quarter after exit
 - c) Increase median earnings in the second fiscal quarter after exit.
 - d) Increase percentage change in earnings for exiting students, one year before and one year after earning their degree or certificate.
- 5) In order to create viable long term pathways, the Mechatronics Technician program will do the following:
 - a) Generate FTES
 - b) Meet industry demand
 - c) Create a packaged "Tech-to-Teacher" process guide to be used in multiple disciplines
 - d) Develop articulation agreements with high schools within the participating college's respective areas
 - e) Develop articulation agreements with local four-year institutions in order to create transfer opportunities for students
 - f) Provide students with a nationally recognized industry certification.
- 6) High school partners that can lead into the Mechatronics Technician program: Chaffey College Fontana Unified High School Upland Unified High School District Chaffey Joint Unified High School District
- 7) Faculty and administrative support for each college are listed below.
 - a) 1. Chaffey College-
 - i) Faculty: Elmano Alves
 - ii) Administrative Support: Dr. Meridith Randall
 - b) 2. Barstow College-
 - i) Faculty: Todd Bartholow
 - ii) Administrative Support: Sandi Thomas
 - c) 3. San Bernardino Valley College-
 - i) Faculty: Anthony Ababat
 - ii) Administrative Support: Albert Maniaol

Barstow: Adding additional curriculum and pathways to our existing related mechatronics programs will help to fill the area and regional shortage of skilled workers. We have had advisory input for the need to expand our programs to meet industry needs and this funding along with previous funding we have received to build our industrial maintenance/electrical instrumentation/welding technology programs will be a great asset to our students and our region. While we are a smaller rural community college with a headcount between 4,500 and 5,500 annually (including a large online program) and since we have an existing related programs, we anticipate having a significant impact on the strong workforce programs metrics including enrollment based on the size of our college and annual enrollments. We have already developed and implemented related programs including industrial maintenance/industrial electrical and instrumentation/welding and have taken the same steps in the proposed additional mechatronics pathways. Many of the processes can be duplicated, which provides Barstow Community College an advantage in this area. This includes: curriculum development processes, infrastructure/supplies/ equipment already purchased, NCCER approved Accredited Training and Education Facility,

qualified and NCCER approved master/craft instructors, etc. We have an advantage in improving high school partnerships since we have already established partnerships with our feeder schools including our “College Career Pathways” program, concurrent enrollment, working on articulation and other K12 activities. High School Partners: None of our current feeder high schools have an Electrical Technician, Mechanical Technician, and/or Robotics program. Although, we do have a partnership with Barstow High School for a “College Career Pathways” program in which we bus high school juniors and seniors to our off-campus facility to participate in our Industrial Maintenance & Technology program under concurrent enrollment exemption. They are looking at options of developing feeder programs to accompany their welding technology program.

San Bernardino Valley College: A certified Mechatronics Technician will function as a well-rounded skilled individual to work in a complex Industrial Automation Systems or to various manufacturing companies. He or she will be able to:

- 1) Localize, identify causes and sources, correct where possible and/or document malfunctions to be passed on to the appropriate experts for resolution, or (where appropriate) exchange or replace defective components.
- 2) Recognize potential or impending malfunctions and contact expert assistance to keep the production line functioning and to prevent production loss.
- 3) Perform routine, preventive maintenance.
- 4) Understand and explain the principal operations of the mechatronic subsystems in a complex system.
- 5) Understand and explain how these subsystems work together.
- 6) Read and understand the technical documents, reports and outlines specific to the system and subsystems, and will be able to consult with experts.
- 7) Work effectively as a team-member and coordinate the activities with upstream and downstream operations.
- 8) Understand and implement safety regulations required for operation of the system.

San Bernardino Valley College Mechatronics Training Pathway will have an immediate and significant impact on Strong Workforce metrics in that an integrated set of Automation career pathways map to industry priorities for high wage, high skill, high income jobs, offering entry points into multiple certificate programs aligned with building automation and industrial automation occupations. We plan to create a long-term pathways and demonstrate the potential for sustainability by expanding Mechatronics project to encompass Building Automation and Industrial Automation opens opportunities for student advancement along clear career pathways.

Norco: Develop technician, mechanic, and maintenance programs in industrial automation, facilities maintenance, electro-mechanical, and other needed skillsets. Combine educational programs with work-based learning opportunities. Host Industrial Automation, Mechatronics, etc. advisory meetings.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P01. Mechatronics Technician Training Pathway				
Total by Allocation Year		\$	-	\$ 999,498
Barstow	1000		\$ 60,000	Instructional Salaries (\$20,000 x 3 year = \$60,000)
Barstow	2000		\$ 39,999	Non-instructional Salaries (\$13,333 x 3 year = \$39,999)
Barstow	3000		\$ 39,999	Employee Benefits (\$13,333 x 3 year = \$39,999)
Barstow	4000		\$ 22,500	Supplies and Materials (\$7,500 x 3 year = \$22,500)
Barstow	5000		\$ 15,000	Other Operating Expenses and Services (\$5,000 x 3 year = \$15,000)
Barstow	6000		\$ 72,000	Equipment (\$24,000 x 3 year = \$72,000)
Chaffey	1000		\$ 7,100	Salary for Faculty member on special assignment
Chaffey	1000		\$ 5,000	Stipends for industry professionals to attend "Tech-to-Teacher"
Chaffey	2000		\$ 118,259	Mechatronics Program manager (professional expert)
Chaffey	3000		\$ 90,045	Benefits for the Mechatronics Program Manager
Chaffey	4000		\$ 3,000	Training supplies such as Career readiness instructional materials
Chaffey	4000		\$ 1,845	Supplies/Materials (\$615 x 3 years = \$1,845)
Chaffey	5000		\$ 1,500	Travel & Conference (\$500 x 3 years = \$1,500)
Chaffey	5000		\$ 750	Mileage (\$250 x 3 years = \$750)
Chaffey	4000		\$ 22,500	ICTP training supplies (\$7,500 x 3 years = \$22,500)
Norco	1000		\$ 7,100	Curriculum Alignment
Norco	1000		\$ 5,000	Stipends for industry professionals to attend "Train-the-Trainer"
Norco	2000		\$ 179,707	Mechatronics Program manager (professional expert)
Norco	4000		\$ 3,000	Training supplies (\$1,000 x 3 years = \$3,000)
Norco	4000		\$ 693	Office Supplies (\$693 x 1 year = \$693)
Norco	5000		\$ 50,000	Industry Outreach/Engagement (\$25,000 x 2 year = \$50,000)
Norco	5000		\$ 3,000	Travel & Conference (\$1,000 x 3 years = \$3,000)
Norco	5000		\$ 1,500	Mileage (\$500 x 3 years = \$1,500)
San Bernardino Valley	1000		\$ 61,200	Adjunct Salaries
San Bernardino Valley	1000		\$ 17,640	Non-instructional Salaries (\$5,880 x 3 year = \$17,640)
San Bernardino Valley	3000		\$ 17,946	Benefits for Adjunct
San Bernardino Valley	4000		\$ 20,205	Instructional Supplies
San Bernardino Valley	5000		\$ 9,000	Curriculum Assessment - 3rd Party Field Expert (\$3,000 x 3 year = \$9,000)
San Bernardino Valley	6000		\$ 64,518	Lab equipment (Amatrol/Allen Bradley) - \$64,518 x 1 year = \$64,518
San Bernardino Valley	6000		\$ 59,492	Lab equipment (Amatrol/Siemens) (\$59,492 x 1 year = \$59,492)

P03 Placement and Clinical Site Coordination

PROJECT DESCRIPTION

This project proposal is a continuation of round one Nursing Placement and Clinical Site Coordination. The coordinator plays a multifaceted role in the region for the ongoing support for nursing and allied health programs. Their key roles include: ensuring clinical placements are secured for nursing and allied health students through collaboration with colleges, universities, hospitals, clinics, community placements and long term care/skilled nursing facilities.

Industry Sector: Health

Lead Institution: College of the Desert

WORKPLAN

RISKS:

Lack of data. Some programs are so small that data cannot be displayed in Launchboard or CTE unlocked. This is particularly the case of employment and earnings metrics because at least ten students must be found in the wage file for data to display. There are also Top code inconsistencies between colleges. This may exacerbate efforts in compiling accurate data mining for assessments and reports.

Responsible Person: Carol Scobie (cscobie@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Chaffey College, Copper Mountain CCD, College of the Desert, Mt. San Jacinto College, Palo Verde College, Riverside City College, San Bernardino Valley College, Victor Valley College

MAJOR ACTIVITIES:

Continue the assessment and formation of the regional industry database and expand and strengthen clinical site placements.

MAJOR OUTCOMES:

Completion of a regional/counties wide assessment of viable industry partners for clinical placement.

Responsible Person: Carol Scobie (cscobie@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Chaffey College, College of the Desert, Copper Mountain College, Mt. San Jacinto College, Palo Verde College, Riverside City College, San Bernardino Valley College, Victor Valley College

MAJOR ACTIVITIES:

Continue with the development and or renewal of multi-year affiliation agreements between the college and healthcare agencies for student placement.

MAJOR OUTCOMES:

Recorded and reported active affiliation agreements between the colleges and healthcare agencies including increases in specialty placements.

Responsible Person: Carol Scobie (cscobie@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Chaffey College, College of the Desert, Copper Mountain College, Mt. San Jacinto College, Riverside City College, San Bernardino Valley College, Victor Valley College, Palo Verde College

MAJOR ACTIVITIES:

Continue the expansion of faculty professional development and of programs and events related to clinical placements.

MAJOR OUTCOMES:

Proportionate increase in exiters in a job closely related to their field of study.

Responsible Person: Carol Scobie (cscobie@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Chaffey College, College of the Desert, Copper Mountain College, Mt. San Jacinto College, Riverside City College, San Bernardino Valley College, Palo Verde College, Victor Valley College

MAJOR ACTIVITIES:

Development a work plan for educating graduating students about the value and benefit of having an ongoing relationship and increase engagement in the college programs.

MAJOR OUTCOMES:

Increased data for completion rates and workforce data.

Responsible Person: Carol Scobie (cscobie@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Chaffey College, College of the Desert, Copper Mountain College, Mt. San Jacinto College, Riverside City College, San Bernardino Valley College, Palo Verde College, Victor Valley College

MAJOR ACTIVITIES:

Develop a schedule of regular meetings with the participating colleges to discuss clinical placement relations, professional development, metric results and mandatory grant requirements.

MAJOR OUTCOMES:

Grant requirements met.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P03. Placement and Clinical Site Coordination				
Total by Allocation Year		\$ 292,504	\$ 292,496	
Chaffey	1000	\$ 22,500	\$ 22,500	Salaries
Chaffey	2000	\$ 2,000	\$ 2,000	Curriculum, counseling
Chaffey	3000	\$ 4,095	\$ 4,095	Benefits
Chaffey	4000	\$ 390	\$ 390	Books, office supplies, meeting materials and food, print materials
Chaffey	5000	\$ 7,578	\$ 7,577	Other contracts, services, consultants, travel and mileages, conferences, professional development
College of the Desert	1000	\$ 21,000	\$ 21,000	Salaries
College of the Desert	2000	\$ 2,000	\$ 2,000	Curriculum, counseling
College of the Desert	3000	\$ 4,095	\$ 4,095	Benefits
College of the Desert	4000	\$ 1,890	\$ 1,890	Books, office supplies, meeting materials and food, print materials
College of the Desert	5000	\$ 7,578	\$ 7,577	Other contracts, services, consultants, travel and mileages, conferences, professional development
Copper Mountain	1000	\$ 21,000	\$ 21,000	Salaries
Copper Mountain	2000	\$ 2,000	\$ 2,000	Curriculum, Counseling
Copper Mountain	3000	\$ 4,095	\$ 4,095	Benefits
Copper Mountain	4000	\$ 1,890	\$ 1,890	Books, office supplies, meeting materials and food, print materials
Copper Mountain	5000	\$ 7,578	\$ 7,577	Other contracts, services, consultants, travel and mileages, conferences, professional development
Mt. San Jacinto	1000	\$ 21,000	\$ 21,000	Salaries
Mt. San Jacinto	2000	\$ 2,000	\$ 2,000	Curriculum, counseling
Mt. San Jacinto	3000	\$ 4,095	\$ 4,095	Benefits
Mt. San Jacinto	4000	\$ 1,890	\$ 1,890	Books, office supplies, meeting materials and food, print materials
Mt. San Jacinto	5000	\$ 7,578	\$ 7,577	Other contracts, services, consultants, travel and mileages, conferences, professional development
Palo Verde	1000	\$ 21,000	\$ 21,000	Salaries
Palo Verde	2000	\$ 2,000	\$ 2,000	Curriculum, counseling
Palo Verde	3000	\$ 4,095	\$ 4,095	Benefits
Palo Verde	4000	\$ 1,890	\$ 1,890	Books, office supplies, meeting materials and food, print materials
Palo Verde	5000	\$ 7,578	\$ 7,577	Other contracts, services, consultants, travel and mileages, conferences, professional development
Riverside City	1000	\$ 21,000	\$ 21,000	Salaries
Riverside City	2000	\$ 2,000	\$ 2,000	Curriculum, counseling
Riverside City	3000	\$ 4,095	\$ 4,095	Benefits
Riverside City	4000	\$ 1,890	\$ 1,890	Books, office supplies, meeting materials and food, print materials
Riverside City	5000	\$ 7,578	\$ 7,577	Other contracts, services, consultants, travel and mileages, conferences, professional development
San Bernardino Valley	1000	\$ 21,000	\$ 21,000	Salaries
San Bernardino Valley	2000	\$ 2,000	\$ 2,000	Curriculum, counseling
San Bernardino Valley	3000	\$ 4,095	\$ 4,095	Benefits
San Bernardino Valley	4000	\$ 1,890	\$ 1,890	Books, office supplies, meeting materials and food, print materials
San Bernardino Valley	5000	\$ 7,578	\$ 7,577	Other contracts, services, consultants, travel and mileages, conferences, professional development

Allocation Years (AY) Expenditure Timeframe:
 17/18 - 7/1/17 through 12/31/19
 18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
Victor Valley	1000	\$ 21,000	\$ 21,000	Salaries
Victor Valley	2000	\$ 2,000	\$ 2,000	Curriculum, counseling
Victor Valley	3000	\$ 4,095	\$ 4,095	Benefits
Victor Valley	4000	\$ 1,890	\$ 1,890	Books, office supplies, meeting materials and food, print materials
Victor Valley	5000	\$ 7,578	\$ 7,577	Other contracts, services, consultants, travel and mileages, conferences, professional development

P07 Regional and District Job Developers

PROJECT DESCRIPTION

Extension of the Round 1 project of building the capacity of the region's community colleges to connect CTE students to employers and available jobs.

Industry Sectors: All Sectors

Lead Institution: College of the Desert

WORKPLAN

RISKS:

This project is designed to directly increase job development and placement for students within the region, and devoting resources to "Job Developers" to carry out the intentions of the project. The main risk that could potentially harm that endeavor is the pace at which participating institutions are able to identify and hire their designated personnel (if not yet hired already). From here, the effectiveness will be directly tied to the levels of collaboration, communication, and proactive approach the devoted staff members bring to these positions.

Responsible Person: Robert St. Juliana (rstjuliana@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, Palo Verde College, Riverside City College, San Bernardino Valley College, Victor Valley College

MAJOR ACTIVITIES:

1. Job Developers to represent college and CTE programs in the field to market students & programs, connect openings to qualified completers, and build relationships that can continue towards the goals of placement and enrollment increase.
2. Job Developer to form relationships with local employers, industry partners, and other related stakeholders.
3. Job developer to identify current students and upcoming completers, along with faculty advocates, beginning matching students to local employers.
4. Job Developers to hold workshops related to employment development and provide career counseling resources to associated students.
5. Job Developers to market programs and students to industry specific sector employers.

MAJOR OUTCOMES:

Increased enrollment and placement related to CTE programs.

Responsible Person: Robert St. Juliana (rstjuliana@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, Palo Verde College, Riverside City College, San Bernardino Valley College, Victor Valley College

MAJOR ACTIVITIES:

Colleges who did not participate in the Regional and District Job Developer original proposal to develop and approve a job description, post the position, and hire a job developer.

MAJOR OUTCOMES:

Job Developer position staffed upon completion to focus on numeric outcomes.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P07. Regional & District Job Developers				
Total by Allocation Year		\$ 1,819,897	\$ 909,899	
Barstow	2000	\$ 83,878	\$ 55,918	Salary for 1 dedicated Job Developer
Barstow	3000	\$ 42,660	\$ 28,440	Benefits for 1 Dedicated Job Developer
Barstow	4000	\$ 1,500	\$ 1,000	Supplies for 1 dedicated Job Developer
Barstow	5000	\$ 22,479	\$ -	Other operating expenses for 1 dedicated Job Developer
Barstow	6000	\$ 3,500	\$ -	Capital Outlay for 1 dedicated Job Developer
Chaffey	2000	\$ 68,635	\$ 45,757	Salary for 1 dedicated Job Developer
Chaffey	3000	\$ 25,948	\$ 17,299	Benefits for 1 Dedicated Job Developer
Chaffey	4000	\$ 9,600	\$ 6,400	Supplies for 1 dedicated Job Developer
Chaffey	5000	\$ 65,736	\$ -	Other operating expenses for 1 dedicated Job Developer
College of the Desert	2000	\$ 68,635	\$ 45,757	Salary for 1 dedicated Job Developer
College of the Desert	3000	\$ 25,948	\$ 17,299	Benefits for 1 Dedicated Job Developer
College of the Desert	4000	\$ 9,600	\$ 6,400	Supplies for 1 Dedicated Job Developer
College of the Desert	5000	\$ 39,442	\$ 26,294	Consultant to support Job Developer
Copper Mountain	2000	\$ 77,903	\$ 51,935	Salary for 1 dedicated Job Developer
Copper Mountain	3000	\$ 37,150	\$ 24,767	Benefits for 1 Dedicated Job Developer
Copper Mountain	4000	\$ 2,100	\$ 1,400	Supplies for 1 Dedicated Job Developer
Copper Mountain	5000	\$ 44,120	\$ -	Other operating expenses for 1 dedicated Job Developer
Crafton	2000	\$ 74,091	\$ 49,395	Salary for 1 dedicated Job Developer
Crafton	3000	\$ 43,945	\$ 29,297	Benefits for 1 Dedicated Job Developer
Crafton	4000	\$ 2,002	\$ 1,334	Supplies for 1 dedicated Job Developer
Crafton	5000	\$ 21,067	\$ 14,044	Travel and mileage for 1 FTE Job Developer
Crafton	6000	\$ 4,200	\$ -	Capital Outlay for 1 dedicated Job Developer
Moreno Valley	2000	\$ 80,494	\$ 53,662	Salary for 1 dedicated Job Developer
Moreno Valley	3000	\$ 28,172	\$ 18,782	Benefits for 1 Dedicated Job Developer
Moreno Valley	4000	\$ 7,642	\$ 5,095	Supplies for 1 dedicated Job Developer
Moreno Valley	5000	\$ 36,875	\$ -	Other operating expenses for 1 dedicated Job Developer
Moreno Valley	6000	\$ 8,653	\$ -	Capital Outlay for 1 dedicated Job Developer
Mt. San Jacinto	2000	\$ 68,635	\$ 45,757	Salary for 1 dedicated Job Developer
Mt. San Jacinto	3000	\$ 25,948	\$ 17,299	Benefits for 1 Dedicated Job Developer
Mt. San Jacinto	4000	\$ 9,600	\$ 6,400	Supplies for 1 dedicated Job Developer
Mt. San Jacinto	5000	\$ 65,736	\$ -	Other operating expenses for 1 dedicated Job Developer
Norco	2000	\$ 68,635	\$ 45,757	Salary for 1 dedicated Job Developer
Norco	3000	\$ 25,948	\$ 17,299	Benefits for 1 Dedicated Job Developer
Norco	4000	\$ 9,600	\$ 6,400	Supplies for 1 dedicated Job Developer
Norco	5000	\$ 65,736	\$ -	Other operating expenses for 1 dedicated Job Developer
Palo Verde	2000	\$ 135,000	\$ 90,000	Salary and Benefits for 1 Full Time Job Developer
Palo Verde	5000	\$ 14,375	\$ -	Other operating expenses for 1 dedicated Job Developer
Riverside City	2000	\$ 68,635	\$ 45,757	Salary for 1 dedicated Job Developer
Riverside City	3000	\$ 25,948	\$ 17,299	Benefits for 1 Dedicated Job Developer
Riverside City	4000	\$ 9,600	\$ 6,400	Supplies for 1 dedicated Job Developer
Riverside City	5000	\$ 65,736	\$ -	Other operating expenses for 1 dedicated Job Developer
San Bernardino Valley	2000	\$ 80,494	\$ 53,662	Salary for 1 dedicated Job Developer
San Bernardino Valley	3000	\$ 28,172	\$ 18,781	Benefits for 1 Dedicated Job Developer
San Bernardino Valley	4000	\$ 7,642	\$ 5,095	Supplies for 1 dedicated Job Developer
San Bernardino Valley	5000	\$ 36,875	\$ -	Other operating expenses for 1 dedicated Job Developer
San Bernardino Valley	6000	\$ 8,654	\$ -	Capital Outlay for 1 dedicated Job Developer

Allocation Years (AY) Expenditure Timeframe:
 17/18 - 7/1/17 through 12/31/19
 18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
Victor Valley	3000	\$ 49,378	\$ 32,918	Benefits for 1 Dedicated Job Developer
Victor Valley	4000	\$ 1,200	\$ 800	Supplies for 1 dedicated Job Developer
Victor Valley	5000	\$ 4,975	\$ -	Other operating expenses for 1 dedicated Job Developer
Victor Valley	6000	\$ 7,400	\$ -	Capital Outlay for 1 dedicated Job Developer

P10 Healthcare Educator Bootcamp

PROJECT DESCRIPTION

Recent changes in the healthcare arena, as well as in today's technology-oriented healthcare students, require new teaching and learning methodologies, paradigms, and innovative curricula for the delivery of quality education. These changes are further exacerbated in many healthcare programs due to the average experienced educator age being 62.2 years old (AACN Faculty Shortage Sheet, 2017), contributing to the current 7.9% faculty position vacancy rate. For faculty that are recruited and hired to replace these experienced retiring faculty, the literature notes that lack of orientation and professional development are negatively associated with poor faculty retention rates. Further, the literature notes that most healthcare faculty today were not originally trained to be educators, but were instead trained as expert clinicians (Baker, 2010). This lack of qualified and well-prepared educators, who are not trained in the most current and relevant educational and healthcare advances and are not receiving the support they need to transition to their new roles, render it difficult to produce the best possible healthcare career graduates. It also makes it difficult for programs to continue to maintain and expand enrollments in these needed healthcare fields, through both increasing student numbers and in improvement of student retention and completion rates. The proposed IEDRC Nursing and Allied Health Educator Bootcamp and Support Program will target 31 new educators per year (62 total) with less than 5 years of experience (preference given to the most recently hired). The program will provide educators with the knowledge, skills, and support needed for them to learn engaging and creative teaching/learning strategies; rethink traditional models of clinical education; write and analyze test items; design engaging simulation learning environments; use concept mapping effectively; assess learning to validate student success; develop and use evidence-based clinical evaluation tools; and improve student completion and retention rates. The proposed IEDRC project, the Nursing and Allied Health Educator Bootcamp and Support Program, will benefit all regional colleges with these highly needed nursing and allied health programs that want to participate, including: Copper Mountain College, College of the Desert, Victor Valley College, Riverside City College, Mt San Jacinto College, Chaffey College, and San Bernardino Valley College. These colleges are a fair representation of the colleges with the IEDRC region.

Industry Sector: Health

Lead Institution: Riverside City College

WORKPLAN

RISKS:

The lack of shared interest and collaborative investment would be a risk for the success of this project.

Responsible Person: Sandy Baker (sandy.baker@rcc.edu)

Lead Institution or Partner: Riverside City College

Participating Institutions: Chaffey College, College of the Desert, Mt. San Jacinto College, San Bernardino Valley College, Victor Valley

MAJOR ACTIVITIES:

An emersion program for healthcare faculty educators that consist of:

- 1) a two to three (2-3)-day Educator Boot Camp;
- 2) attendance at regional HWI-sponsored and other available professional development offerings, to include the two (2)-day Innovations in Health Occupations Education Conference offered annually in January;
- 3) assigned mentors for new faculty with a designated yearly calendar of topics to discuss and set meetings or phone conferences (minimum of four) throughout the academic year.

MAJOR OUTCOMES:

To build capacity and create viable long term pathway for onboarding healthcare educators.

Allocation Years (AY) Expenditure Timeframe:

17/18 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P10. Healthcare (Nursing & Allied Health) Educator Bootcamp				
Total by Allocation Year		\$ 81,990	\$ 81,990	
Chaffey	1000	\$ 2,500	\$ 2,500	Faculty Stipends for Mentors(\$500/faculty x 31 Mentees) + bootcamp development (for each year)
Chaffey	3000	\$ 750	\$ 750	Benefits for Faculty Stipends (30%)
Chaffey	4000	\$ 1,391	\$ 1,391	Materials & Supplies for professional activities
Chaffey	5000	\$ 10,000	\$ 10,000	Conference fee, hotel and airfare for a max. of 31/year identified healthcare educators to attend Educator Bootcamp (\$1800/faculty)Professional Development conference fees (\$200/faculty)
College of the Desert	1000	\$ 2,000	\$ 2,000	Faculty Stipends for Mentors(\$500/faculty x 31 Mentees) + bootcamp development (for each year)
College of the Desert	3000	\$ 600	\$ 600	Benefits for Faculty Stipends (30%)
College of the Desert	4000	\$ 1,113	\$ 1,113	Materials & Supplies for professional activities
College of the Desert	5000	\$ 8,000	\$ 8,000	Conference fee, hotel and airfare for a max. of 31/year identified healthcare educators to attend Educator Bootcamp (\$1800/faculty)Professional Development conference fees (\$200/faculty)
Mt. San Jacinto	1000	\$ 2,000	\$ 2,000	Faculty Stipends for Mentors(\$500/faculty x 31 Mentees) + bootcamp development (for each year)
Mt. San Jacinto	3000	\$ 600	\$ 600	Benefits for Faculty Stipends (30%)
Mt. San Jacinto	4000	\$ 1,113	\$ 1,113	Materials & Supplies for professional activities
Mt. San Jacinto	5000	\$ 8,000	\$ 8,000	Conference fee, hotel and airfare for a max. of 31/year identified healthcare educators to attend Educator Bootcamp (\$1800/faculty)Professional Development conference fees (\$200/faculty)
Riverside City	1000	\$ 3,000	\$ 3,000	Faculty Stipends for Mentors(\$500/faculty x 31 Mentees) + bootcamp development (for each year)
Riverside City	3000	\$ 515	\$ 515	Benefits for Faculty Stipends (30%)
Riverside City	4000	\$ 2,054	\$ 2,054	Materials & Supplies for professional activities
Riverside City	5000	\$ 12,000	\$ 12,000	Conference fee, hotel and airfare for a max. of 31/year identified healthcare educators to attend Educator Bootcamp (\$1800/faculty)Professional Development conference fees (\$200/faculty)
San Bernardino Valley	1000	\$ 2,500	\$ 2,500	Faculty Stipends for Mentors(\$500/faculty x 31 Mentees) + bootcamp development (for each year)
San Bernardino Valley	3000	\$ 750	\$ 750	Benefits for Faculty Stipends (30%)
San Bernardino Valley	4000	\$ 1,391	\$ 1,391	Materials & Supplies for professional activities
San Bernardino Valley	5000	\$ 10,000	\$ 10,000	Conference fee, hotel and airfare for a max. of 31/year identified healthcare educators to attend Educator Bootcamp (\$1800/faculty)Professional Development conference fees (\$200/faculty)
Victor Valley	1000	\$ 2,000	\$ 2,000	Faculty Stipends for Mentors(\$500/faculty x 31 Mentees) + bootcamp development (for each year)
Victor Valley	3000	\$ 600	\$ 600	Benefits for Faculty Stipends (30%)
Victor Valley	4000	\$ 1,113	\$ 1,113	Materials & Supplies for professional activities
Victor Valley	5000	\$ 8,000	\$ 8,000	Conference fee, hotel and airfare for a max. of 31/year identified healthcare educators to attend Educator Bootcamp (\$1800/faculty)Professional Development conference fees (\$200/faculty)

P11 Building and Energy System Professional Consortia (BESP)

PROJECT DESCRIPTION

The BESP Consortia project is a response to the Energy Efficiency industry facing serious shortfalls in developing a skilled, trained, and available labor pool. The EC&U sector BESP project responds to sector employer's needs for a trained and employment ready workforce. IE/D regional COE data (project TOP codes to SOC Crosswalk LMI) indicate that demand is high. Currently, there are 7336 annual job openings in construction crafts with 1461 annual openings in the high demand well-paying middle-skill occupations in the energy efficiency related fields. Total annual certificates awarded throughout the region for all EC&U (BESP) TOP codes is 269. Combined the regional training programs have an annual shortfall of at least 7,000 employment/skills ready workers. Median earnings range from a low of \$14.00 to over \$50.00 per hour with a weighted average of \$27.00 per hour. The foundation of the BESP project is the "Expert Network" of willing and engaged ECU faculty champions that fosters a channel for stackable credentials and credit transportability across regional colleges. The expert network develops as a learning community which thru collaboration and innovation transform the regional programs. Advancing student success by aligning content and outcomes with third-party evidence-based benchmarks and assessments leading to industry valued credentials. The project strives to develop solutions, such as outreach campaigns and integrating industry and academia in a campaign to address the shortfall. Aligning objectives and activities with the efforts of the Riverside County EDA/WDB, San Bernardino WDB, WIOA, and partner institutions to best address the issues of attracting, retaining, and successfully graduating students in Energy Efficiency programs. Through engaging: willing Faculty participation and administration support; agreement on Common Outcomes; Third Party-Evidence based assessment toward industry valued credential and industry advisement. Braiding available Perkins, local SWP, Prop 39 and ISPIC funding streams. A focus on developing a workforce "Built to Industry Standards" implies a requisite engagement with employers. The project proposes establishment of "Regional Industry Advisory(ies)" to institute work-based learning and preferred consideration employment opportunities for program completers. The "consortia" education/industry relationship can inform curriculum content and outcomes aligned to industry expectations and establish relationships enhancing student marketability and opening college resources for incumbent worker lifelong learning opportunities. Target Occupations include: Building Operations Professionals; Advanced lighting and automated control systems; Control systems in commercial and industrial automation; HVACR, Building Science; Energy analysis and auditing; Facilities Management; Systems Installation; Operation & Maintenance; Energy Conservation Methods; Renewable Energy (generation and storage); Construction Management; Green Architecture; Green Construction; Building Inspection Technology; and Commissioning. This proposal is a regional effort to align energy related certificate programs to meet Title 24, Zero Net Energy, and Industry standards under a single degree program. The program will provide a framework for the coordination of Industry supported work experience, internships, apprenticeships, advisory panels, and the development of expert networks for advanced energy workforce development, faculty professional development, and open access curriculum materials for both credit and noncredit programs. Participating colleges will use their existing Energy, Construction, and Utilities (ECU) related certificates to initiate the BESP program. The innovative structure of the BESP degree program provides 16 occupational pathways (certificates) for students with all required courses as electives, except for the Zero Net Energy (ZNE) core courses. The ZNE core provides all students a

foundational understanding of energy efficiency as it relates to buildings and energy systems. A major focus for the first years funding will be the construction related fields as many colleges have active and inactive programs that need updating and industry support for work experience, internships, and apprenticeships. The BESP Consortia will engage interested and current industry partners to build a coalition of support for students and the related programs throughout the region. NCCER, HVAC Excellence, NABCEP, etc. are to be the primary third-party certifications and the pathway for program alignment to industry standards. They will provide students with valuable industry recognized credentials i.e. level one core curriculum, Ready to Work, EPA-608. All of these IRC's are nationally recognized credentialing bodies, similar to MC3 used by the trade unions and are supported by building and trade associations like BIA, NECA, DCA and many others. BESP qualifies for ISPIC funding, so each college will also be eligible for matching funds to implement additional BESP specialties (occupations) where LMI indicates a need and there is support from the regional consortia. Successful implementation of the BESP Consortia will increase enrollments in ECU programs and provide more and better CTE.

Industry Sector(s): Energy, Construction & Utilities

Lead: College of the Desert

WORKPLAN

RISKS:

BESP Consortia is a relatively low risk project that augments and enhances existing programs at the participating colleges through a common approach to curriculum alignment and development. It benefits from lessons learned from the Southern California HVACR Collaborative, in which College of the Desert, San Bernardino Valley College, and Riverside City College participate. An industry advisory council already provided initial inputs on labor market demand and priority student outcomes to form the basis for this project. Some risks do exist, however:

- The project relies on support for faculty from consultants and adjunct instructors. This minimizes the risk of excessive faculty overload, but also creates uncertainty about coordination with faculty.
- Any project involving collaboration among multiple colleges runs the risk of uneven participation and uneven outcomes.
- Costs for a full implementation of BESP regionally will likely exceed the budget for this project because of equipment needs and updates which are not part of the regional plan. Therefore, the project lead is exploring complementary funding streams including: Prop 39 funds, Projects in Common matching funds, participating college local SWP funding support, California Energy Commission and other institutional grants and support.

Responsible Person: Jon Caffery (jcaffery@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Moreno Valley College, Norco College, Riverside City College, Barstow College, San Bernardino Valley College, Chaffey College

MAJOR ACTIVITIES:

Work-based learning (WBL) opportunities: apprenticeships, internships and work experience:

- Integration of regional work experience/internship/apprenticeship model
- Colleges will develop and register new apprenticeship programs in applicable occupations where work-based learning can be provided by regional employers
- Colleges will serve as program sponsors and administrators for applicable programs and/or
- Colleges will serve as education providers in newly formed work experience programs.

MAJOR OUTCOMES:

Year 1: Host industry and education partner meetings to develop regional common pathways for work experience programs and establish guidelines/procedures for college and industry. Work with established apprenticeship committee(s) where possible. Year 2: Have at least one new WBL program approved at each college. Year 3: Increase the number of indentured apprentices or interns by 25.

Responsible Person: Jon Caffery (jcaffery@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Chaffey College, Moreno Valley College, Norco College, Riverside City College, San Bernardino Valley College, Barstow College

MAJOR ACTIVITIES:

Curriculum Sharing: Background information: College of the Desert (COD) possesses fully developed curricula to support the Building and Energy Systems (BEST) AS Degree program. This situation facilitates the regional development of a BEST program through the mechanism of curriculum sharing. Six institutions within the Inland Empire/Desert Region agree to proceed with new program development by adoption of selected curricula with minimal course revision. This permits accelerated program launch with only limited faculty and administration effort. Broadly speaking, the exchange of curricula must be accomplished through the collaboration of individual faculty experts with appropriate technical knowledge and suitable awareness of institution instructional policy and philosophy. To accommodate the latter, involvement of institution administrative staff will be required to some extent. The structure of the proposed program, featuring a Director and an institution Faculty Champion for each member, supports the formal sharing of course materials. Under supervision of the Director, the Faculty Champion at each institution will identify faculty experts, arrange for workshop sessions with COD counterparts, participate in (and referee) workshop sessions aiming to secure firm agreement on exchange of course content (or equivalence of existing course content at the local institution), and with local faculty assistance accomplish such tasks as are necessary to incorporate new curricula formally into the course offerings of the institution. Customary processes for curriculum maintenance will ensure consistency of course content for the regional BEST program among all the member institutions. This consistency permits a level of regional student mobility that could not otherwise exist. Activities:

- Set a schedule for adoption of selected new curricula by member institutions.
- Assign local Faculty Champions to identify experts and administrators to participate in workshop sessions to facilitate adoption of curricula.
- Provide objectives and guidelines for such sessions.
- Perform an annual review on the state of sharing and the extent of equivalence of shared courses.

MAJOR OUTCOMES:

Year 1: Offering of selected BEST Program courses, or their equivalent, by Program member institutions. Repository for access to available course materials. Year 2&3: Ongoing implementation of a process for maintenance of these common offerings.

Responsible Person: Jon Caffery (jcaffery@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Barstow College, Chaffey College, Moreno Valley College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Regional Advisory: This project builds on prior regional investments, including Enhancement Funds and SWP Round 1 investments. Although there is significantly more range in the plans as compared to objectives in the initial SWP Round 1 proposals. The project emphasis for SWP Round 2 continues to be directly responsive to employer needs through Regional Industry Advisory contacts created and information gathered and begin to address workforce impacts of national, state and local government energy and environmental policy and regulatory actions. With the broad participation of regional community colleges faculty champions and a vast inventory of intellectual property and physical resources (curriculum & labs), the project is transformational and can encompass HVACR, Construction Crafts, Architecture & Building Science/Engineering Technologies, Drafting and documentation Technologies, Construction and Project Management & Inspection, Building Auditing and Analytics, Energy Systems Technologies, Facilities Management, Resource and Environmental Management Technologies including renewables and water. Opening opportunities for student advancement along defined career pathways. Planning and implementation of a regional advisory to include a networking dinner and awards event highlighting industry partnerships and commitment to supporting and hiring available BESP workforce.

MAJOR OUTCOMES:

Year 1: Establish a Regional Industry Advisory Council on “Energy Workforce Training” that includes Utilities, Contractors, Building Owners, Third Party Engineering Services, Facilities Management, Building and Energy Systems Designers and Engineers, Economic Development and Community College Energy Efficiency Program Leaders. This group will inform and advise on:

- The development and amplification of an energy efficiency training program that expands the Energy Efficiency Workforce.
- Establish a data based portfolio on demand for workers with entry level energy efficiency competencies.
- Prioritized list of KSAs required by employers.
- Develop an employer pipeline for employment ready workforce.
- Expand course and program offering to include incumbent, under-served populations, veterans, and displaced workers. Year 2: Regional employer partners will network and receive recognition for their partnership resulting in strengthened relationships and exposure to additional colleagues/employer partners in order to grow the program. Year 3: Ongoing

Responsible Person: Jon Caffery (jcaffery@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Barstow College, Chaffey College, Moreno Valley College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Faculty Expert Network for program/course (SLO) Alignment: The foundation of the EC&U sustainability project is the “Expert Network” of willing and engaged cross-sector faculty champions that fosters a channel for stackable credentials and credit transportability across regional colleges. The expert network develops as a learning community which thru collaboration and innovation transform the regional programs. Advancing student success by aligning content and outcomes with third party evidence based benchmarks and assessments leading to industry valued credentials.

- Convene expert networks with industry to determine Third-party Credential (IRC) for each BESP specialty.
- Faculty champions provide their program SLO's for review and alignment with appropriate IRC
- Individual college certificate programs are cross-walked for BESP articulation to provide consistency and program reliability across all colleges.

MAJOR OUTCOMES:

Thru the Faculty Experts Network, participating colleges working together to establish a “learning community” to create common student learning outcomes and streamlining pathways for stackable credentials and robust credit transfer possibilities. Explore and expand work experience and internship opportunities Year 1: Colleges identify their BESP specialties and adopt common IRC alignment. Year 2: Program and Course SLO's aligned with IRC competencies. Year 3: Crosswalk for BESP courses and programs with articulation agreements developed.

Responsible Person: Jon Caffery (jcaffery@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Barstow College, Chaffey College, Moreno Valley College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Zero Net Energy (ZNE) Core:

- Convening of faculty champions for ZNE Core discussion and relevance to BESP program.
- Existing ZNE core curriculum adopted or aligned with existing courses by partner colleges.
- Instructors identified and courses scheduled.
- Outreach to high schools for possible ZNE Core articulation or dual enrollment.

MAJOR OUTCOMES:

Year 1: Faculty champion meeting held and ZNE Core accepted. Courses submitted for approval or existing revised. Instructors identified. Year 2: ZNE Core courses scheduled. Year 3: At least one high school articulation or dual enrollment course offered in every college district.

Responsible Person: Jon Caffery (jcaffery@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Barstow College, Chaffey College, Moreno Valley College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Accelerated Schedule (8-week courses): COD implemented an accelerated schedule for HVAC students as a pilot for BESP. The new schedule has been in effect for a year and students are experiencing improved outcomes. This is most due to a more flexible schedule of day and evening courses with four entry points per year spring, summer, fall and winter. Additionally, the course was compressed into 8-week complimentary courses which increased student success because they were able to focus on two subjects at a time while accomplishing 12 units of credit in the semester.

- Establish workable 8-week schedules in BESP program specialties where possible.
- Expand accelerated program across the region in EC&U.

MAJOR OUTCOMES:

Year 1: Provide accelerated schedule template for partner colleges and assist with course revision. Year 2: Have at least one accelerated BESP specialty at each consortia college. Year 3: Expand accelerated offering across region.

Responsible Person: Jon Caffery (jcaffery@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Barstow College, Chaffey College, Moreno Valley College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Non-Credit Courses for BESP: The development of non-credit courses from existing BESP courses has provided a pathway for disadvantaged and undeserved youth and adults to enter the workforce. By removing perceived financial and educational barriers to workforce training many in the community and region can learn valuable workplace skills and receive specialized entry level training in BESP occupations. Additionally, these programs offer incumbent workers a no risk, flexible learning opportunity to build skills in the rapidly changing advanced energy sector. Existing credit courses have been converted to 18 hr. modules (A, B, C) as stand-alone courses and overlays to the credit courses to augment enrollments. At faculty discretion, students that complete all three modules are then eligible to take the credit course final exam for articulated credit if they choose. -Provide material assistance to faculty champions that wish to convert courses for non-credit -Create non-credit offerings for BESP program specialties.

MAJOR OUTCOMES:

Year 1: Colleges receive material support i.e. curriculum, templates, lesson plans etc. Year 2: Faculty expert network develops non-credit offerings. Year 3: At least one BESP non-credit course at each consortia partner college.

Responsible Person: Jon Caffery (jcaffery@collegeofthedesert.edu)

Lead Institution or Partner: College of the Desert

Participating Institutions: Barstow College, Chaffey College, Moreno Valley College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Professional Development: Train-the-trainer events for BESP faculty i.e. NCCER Master Trainer; industry skills panels; regional networking events for high school teachers, counselors and college faculty.

MAJOR OUTCOMES:

Year 1: Convene regional industry skills panel. Year 2: Held joint teacher and faculty networking event i.e. articulation training and at least one Train-the-trainer workshop. Year 3: Ongoing.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P11. Building and Energy System Professional (BESP) Consortia				
Total by Allocation Year		\$ 796,917	\$ 595,499	
Barstow	1000	\$ 22,500	\$ -	01/18 – 12/18 PT/FT faculty to serve as local faculty champion/coordinator
Barstow	1000	\$ 50,000	\$ -	01/19 – 12/19 PT/FT faculty to serve as local faculty champion/coordinator
Barstow	1000	\$ -	\$ 55,000	01/20 – 12/20 PT/FT faculty to serve as local faculty champion/coordinator
Barstow	3000	\$ 11,250	\$ -	01/18 – 12/18 Benefits
Barstow	3000	\$ 25,000	\$ -	01/19 – 12/19 Benefits
Barstow	3000	\$ -	\$ 27,500	01/20 – 12/20 Benefits
Barstow	4000	\$ 500	\$ -	01/18 – 12/18 Supplies and Materials for meetings and promotion
Barstow	4000	\$ 1,500	\$ -	01/19 – 12/19 Supplies and Materials for meetings and promotion
Barstow	4000	\$ -	\$ 1,500	01/20 – 12/20 Supplies and Materials for meetings and promotion
Barstow	5000	\$ 750	\$ -	01/18 – 12/18 Regional Travel for program coordination.
Barstow	5000	\$ 2,000	\$ -	01/19 – 12/19 Regional Travel for program coordination.
Barstow	5000	\$ -	\$ 2,000	01/20 – 12/20 Regional Travel for program coordination.
Chaffey	1000	\$ 22,500	\$ -	01/18 – 12/18 PT/FT faculty to serve as local faculty champion/coordinator
Chaffey	1000	\$ 50,000	\$ -	01/19 – 12/19 PT/FT faculty to serve as local faculty champion/coordinator
Chaffey	1000	\$ -	\$ 55,000	01/20 – 12/20 PT/FT faculty to serve as local faculty champion/coordinator
Chaffey	3000	\$ 11,250	\$ -	01/18 – 12/18 Benefits
Chaffey	3000	\$ 25,000	\$ -	01/19 – 12/19 Benefits
Chaffey	3000	\$ -	\$ 27,500	01/20 – 12/20 Benefits
Chaffey	4000	\$ 500	\$ -	01/18 – 12/18 Supplies and Materials for meetings and promotion
Chaffey	4000	\$ 1,500	\$ -	01/19 – 12/19 Supplies and Materials for meetings and promotion
Chaffey	4000	\$ -	\$ 1,500	01/20 – 12/20 Supplies and Materials for meetings and promotion
Chaffey	5000	\$ 750	\$ -	01/18 – 12/18 Regional Travel for program coordination.
Chaffey	5000	\$ 2,000	\$ -	01/19 – 12/19 Regional Travel for program coordination.
Chaffey	5000	\$ -	\$ 2,000	01/20 – 12/20 Regional Travel for program coordination.
College of the Desert	1000	\$ 8,000	\$ -	01/18 – 12/18 Faculty release time/stipend to serve as local faculty champion.
College of the Desert	1000	\$ 16,500	\$ -	01/19 – 12/19 Faculty release time/stipend to serve as local faculty champion.
College of the Desert	1000	\$ -	\$ 17,000	01/20 – 12/20 Faculty release time/stipend to serve as local faculty champion.
College of the Desert	2000	\$ 23,167	\$ -	04/18 – 12/18 FT Classified Director to serve as the region's project coordinator
College of the Desert	2000	\$ 47,500	\$ -	01/19 – 12/19 FT Classified Director to serve as the region's project coordinator.
College of the Desert	2000	\$ -	\$ 48,750	01/20 – 12/20 FT Classified Director to serve as the region's project coordinator.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
College of the Desert	3000	\$ 9,500	\$ -	01/18 – 12/18 Benefits
College of the Desert	3000	\$ 24,500	\$ -	01/19 – 12/19 Benefits
College of the Desert	3000	\$ -	\$ 26,250	01/20 – 12/20 Benefits
College of the Desert	4000	\$ 2,500	\$ -	01/18 – 12/18 Supplies and Materials for meetings and promotion
College of the Desert	4000	\$ 5,000	\$ -	01/19 – 12/19 Supplies and Materials for meetings and promotion
College of the Desert	4000	\$ -	\$ 5,000	01/20 – 12/20 Supplies and Materials for meetings and promotion
College of the Desert	5000	\$ 2,500	\$ -	01/18 – 12/18 Regional Travel for program coordination.
College of the Desert	5000	\$ 5,000	\$ -	01/19 – 12/19 Regional Travel for program coordination.
College of the Desert	5000	\$ -	\$ 4,999	01/20 – 12/20 Regional Travel for program coordination.
College of the Desert	5000	\$ 10,000	\$ -	01/18 – 12/18 Contracts for annual industry advisory/recognition events and professional development.
College of the Desert	5000	\$ 35,000	\$ -	01/19 – 12/19 Contracts for annual industry advisory/recognition events and professional development.
College of the Desert	5000	\$ -	\$ 35,000	01/20 – 12/20 Contracts for annual industry advisory/recognition events and professional development.
Moreno Valley	1000	\$ 8,000	\$ -	01/18 – 12/18 PT/FT faculty to serve as local faculty champion/coordinator
Moreno Valley	1000	\$ 16,500	\$ -	01/19 – 12/19 PT/FT faculty to serve as local faculty champion/coordinator
Moreno Valley	1000	\$ -	\$ 17,000	01/20 – 12/20 PT/FT faculty to serve as local faculty champion/coordinator
Moreno Valley	3000	\$ 3,500	\$ -	01/18 – 12/18 Benefits
Moreno Valley	3000	\$ 7,500	\$ -	01/19 – 12/19 Benefits
Moreno Valley	3000	\$ -	\$ 8,000	01/20 – 12/20 Benefits
Moreno Valley	4000	\$ 500	\$ -	01/18 – 12/18 Supplies and Materials for meetings and promotion
Moreno Valley	4000	\$ 1,500	\$ -	01/19 – 12/19 Supplies and Materials for meetings and promotion
Moreno Valley	4000	\$ -	\$ 1,500	01/20 – 12/20 Supplies and Materials for meetings and promotion
Moreno Valley	5000	\$ 750	\$ -	01/18 – 12/18 Regional Travel for program coordination.
Moreno Valley	5000	\$ 2,000	\$ -	01/19 – 12/19 Regional Travel for program coordination.
Moreno Valley	5000	\$ -	\$ 2,000	01/20 – 12/20 Regional Travel for program coordination.
Norco	1000	\$ 22,500	\$ -	01/18 – 12/18 PT/FT faculty to serve as local faculty champion/coordinator
Norco	1000	\$ 50,000	\$ -	01/19 – 12/19 PT/FT faculty to serve as local faculty champion/coordinator
Norco	1000	\$ -	\$ 55,000	01/20 – 12/20 PT/FT faculty to serve as local faculty champion/coordinator
Norco	3000	\$ 11,250	\$ -	01/18 – 12/18 Benefits
Norco	3000	\$ 25,000	\$ -	01/19 – 12/19 Benefits
Norco	3000	\$ -	\$ 27,500	01/20 – 12/20 Benefits

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
Norco	4000	\$ 500	\$ -	01/18 – 12/18 Supplies and Materials for meetings and promotion
Norco	4000	\$ 1,500	\$ -	01/19 – 12/19 Supplies and Materials for meetings and promotion
Norco	4000	\$ -	\$ 1,500	01/20 – 12/20 Supplies and Materials for meetings and promotion
Norco	5000	\$ 750	\$ -	01/18 – 12/18 Regional Travel for program coordination.
Norco	5000	\$ 2,000	\$ -	01/19 – 12/19 Regional Travel for program coordination.
Norco	5000	\$ -	\$ 2,000	01/20 – 12/20 Regional Travel for program coordination.
Riverside City	1000	\$ 22,500	\$ -	01/18 – 12/18 PT/FT faculty to serve as local faculty champion/coordinator
Riverside City	1000	\$ 50,000	\$ -	01/19 – 12/19 PT/FT faculty to serve as local faculty champion/coordinator
Riverside City	1000	\$ -	\$ 55,000	01/20 – 12/20 PT/FT faculty to serve as local faculty champion/coordinator
Riverside City	3000	\$ 11,250	\$ -	01/18 – 12/18 Benefits
Riverside City	3000	\$ 25,000	\$ -	01/19 – 12/19 Benefits
Riverside City	3000	\$ -	\$ 27,500	01/20 – 12/20 Benefits
Riverside City	4000	\$ 500	\$ -	01/18 – 12/18 Supplies and Materials for meetings and promotion
Riverside City	4000	\$ 1,500	\$ -	01/19 – 12/19 Supplies and Materials for meetings and promotion
Riverside City	4000	\$ -	\$ 1,500	01/20 – 12/20 Supplies and Materials for meetings and promotion
Riverside City	5000	\$ 750	\$ -	01/18 – 12/18 Regional Travel for program coordination.
Riverside City	5000	\$ 2,000	\$ -	01/19 – 12/19 Regional Travel for program coordination.
Riverside City	5000	\$ -	\$ 2,000	01/20 – 12/20 Regional Travel for program coordination.
San Bernardino Valley	1000	\$ 22,500	\$ -	01/18 – 12/18 PT/FT faculty to serve as local faculty champion/coordinator
San Bernardino Valley	1000	\$ 50,000	\$ -	01/19 – 12/19 PT/FT faculty to serve as local faculty champion/coordinator
San Bernardino Valley	1000	\$ -	\$ 55,000	01/20 – 12/20 PT/FT faculty to serve as local faculty champion/coordinator
San Bernardino Valley	3000	\$ 11,250	\$ -	01/18 – 12/18 Benefits
San Bernardino Valley	3000	\$ 25,000	\$ -	01/19 – 12/19 Benefits
San Bernardino Valley	3000	\$ -	\$ 27,500	01/20 – 12/20 Benefits
San Bernardino Valley	4000	\$ 500	\$ -	01/18 – 12/18 Supplies and Materials for meetings and promotion
San Bernardino Valley	4000	\$ 1,500	\$ -	01/19 – 12/19 Supplies and Materials for meetings and promotion
San Bernardino Valley	4000	\$ -	\$ 1,500	01/20 – 12/20 Supplies and Materials for meetings and promotion
San Bernardino Valley	5000	\$ 750	\$ -	01/18 – 12/18 Regional Travel for program coordination.
San Bernardino Valley	5000	\$ 2,000	\$ -	01/19 – 12/19 Regional Travel for program coordination.
San Bernardino Valley	5000	\$ -	\$ 2,000	01/20 – 12/20 Regional Travel for program coordination.

P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning

PROJECT DESCRIPTION

LAUNCH exists to remove the obstacles faced by education and industry partners using the apprenticeship model and to present a ready-made product that employers and students can engage today. Combining technical assistance and key talent, program and service alignment, shared messaging, broader service reach, and expansive partnerships, LAUNCH gives the region a comprehensive solution that empowers institutions, students, and employers to create dynamic stackable credentialing programs that target skills training, rewards work and learning, and delivers results.

1. Supporting cost-effective methods and strategizing sustainability for seven individual colleges developing and expanding apprenticeship programs among five districts, with expansion strategies for colleges not immediately participating.
2. Targeting immediate industry needs in priority labor sectors (apprenticeships = jobs)
3. Facilitating the alignment of programs supporting apprenticeships in shared industries and occupations.
4. Aligning and simplifying user interfaces so that employers and apprentices experience the same streamlined services and processes across the network.
5. Marketing apprenticeship regionally – providing students with a clear and viable pathway through a career and higher wages, and employers with a clear effective method to develop their existing workforce.
6. Broadening partnerships with regional stakeholders (i.e. high schools, WDBs, etc.) and distributing best practices and sharing resources where appropriate and beneficial.

Industry Sectors: Advanced Manufacturing

Lead Institution: Norco College

WORKPLAN

RISKS:

Partnerships represent a necessary pillar in apprenticeship training. The main partners in any program include employers, educators, and government agencies. Because the colleges represent only one partner in this pool, we know that we can't control every outcome. For example, it takes a "sales" approach to securing employer partnerships and there is an inherent risk in sales that the "product" would be rejected. In addition, government agencies can change in structure and complexity, and the project may run into unforeseen hurdles during development. LAUNCH includes a workplan and budget that accounts for these inherent risks and - in fact - manages/reduces risk for individual participants wishing to start new apprenticeship programs.

Responsible Person: Charles Henkels (Charles.henkels@norcollege.edu)

Lead Institution or Partner: Norco College

Participating Institutions: Chaffey College, Norco College, Mt. San Jacinto College, San Bernardino Valley College

MAJOR ACTIVITIES:

Developers and Drivers: These colleges have committed to driving the development of new programs, building new industry partnerships, serving as education providers, and function as program sponsors. Outreach to businesses is a major focus of this group, and colleges selecting this role also plan to support regional aspects of apprenticeship – such as aligning programs and procedures with other colleges and process improvement in general.

MAJOR OUTCOMES:

The development of 4 new apprenticeship program committees with the ability to train and administrate apprenticeships in applicable occupations. The completion of employer acceptance agreements and secured participation through the enrollment of indentured apprentices. Establish On-the-Job training tracking system available for the region's use. Establish procedures with Division of Apprenticeship Standards and Department of Labor consultants for the expedited development of new apprenticeship programs in the Inland Empire. Facilitated regional alignment of programs serving similar occupations and industries. Completed regional apprenticeship website and outreach strategy.

Responsible Person: Charles Henkels (Charles.henkels@norcollege.edu)

Lead Institution or Partner: Norco College

Participating Institutions: Barstow College, College of the Desert, Crafton Hills College

MAJOR ACTIVITIES:

These colleges in LAUNCH have committed to serve both as education providers and program sponsors, but will not be primarily focused on program development. Program sponsors fulfill an administrative role in apprenticeship that requires the college to complete employer acceptance agreements, track and monitor on-the-job training, liaison and submit records to apprenticeship agencies, and oversee apprenticeship agreements.

MAJOR OUTCOMES:

The development of 3 new apprenticeship program committees with the ability to train and administrate apprenticeships in applicable occupations. The completion of employer acceptance agreements and secured participation through the enrollment of indentured apprentices.

Responsible Person: Charles Henkels (Charles.henkels@norcollege.edu)

Lead Institution or Partner: Norco College

Participating Institutions: Copper Mountain College, Moreno Valley College

MAJOR ACTIVITIES:

LAUNCH will also include colleges that wish to participate primarily as education providers within the network. This means that they will accommodate registered apprentices enrolling in existing programs and courses, but they do not intend to administrate apprenticeships or handle employer agreements/contracts. In addition, they will remain informed of new programs under development that align with their curriculum.

MAJOR OUTCOMES:

Develop procedures for the integration of registered apprentices in currently scheduled courses.

Responsible Person: Charles Henkels (Charles.henkels@norcollege.edu)

Lead Institution or Partner: Norco College

Participating Institutions: Norco College

MAJOR ACTIVITIES:

Norco College will provide LAUNCH with support and technical assistance in completing the objectives listed above. In addition, Norco College will function as the lead and will maintain administrative support for the project.

MAJOR OUTCOMES:

Institutions within the region will have support through program development and approval. Grants administrator will provide administrative support and record keeping for the project and its outcomes.

Responsible Person: Charles Henkels (Charles.henkels@norcollege.edu)

Lead Institution or Partner: Norco College

Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, San Bernardino Valley College

MAJOR ACTIVITIES:

Work with the Division of Apprenticeship Standards to establish expedited registration and approval processes of new programs using the apprenticeship network.

MAJOR OUTCOMES:

Program approvals will be shortened from years to months so that new colleges and participating employers have a clear and expedited process of program development.

Responsible Person: Charles Henkels (Charles.henkels@norcocollege.edu)

Lead Institution or Partner: Norco College

Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, San Bernardino Valley College

MAJOR ACTIVITIES:

Work with the Labor & Workforce Development Agency in Sacramento and regional workforce development boards (San Bernardino & Riverside) to establish streamlined services for work-based learning and apprenticeship in the region.

MAJOR OUTCOMES:

Complete contracts and joint-partnerships with local WDBs and deliver high-quality work-based learning programs and apprenticeships.

Responsible Person: Charles Henkels (Charles.henkels@norcocollege.edu)

Lead Institution or Partner: Norco College

Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, San Bernardino Valley College

MAJOR ACTIVITIES:

Work with regional high school CTE programs to develop work-based learning pathways from High School to college CTE/apprenticeship programs.

MAJOR OUTCOMES:

Deliver one "pre-apprenticeship" to apprenticeship pathway that is open to high school students.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P12. LAUNCH: Inland Empire Apprenticeship & Work-based Learning				
Total by Allocation Year		\$ 785,450	\$ 720,950	
Barstow	2000	\$ 45,000	\$ 45,000	Salaries, Program Oversight Mgr, Apprenticeship program coordinator
Barstow	3000	\$ 10,000	\$ 10,000	Benefits, Program Oversight Mgr, Apprenticeship program coordinator]
Barstow	4000	\$ 6,000	\$ -	Supplies for manager and coordinator
Chaffey	2000	\$ 45,000	\$ 45,000	Salary for professional expert, and apprenticeship coordination
Chaffey	3000	\$ 10,000	\$ 10,000	Benefits for professional expert, and apprenticeship coordinator
Chaffey	4000	\$ 6,000	\$ -	Supplies for weekly cohort success seminars
College of the Desert	2000	\$ 45,000	\$ 45,000	Salaries, Program Oversight Mgr, Apprenticeship program coordinator
College of the Desert	3000	\$ 10,000	\$ 10,000	Benefits, Program Oversight Mgr, Apprenticeship program coordinator]
College of the Desert	4000	\$ 6,000	\$ -	Supplies for manager and coordinator
Copper Mountain	2000	\$ 25,000	\$ 25,000	Salaries, Program Oversight Mgr, Apprenticeship program coordinator
Copper Mountain	3000	\$ 5,000	\$ 5,000	Benefits, Program Oversight Mgr, Apprenticeship program coordinator]
Copper Mountain	4000	\$ 6,000	\$ -	Supplies for manager and coordinator
Crafton Hills College	4000	\$ 6,000	\$ -	Supplies for weekly cohort success seminars
Crafton Hills College	5000	\$ 55,000	\$ 55,000	Professional Services for program oversight
Moreno Valley College	2000	\$ 25,000	\$ 25,000	Salaries, Program Oversight Mgr, Apprenticeship program coordinator
Moreno Valley College	3000	\$ 5,000	\$ 5,000	Benefits, Program Oversight Mgr, Apprenticeship program coordinator]
Moreno Valley College	4000	\$ 6,000	\$ -	Supplies for manager and coordinator
Mt. San Jacinto	2000	\$ 45,000	\$ 45,000	Salary for Apprenticeship Program Coordinator, and Enrollment Specialist
Mt. San Jacinto	3000	\$ 10,000	\$ 10,000	Benefits for Apprenticeship Program Coordinator, and Enrollment Specialist
Mt. San Jacinto	4000	\$ 6,000	\$ -	Supplies for weekly cohort success seminars
Norco College	2000	\$ 178,500	\$ 178,500	Salary for Program Technical Assistance, Grants Administrator, Project Director, A & R program coordination
Norco College	3000	\$ 81,000	\$ 81,000	Benefits for Program Technical Assistance, Grants Administrator, Project Director, A & R program coordination
Norco College	4000	\$ 16,500	\$ -	Supplies, office, printing, and other; for weekly cohort success seminars
Norco College	5000	\$ 71,450	\$ 71,450	Program development activities (travel, facilitating regional meetings, etc). Regional Apprentice Database, marketing and website
San Bernardino Valley	2000	\$ 45,000	\$ 45,000	Salaries, Program Oversight Mgr, Apprenticeship program coordinator
San Bernardino Valley	3000	\$ 10,000	\$ 10,000	Benefits, Program Oversight Mgr, Apprenticeship program coordinator]
San Bernardino Valley	4000	\$ 6,000	\$ -	Supplies for manager and coordinator

P14 Inland Empire CyberHub Centers

PROJECT DESCRIPTION

The Inland Empire CyberHub Centers project will establish a multi-college, regional cyber-security support network that will help the region to build strong cyber-security career pathways for students. The region has existing cyber-security programs that will be strengthened and expanded with the creation of Inland Empire (IE) CyberHub centers. Colleges not currently offering cyber-security courses and pathways will be able to expand into this subject area with the help and support of the regional CyberHub centers and the CA Cyber Hub. The following Inland Empire colleges are participating in this project: Chaffey College, College of the Desert, Moreno Valley College, Mt. San Jacinto College, Riverside City College and San Bernardino Valley College. Moreno Valley College, Mt. San Jacinto College and San Bernardino Valley College's will be adding cyber components to their campus makerspaces being established using Round One Strong Workforce Program (SWP) funding. Using the makerspace allows leveraging EWD, SWP and other resources maximizing investments. Riverside City College is planning to expand their existing on campus cyber-center. The remaining colleges will designate space on their campus as a cyber-center. Participating colleges will incorporate cyber into their campus and/or makerspace; support cyber-security pathways and certificate programs; become a host-site for Cyber Patriot competitions, practices and training with their high school partners; and support professional development for CTE faculty, Cyber Patriot teams, coaches and mentors. The CA CyberHub support center was established during 2017 as an online resource and support system for educators and students related to cyber security, www.CA-CyberHub.org. The CA CyberHub mission is to enable a future ethical workforce by expanding and supporting quality cyber training across the State with a one-stop source for best practices and support resources gathered from all cyber training and competition activities in California. The CA CyberHub primarily serves as an online resource that individuals can access when seeking support and information. The goal of the IE CyberHub Centers proposal is to expand existing cyber-security programs and activities in the Inland Empire. The IE CyberHub centers will complement the online resources and offer faculty and students a physical location where they can access information, mentoring, and resources to help develop Cyber-Security programs at their colleges and schools. Establishing IE CyberHub centers throughout the region will allow us to increase cyber-security course offerings at the community colleges and to develop cyber-security pathways from secondary to post-secondary institutions. Increased cyber-security programs and services will help our regional colleges to fill gaps identified in labor market research and data. Colleges with existing cyber centers will be able to expand existing offerings. In addition, it would provide the ideal location for regional cyber competitions, such as Cyber Patriot, to be held. The addition of CyberHub centers will also support an increase in the number of Cyber Patriot teams in our region. Students would be able to use computers to learn more about cyber-security, operating system hardening, packet tracers and other virtual environment simulations. Moreover, the physical CyberHubs would offer IT cyber-security related services and workshops to small businesses within the area. This project will provide excellent partnership opportunities for the community colleges to work with their feeder high schools and community based agencies offering cyber-security education and activities such as summer camps.

Industry Sector: ICT/Digital Media

Lead: San Bernardino CCD

WORKPLAN

RISKS:

Lack of shared collaborative effort by all the stakeholders.

- Weak marketing strategy will result in lack of interest or buy-in by the education system and community at large.
- Poor strategic planning lacking clearly defined, yearlong action-plan and goals.
- Sustainability of program implementation, interest, and partnerships.
- Sustainability of technology and IT support for successful implementation of the physical Cyber hub.

Responsible Person: Susanne Mata (smata@sbccd.edu), Joy Haerens (joy.haerens@chaffey.edu), Zerryl Becker (zbecker@collegeofthedesert.edu), Joyce Johnson (jajohnso@msjc.edu), Kristine DiMemmo (kristine.dimemmo@rcc.edu), Albert Maniaol (amaniaol@valleycollege.edu)

Lead Institution or Partner: San Bernardino CCD, Chaffey College, College of the Desert, Mt. San Jacinto College, Riverside City College, San Bernardino Valley College

Participating Institutions: San Bernardino CCD

MAJOR ACTIVITIES:

1. Strategic-planning session of the technology components, cost, and layout with the physical CyberHub space based on determined usage and needs. Set expected goals and outcomes to define the three-year action plan.
2. Collaborative shared marketing strategy from participating CC's, business partners, and K-12 school district partners.
3. Short-term and long-term cost analysis based on technology, physical space, determined usage, and first year, and third-year implementation stages.

MAJOR OUTCOMES:

- Item 1: Strategic planning cost projections, budget, and capital outlay will be determined and finalized. Consideration also needs to be given as to the potential investment/contributions made by each city.
- Item 2: All stakeholders, based on a yearly plan for said usage will determine physical CyberHub space and usage allocations.
- Item 3: All stakeholders will establish goals and outcomes based on a three-year action plan.
- Item 4: Marketing strategy defined and allocated to the necessary responsible partners. Determined timeline for launch and monthly promotions and advertisement.

Responsible Person: Melody Graveen (melody.graveen@mvc.edu)

Lead Institution or Partner: Moreno Valley College

Participating Institutions: Moreno Valley College

MAJOR ACTIVITIES:

Develop workgroup to oversee regional coordination; hire project director at lead college; review service to verify return on investment; look for expansion opportunities.

MAJOR OUTCOMES:

Regional Workgroup convened; project director hired; effective participation in workgroup and abiding by principles of participation; return on investment evaluated; opportunities for expansion identified.

Responsible Person: Susanne Mata (smata@sbccd.edu)

Lead Institution or Partner: San Bernardino CCD

Participating Institutions: San Bernardino CCD

MAJOR ACTIVITIES:

Develop collaborative second and third year marketing strategy with participating community colleges, business partners, and K-12 school district partners.

MAJOR OUTCOMES:

Collaborative second-year marketing strategy with participating community colleges, business partners, and K-12 school district partners developed.

Responsible Person: Susanne Mata (smata@sbccd.edu)

Lead Institution or Partner: San Bernardino CCD

Participating Institutions: San Bernardino CCD

MAJOR ACTIVITIES:

Convene strategic planning meeting with participating community colleges, business partners, and K-12 school district partners in years two and three.

MAJOR OUTCOMES:

Strategic planning meeting with participating community colleges, business partners, and K-12 school district partners convened in years two and three.

Responsible Person: Susanne Mata (smata@sbccd.edu)

Lead Institution or Partner: San Bernardino CCD

Participating Institutions: San Bernardino CCD

MAJOR ACTIVITIES:

Develop sustainability strategy with participating community colleges, business partners, and K-12 school district partners.

MAJOR OUTCOMES:

Collaborative sustainability strategy with participating community colleges, business partners, and K-12 school district partners developed.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P14. Inland Empire CyberHub Centers				
Total by Allocation Year		\$ 693,585	\$ 251,265	
Chaffey	1000	\$ 12,000	\$ 8,000	Stipend for Adjunct
Chaffey	2000	\$ 14,805	\$ 9,870	Salaries for assistants (student workers or other identified workers)
Chaffey	3000	\$ 12,285	\$ 8,190	Benefits at 35%
Chaffey	4000	\$ 7,200	\$ 4,800	Supplies and materials
Chaffey	5000	\$ 8,595	\$ 5,730	Other expenses including conferences, travel, contracts and software
Chaffey	6000	\$ 37,500	\$ -	capital outlay and equipment including computers and computer stations
College of the Desert	1000	\$ 27,600	\$ 18,400	Stipend for Adjunct
College of the Desert	2000	\$ 7,500	\$ 5,000	Salaries for assistants (student workers or other identified workers)
College of the Desert	3000	\$ 12,285	\$ 8,190	Benefits at 35%
College of the Desert	4000	\$ 7,200	\$ 4,800	Supplies and Materials
College of the Desert	6000	\$ 38,000	\$ -	Capital Equipment Purchase
Moreno Valley	1000	\$ 12,000	\$ 8,000	Instructor salaries - Special projects for curriculum development
Moreno Valley	2000	\$ 37,190	\$ 24,794	1/2 CTE Project Supervisor and part-time Admin Assistant I
Moreno Valley	3000	\$ 18,767	\$ 12,511	Benefits at 35%
Moreno Valley	4000	\$ 7,200	\$ 4,800	Supplies and Materials
Moreno Valley	6000	\$ 3,713	\$ -	Capital Equipment Purchases for the makerspace to add cyber components
Mt. San Jacinto	1000	\$ 12,000	\$ 8,000	Stipend for Adjunct
Mt. San Jacinto	2000	\$ 14,805	\$ 9,870	Salaries for assistants (student workers or other identified workers)
Mt. San Jacinto	3000	\$ 12,285	\$ 8,190	Benefits at 35%
Mt. San Jacinto	4000	\$ 7,200	\$ 4,800	Supplies and Materials
Mt. San Jacinto	5000	\$ 8,595	\$ 5,730	Conferences, travel, contracts, and software
Mt. San Jacinto	6000	\$ 37,500	\$ -	Capital Equipment Purchase
Riverside City	4000	\$ 52,785	\$ 36,190	Added RCC to proposal
Riverside City	6000	\$ 40,000	\$ -	Added RCC to proposal
San Bernardino Valley	1000	\$ 12,000	\$ 8,000	Stipend for Adjunct
San Bernardino Valley	4000	\$ 9,000	\$ 6,000	Supplies and Materials
San Bernardino Valley	6000	\$ 93,975	\$ -	Capital Equipment Purchases for the makerspace to add cyber components
SBCCD	2000	\$ 39,000	\$ 26,000	Project Director salary
SBCCD	3000	\$ 6,000	\$ 4,000	Benefits for Project Director
SBCCD	4000	\$ 3,600	\$ 2,400	Non Instructional Supplies and materials
SBCCD	5000	\$ 75,000	\$ 9,000	Conferences, Travel and Mileage @ \$9,000 Contracts @ \$150,000
SBCCD	6000	\$ 6,000	\$ -	Computer Equipment for Project Director

P15 Regional Data Analysis and Alignment

PROJECT DESCRIPTION

The data and analytics project will bridge data sources between the participating colleges, institutional effectiveness and the local Centers of Excellence to ensure validated data aligns across the region. Staff will also conduct student surveys to report student goals, which will in turn help with enrollment and completion data for Strong Workforce.

Industry Sectors: All Sectors

Lead: Moreno Valley College

WORKPLAN

RISKS:

The following risks are associated with the project:

1. Failure to gain buy-in of faculty for code realignment as a region
2. Challenge of organizing the regional colleges to align TOP codes
3. Significant amount of work to be accomplished with part-time staff
4. Size and diversity of the region impacts the ability of the staff to meet regularly and address the needs of each micro-region (i.e., high desert, low desert, Riverside, and San Bernardino).

Responsible Person: Melody Graveen (melody.graveen@mvc.edu)

Lead Institution or Partner: Moreno Valley College

Participating Institutions: Barstow College, Chaffey College, College of the Desert, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, Riverside City College, San Bernardino Valley College, Victor Valley College, Copper Mountain College

MAJOR ACTIVITIES:

- Conduct Surveys to track alumni, employment status, and earnings.
- Align TOP/CIP/SOC codes at a regional level with the participating colleges.
- Provide Specific discipline labor market information and completion data for each participating college.

MAJOR OUTCOMES:

- Provide data that supports additional region-wide and state-wide collaborations within CTE.
- Align coding to allow for consistent reporting within the region.
- Provide CTE specific Research and Analytics staff at each participating college to work collaboratively with COE.
- Bridge the data sources between participating colleges to work smarter, not harder.
- Increase enrollments, completions and employment data for SWP metrics.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P15. Regional Data Analysis and Alignment				
Total by Allocation Year		\$ 1,161,610	\$ 734,406	
Barstow	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
Barstow	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
Barstow	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
Barstow	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
Barstow	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.
Chaffey	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
Chaffey	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
Chaffey	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
Chaffey	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
Chaffey	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.
College of the Desert	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
College of the Desert	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
College of the Desert	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
College of the Desert	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
College of the Desert	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.
Copper Mountain	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
Copper Mountain	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
Copper Mountain	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
Copper Mountain	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
Copper Mountain	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.
Crafton	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
Crafton	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
Crafton	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
Crafton	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
Crafton	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.
Moreno Valley	2000	\$ 121,370	\$ 80,913	Salary for one part-time Institutional researcher and .5 CTE Project Supervisor to oversee the Data Analytics Project for 2.5 years.
Moreno Valley	3000	\$ 53,849	\$ 35,899	Benefits for one part-time Institutional researcher and .5 CTE Project Supervisor to oversee the Data Analytics Project for 2.5 years
Moreno Valley	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
Moreno Valley	5000	\$ 198,651	\$ 132,434	1. Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years. 2. Contract with COE for 2 part-time researchers, 10% of a Director, 20% of manager, Benefits, supplies for 2.5 years totaling \$328,525

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
Moreno Valley	6000	\$ 10,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher and .5 CTE Project Supervisor. One time expense in the first year.
Mt. San Jacinto	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
Mt. San Jacinto	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
Mt. San Jacinto	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
Mt. San Jacinto	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
Mt. San Jacinto	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.
Norco	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
Norco	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
Norco	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
Norco	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
Norco	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.
Riverside City	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
Riverside City	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
Riverside City	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
Riverside City	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
Riverside City	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.
San Bernardino Valley	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
San Bernardino Valley	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
San Bernardino Valley	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
San Bernardino Valley	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
San Bernardino Valley	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.
Victor Valley	2000	\$ 58,020	\$ 38,680	Salary for one part-time Institutional researcher for 2.5 years.
Victor Valley	3000	\$ 11,604	\$ 7,736	Benefits for one part-time Institutional researcher for 2.5 years based on 20% of salary.
Victor Valley	4000	\$ 1,500	\$ 1,000	Supplies to support data analyst and alignment project at \$1000/year for 2.5 years.
Victor Valley	5000	\$ 1,500	\$ 1,000	Travel to support data analyst and alignment project and regional meetings at \$1000/year for 2.5 years.
Victor Valley	6000	\$ 5,000	\$ -	Computer, printer, phone to support data analyst/institutional researcher. One time expense in the first year.

P16 Awarding Veterans the CTE College Credit they Deserve

PROJECT DESCRIPTION

We will map MOSs, Ratings, and AFSCs to CTE programs within 3 districts, allowing us to issue guaranteed college credits to veterans before they apply to the college. Subsequently, we will develop a statewide, public, searchable, “militaryassist.org” solution, building the database needed to sustain a national military-to-college articulation platform, including a training crosswalk for any community college interested in implementing the model.

Industry Sectors: All Sectors

Lead Institution: Norco College

WORKPLAN

RISKS:

Local academic senates and discipline faculty not accepting the ACE recommendations for granting credit for military education/training as advised by the Academic Senate for California Community Colleges via Resolution 18.04.

Responsible Person: Kevin Fleming (kevin.fleming@norcollege.edu)

Lead Institution or Partner: Norco College

Participating Institutions: Barstow College, Chaffey College, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, Riverside City College, San Bernardino Valley College, Victor Valley College

MAJOR ACTIVITIES:

- 1) Each college to hire either dedicated CTE Veteran Articulation officers to help college faculty map MOS's, Ratings, and AFSC's to specific articulated CTE courses, and/or to hire specific veterans outreach personnel to increase veteran enrollment in CTE programs.
- 2) Convene discipline faculty at each institution to review/approve ACE recommendations in alignment with specific CTE courses. (e.g. Crafton Hills – emergency & public safety, MSJC - healthcare, etc.).
- 3) Hire a Project Director to coordinate the project and develop and launch militaryassist.org to publicly communicate to veterans the number of credits they can expect to receive at each given institution given their rank and completed training/education.

MAJOR OUTCOMES:

The SWP subgroup believes this will directly impact the pathway of military veterans into CTE programs positively raising CTE enrollments and CTE program completions. According to the CCC Data Mart, in 2016-17 the pilot colleges enrolled 1,459 veterans (unduplicated headcount). After launching militaryassist.org in 2019, we anticipate a 5-10% increase in CTE enrollment by veterans.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P16. Awarding Veterans the CTE College Credit they Deserve				
Total by Allocation Year		\$ 111,229	\$ 1,911,229	
Barstow	2000		\$ 110,000	Salaries, part-time Veterans Counselor
Barstow	3000		\$ 40,000	Benefits, part-time Veterans Counselor
Chaffey	2000		\$ 110,000	Salaries, part-time Veterans Counselor
Chaffey	3000		\$ 40,000	Benefits, part-time Veterans Counselor
Copper Mountain	2000		\$ 110,000	Salaries, part-time Veterans Counselor
Copper Mountain	3000		\$ 40,000	Benefits, part-time Veterans Counselor
Crafton Hills	2000		\$ 110,000	Salaries, part-time Veterans Counselor
Crafton Hills	3000		\$ 40,000	Benefits, part-time Veterans Counselor
Moreno Valley	2000		\$ 110,000	Salaries, part-time Veterans Counselor
Moreno Valley	3000		\$ 40,000	Benefits, part-time Veterans Counselor
Mt. San Jacinto	2000		\$ 110,000	Salaries, part-time Veterans Counselor
Mt. San Jacinto	3000		\$ 40,000	Benefits, part-time Veterans Counselor
Norco	2000		\$ 110,000	Salaries, part-time Veterans Counselor
Norco	3000		\$ 40,000	Benefits, part-time Veterans Counselor
Norco College	2000	\$ 67,629	\$ 67,629	Salaries, Program Oversight Mgr, Apprenticeship program coordinator
Norco College	3000	\$ 43,600	\$ 43,600	Benefits, Program Oversight Mgr, Apprenticeship program coordinator]
Norco College	5000	\$ -	\$ 300,000	Development of militaryassist.org (website programming, hosting and domain)
Riverside City	2000		\$ 110,000	Salaries, part-time Veterans Counselor
Riverside City	3000		\$ 40,000	Benefits, part-time Veterans Counselor
San Bernardino Valley	2000		\$ 110,000	Salaries, part-time Veterans Counselor
San Bernardino Valley	3000		\$ 40,000	Benefits, part-time Veterans Counselor
Victor Valley	2000		\$ 110,000	Salaries, part-time Veterans Counselor
Victor Valley	3000		\$ 40,000	Benefits, part-time Veterans Counselor

P17 Cloud Based NetLab+ Pilot Project

PROJECT DESCRIPTION

This proposal is a request to develop and implement a Cloud-Hosted Regional NETLAB+. NETLAB+ is a virtual lab management and scheduling appliance that provides students with the ability to access virtual lab sessions from any location with high-speed internet access. Traditionally it is used across the California Community Colleges for Information Technology and Cyber-security training however, with its custom lab creation tool, it can also be used to create virtual labs for any curriculum requiring access to software based tools including: Automotive, Business, Health, Manufacturing, Transportation and other fields that use computerized applications and/or testing. NETLAB+ cloud hosting helps to defray the actual cost of entry and maintenance. Cloud based deployment will greatly enhance student access to IT and Cyber security labs and training by mitigating distance and time issues. A cloud-based system will allow access for students from any device and provide benefit to every college in the region. Colleges wishing to participate in this project include Barstow College, Chaffey College, College of the Desert, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Riverside City College and San Bernardino Valley College. Several of these colleges have physical NetLab+ assets that may be leveraged in a cloud-based system. Virtual networks (VLAB) using the cloud allow completion of a majority of assignments currently conducted in labs using physical equipment. These virtual networks simulate the physical equipment, yet allow for quicker deployment and a wider array of configurations, as no physical layout is required. Cloud services would support students in onsite and remote courses, including those enrolled in both degree and certification programs. A cloud environment could support other programs, such as computer coding, graphic arts, business software, math studies, etc., which rely on software for instruction. The same benefits of reduced per-student-cost, access and system support are realized by migration of these programs. Reduction in costs of maintaining on-site support of these additional programs will result in additional cost savings to the colleges and provide sustainability. Upon successful implementation, access to the cloud-based NetLab+ environment may be extended to high schools in the region, with potential for additional revenue and added sustainability to support the environment.

Industry Sectors: Information & Communication Technologies (ICT)/Digital Media

Lead Institution: San Bernardino CCD

WORKPLAN

RISKS:

New/Unfamiliar Technology for Staff

No Existing Mechanisms for Sharing Resources among Campuses

Concurrent Licensing Uncertainty

System-Wide Service Interruption vs Local Security Threats Affecting All Campuses

Challenges of Coordination among Stakeholders

Equality in the scheduling of Access

Responsible Person: Susanne Mata (smata@sbccd.edu)

Lead Institution or Partner: San Bernardino CCD

Participating Institutions: Barstow College, Chaffey College, College of the Desert, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Riverside City College, San Bernardino Valley College, San Bernardino CCD

MAJOR ACTIVITIES:

- Seek Faculty & IT Staff involvement
- Convene Regional Workgroup to oversee regional coordination and set short-term goals
- Hire Project Director
- Develop Training Plan
- Provide Facilitation for Faculty Training on use of Cloud-Based NetLab+
- Prepare RFQ for service provider(s)
- Propagate service to participating colleges
- Install equipment/start service
- Provide Faculty for Training
- Participate in Workgroup and Abide by Principles of Participation
- Host Cyber Patriot and Ethical Hacking events
- Sponsor CyberPatriot teams

MAJOR OUTCOMES:

- Get Faculty and IT Staff Involvement
- Regional workgroup developed and convened to implement goals
- Project Director Hired
- Completed Cloud-based NetLab+ Training for Faculty
- Service/equipment provider(s) selected and contracted
- Service Propagated to participating colleges
- Equipment/service installed/started
- Faculty Trained
- Effective participation in Workgroup and Abiding by Principles of Participation Cyber Patriot and Ethical Hacking events hosted
- CyberPatriot teams sponsored

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P17. Cloud Based NetLab+ Pilot Project				
Total by Allocation Year		\$ 372,932	\$ 733,401	
Barstow	2000		\$ 32,310	Salary for project administration
Barstow	3000		\$ 11,309	Benefits for project administrator
Chaffey	2000		\$ 32,310	Salary for project administration
Chaffey	3000		\$ 11,309	Benefits for project administrator
College of the Desert	2000		\$ 32,310	Salary for project administration
College of the Desert	3000		\$ 11,309	Benefits for project administrator
Crafton Hills	2000		\$ 32,310	Salary for project administration
Crafton Hills	3000		\$ 11,309	Benefits for project administrator
Moreno Valley	2000		\$ 32,310	Salary for project administration
Moreno Valley	3000		\$ 11,309	Benefits for project administrator
Mt. San Jacinto	2000		\$ 32,310	Salary for project administration
Mt. San Jacinto	3000		\$ 11,309	Benefits for project administrator
Riverside City	2000		\$ 32,310	Salary for project administration
Riverside City	3000		\$ 11,309	Benefits for project administrator
San Bernardino CCD	2000		\$ 240,000	Project Director salary
San Bernardino CCD	3000		\$ 96,000	Project Director benefits
San Bernardino CCD	4000		\$ 6,000	Non instructional program supplies and materials
San Bernardino CCD	5000	\$ 372,932	\$ 39,449	Contracted expenses, conference, travel and mileage for Project Director
San Bernardino CCD	6000		\$ 3,000	Capital investment including computer work station for Project Director
San Bernardino Valley	2000		\$ 32,310	Salary for project administration
San Bernardino Valley	3000		\$ 11,309	Benefits for project administrator

P18 Using Employability/Soft Skills to Create Pathways

PROJECT DESCRIPTION

This project addresses the Employability/Soft Skills gap identified by both private and public sector employers by serving non-traditional students while simultaneously creating employment and educational pathways consistent with labor market needs and college developed pathways. It also provides the participating college districts with the tools to develop enhanced noncredit programs which generate the same FTES as for-credit programs. With most districts experiencing an overall decrease in the for-credit student population, this alternative funding source is vital as districts attempt to stabilize funding.

Industry Sectors: All Sectors

Lead Institution: San Bernardino Community College District

WORKPLAN

RISKS:

Inconsistent practices among regional colleges regarding noncredit approval processes. Creating noncredit programs may be of varying priority levels among the participating colleges. Unexpected delays slowing the development of noncredit curriculum at a particular college. Marketing and promoting noncredit programs once approved. Challenges associated with regional collaboration.

Responsible Person: Robert Levesque (rlevesqu@sbccd.cc.ca.us)

Lead Institution or Partner: San Bernardino CCD

Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Convene regional meetings and invite representatives from State Chancellors office to address best practices regarding the development and implementation of enhanced noncredit curriculum.

MAJOR OUTCOMES:

Regional awareness and consistency regarding the development and delivery of noncredit instruction on campus and off-site locations.

Responsible Person: Robert Levesque (rlevesqu@sbccd.cc.ca.us)

Lead Institution or Partner: San Bernardino CCD

Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Lead college district will work with participating colleges to develop noncredit employability skills curriculum modeled on the New World of Work 21st Century Employability Skills Program available through the State Chancellors Office.

MAJOR OUTCOMES:

Employability and soft skills curriculum is approved and made available within the region to address the concerns and needs of local area employers.

Responsible Person: Robert Levesque (rlevesqu@sbccd.cc.ca.us)
Lead Institution or Partner: San Bernardino CCD
Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Each college will develop additional noncredit courses that provide students with additional skills leading to employment or will articulate back to the campus and into a for-credit pathway.

MAJOR OUTCOMES:

Noncredit pathways that align with campus credit programs will be created.

Responsible Person: Robert Levesque (rlevesqu@sbccd.cc.ca.us)
Lead Institution or Partner: San Bernardino CCD
Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Lead college district will assist each college in developing marketing strategies to promote noncredit instruction.

MAJOR OUTCOMES:

Students are enrolling into noncredit classes and college FTES increases.

Responsible Person: Robert Levesque (rlevesqu@sbccd.cc.ca.us)
Lead Institution or Partner: San Bernardino CCD
Participating Institutions: Barstow College, Chaffey College, College of the Desert, Copper Mountain College, Crafton Hills College, Moreno Valley College, Mt. San Jacinto College, Norco College, Riverside City College, San Bernardino Valley College

MAJOR ACTIVITIES:

Expand noncredit training into the community to sustain full time noncredit staff at each of the participating campuses.

MAJOR OUTCOMES:

Noncredit staffing and programs become a self-sustaining activity at each participating college.

Allocation Years (AY) Expenditure Timeframe:

17/18 - 7/1/17 through 12/31/19

18/19 - 7/1/18 through 12/31/20

Budget Breakdown

College/District	Obj	AY-17/18	AY-18/19	Detail
P18. Using Employability/Soft Skills to Create Pathways				
Total by Allocation Year		\$ -	\$ 1,343,720	
Barstow	2000		\$ 100,000	Staff to coordinate and develop noncredit programs
Barstow	3000		\$ 25,497	Benefits for staff coordinator
Chaffey	1000		\$ 100,000	Faculty stipends to develop curriculum
Chaffey	3000		\$ 24,075	Benefits for faculty and staff
College of the Desert	1000		\$ 35,000	Faculty stipends
College of the Desert	2000		\$ 35,000	Staff to coordinate and market program
College of the Desert	3000		\$ 23,698	Benefits for faculty and staff
Copper Mountain	1000		\$ 83,344	Faculty stipends
Copper Mountain	2000		\$ 5,000	Staff to coordinate project
Copper Mountain	3000		\$ 17,037	Benefits for faculty
Copper Mountain	4000		\$ 3,000	Consumable supplies
Copper Mountain	5000		\$ 2,000	Travel and mileage
Copper Mountain	6000		\$ 2,000	Computers and printers
Crafton Hills	2000		\$ 100,000	Staff to coordinate program
Crafton Hills	3000		\$ 23,663	Benefits for staff
Moreno Valley	1000		\$ 77,027	Stipends for faculty
Moreno Valley	3000		\$ 51,588	Benefits for faculty
Moreno Valley	4000		\$ 1,000	Consumable supplies
Moreno Valley	5000		\$ 1,500	Travel and mileage
Mt. San Jacinto	1000		\$ 100,000	Faculty stipends
Mt. San Jacinto	3000		\$ 25,526	Benefits for faculty
Norco	2000		\$ 100,000	Staff to coordinate project
Norco	3000		\$ 32,188	Staff benefits
Riverside City	2000		\$ 100,000	Staff to coordinate project
Riverside City	3000		\$ 27,217	Benefits
San Bernardino CCD	2000		\$ 75,000	Funding for lead college project management
San Bernardino CCD	3000		\$ 22,863	Benefits for lead college project manager
San Bernardino CCD	5000		\$ 25,000	Hosting regional workshops and guest speakers; travel and mileage
San Bernardino Valley	1000		\$ 80,000	Faculty stipends
San Bernardino Valley	2000		\$ 20,000	Staff to coordinate project
San Bernardino Valley	3000		\$ 13,497	Benefits for staff
San Bernardino Valley	4000		\$ 5,000	Consumable supplies
San Bernardino Valley	5000		\$ 7,000	Travel and mileage

Inland Empire/Desert Region
 Participation Agreement 2017/20-18-A - Strong Workforce Program
 between
 Riverside Community College District
 and
 Barstow Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Barstow Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal
2017/20-18-A-P01	P01 Mechantronics Technician Training Pathway
2017/20-18-A-P07	P07 Regional and District Job Developers
2017/20-18-A-P11	P11 Building and Energy System Professional Consortia (BESP)
2017/20-18-A-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning
2017/20-18-A-P15	P15 Regional Data Analysis and Alignment
2017/20-18-A-P16	P16 Awarding Veterans the CTE College Credit they Deserve
2017/20-18-A-P17	P17 Cloud Based Netlab+ Pilot Project
2017/20-18-A-P18	P18 Using Employability/Soft Skills to Create Pathways

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P01	P01 Mechantronics Technician Training Pathway	\$249,498
2017/20-18-P07	P07 Regional and District Job Developers	\$ 85,358
2017/20-18-P11	P11 Building and Energy System Professional Consortia (BESP)	\$ 86,000
2017/20-18-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning	\$ 55,000
2017/20-18-P15	P15 Regional Data Analysis and Alignment	\$ 48,416
2017/20-18-P16	P16 Awarding Veterans the CTE College Credit they Deserve	\$150,000
2017/20-18-P17	P17 Cloud Based Netlab+ Pilot Project	\$ 43,619
2017/20-18-P18	P18 Using Employability/Soft Skills to Create Pathways	\$125,497
Total Cost		\$843,388

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

Twenty-five percent (25%) of the total cost may be issued as an advance payment to Contractor upon District's receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Advance payments are contingent upon Contractor's demonstrated ability to fully expend previous advance payments made by the District. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 "Invoices"), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

8. REPORTING

Through this Participation Agreement, Contractor agrees to adhere to the fiscal reporting process and timelines as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Reports detailing fiscal activity during each quarter of the performance period will be submitted online via NOVA system. Periodic qualitative reports may be requested by the District. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2021.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

Sandi Thomas
Dean of Instruction/Workforce Economic Development
e-mail: sthomas2@barstow.edu
phone: 760-252-2411

Fiscal Contact

Sandi Thomas
Dean of Instruction/Workforce Economic Development
e-mail: sthomas2@barstow.edu
phone: 760-252-2411

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Barstow Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Barstow Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Eva Bagg
Superintendent/President

Date

Date

Inland Empire/Desert Region
 Participation Agreement 2017/20-18-B - Strong Workforce Program
 between
 Riverside Community College District
 and
 Chaffey Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Chaffey Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal
2017/20-18-B-P01	P01 Mechatronics Technician Training Pathway
2017/20-18-B-P03	P03 Placement and Clinical Site Coordination
2017/20-18-B-P07	P07 Regional and District Job Developers
2017/20-18-B-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp
2017/20-18-B-P11	P11 Building and Energy System Professional Consortia (BESP)
2017/20-18-B-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning
2017/20-18-B-P14	P14 Inland Empire Cyberhub Centers
2017/20-18-B-P15	P15 Regional Data Analysis and Alignment
2017/20-18-B-P16	P16 Awarding Veterans the CTE College Credit they Deserve
2017/20-18-B-P17	P17 Cloud Based Netlab+ Pilot Project
2017/20-18-B-P18	P18 Using Employability/Soft Skills to Create Pathways

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P01	P02 Subregional Business Incubator and Makerspace	\$249,999
2017/20-18-P03	P03 Placement and Clinical Site Coordination	\$ 36,562
2017/20-18-P07	P07 Regional and District Job Developers	\$ 69,456
2017/20-18-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp	\$ 14,641
2017/20-18-P11	P11 Building and Energy System Professional Consortia (BESP)	\$ 86,000
2017/20-18-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning	\$ 55,000
2017/20-18-P14	P14 Inland Empire Cyberhub Centers	\$ 36,590
2017/20-18-P15	P15 Regional Data Analysis and Alignment	\$ 48,416
2017/20-18-P16	P16 Awarding Veterans the CTE College Credit they Deserve	\$150,000
2017/20-18-P17	P17 Cloud Based Netlab+ Pilot Project	\$ 43,619
2017/20-18-P18	P18 Using Employability/Soft Skills to Create Pathways	\$124,075
Total Cost		\$914,358

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

Twenty-five percent (25%) of the total cost may be issued as an advance payment to Contractor upon District's receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Advance payments are contingent upon Contractor's demonstrated ability to fully expend previous advance payments made by the District. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 "Invoices"), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

8. REPORTING

Through this Participation Agreement, Contractor agrees to adhere to the fiscal reporting process and timelines as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Reports detailing fiscal activity during each quarter of the performance period will be submitted online via NOVA system. Periodic qualitative reports may be requested by the District. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2021.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

For Projects P1, P11, P14, P17 and P18:

Joy Haerens
Dean, Business and Applied Technology/Economic Development
e-mail: joy.haerens@chaffey.edu

For Projects P03 and P10:

Dr. Sherrie Loewen
Dean of Health Sciences
e-mail: sherrie.loewen@chaffey.edu

For Projects P07, P12, P15 and P16 :

Vanessa Thomas
Associate Dean, Strong Workforce
e-mail: vanessa.thomas@chaffey.edu

Fiscal Contact

Judy Garcia
Accounting Specialist
e-mail: judy.garcia@chaffey.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Chaffey Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Chaffey Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Henry Shannon
Superintendent/President

Date

Date

Inland Empire/Desert Region
 Participation Agreement 2017/20-18-D - Strong Workforce Program
 between
 Riverside Community College District
 and
 Copper Mountain Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Copper Mountain Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal
2017/20-18-D-P03	P03 Placement and Clinical Site Coordination
2017/20-18-D-P07	P07 Regional and District Job Developers
2017/20-18-D-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning
2017/20-18-D-P15	P15 Regional Data Analysis and Alignment
2017/20-18-D-P16	P16 Awarding Veterans the College Credit they Deserve
2017/20-18-D-P18	P18 Using Employability/Soft Skills to Create Pathways

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P03	P03 Placement and Clinical Site Coordination	\$ 36,562
2017/20-18-P07	P07 Regional and District Job Developers	\$ 78,102
2017/20-18-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning	\$ 30,000
2017/20-18-P15	P15 Regional Data Analysis and Alignment	\$ 48,416
2017/20-18-P16	P16 Awarding Veterans the College Credit they Deserve	\$150,000
2017/20-18-P18	P18 Using Employability/Soft Skills to Create Pathways	\$112,381
	Total Cost	\$455,461

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

Twenty-five percent (25%) of the total cost may be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Advance payments are contingent upon Contractor’s demonstrated ability to fully expend previous advance payments made by the District. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

8. REPORTING

Through this Participation Agreement, Contractor agrees to adhere to the fiscal reporting process and timelines as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Reports detailing fiscal activity during each quarter of the performance period will be submitted online via NOVA system. Periodic qualitative reports may be requested by the District. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2021.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

For Project P03:

Christi Blauwkamp RN, BS, MSN
Director Registered Nursing Program
e-mail: cblauwkamp@cmccd.edu

For all other Projects:

Zachary Ginder
Dean of Instruction
e-mail: zginder@cmccd.edu

Fiscal Contact

Jared Zwicker
Fiscal Services Accountant
e-mail: jzwicker@cmccd.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Copper Mountain Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Copper Mountain Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Jeff A. Cummings
Superintendent/President

Date

Date

Inland Empire/Desert Region
 Participation Agreement 2017/20-18-C - Strong Workforce Program
 between
 Riverside Community College District
 and
 College of the Desert

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and College of the Desert, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal
2017/20-18-C-P03	P03 Placement and Clinical Site Coordination
2017/20-18-C-P07	P07 Regional and District Job Developers
2017/20-18-C-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp
2017/20-18-C-P11	P11 Building and Energy System Professional Consortia (BESP)
2017/20-18-C-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning
2017/20-18-C-P14	P14 Inland Empire Cyberhub Centers
2017/20-18-C-P15	P15 Regional Data Analysis and Alignment
2017/20-18-C-P17	P17 Cloud Based Netlab+ Pilot Project
2017/20-18-C-P18	P18 Using Employability/Soft Skills to Create Pathways

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District's project manager, who is listed under paragraph 11 "Contacts."

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P03	P03 Placement and Clinical Site Coordination	\$ 36,562
2017/20-18-P07	P07 Regional and District Job Developers	\$ 95,750
2017/20-18-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp	\$ 11,713
2017/20-18-P11	P11 Building and Energy System Professional Consortia (BESP)	\$136,999
2017/20-18-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning	\$ 55,000
2017/20-18-P14	P14 Inland Empire Cyberhub Centers	\$ 36,390
2017/20-18-P15	P15 Regional Data Analysis and Alignment	\$ 48,416
2017/20-18-P17	P17 Cloud Based Netlab+ Pilot Project	\$ 43,619
2017/20-18-P18	P18 Using Employability/Soft Skills to Create Pathways	\$ 93,698
	Total Cost	\$558,147

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

Twenty-five percent (25%) of the total cost may be issued as an advance payment to Contractor upon District's receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Advance payments are contingent upon Contractor's demonstrated ability to fully expend previous advance payments made by the District. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 "Invoices"), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

8. REPORTING

Through this Participation Agreement, Contractor agrees to adhere to the fiscal reporting process and timelines as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Reports detailing fiscal activity during each quarter of the performance period will be submitted online via NOVA system. Periodic qualitative reports may be requested by the District. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2021.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

For Project P03 and P10:

Carol Scobie
Director, Nursing & Allied Health
e-mail: cscobie@collegeofthedesert.edu

For Project P07:

Robert St. Juliana II
Director, Career & Workforce Solutions Center
e-mail: rstjuliana@collegeofthedesert.edu

For Project P11 and P12:

Jon Caffery M.Ed
Director, TAACCCT & Prop. 39 Grants
e-mail: jcaffery@collegeofthedesert.edu

For Projects P14, P15, P17 and P18:

Ms. Zerryl Becker
Dean, Applied Science and Business
e-mail: zerryl@collegeofthedesert.edu

Fiscal Contact

Ms. Zerryl Becker
Dean, Applied Science and Business
e-mail: zerryl@collegeofthedesert.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and College of the Desert, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

College of the Desert

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Joel Kinnamon
Superintendent/President

Date

Date

Inland Empire/Desert Region
 Participation Agreement 2017/20-18-L - Strong Workforce Program
 between
 Riverside Community College District
 and
 San Bernardino Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and San Bernardino Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal – Crafton Hills College
2017/20-18-L-P07	P07 Regional and District Job Developers
2017/20-18-L-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work based Learning
2017/20-18-L-P15	P15 Regional Data Analysis and Alignment
2017/20-18-L-P16	P16 Awarding Veterans the CTE College Credit they Deserve
2017/20-18-L-P17	P17 Cloud Based Netlab+ Pilot Project
2017/20-18-L-P18	P18 Using Employability/Soft Skills to Create Pathways

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P07	P07 Regional and District Job Developers	\$ 94,070
2017/20-18-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work based Learning	\$ 55,000
2017/20-18-P15	P15 Regional Data Analysis and Alignment	\$ 48,416
2017/20-18-P16	P16 Awarding Veterans the CTE College Credit they Deserve	\$150,000
2017/20-18-P17	P17 Cloud Based Netlab+ Pilot Project	\$ 43,619
2017/20-18-P18	P18 Using Employability/Soft Skills to Create Pathways	\$123,663
Total Cost		\$514,768

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

Twenty-five percent (25%) of the total cost may be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Advance payments are contingent upon Contractor’s demonstrated ability to fully expend previous advance payments made by the District. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

8. REPORTING

Through this Participation Agreement, Contractor agrees to adhere to the fiscal reporting process and timelines as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Reports detailing fiscal activity during each quarter of the performance period will be submitted online via NOVA system. Periodic qualitative reports may be requested by the District. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2021.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

Dan Word
Dean, Career Education & Human Development
e-mail: dword@craftonhills.edu

Fiscal Contact

Dan Word
Dean, Career Education & Human Development
e-mail: dword@craftonhills.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and San Bernardino Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

San Bernardino Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Steven J. Sutorus
Business Manager

Date

Date

Inland Empire/Desert Region
 Participation Agreement 2017/20-18-E - Strong Workforce Program
 between
 Riverside Community College District
 and
 Mt. San Jacinto Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Mt. San Jacinto Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal
2017/20-18-E-P03	P03 Placement and Clinical Site Coordination
2017/20-18-E-P07	P07 Regional and District Job Developers
2017/20-18-E-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp
2017/20-18-E-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning
2017/20-18-E-P14	P14 Inland Empire Cyberhub Centers
2017/20-18-E-P15	P15 Regional Data Analysis and Alignment
2017/20-18-E-P16	P16 Awarding Veterans the CTE College Credit they Deserve
2017/20-18-E-P17	P17 Cloud Based Netlab+ Pilot Project
2017/20-18-E-P18	P18 Using Employability/Soft Skills to Create Pathways

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P03	P03 Placement and Clinical Site Coordination	\$ 36,562
2017/20-18-P07	P07 Regional and District Job Developers	\$ 69,456
2017/20-18-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp	\$ 11,713
2017/20-18-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning	\$ 55,000
2017/20-18-P14	P14 Inland Empire Cyberhub Centers	\$ 36,590
2017/20-18-P15	P15 Regional Data Analysis and Alignment	\$ 48,416
2017/20-18-P16	P16 Awarding Veterans the CTE College Credit they Deserve	\$150,000
2017/20-18-P17	P17 Cloud Based Netlab+ Pilot Project	\$ 43,619
2017/20-18-P18	P18 Using Employability/Soft Skills to Create Pathways	\$125,526
Total Cost		\$576,882

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

Twenty-five percent (25%) of the total cost may be issued as an advance payment to Contractor upon District's receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Advance payments are contingent upon Contractor's demonstrated ability to fully expend previous advance payments made by the District. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 "Invoices"), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

8. REPORTING

Through this Participation Agreement, Contractor agrees to adhere to the fiscal reporting process and timelines as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Reports detailing fiscal activity during each quarter of the performance period will be submitted online via NOVA system. Periodic qualitative reports may be requested by the District. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2021.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

Joyce Johnson
Dean, Career Technical Education
e-mail: jajohnso@msjc.edu

Fiscal Contact

Elaine McCallen
MVC Accounting Supervisor/Account Setup
e-mail: emccallen@msjc.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Mt. San Jacinto Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Mt. San Jacinto Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Roger Schultz
Superintendent/President

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-18-F - Strong Workforce Program
between
Riverside Community College District
and
Palo Verde Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Palo Verde Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal
2017/20-18-F-P03	P03 Placement and Clinical Site Coordination
2017/20-18-F-P07	P07 Regional and District Job Developers

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District's project manager, who is listed under paragraph 11 "Contacts."

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P03	P03 Placement and Clinical Site Coordination	\$ 36,562
2017/20-18-P07	P07 Regional and District Job Developers	\$ 90,000
Total Cost		\$126,562

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

Twenty-five percent (25%) of the total cost may be issued as an advance payment to Contractor upon District's receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Advance payments are contingent upon Contractor's demonstrated ability to fully expend previous advance payments made by the District. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 "Invoices"), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

8. REPORTING

Through this Participation Agreement, Contractor agrees to adhere to the fiscal reporting process and timelines as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Reports detailing fiscal activity during each quarter of the performance period will be submitted online via NOVA system. Periodic qualitative reports may be requested by the District. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2021.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

Sonja Givens
Dean of Instruction and Student Services
e-mail: sonja.givens@paloverde.edu

Fiscal Contact

Maureen Davis
Interim Vice President of Administrative Services
e-mail: maureen.davis@paloverde.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Palo Verde Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Palo Verde Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Don Wallace
Superintendent/President

Date

Date

Inland Empire/Desert Region
 Participation Agreement 2017/20-18-M - Strong Workforce Program
 between
 Riverside Community College District
 and
 San Bernardino Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and San Bernardino Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal – San Bernardino Valley College
2017/20-18-M-P01	P01 Mechatronics Technician Training Pathway
2017/20-18-M-P03	P03 Placement and Clinical Site Coordination
2017/20-18-M-P07	P07 Regional and District Job Developers
2017/20-18-M-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp
2017/20-18-M-P11	P11 Building and Energy System Professional Consortia (BESP)
2017/20-18-M-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning
2017/20-18-M-P14	P14 Inland Empire Cyberhub Centers
2017/20-18-M-P15	P15 Regional Data Analysis and Alignment
2017/20-18-M-P16	P16 Awarding Veterans the CTE College Credit they Deserve
2017/20-18-M-P17	P17 Cloud Based Netlab+ Pilot Project
2017/20-18-M-P18	P18 Using Employability/Soft Skills to Create Pathways

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P01	P01 Mechatronics Technician Training Pathway	\$250,001
2017/20-18-P03	P03 Placement and Clinical Site Coordination	\$ 36,562
2017/20-18-P07	P07 Regional and District Job Developers	\$ 77,538
2017/20-18-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp	\$ 14,641
2017/20-18-P11	P11 Building and Energy System Professional Consortia (BESP)	\$ 86,000
2017/20-18-P12	P12 LAUNCH: Inland Empire Apprenticeship & Work-based Learning	\$ 55,000
2017/20-18-P14	P14 Inland Empire Cyberhub Centers	\$ 14,000
2017/20-18-P15	P15 Regional Data Analysis and Alignment	\$ 48,416
2017/20-18-P16	P16 Awarding Veterans the CTE College Credit they Deserve	\$150,000
2017/20-18-P17	P17 Cloud Based Netlab+ Pilot Project	\$ 43,619
2017/20-18-P18	P18 Using Employability/Soft Skills to Create Pathways	\$125,497
Total Cost		\$901,274

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

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7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

8. REPORTING

Through this Participation Agreement, Contractor agrees to adhere to the fiscal reporting process and timelines as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Reports detailing fiscal activity during each quarter of the performance period will be submitted online via NOVA system. Periodic qualitative reports may be requested by the District. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2021.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

For Projects P03 and P10:

Carol Wells
Associate Dean, Director Nursing
e-mail: cwells@valleycollege.edu

For Project P17:

Ashley Gaines
Director, Grants and Resource Development
e-mail: againes@sbccd.org

For All Other Projects:

Mr. Albert Maniaol
Dean of Applied Technology, Transportation and Culinary Arts
e-mail: amaniaol@valleycollege.edu

Fiscal Contact

Susan Ryckevic
Senior Accountant
e-mail: srych@sbccd.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and San Bernardino Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

San Bernardino Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Steven J. Sutorus
Business Manager

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-18-K - Strong Workforce Program
between
Riverside Community College District
and
San Bernardino Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and San Bernardino Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal
2017/20-18-K-P14	P14 Inland Empire Cyberhub Centers
2017/20-18-K-P17	P17 Cloud Based Netlab+ Pilot Project
2017/20-18-K-P18	P18 Using Employability/Soft Skills to Create Pathways

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P14	P14 Inland Empire Cyberhub Centers	\$ 41,400
2017/20-18-P17	P17 Cloud Based Netlab+ Pilot Project	\$384,449
2017/20-18-P18	P18 Using Employability/Soft Skills to Create Pathways	\$122,863
Total Cost		\$548,712

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

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7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

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9. MODIFICATIONS

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10. TIME EXTENSIONS

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11. CONTACTS

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For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

For Projects P14 and P17

Susanne Mata
Deputy Sector Navigator, Information Communication Technologies - Digital Media
e-mail: smata@sbccd.cc.ca.us

For Project P18

Robert Levesque
Executive Director Economic Development & Corporate Training
e-mail: rlevesqu@sbccd.cc.ca.us

Fiscal Contact

Laura Gowen
Interim Assistant Manager, Economic, Resource, and Community Development
e-mail: lgowen@sbccd.cc.ca.us

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and San Bernardino Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

San Bernardino Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Steven J. Sutorus
Business Manager

Date

Date

Inland Empire/Desert Region
Participation Agreement 2017/20-18-N - Strong Workforce Program
between
Riverside Community College District
and
Victor Valley Community College District

This Participation Agreement is incorporated into the Master Agreement No. 2017/20 – Strong Workforce Program, entered into February 1, 2017 between Riverside Community College District, hereinafter referred to as “District,” and Victor Valley Community College District, hereinafter referred to as “Contractor”. District and Contractor are also referred to collectively as “Parties” and individually as “Party.”

The Strong Workforce Program regional projects referenced in the list below are incorporated into this Participation Agreement.

Table 1:

Project No.	Project Proposal
2017/20-18-N-P03	P03 Placement and Clinical Site Coordination
2017/20-18-N-P07	P07 Regional and District Job Developers
2017/20-18-N-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp
2017/20-18-N-P15	P15 Regional Data Analysis and Alignment
2017/20-18-N-P16	P16 Awarding Veterans the CTE College Credit they Deserve

1. SCOPE OF WORK

Contractor agrees to perform the work as described in the Strong Workforce project proposals listed above in Table 1, and the workplan and budget attached to this Participation Agreement as Exhibits, which by reference are incorporated into the Master Agreement. Contractor agrees to comply with all provisions, to perform all work as set forth in the Master Agreement and the aforementioned Exhibits in a professional, timely, and diligent manner. As needed, the Scope of Work can be amended and modified based on written approval by the Parties.

2. COLLABORATION

All Parties agree to work collaboratively with all other colleges specifically referenced in Exhibits of Projects outlined in Table 1 in order to complete the Scope of Work. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

3. PERIOD OF PERFORMANCE

The period of performance for this Participation Agreement shall be from July 1, 2018 through December 31, 2020.

4. TOTAL COSTS

The total cost for performance of this Participation Agreement is set forth in the table below. Funding amounts for each project are listed. Funds may not be transferred from one project to another without specific written approval from the District’s project manager, who is listed under paragraph 11 “Contacts.”

Table 2:

Funding Cycle: July 1, 2018 to December 31, 2020		
Exhibit No.	Project Proposal	Funding Amount
2017/20-18-P03	P03 Placement and Clinical Site Coordination	\$ 36,562
2017/20-18-P07	P07 Regional and District Job Developers	\$ 90,800
2017/20-18-P10	P10 Healthcare (Nursing & Allied Health) Educator Bootcamp	\$ 11,713
2017/20-18-P15	P15 Regional Data Analysis and Alignment	\$ 48,416
2017/20-18-P16	P16 Awarding Veterans the CTE College Credit they Deserve	\$150,000
Total Cost		\$337,491

5. BUDGET

Contractor agrees that expenditure of funds under the Agreement will not exceed the funding amount shown in Table 2. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount attached to the proposal is not affected, and the outcomes of the Participation Agreement will not be materially affected. The project budget is allocated according to funding cycle listed in Table 2. Budget modifications between funding cycles for ongoing proposal activities may be permitted at the written request of the Contractor, or as determined necessary by the District to ensure funds are expended to the fullest extent possible in each funding cycle.

6. PAYMENT

Twenty-five percent (25%) of the total cost may be issued as an advance payment to Contractor upon District’s receipt of the fully executed Participation Agreement and Master Agreement, and Contractor submits an invoice for that disbursement. Advance payments are contingent upon Contractor’s demonstrated ability to fully expend previous advance payments made by the District. Thereafter, the District shall reimburse Contractor for the cost of the work performed through an invoicing process (see paragraph 7 “Invoices”), up to but not exceeding the amount listed above under Total Costs.

7. INVOICES

Invoices shall reference the Participation Agreement number and must be supported by financial detail reports that itemize costs by Project No. Invoices shall be submitted no more frequently than monthly, and preferably, on a quarterly basis. District may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work outlined in Exhibits referenced in Table 2, upon receipt of a final invoice requesting payment, and upon District's approval of a final report. Invoices should be submitted to District contact named in paragraph 11 "Contacts." A final invoice for all performance under this Agreement is due no later than January 31, 2021.

8. REPORTING

Through this Participation Agreement, Contractor agrees to adhere to the fiscal reporting process and timelines as required by the California Community College Chancellor's Office and the Inland Empire/Desert Regional Consortium. Reports detailing fiscal activity during each quarter of the performance period will be submitted online via NOVA system. Periodic qualitative reports may be requested by the District. Invoices and financial detail reports may be submitted in lieu of fiscal year end reports. A final report covering the entire performance period of the Participation Agreement, including all supporting documentation, is due January 31, 2021.

9. MODIFICATIONS

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the District.

10. TIME EXTENSIONS

Contractor must spend all of the funds allocated through this Participation Agreement within the timeframe of the Agreement.

11. CONTACTS

All invoices, supporting documentation, and progress reports from the Contractor will be sent to the District project director.

For District:

Project Director
Sheryl.Plumley@rccd.edu
Assistant Director, CTE Projects
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

The Contractor shall assign an individual to serve as liaison between the Contractor and the District, other project partners, and the Inland Empire Desert Regional Consortium. Project liaison to ensure the scope of work is carried out. The Contractor's liaison will submit qualitative and quantitative reports to the District and will work collaboratively with other project partners and the Inland Empire Desert Regional Consortium. Invoices and financial supporting documentation shall be certified and submitted by the Contractor's fiscal contact.

For Contractor:

Project Liaison

For Projects P03 and P10:

Dr. JoAnn Munroe RN, MSN, DNP
Instructor
e-mail: joann.munroe@vvc.edu

For Project P07, P15 and P16:

Peter Maphumulo
Executive Vice President, Instruction and Student Services
e-mail: peter.maphumulo@vvc.edu

Fiscal Contact

Pearl Bandringa
Senior Accounting Technician
e-mail: pearl.bandringa@vvc.edu

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

12. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Participation Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Riverside Community College District and Victor Valley Community College District, and are binding upon the Parties without any further action by the Parties.

Riverside Community College District

Victor Valley Community College District

Aaron Brown
Vice Chancellor
Business and Financial Services

Dr. Roger Wagner
Superintendent/President

Date

Date

Agenda Item (VI-B-6-d)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-d)
Subject	Capital Project Management System Agreement with Logic Domain
College/District	District
Funding	District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the agreement with Logic Domain in the amount of \$25,500 for the Capital Project Management System.

Background Narrative:

On March 20, 2007 the Board of Trustees approved an agreement using Measure C funds in the total amount of \$96,000 with Logic Domain to provide hardware, software, standard installation, set up, training and three years of support and maintenance for a Capital Project Management System (CPMS). The CPMS is a user-friendly system that allows the District to manage and control individual projects from planning and budgeting through design and construction.

On May 18, 2010 the Board of Trustees approved an amendment for an additional three years in the amount of \$28,125 (\$9,375 annually) for ongoing support and maintenance for the CMPS, until May 2013.

On April 19, 2016 the Board of Trustees approved an amendment in the amount of \$25,500 (\$12,750 annually) to fund the CMPS for an additional two years, until April 2018. Services include basic support, maintenance and hosting.

At this time, it is requested that the Board of Trustees approve a new Agreement in the amount of \$25,500 (\$12,750 annually) to fund the CPMS for two years, until April 2020. Services include annual basic support, maintenance and hosting. Attached is a detailed scope of work (Exhibit I).

Prepared By: Wolde-Ab Isaac, Chancellor
Evelyn Ault, Administrative Assistant IV

Attachments:

[Exhibit I, Logic Domain Cost Proposal](#)
[Logic Domain - Agreement 4-2018](#)

Riverside Community College District

**Capital Project Management System
 Compass V10 Support and Maintenance**

Cost Proposal #: RCCD0318

Item	Description	Cost
	Complete web-based capital project control includes following modules:	\$ 0
Software	➤ Budgeting project accounts and sub-accounts	
	➤ Scheduling SPWCE phases	
	➤ Forecasting cost (potential change orders and time slippages)	
	➤ Complete cost accounting (Encumbrances, invoice payments and other charges)	
	➤ Timesheet tracking module	
	➤ Construction module (RFI, Bulletins, Submittals, Field order, Change orders)	
	Available online to contractors, architects and engineers for document control	
	➤ Work order system and task assignment	
	➤ Vendors full project activity reporting	
	➤ Multiple Prime contractors project activity breakdown and roll ups	
	➤ Project Number, Job number, Phase, Funding source, Individual contract reporting	
	➤ Executive reports include Project Status Reports and Workload distribution	
	➤ Account permissions control for multiple user access	
➤ Multi-level password and IP security access and restriction		
➤ Google Maps on project locations and easy access for Board Members to view project information		
Support	Annual Basic Support & Maintenance Package includes:	
	➤ Department users support with issues accessing the application and the Compass information	\$9,750.00
	➤ Monthly Compass data backup	
	➤ Microsoft Server 2008, SQL server 2008 and Coldfusion server MX9 patches and updates from the software manufacturer	
	➤ Application anomalies fixes due to technological changes	
	➤ Additional minor requested reports to be added to the system	
	➤ Continuous monitoring of the application via automatic alerts	
	➤ 4 hour response time to issues	
	➤ New staff training	
	➤ New upgrades are included as new features are added to the system	
Hosting	Off-campus Hosting of COMPASS v10 web-based application for FP&D	\$ 3,000.00
	Total Cost	\$ 12,750.00

Special Notes

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

LOGIC DOMAIN

THIS AGREEMENT is made and entered into on the 17th day of April, 2018, by and between LOGIC DOMAIN 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 Exhibit I will primarily be conducted at Consultant’s office(s), and on site at Riverside Community College District.
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 April 17, 2018, to the estimated completion date of April 30, 2020, 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 \$25,500 including reimbursable expenses. Invoice for services will be submitted on an annual basis starting April 30, 2018. The final payment will be paid on the anniversary of the first year of support, maintenance and hosting services starting April 30, 2019.
6. All data prepared by Consultant hereunder specific only to this project, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District’s sole risk, and provided further, that Consultant shall be indemnified and defended against any damages resulting from such use. In the event the Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall make the request in writing through the office of the Chief of

Staff and Facilities Development, who will obtain approval from the Board of Trustees before releasing the information requested.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such actual negligence, recklessness or willful misconduct and only in proportion thereto. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain insurance coverage as follows:

Comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which

may arise from Consultant's activities as well as District's activities under this contract, in the amount of \$1,000,000 per person and \$3,000,000 per occurrence;

Workers' Compensation insurance in accordance with the laws of the State of California.

Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Contractor shall provide District with the required Certificate of Insurance within 10 days of signing this Agreement.

11. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race 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.

LOGIC DOMAIN

Riverside Community College District

Jay Hedjazi
Principal
9 Paine Ave.
Irvine, CA 92614

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Agenda Item (VI-B-6-e)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-e)
Subject	Agreement with Riverside County Superintendent of Schools for Information Technology Support Services Related to the Galaxy System
College/District	District
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve the agreement between Riverside Community College District and the Riverside County Superintendent of Schools in the amount of \$166,000.

Background Narrative:

Attached for the Board of Trustees review and consideration is a continuing agreement between Riverside Community College District and the Riverside County Superintendent of Schools (RCSS) to provide the District with information technology support services related to RCSS's Galaxy System. The District uses the Galaxy System to process purchase orders, payroll, accounts payable, accounts receivable, and risk management transactions. In addition, the Galaxy System is used for position control; to prepare and monitor the District's budget; and for fiscal reporting. The term of the agreement is from July 1, 2017 through June 30, 2018. The fee for this service is based on the District's Full-Time Equivalent Student (FTES) count measured at the first principal apportionment date.

The total estimated cost for this contract for FY 2017-2018, is estimated to be approximately \$166,000.

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

Attachments:

[04172018_IT Support Agreement](#)

RIVERSIDE COUNTY OFFICE OF EDUCATION
3939 Thirteenth Street/P.O. Box 868
Riverside, California 92502

AGREEMENT FOR INFORMATION SYSTEMS SUPPORT
(COMMUNITY COLLEGE - RCCD)

This Agreement is entered into by and between the **Riverside County Superintendent of Schools**, hereinafter referred to as "SUPERINTENDENT," and the **Riverside Community College District**, hereinafter referred to as "DISTRICT", each being a "Party" and collectively the "Parties."

AGREEMENTS

1. **TERM:** The term of this Agreement shall be from the **July 1, 2017** through **June 30, 2018**. SUPERINTENDENT will provide a rate letter for a successor agreement in **April of 2018**. DISTRICT shall notify SUPERINTENDENT by **May 1, 2018**, in writing, if DISTRICT does not intend to participate in the **2018-19** fiscal year.
2. **SERVICES:** SUPERINTENDENT agrees to provide **Information Systems Support** services for DISTRICT as listed below. SUPERINTENDENT further agrees to assign a proper staff member or members to render the services, and such staff member(s) shall hold the proper credentials authorizing such services.
 - A. **Standard Galaxy Support:**
 - A. **Standard Galaxy Support:**
 1. **Service Desk Support:**
 - a. Process Galaxy Access Form, to add, change and delete screens and users:
 1. Certification of special process to authorize board approved users the approval for Claims Payment and Approve Final Payroll screens.
 - b. Software installation support
 - c. Incident and Request for Change processing:
 1. Mass updates requests
 2. Special DB query requests
 3. Special request reports
 2. **Ongoing production reports support:**
 - a. Notification of new reports and changes/enhancements to existing reports
 - b. Responsible for the distribution of DISTRICT'S
 1. Daily and weekly payroll.
 2. Monthly, quarterly, yearly and year end reports based on established schedules.
 - c. Create and distribute PDF and/or Excel report files for any requested financial reports and the scheduled monthly ledgers and electronic versions of payroll reports.
 - d. Scheduling of Actuate reports and district report requests.
 - e. Requests for new report development.
 - f. Deployment of new reports.
 - g. Requests for replacement W2, pay stub and direct deposits.
 - h. Request for the Retro Pay Calculation Reports and coordinate with the MicroStrategy reports developer.
 - i. Request for the Pay Frequency/Mismatch Payroll Periods query, coordinate with the Development Staff.
 - j. Request for the Accrual Reconciliation & Accrual Exception Reports and coordinate with the MicroStrategy reports developer.
 - k. Request for the Classified Service Seniority list.

3. **Special File Transfer Processing:**
 - a. Process batch claim files
 - b. Payroll direct deposit file processing
 - c. Credit Union file transfer processing
4. **Galaxy maintenance, standard bug fixes, and minor enhancements**
Unless explicitly stated the Galaxy maintenance window is Sunday, 12 noon to 10 p.m. Service may be interrupted during those hours. Advance notice of downtime is given wherever possible.
5. **Galaxy support website and user group meetings**

B. Report Processing and Distribution

1. Maintenance of Actuate & MicroStrategy reports (including converted Crystal reports)
2. Development of new countywide MicroStrategy reports
3. Maintenance of servers, software and licensing as related to reports
4. Printing and distribution of reports, via electronic mode (pdf, excel, etc.) or paper
5. Processing and printing of payroll and commercial warrants, direct deposit stubs, W-2, 1099 processing and warrant registers

C. Standard RCOE Training Support

1. Galaxy, OneSource, MicroStrategy and Student Information System training
2. Specialized training upon request
 - a. Executive style
 - b. One-on-one end user training
3. Provide end user documentation for Galaxy, OneSource, MicroStrategy and Student Information System
 - a. System manuals
 - b. System enhancement training documents
4. Deployment of new system modules for all supported applications
5. Office automation training

D. Standard Retirement Reporting and Support

1. STRS monthly
2. PERS monthly

E. Optional Services

Optional/Additional services and/or products may be purchased at the discretion of DISTRICT on a time and material basis according to this chart to be invoiced separately:

1. Custom/Advanced Reports Development	\$90.00/hour
2. Custom/Advanced Data Extracts (time duration more than one hour)	\$90.00/hour
3. Custom Advanced Mass Data Updates (time duration more than one hour)	\$90.00/hour
4. Direct Deposit	\$.04/transaction
5. Report Card processing	\$0.17/form
6. Postage (Performed as a service at the USPS rate as of mailing + Handling)	\$0.49/piece
7. Training only (Galaxy, Purchasing, Student Information System)	included
8. Office automation training with certification (one (1) to nine (9) participants)	\$100.00/participant

9. Office Automation Training without certification (1 to 9 participants)	\$65.00/participant
10. Group (ten (10) or more participants) office automation training with certification	\$90.00/participant
11. Group (10 or more participants) office automation training without certification	\$55.00/participant
12. OneSource additional power user license support	\$432.82/license
13. OneSource liaison user license support	\$284.82/license
14. OneSource web user requisitioner license support	\$65.16/named user
15. VPN Access (per user account/per year)*	\$25.00/per user

F. **Galaxy Development**

Change/Enhancement Request(s) should be submitted to the Service Desk. The Prioritization Committee is to review all project requests and will place in work order for the Development Team. A project request is defined as 2 or more months of staff time. Galaxy modifications and enhancements cost estimates and release schedules will be presented annually by March 31st to the Galaxy Development Council. The budget and the assessment for each release shall be voted upon by the membership. By majority rule the members shall be bound by the outcome of the vote.

3. **SYSTEM AVAILABILITY:** SUPERINTENDENT strives for high system availability; however SUPERINTENDENT reserves the right to bring systems down for maintenance, upgrades or emergency fixes with fair notice to DISTRICT.
4. **PAYMENT:** SUPERINTENDENT determines the rates for providing service by assessing the actual cost of providing the service to DISTRICT as stated below. The rates are intended to offset and shall not exceed the cost of providing specified services. SUPERINTENDENT may, at SUPERINTENDENT’S discretion, reduce the rate should increase in participation warrant a reduction.
 - A. DISTRICT agrees to pay SUPERINTENDENT the amount of **\$4.00** multiplied by DISTRICT’S 2016-17 apportionment attendance report for Galaxy System Support.
 - B. DISTRICT agrees to pay SUPERINTENDENT the amount of **\$.40** multiplied by DISTRICT’S 2016-17 apportionment attendance report for Report Processing and Distribution.
 - C. DISTRICT agrees to pay SUPERINTENDENT the amount of **\$480.00** for Standard Retirement Reporting and Support.
 - D. DISTRICT agrees to pay SUPERINTENDENT the amount of **\$1.25** multiplied by DISTRICT’S 2016-17 apportionment attendance report for **End User Reporting Project**.
 - E. The DISTRICT has chosen **not to participate** in the **Electronic Time and Attendance Project**
5. **INVOICES:** SUPERINTENDENT shall invoice DISTRICT in March 2018 for the annual charges. Semiannual or usage charges shall be invoiced in **March 2018** and **July 2018**. DISTRICT agrees to make payment within 30 days from invoice date.
6. **DATA SECURITY BREACH REPORTING:** California Civil Code 1798.82(a) requires a business, such as a third party provider, or California Civil Code 1798.29(a), requires a state

agency, such as SUPERINTENDENT, to notify any California resident whose unencrypted personal information, as defined, was acquired, or reasonably believed to have been acquired, by an unauthorized person. Any state agency, in accordance with California Civil Code 1798.29(e), or business, in accordance with California Civil Code 1798.82(f), when any single breach occurs that effects 500 or more California residents, is required to electronically submit a sample copy of the security breach notification, excluding any personally identifiable information, to the Attorney General.

7. **INDEPENDENT CONTRACTOR:** SUPERINTENDENT, while engaged in the performance of this Agreement, is an independent contractor, and is not an officer, agent or employee of DISTRICT.
8. **WORKERS' COMPENSATION:** SUPERINTENDENT is aware of the laws of State of California requiring employers to be insured against liability for Worker's Compensation and shall comply with such laws during the term of this Agreement.
9. **FINGERPRINTING:** Education Code section 45125.1 and 45125.2 requires SUPERINTENDENT to verify that its employees and subcontractors who may have contact with pupils during the performance of this Agreement have not been convicted of serious or violent felonies as defined by statute. Compliance with the statute, including with the fingerprinting requirements, is a condition of this Agreement, and DISTRICT reserves the right to terminate this Agreement at any time for noncompliance.
10. **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA):** SUPERINTENDENT is aware of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor, and the derivative Cal/OSHA standards, laws and regulations relating thereto, and verifies that all performance under this Agreement shall be in compliance therewith.
11. **ASSIGNMENT:** Neither this Agreement nor any duties or obligations under this Agreement may be assigned without the prior written consent of both parties to this Agreement. Any assignment or purported assignment of this Agreement without prior written consent of the other party will be deemed void and of no force or effect.
12. **MUTUAL HOLD HARMLESS:** The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, agents, servants and employees, of and from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys' fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this Agreement by such indemnifying party, or its officers, agents, servants and employees.
13. **AMENDMENTS:** This Agreement may only be modified in writing by the mutual consent of the Parties hereto, except that SUPERINTENDENT may amend this Agreement to accomplish the below-listed changes:
 - A. Administrative changes that do not affect the contractual rights of the parties.
 - B. Changes as required by law.
14. **NOTICES:** All correspondence and notices required or contemplated by this Agreement shall reference this Agreement number, and be delivered to the respective Parties at the addresses set forth below and are deemed submitted one (1) day after their deposit in the United States Mail, postage prepaid.

SUPERINTENDENT:
Riverside County Office of Education
Contracts and Purchasing Services
3939 Thirteenth Street
PO Box 868
Riverside, CA 92502-0868

DISTRICT:
Riverside Community College District
Business & Financial Services
3801 Market Street
Riverside, CA 92501

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year as dated below.

Riverside County Superintendent of Schools

Riverside Community College District

Signed _____
Authorized Signature

Signed _____
Authorized Signature

Eric Calderon, Chief Technology Officer
Division of Information Technology Division
Printed Name and Title

Aaron S. Brown, Vice Chancellor
Business & Financial Services
Printed Name and Title

Date _____

Date _____

Agenda Item (VI-B-6-f)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-f)
Subject	License Agreement for Facility Use at Ben Clark Training Center with County of Riverside
College/District	Moreno Valley
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve License Agreement for Facility Use at Ben Clark Training Center with County of Riverside, for an amount not to exceed \$719,184 annually from July 1, 2018 through June 30, 2022.

Background Narrative:

Attached for the Board's review and consideration is the renewal of an existing License Agreement between Riverside Community College District on behalf of Moreno Valley College and the County of Riverside. Under this agreement, the County agrees to supply office and classroom space, use of the Mat room, Range, laboratory facilities, and drill grounds for the purpose of teaching criminal justice, fire technology, emergency medical services and related general coursework at Ben Clark Training Center for the term of July 1, 2018 through June 30, 2022. The District will pay an amount not to exceed \$719,184.

Prepared By: Robin Steinback, President, Moreno Valley College
Carlos Lopez, Interim Vice President, Academic Affairs
Arthur Turnier, Dean of Instruction PSET, BCTC

Attachments:

[County of Riverside License Agreement 2018-2022](#)

1 LICENSE AGREEMENT
2 BETWEEN
3 RIVERSIDE COMMUNITY COLLEGE DISTRICT
4 AND
5 COUNTY OF RIVERSIDE
6

7 The RIVERSIDE COMMUNITY COLLEGE DISTRICT, LICENSEE, hereinafter
8 referred to as "RCCD", and the COUNTY OF RIVERSIDE, a Political Subdivision of the State
9 of California, LICENSOR, hereinafter referred to as "COUNTY", do hereby agree as follows:

10 The term "Parties" may be used throughout this document to collectively refer to RCCD
11 and COUNTY.

12 ARTICLE 1. AGREEMENT

13 Section 1.01. COUNTY agrees to supply adequate office and classroom space, as well as the
14 use of the Mat room, Range, laboratory facilities, and drill grounds for the purpose of teaching
15 criminal justice, fire technology, emergency medical services and related general coursework at
16 the COUNTY'S facility known as Ben Clark Public Safety Training (BCTC), or other locations
17 as deemed appropriate between the parties.

18 Section 1.02. The designated classrooms, offices, mat room, range laboratory space and drill
19 grounds, currently utilized by RCCD, are attached hereto and incorporated herein as Exhibit A.

20 Section 1.03. Classroom assignments will be mutually agreed upon between parties. Any
21 change to assignments for any of the space mentioned above must be in writing and will be
22 mutually agreed upon between the parties.

23 ARTICLE 2. TERM OF CONTRACT

24 Section 2.01. This agreement shall be for four years, commencing July 1, 2018, and terminating
25 June 30, 2022, unless terminated by either party in the manner set forth herein.

26 Section 2.02. In the event the parties intend to renew this agreement at the end of the term for a
27 one year period, and the parties have not yet finalized a renewal agreement, the terms and
28 conditions of this agreement will continue in full force and effect, on a month-to-month basis,

1 until a new agreement can be completed, approved and signed by the parties. If RCCD should
2 incur an increased cost from the current rate of the expired agreement, then RCCD shall pay
3 retroactively the differential cost between the current rate of the expired agreement and the
4 increased rate of the renewed agreement. If the RCCD rate in the expired agreement is more
5 than the current rate, RCCD shall be credited with the differential cost.

6 ARTICLE 3. PAYMENT BASIS

7 Section 3.01. RCCD agrees to compensate COUNTY at rates established and adopted by the
8 County Board of Supervisors, (County Board Policy H-30). Said rates are based on total square
9 footage of all space utilized by RCCD, on an hourly, a half or whole day's usage. RCCD will
10 not be charged when using a conference room for the purpose of conducting college approved
11 meetings. Classrooms will be charged on a half or whole day's usage. The exception to a square
12 footage charge would be the use of the range, which is a flat rate per half or whole day usage.
13 RCCD shall be notified by COUNTY of any proposed change in rates to be charged prior to
14 COUNTY's submittal to the Board of Supervisors for adoption, and RCCD shall be given an
15 opportunity to review and approve the proposed change with COUNTY personnel. Any rate
16 changes shall take effect at the beginning of RCCD's next fiscal year, beginning July 1. A copy
17 of the current rate sheet is attached hereto and incorporated herein as Exhibit A.

18 Section 3.02. In consideration for the equipment provided by RCCD in the Law and Fire gym
19 and EMS scenario room, RCCD will not be charged for the use the Law and Fire gym or EMS
20 scenario room. In consideration for the training facility and equipment provided by RCCD for
21 the Correctional Scenario Training Platform, RCCD will not be charged for its use.

22 Section 3.03. When calculating room fees, if RCCD requests a small classroom at the time of
23 initial reservation, but one is not available, RCCD shall be charged the room rate of the smaller
24 classroom. When classes co-sponsored with COUNTY use break-out rooms, RCCD will be
25 charged the room rate of the smaller classroom.

26 ARTICLE 4. IMPROVEMENTS

27 Section 4.01. In the event RCCD desires to make any improvements, alterations or installations
28 of fixtures, it shall first notify COUNTY, providing COUNTY with proposed plans (if

1 applicable) and obtain COUNTY's written approval from the Economic Development Agency,
2 to make the improvements, alterations, or installation of fixtures. COUNTY shall not withhold
3 consent unreasonably.

4 Section 4.02. Any improvements or alterations which are made, or fixtures installed, or caused
5 to be made and installed by RCCD shall become the property of COUNTY, with the exception
6 of trade fixtures as that term is defined by Section 1019 of the Civil Code. At or prior to
7 expiration of this Agreement, RCCD shall restore the premises to original condition, as nearly
8 as practicable.

9 Section 4.03. If such trade fixtures are not removed by RCCD, COUNTY may, at its election
10 either: 1) remove and store them, restoring the premises to its original condition and within
11 thirty (30) days of removal and storage, seek reimbursement of any costs associated therewith;
12 or 2) take and hold such fixtures as its sole property.

13 ARTICLE 5. SIGNAGE

14 Section 5.01. Other than signs, displays or other forms of advertising which RCCD already has
15 in place, RCCD shall not add any additional signage, displays or advertising without the written
16 consent of COUNTY, County shall not withhold consent unreasonably.

17 ARTICLE 6. FURNITURE/EQUIPMENT

18 Section 6.01. COUNTY shall provide furniture in the classroom areas. RCCD shall have the
19 right to install portable equipment and fixtures as may be necessary for conducting classes and
20 such equipment shall remain the property of RCCD.

21 Section 6.02. RCCD shall provide all office furniture and equipment that may be required for
22 conducting business at BCTC.

23 ARTICLE 7. INGRESS/EGRESS

24 Section 7.01. RCCD shall be permitted ingress and egress to and from the premises through
25 such doors and routes as are designated by the COUNTY through its Sheriff Department and
26 Fire Department.

1 ARTICLE 8. CUSTODIAL/MAINTENANCE

2 Section 8.01. COUNTY shall provide for custodial services in connection with the premises
3 and shall maintain the premises in good working order and repair.

4 ARTICLE 9. UTILITIES

5 Section 9.01. COUNTY shall provide, or cause to be provided, all utility services, including,
6 but not limited to, electric, water, gas, refuse collection and sewer services necessary for the
7 operation, maintenance and use of the premises. In addition, COUNTY shall provide internet
8 infrastructure for all office space used by RCCD.

9 ARTICLE 10. INSPECTION OF PREMISES

10 Section 10.01. COUNTY shall have, at any time during normal business hours, the right to
11 enter the premises used by RCCD for the purpose of inspecting, monitoring and evaluating the
12 obligations of RCCD hereunder and for the purpose of doing any and all things which it is
13 obligated and has a right to do under the Agreement.

14 Section 10.02. COUNTY will do everything possible in connection with any inspections to see
15 that classes in session at time of inspection are disrupted as little as possible.

16 ARTICLE 11. QUIET ENJOYMENT

17 Section 11.01. RCCD shall have, hold and quietly enjoy the use of the premises so long as it
18 shall fully and faithfully perform the terms and conditions that it is required to do under this
19 Agreement.

20 ARTICLE 12. TERMINATION

21 Section 12.01. COUNTY shall have the right to terminate this Agreement forthwith if RCCD:

- 22 a. Files for voluntary or involuntary bankruptcy;
- 23 b. Makes a general assignment or RCCD's interest hereunder is assigned involuntary or by
24 operation of law, for the benefit or creditors;
- 25 c. Abandons the premises; or
- 26 d. Refuses to meet any of its obligations hereunder or as otherwise provided by law.

27 Section 12.02. Notwithstanding the provisions in Section 12.01 above, either party may
28 terminate this Agreement upon notice in writing to the other party or not less than six (6)

1 months prior to the effective date of termination. Whether termination is by COUNTY or
2 RCCD, it will coincide with the end of a semester.

3 ARTICLE 13. INSURANCE

4 Section 13.01. RCCD shall provide Workers Compensation Insurance in accordance with the
5 laws of the State of California. RCCD, being self-insured, shall not be entitled to recover any
6 costs, settlements, or expenses of Workers Compensation claims arising from this Agreement,
7 from the COUNTY. RCCD shall provide an endorsement of coverage to waive subrogation in
8 favor of COUNTY.

9 Section 13.02. RCCD shall procure and maintain commercial general liability insurance
10 coverage that shall protect from claims for damages for personal injury, including, but not
11 limited to, accidental and wrongful death, as well as from claims for property damage, which
12 may arise from RCCD's use of the premises or the performance of its obligations hereunder,
13 whether such use of performance is by RCCD, or by anyone employed directly or indirectly by
14 RCCD while acting in the scope of employment. Said insurance shall provide for limits of not
15 less than One Million Dollars (\$1,000,000) per occurrence, RCCD shall have insurer endorse its
16 policy to add COUNTY as an additional insured.

17 Section 13.03. RCCD shall provide, upon COUNTY's request, a Certificate of Insurance
18 showing that such insurance is in full force and effect and in the limits required.

19 Section 13.04. The above insurance requirements may be met with a program of self-insurance,
20 though a Joint Powers Authority, or a combination of both; however, it is agreed between the
21 parties that the administration of any self-insurance will be done in a manner as if all insurance
22 requirements contained herein are part of RCCD's self-insurance program.

23 Section 13.05. The specified insurance limits herein shall in no way limit or circumscribe
24 obligations to indemnify and hold COUNTY free and harmless herein.

25 ARTICLE 14. HOLD HARMLESS/INDEMNITY

26 Section 14.01. The Parties, their officers, agents, and employees, shall not be deemed to have
27 any liability for the negligence, or any other willful act or omission of the other party or any of
28

1 the other party's officers or employees, or for any dangerous or defective condition of any work
2 or property of the other party;

3 Section 14.02. RCCD shall indemnify and hold COUNTY, its officers, agents, employees and
4 independent contractors, free and harmless from any claim or liability whatsoever, based or
5 asserted upon the condition of work or property of MVC, or upon any negligence or willful act
6 or omission of RCCD, its officers, agents, employees, subcontractors and independent
7 contractors, for property damage, bodily injury or death, or any other element of damage of any
8 kind or nature, and RCCD shall defend, at its expense including attorney fees, COUNTY, its
9 officers, agents, employees and independent contractors, in any legal action or claim of any
10 kind based upon such conditions of work or property, or alleged acts of omissions;

11 Section 14.03. COUNTY shall indemnify and hold RCCD, its Trustees, officers, agents,
12 employees and independent contractors, free and harmless from any claim or liability
13 whatsoever, based or asserted upon any negligence or willful act or omission of COUNTY, its
14 officers, agents, employees, subcontractors and independent contractors, for property damage,
15 bodily injury or death, or any other element of damage of any kind or nature, and COUNTY
16 shall defend, at its expense including attorney fees, MVC, its Trustees, officers, agents,
17 employees and independent contractors, in any legal action or claim of any kind based upon
18 such alleged acts or omissions;

19 Section 14.04. The parties shall maintain general liability insurance coverage, including
20 premises, auto and professional coverage, whether by a program of self-insurance or through
21 policies of insurance, in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 per
22 aggregate. In addition, workers' compensation insurance shall be carried by each party in
23 accordance with the laws of the State of California. The parties shall provide to the other party
24 a Certificate of Insurance, naming the other party as an additional insured. County shall name
25 "Riverside Community College District" as an additional insured and RCCD shall name the
26 County of Riverside as an additional insured;

27 Section 14.05. For purposes of Workers' Compensation, employees and instructors performing
28 services under this agreement are under the supervision of MVC for instructional purposes only.

1 This section conforms to the California Code of Regulations (Title 5), Sections 58051.5 and
2 58058.

3 ARTICLE 15. LIMITATIONS

4 Section 15.01. RCCD shall not assign, sublet, mortgage, hypothecate or otherwise transfer in
5 any manner any of its rights, duties, or obligations hereunder to any person or entity without
6 first obtaining the written consent of COUNTY.

7 Section 15.02. COUNTY reserves the right to close BCTC during times of emergency or when
8 needed by the Sheriff or Fire Departments for their activities. COUNTY shall notify RCCD of
9 any such closure as soon as practicable, but not less than 48 hours prior to closure, unless the
10 closure is for an emergency due to a natural disaster or a catastrophic event and in that case,
11 notice shall be as soon as possible after the decision to do the closure.

12 Section 15.03. All range firing will be under direct supervision of BCTC Range Safety Officers
13 who have completed a Peace Officer Standards and Training (POST) approved firearms
14 instructors certification course or satisfactorily completed the BCTC's prescribed Range Safety
15 Officer's Course.

16 Section 15.05. RCCD shall comply with all facility use rules (Exhibit B).

17 ARTICLE 16. NOTICES

18 Section 16.01. Any notices to be given herein by either party to the other may be effected by
19 either personal delivery in writing or mail, registered or certified, postage prepaid with return
20 receipt requested. Each party may change the address below by written notice in accordance
21 with this paragraph. Notices delivered personally will be deemed communicated as of the time
22 of actual receipt; mailed notices will be deemed communicated as of three days after mailing.

23 Notices may be mailed as follows:

24 Riverside County Fire Department	Riverside Community College District
	/ Moreno Valley College
26 Daniel Talbot, Fire Chief	Robin Steinback, Ph.D., President
27 210 W. San Jacinto	16130 Lasselle Street
28 Perris, CA 92570	Moreno Valley, CA 92551

1 Riverside County Sheriff's Department
2 Stanley Sniff, Sheriff-Coroner
3 P.O. Box 512
4 Riverside, CA 92502

5 Section 16.02 Or to such other addresses from time to time shall be designated by the
6 respective parties. An information copy of any notice to COUNTY shall also be sent to:

7
8 County of Riverside
9 Economic Development Agency
10 3403 Tenth Street, Suite 400
11 Riverside, CA 92501
12 Attention: Deputy Director of Real Estate
13

14 ARTICLE 17. CONFORMITY WITH LAW AND SAFETY

15 Section 17.01. RCCD shall observe and comply with all applicable laws, ordinances, codes and
16 regulations of governmental agencies, including federal, state , municipal and local governing
17 bodies, having jurisdiction over the subject matter hereof, including all provisions of the
18 Occupational Safety and Health Act of 1979 and all amendments thereto, and all applicable
19 federal, state, municipal and local safety regulations.

20 Section 17.02. If a death, serious personal injury or substantial property damage occurs in
21 connection with the performance of this Agreement, RCCD shall immediately notify the BCTC
22 staff or Riverside County Sheriff Dispatch.

23 Section 17.03. RCCD shall promptly submit to COUNTY a written report, in such form as may
24 be required by COUNTY of all accidents that occur in connection with this Agreement. This
25 report must include the following information:

- 26 1. Name and address of the injured or deceased person(s)
- 27 2. Name and address of RCCD's risk manager for purposes of insurance coverage.

28

1 3. A detailed description of the accident and whether any of COUNTY's equipment tools,
2 material or staff involved.

3 ARTICLE 18. DRUG-FREE WORKPLACE

4 Section 18.01. RCCD and its employees shall comply with the COUNTY's policy of
5 maintaining a drug-free workplace. RCCD's employees shall not unlawfully manufacture
6 distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code Section
7 812, including marijuana, heroin, cocaine and amphetamines at any COUNTY facility including
8 the training facilities. If any employee of RCCD is convicted or pleads nolo contendere to any
9 criminal drug statue violation occurring at any COUNTY facility or work site RCCD, with five
10 (5) days thereafter, shall notify the Sheriff. Violation of this provision shall constitute a material
11 breach of this Agreement.

12 ARTICLE 16. NON-DISCRIMINATION

13 Section 16.01. The parties shall not discriminate against any person in the provision of services,
14 or employment of persons on the basis of ethnic group identification, national origin, religion,
15 age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic
16 information, sexual orientation, physical or mental disability, pregnancy, or any characteristic
17 listed or defined in Section 11135 of the Government Code or any characteristic that is
18 contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the
19 California Penal Code, or any other status protected by law. The parties understand that
20 harassment of any student or employees of the respective parties with regard to ethnic group
21 identification, national origin, religion, age, gender, gender identity, gender expression, race or
22 ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability,
23 pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or
24 any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1)
25 of Section 422.6 of the California Penal Code, or any other status protected by law is strictly
26 prohibited.

27 The parties are responsible for making sure that their respective contractors and sub-contractors
28 adhere to the above.

1 ARTICLE 17, PARTIAL INVALIDITY

2 Section 17.01. If any provision of this Agreement is held by a court of competent jurisdiction to
3 be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full
4 force without being impaired or invalidated in anyway.

5 ARTICLE 18. ALTERATION OF TERMS

6 Section 18.01. No addition to, or alteration of the terms of this Agreement, whether by written
7 or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless
8 made in the form of a written amendment to this Agreement, which is formally approved and
9 executed by both parties.

10 ARTICLE 19, GOVERNING LAW

11 Section 19.01. This Agreement will be governed by and construed in accordance with the laws
12 of the State of California and the venue of any action or proceeding in connection herewith shall
13 be the County of Riverside, State of California.

14 ARTICLE 20. ENTIRE AGREEMENT

15 Section 20.01. This Agreement is intended by the parties hereto as a final expression of their
16 understanding, with respect to the subject matter hereof and as a complete and exclusive
17 statement of the terms and conditions thereof and supersedes any and all prior and
18 contemporaneous agreements and understandings, oral or written, in connection therewith.

19 Section 20.02. The duly authorized representatives of the parties have signed in confirmation of
20 this Agreement as of the dates indicated below.

21

22 LICENSEE

23 RIVERSIDE COMMUNITY COLLEGE

COUNTY OF RIVERSIDE

24 DISTRICT:

25

26 By: _____

By: _____

27 Aaron Brown, Vice Chancellor

Chuck Washington, Supervisor

28 Business and Financial Services

Riverside County Board of Supervisors

1 By: _____

2 Robin Steinback, Ph.D., President

3 Moreno Valley College

4

5

6

7 By: _____

8

9

10 APPROVED AS TO FORM:

11 Gregory P. Priamos, County Counsel

12

13

14 By: _____

15

16 Deputy County Counsel

17

18

19

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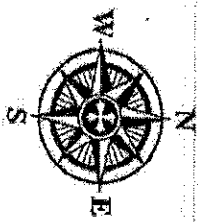
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28

EXHIBIT A

**Schedule of Fees
For Ben Clark
Training Center
FY08/09**

Fee Type	Rate	Usage
Office	\$ 2.13	Per Square Foot Per Month
Classroom	\$ 0.16	Per Square Foot Per Day
	\$ 0.08	Per Square Foot Per Half Day (Minimum use 4 hours = Half Day)
Conference Room	\$ 0.02	Per Square Foot Per Hour (Minimum use 1 hour)
Mat Room:	\$ 0.10	Per Square Foot Per Day
	\$ 0.05	Per Square Foot Per Half Day (Minimum use 4 hours = Half Day)
Lodging	\$ 34.00	Per Night Per Guest
Range	\$ 413.76	Per Day Per Bay
	\$ 206.88	Per Half Day Per Bay (Minimum use 4 hours = Half Day)
Weapon & Ammunition Storage	\$ 0.32	Per Square Foot Per Day
Vehicle & Equipment Storage	\$ 0.04	Per Square Foot Per Day
Drill Grounds	\$ 0.0060	Per Square Foot Per Day
	\$ 0.0030	Per Square Foot Per Half Day (Minimum use 4 hours = Half Day)



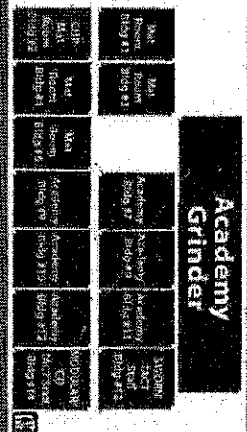
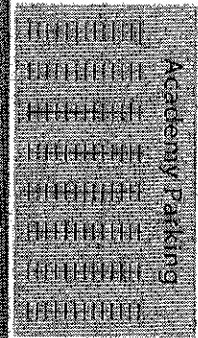
Map not to scale

Barton Rd.

5 Ave. Ste Larry Parrish Pkwy Ste

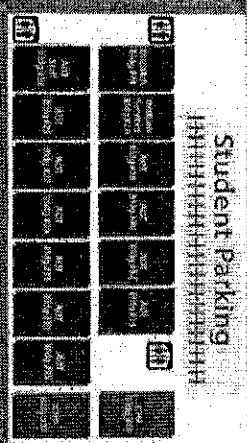
Ferguson Ave.

Davis Ave.

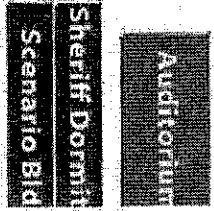
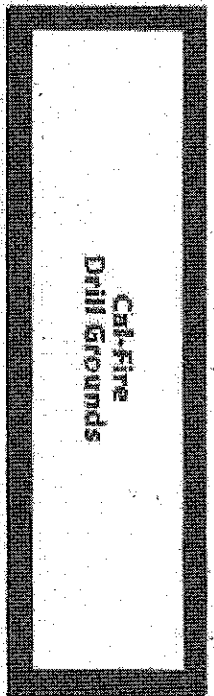


Academy
Grinder

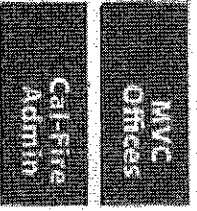
Student Parking



Fire/EMS
Modular
Classrooms



Bundy Ave.



MVC
Offices



Cat-Fire
Admin



Sheriff Dormitory

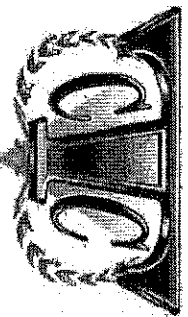


Scenario Bldg



Scenario
Range
Village

Equestrian Center



BEN CLARK PUBLIC SAFETY TRAINING CENTER

Nandina Ave.

- BSO - Riverside County Sheriff's Department
- CHP - California Highway Patrol
- MVC - Morongo Valley College
- EMS - Emergency Medical Services
- CAL-Fire - Riverside County Fire Department
- Scenario Bldg
- Auditorium
- Cat-Fire Admin
- MVC Offices
- Fire/EMS Modular Classrooms
- Running Track
- Cat-Fire Drill Grounds
- Student Parking
- Academy Grinder
- Academy Parking
- Ben Clark Admin Bldg. RSO-CHP-MVC Sheriff's Personnel
- Personnel Testing and Orientation
- Gas House
- Scenario Range Village
- Equestrian Center

Dirt R

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy</u> <u>Number</u>	<u>Page</u>
BEN CLARK PUBLIC SAFETY TRAINING CENTER FACILITY USE	H-30	1 of 1

PURPOSE

This policy provides guidelines for the use of the Ben Clark Public Safety Training Center.

FACILITY DESCRIPTION

The Ben Clark Public Safety Training Center is located in Riverside County and jointly operated by the Riverside County Sheriff's and Riverside County Fire Departments. The center offers a variety of training facilities and venues for public safety personnel.

CONDITIONS OF USE

1. Use of the facility is on a space available basis. The Riverside County Sheriff and Fire departments have priority usage.
2. Use of the facility is restricted and available only to agencies that provide a nexus to local and state public safety training. Any request for use outside public safety training operations must be addressed to Riverside County Facilities Management.
3. Reservations for facility use can be made by contacting either the Riverside County Sheriff or Riverside County Fire at the Ben Clark Public Safety Training Center.
4. Non-county entities will be required to complete an "Agreement for Use of the Ben Clark Public Safety Training Center" at least two weeks prior to the requested use date. The user agrees to pay the County the facility use fees approved by the Board of Supervisors. The Board reserves the right to periodically revise these rates.
5. Displays of art and the distribution of information or other media must be reviewed and approved in advance by either the Riverside County Sheriff or Fire Department Ben Clark Public Safety Training Center commander.
6. All buildings at the training center are non-smoking. Smoking on the grounds is only permitted in identified designated areas.

Reference:

Minute Order 3.13 of 05/05/09

EXHIBIT "B"

Agenda Item (VI-B-6-g)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-g)
Subject	Special Inspection for the Riverside City College Parking Lot Construction Project with Independent Construction Inspection
College/District	District
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the Riverside City College Parking Lot Construction Project for Class 3 Division of State Architect Inspection Services by Independent Construction Inspection.

Background Narrative:

On January 2, 2014, the District issued a Request for Qualifications (RFQ)/Request for Proposals (RFP) for Environmental, Engineering, and IOR services to assist the Riverside Community College District in executing construction projects. The RFQ/RFP requested on-call professional services for six (6) different categories, one of which was for Inspection Services/Inspection of Record (IOR). Fourteen (14) responses were received from various companies.

On February 27 & 28, 2014, all fourteen (14) firms were screened by a panel, consisting of the Chief of Staff & Facilities Development, the Facilities Development Director, a Purchasing Specialist, and the District Facilities Consultant. After presentations and discussion, the screening committee recommends that the nine (9) firms listed below for Inspections Services/Inspection of Record (IOR) be included in a pre-qualification list for District projects, recognized by the Board of Trustees. The District will use pre-qualification lists and re-qualify on an as-needed basis; or at least every five years. Individual contracts reflecting their assignments will be brought forward for Board approval prior to commencement of work on a project.

Stephen Payte DSA Inspections, Inc.
Consulting & Inspection Services, LLC
LCC3 Construction Services, Inc.
The Vinewood Company, LLC
Inland Inspections & Consulting
TYR, Inc.
Knowland Construction Services
Blue Coast Consulting
Independent Construction Inspection

At this time, it is requested that the Board of Trustees approve the Agreement with Independent Construction Inspection for the O.W. Noble Parking Lot Construction project in the amount of \$62/Hour for an estimated duration of 10 weeks (70 days), with an estimated start date of May 11, 2018, and an estimated completion date of August 16, 2018. This agreement is for Class 3 Division of State Architect Inspection Services. The O.W. Noble Administration Building demolition and parking lot construction project was originally a single set of bid documents that included both the building demolition and parking lot construction to be awarded as a single contract. It is now two separate packages of bid documents, one for the building demolition and one for the parking lot construction and changes to the electrical design for the parking lot construction necessary to streamline the project implementation. Detailed scope of services is in Exhibit I attached.

Prepared By: Wolde-Ab Isaac, Chancellor
Evelyn Ault, Administrative Assistant IV

Attachments:

[Board Report History](#)

[Exhibit I](#)

[Agreement-Independent Construction Inspection](#)



e-board › Agenda Item

Agenda Item



1 Like It

Tags &
Notes

Agenda Item (IV-E-0)

Meeting	3/26/2018 - Committee
Agenda Item	Committee - Facilities (IV-E-0)
Subject	Special Inspection for the Riverside City College Parking Lot Construction Project with Independent Construction Inspection
College/District	District
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the Riverside City College Parking Lot Construction Project for Class 3 Division of State Architect Inspection Services by Independent Construction Inspection.

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 The Vinewood Company, LLC
 Inland Inspections & Consulting
 TYR, Inc.
 Knowland Construction Services
 Blue Coast Consulting
 Independent Construction Inspection

Prepared By: Wolde-Ab Isaac, Chancellor
 Evelyn Ault, Administrative Assistant IV

Attachments:

Agenda Item (IV-E-0) dated 4/1/2014



Independent Construction Inspection

Helping to Build Our Children's Future Today!

February 26, 2018

Mr. Bart Doering
Facilities Development Director
Facilities Planning & Development
Riverside Community College District
3801 Market Street
Riverside, CA 92501

Re: Revised Cost Proposal for Class 3 DSA Inspection Services for the RCC Parking Lot Construction Project

Dear Mr. Doering:

Thank you for accepting Independent Construction Inspection's cost proposal for Class 3 Division of State Architect inspection services for the RCC Parking Lot Construction Project. We would like to propose Chris Kretz as the inspector, even though he is a Class 2, we are proposing him at a Class 3 rate, and have enclosed his resume for your review.

ICI has over seventeen years of experience in school construction inspection. What sets us apart from other inspection companies is the combination of twenty six years of construction trade experience and school construction inspection. We pride ourselves on our teamwork and our commitment to keeping the safety and well-being of the students as our top priority. Our goal is to maintain the highest level of professionalism and integrity, while always keeping the District's best interests in mind. ICI has a thorough working knowledge of DSA requirements and a good working relationship with DSA field engineers in LA, Orange, San Diego and Riverside Counties.

We would like to thank you for the trust and faith you have placed in our company, and are pleased to submit this proposal to fill your DSA Inspection needs. Please feel free to give me a call at (714) 292-6223 if I can be of any further assistance, or if you have any questions. Once again, thank you for your consideration. I look forward to working with you.

Sincerely yours,

A handwritten signature in blue ink that reads "Bill Jameson".

Bill Jameson, President
Independent Construction Inspection

Enclosure

ICI's Philosophy and Approach

ICI's inspectors make it a priority to study and fully comprehend the requirements of the construction documents in order to provide competent inspection of all work. ICI will ensure that our inspectors possess a thorough understanding of the plans and specifications [BEFORE] that portion of the work proceeds.

ICI's inspector will:

- Consult with the responsible design professionals to resolve any and all uncertainties in the inspector's comprehension of the plans and specifications prior to construction of that portion of the work.
- Review requirements with the contractor for each phase of the construction prior to commencing that phase of the work. We feel good communication will reduce the occurrences of constructions errors.
- Readily identify non-compliant work as the construction progresses to facilitate prompt corrective action.
- Verify code-compliant implementation of the materials testing and special inspection program.

ICI's inspector will provide complete and timely inspection of every part of the work by:

- Providing prompt and thorough inspection of the work as it progresses.
- Providing prompt verbal notification to the contractor of any deviation, so the deviation can be immediately corrected.
- Performing all inspection duties in a kind and courteous manner. We will not behave in a derogatory manner in our communications and will always maintain a high level of professionalism and cooperation.

Records: ICI's inspector will maintain detailed records of all inspections. The inspector's records will provide comprehensive and timely documentation of the inspected work, promptly identifying all compliant and non-compliant construction. These records will be readily accessible and will be maintained in an organized manner.

ICI's inspection records will include:

- A systematic record of all materials and assemblies delivered to the project site.
- A systematic record of the inspection of all work required by the construction documents.
- An as built set of plans containing any and all RFIs or other instruction/clarification or changes to the DSA-approved set of plans, including DSA approval of CCDs.
- Construction procedures records per Title 24, Part 1, Section 4-342(6), including, but not limited to, concrete placement operations, welding operations, pile penetration and blow counts, and any other records specified on the approved construction documents.
- Log and project inspectors' time spent on site and subsequent billing to the District.

Communications: ICI's inspector will, during the course of construction, provide specific code-prescribed notices and reports to the responsible design professional(s), DSA, the District, and contractor. These records will be readily accessible and maintained in an organized manner. Date and recipients of all communications will be clearly indicated.

ICI's inspector will provide a minimum of the following communications during the course of a construction project:

- Notifications to DSA as required by Title 24, Part 1, Section 4-342(b)5: Start of work minimum of 48 hours prior to completion of foundation trenches, minimum of 48 hours prior to first concrete placement, and when work is suspended for more than 2 weeks. All notifications will be made by telephone and/or e-mail.
- Semi-Monthly Reports: On the 1st and 15th of every month a copy will be uploaded to the DSA box where it can be accessed by all interested parties.

- Deviation Notices: When ICI's inspector identifies deviations from the DSA-approved plans and specifications, the inspector will verbally notify the contractor in a prompt and courteous manner. If the deviation is not immediately corrected, the inspector will promptly issue a written Notice of Deviation to the contractor, with a copy sent to the responsible design professionals and uploaded to the DSA box. The status and resolution of all deviations will be documented in the Semi-Monthly Reports.
- Record of Communications to the Responsible Design Professional(s): All uncertainties in the inspector's or contractor's comprehension of the documents will be reported in writing to the responsible design professional(s).
- Verified Reports (Form DSA-6) (refer to Title 24, Part 1, Section 4-336): The project inspector will submit verified reports directly to DSA (with copies to the responsible design professional(s) and the District) within seven days of any of the following:
 1. Work on the project is suspended for a period of more than one month.
 2. The services of the inspector are terminated for any reason.
 3. DSA requests a verified report.
 4. At the time of occupancy of any building involved in a project (including alterations work).
 5. The entire project is complete.

The verified reports will clearly describe all non-compliant work including work done in accordance with change orders that are pending DSA approval.

Monitoring of the Materials Testing & Special Inspection Program: The inspector will be responsible, under the director of the design professional in general responsible charge, for monitoring the work of any special inspectors and materials testing laboratories to ensure that all materials testing and special inspections required for the project are satisfactorily completed in accordance with the DSA-approved documents. The project inspector will monitor the following aspects:

- When DSA approval for special inspectors is required, the project inspector will identify and report any special inspectors on the job-site that are not DSA approved.
- Verify the materials testing laboratory is included on the "List of DSA Accepted Testing Laboratories" on the DSA website and that all sampling and testing is performed by the testing laboratory.
- Verify that the material testing lab and special inspectors have received sufficient advance notification to perform the required material sampling or special inspection.
- Verify that all required material sampling and special inspections have been performed, observing any special inspector's on site presence and performance of duties, the special inspector's documentation of complying and non-complying work, and issuance of deviation notices.
- Review all material test and special inspection reports, report the status and resolution of deviations reported by any materials testing lab or special inspector on Semi-Monthly reports.

Dispute Resolution: ICI is committed to maintaining a professional, courteous, and positive attitude toward all team members, including District personnel, design professionals, contractors, and consultants. We are dedicated to staying within the parameters of the District's job requirements, the Administrative Code, Title 24 in its entirety, and the Division of State Architects and its representatives. We are committed to the resolution of all disputes within the construction team in a professional manner, and will not take any disagreement personally. ICI inspectors will always keep the best interest of the District, their Governing Board, and the health and safety of their students as our top priority in any dispute resolution process. We feel all disagreements can be resolved with respect, professionalism, cooperation and common sense. Be assured that ICI will never place our "personal opinions" above the needs or requirements of the District; we will always accept the facts as they are presented.

**Cost Proposal Rate Sheet for
Riverside Community College District
Parking Lot Construction Project**

ICI's hourly rate for Class 3 DSA Inspection Services is \$62/Hour.

District's estimated project duration: 10 weeks (70 days) with an estimated start date of May 11, 2018 and an estimated completion date of August 16, 2018.

Total projected days for construction is 70.

Total projected hours for inspection services is 560 hours (at 8 hours/day).

560 Hours @ \$62/hour = \$34,720

Total estimate for ICI's services = \$34,720

All estimates are based upon the schedule provided by the District, and may be subject to change. If services can be provided at a reduced number of hours, those savings will be passed along to the District.

**INSPECTOR SERVICES AGREEMENT
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
INDEPENDENT CONSTRUCTION INSPECTION**

This agreement is made and entered into this 11th day of May, 2018, between Riverside Community College District, on behalf of the College, hereinafter referred to as “DISTRICT”, and Independent Construction Inspection, hereinafter referred to as “INSPECTOR”, do hereby contract and agree as follows:

(A) The INSPECTOR shall at all times be qualified and approved by the Division of the State Architect, Department of General Services, State of California, and shall at all times maintain proper qualifications, to perform the duties of and act as General Building Inspector on school building construction projects and modification of the type for which he/she agrees to perform inspection services.

(B) The INSPECTOR agrees to discharge the duties of an inspector as specified in California Education Code Sections 17309 and 17311 and Sections 4-333 and 4-342 of Title 24 of the California Code of Regulations. These duties include, but are not limited to, the following:

(1) General. The INSPECTOR shall act under the direction of the architect and/or registered engineer.

(2) Duties. The general duties of the INSPECTOR in fulfilling his/her responsibilities are as follows:

(a) Continuous Inspection Requirement. The INSPECTOR must have actual personal knowledge, which is obtained by his or her personal and continuous inspection of the work of construction in all stages of its progress, as set forth in California Education Code Sections 17309 and 81141, that the requirements of the approved plans and specifications are being completely executed.

Continuous inspection means complete inspection of every part of the work. Work, such as concrete work or brick work which can be inspected only as it is placed, shall require the constant presence of the INSPECTOR. Other types of work which can be completely inspected after the work is installed may be carried on while the INSPECTOR is not present. In any case, the INSPECTOR must personally inspect every part of the work. In no case shall the INSPECTOR have or assume any duties which will prevent him/her from providing continuous inspection.

(b) Relations with Architect and Engineer. The INSPECTOR shall work under the general direction of the architect and/or registered

engineer. All inconsistencies or seeming errors in the plans and specifications shall be reported promptly to the architect and/or registered engineer for interpretation and instructions. In no case, however, shall the instruction of the architect and/or registered engineer be construed to cause work to be done which is not in conformity with approved plans, specifications, and change orders. Interpretations received by the INSPECTOR which cause deviations from the approved drawings and specifications shall be referred to the responsible architect for preparation of change orders to cover the required work.

(c) Job File. The INSPECTOR shall keep a file of approved plans and specifications (including all approved addenda or change orders) on the job at all times, and shall immediately return any unapproved documents to the architect for proper action. The inspector, as a condition of his employment, shall have, and maintain, on the job at all times, all codes and documents referred to in the plans and specifications.

(d) Inspector's Semimonthly Reports. The INSPECTOR shall keep the architect and/or registered engineer thoroughly informed as to the progress of the work by making semimonthly reports in writing as required in Section 4-342 of Title 24 of the California Code of Regulations.

(e) Inspector's Daily Report to District. The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting daily reports in writing to the DISTRICT.

(f) Notifications to Division of the State Architect. The INSPECTOR shall notify the Division of the State Architect:

- (i) When work is started on the PROJECT.
- (ii) At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms.
- (iii) At least 48 hours in advance of the first pour of concrete.
- (iv) When work is suspended for a period of more than two weeks.

(g) Construction Procedure Records. The INSPECTOR shall keep a record of certain phases of construction procedure including, but not limited to, the following:

- (i) Concrete pouring operations. The record shall show the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.
- (ii) Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.
- (iii) Penetration under the last ten (10) blows for each pile when piles are driven for foundations.

All records of construction procedure shall be kept on the job until the completion of the work. All records kept by the INSPECTOR arising out of or in any way connected with the PROJECT shall be and remain the property of the DISTRICT.

Audit. Inspector shall maintain auditable books, records, documents, and other evidence pertaining to 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 Inspector disagree with any audit conducted by District, Inspector 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. Inspector shall not be reimbursed by District for such an audit.

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

(h) Deviations. The INSPECTOR shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to his/her attention. Copies of such notice shall be forwarded immediately to

the architect and/or registered engineer, and to the Division of the State Architect.

Failure on the part of the INSPECTOR to notify the contractor of deviations from the approved plans and specifications shall in no way relieve the contractor of any responsibility to complete the work covered by his/her contract in accordance with the approved plans and specifications and all laws and regulations.

(i) Verified Reports. The INSPECTOR shall make and submit to the Division of the State Architect verified reports pursuant to Section 3-342 of Title 24 of the California Code of Regulations. The INSPECTOR shall prepare and deliver to the Division of the State Architect detailed statements of fact regarding materials, operations, etc., when requested.

(j) Violations. Failure, refusal, or neglect on the part of the INSPECTOR to notify the contractor of any work which does not comply with the requirements of the approved plans and specifications, or failure, refusal, or neglect to report immediately, in writing, any such violation to the architect and/or registered engineer, to the DISTRICT, and to the Division of the State Architect shall constitute a violation of the Field Act and shall be cause for the Division of the State Architect to take action.

(k) Insurance. The INSPECTOR 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 the INSPECTOR and DISTRICT from claims which may arise out of or result from the INSPECTOR's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves 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:

(i) Worker's Compensation and Employers Liability Insurance in accordance with the laws of the State of California.

(ii) Comprehensive general and auto liability insurance with limits of not less than \$250,000 for contract amounts less than or equal to \$10,000 and limits of not less than \$500,000 for contract amounts greater than \$10,000 combined single limit, bodily injury and property damage liability per occurrence, including:

- a. Owned, non-owned and hired vehicles;
- b. Blanket contractual;
- c. Broad form property damage;
- d. Products/completed operations; and

e. Personal injury.

(iii) Each policy of insurance required in (ii) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of the INSPECTOR hereunder, such policy is primary and any insurance carried by the DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. The INSPECTOR shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the INSPECTOR shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the INSPECTOR 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 the INSPECTOR, and in such an event, the INSPECTOR shall reimburse DISTRICT upon demand for the cost thereof.

(l) Assignment. INSPECTOR shall not assign or transfer this AGREEMENT or any interests of INSPECTOR herein without the prior written approval of the DISTRICT. Any such attempt by the INSPECTOR to assign or transfer this AGREEMENT or any of its interests herein without DISTRICT approval shall be void and of no force or effect. No individual person assigned to provide the services hereunder for the PROJECT may be changed or substituted without prior written consent of the DISTRICT. Such consent may be given or withheld in the DISTRICT's absolute discretion.

(m) Administration. The INSPECTOR shall produce, or shall hire the necessary independent contractors and/or consultants needed to produce, a clerically smooth product for the DISTRICT and for the INSPECTOR's routine correspondence with the DISTRICT. These clerical services shall be provided at no additional expense to the DISTRICT.

(n) Conflict of Interest. The INSPECTOR hereby represents, warrants and covenants that: (i) at the time of execution of this AGREEMENT, the INSPECTOR has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of services under this AGREEMENT; and (ii) the INSPECTOR shall not employ in the performance of services under this AGREEMENT any person or entity having such an interest.

(C) Compensation. The DISTRICT agrees to pay the INSPECTOR a total not to exceed \$34,720, for these services, payable upon monthly billings submitted by the INSPECTOR. Such payments shall commence on May 11, 2018.

(D) The INSPECTOR agrees to discharge the duties as set out in this contract in a manner satisfactory to the Division of the State Architect and the Architect retained by the DISTRICT. The INSPECTOR shall devote each working day to the inspection of RCC Parking Lot Construction Project, which has and will be referred to throughout this AGREEMENT as the "PROJECT(S)".

(E) Term of Contract.

(1) The term of this contract shall be from May 11, 2018 to August 16, 2018 until one of the following occurs:

(a) The PROJECT or PROJECT(S) are completed;

(b) The PROJECT or PROJECT(S) are suspended or abandoned prior to completion as provided in Section (F) of this contract;

(c) Funding for the PROJECT is not received or denied by the State Allocation Board or Office of Public School Construction; or

(d) The DISTRICT decides that the INSPECTOR's performance under the contract is unsatisfactory as provided in Section (F) of this contract.

(F) Termination. 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 the INSPECTOR; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

(1) In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay INSPECTOR 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 INSPECTOR 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 other documents whether delivered to the DISTRICT or in the possession of the INSPECTOR. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased inspection and replacement costs shall be deducted from payments to the INSPECTOR.

(2) 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 Paragraph (F)(3) below, and INSPECTOR shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by INSPECTOR.

(3) This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days of written notice to INSPECTOR. In the event of a termination without cause, the DISTRICT shall pay INSPECTOR 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 INSPECTOR for Board approved extra services.

(4) In the event of a dispute between 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, the INSPECTOR agrees to continue the work diligently to completion. If the dispute is not resolved, the INSPECTOR agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but the INSPECTOR'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.

(H) Hold Harmless. To the fullest extent permitted by law, the INSPECTOR agrees to indemnify, defend and hold the DISTRICT entirely harmless from all liability arising out of:

(1) Any and all claims under Worker's Compensation acts and other employee benefit acts with respect to the INSPECTOR's employees or the INSPECTOR's subcontractor's employees arising out of INSPECTOR's work under this AGREEMENT; and

(2) Liability for damages for (a) death or bodily injury to person; (b) injury to, loss or theft of property; (c) any failure or alleged failure to comply with any provision of law or (d) any other loss, damage or expense arising under either (a), (b), or (c) herein this paragraph, sustained by the INSPECTOR or any person, firm or corporation employed by the INSPECTOR 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 consultants who are directly employed by the DISTRICT;

(3) Any loss, injury to or death of persons or damage to property caused by any act, neglect, default or omission of the INSPECTOR, or any person, firm or corporation employed by the INSPECTOR, 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 the sole or active negligence, or willful misconduct of the DISTRICT.

INSPECTOR, at INSPECTOR's 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 of the causes, damages or injuries identified herein Section H 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.

(I) Inspector 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. Inspector 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.

(J) Nothing contained in this AGREEMENT shall create a contractual relationship with or cause of action in favor of any third party against either the DISTRICT or the INSPECTOR.

(K) The DISTRICT and the INSPECTOR, 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. The INSPECTOR shall not assign this AGREEMENT.

(L) This AGREEMENT shall be governed by the laws of the State of California.

(M) 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 INSPECTOR 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 INSPECTOR.

(N) 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 first written above.

INSPECTOR:
Independent Construction Inspection
532 Branding Iron Way
Norco, CA 92860

Riverside Community College District:

By: _____
Bill Jameson
President

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

Date: _____

Date: _____

Agenda Item (VI-B-7)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
Subject	Out-of-State Travel
College/District	District
Funding	n/a
Recommended Action	Recommend that the Board of Trustees approve the out-of-state travel.

Background Narrative:

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

Prepared By: Wolde-Ab Isaac, Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

[Out of State Travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: April 17, 2018

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

Revision:

- 1) Dr. Robin Steinback, President, President's Office, Moreno Valley College, to travel to Washington, D.C., February 11 through 14, 2018, to attend the Association of Community College Trustees: The National Legislative Summit. Estimated cost: \$2,825.19. Funding source: General funds. (The estimated cost of the travel increased from \$2,825.19 to \$3,292.19 due to increase in airfare, ground transportation and meals.)

Retroactive:

- 1) Ms. Kimberly Anderson, Associate Nursing Professor, School of Nursing, Riverside City College, to travel to Nashville, Tennessee, April 4 through 9, 2018, to accompany twenty (20) students to attend National Student Nurses Association 66th Annual Convention. Estimated cost: \$5,849.00. Funding source: \$1,599.00 paid from Strong Workforce funds and \$4,250.00 paid from ASRCC funds. (Delay in the release of Strong Workforce funds prevented this travel request from being included on the March Board report.)
- 2) Ms. Gina Harold, Associate Nursing Professor, School of Nursing, Riverside City College, to travel to Nashville, Tennessee, April 4 through 9, 2018, to attend the National Student Nurses Association 66th Annual Convention. Estimated cost: \$1,634.00. Funding source: Strong Workforce funds. (Delay in the release of Strong Workforce funds prevented this travel request from being included on the March Board report.)
- 3) Dr. Andrew Sanchez, Dean of Grants and Student Equity, to travel to Chicago, Illinois, April 7 through 10, 2018, to attend the Reach Higher National Postsecondary Strategy Institute (NPSI) Conference. Estimated cost: \$1,205.62. Funding source: General funds. (Information on the conference was received too late to make the March Board report.)

Current:

Moreno Valley College

- 1) Ms. Ann Yoshinaga, Associate Dean, Academic Support, to travel to Seattle, Washington, May 23 through 26, 2018, to attend the 10th Annual International Conference Supplemental Instruction. Estimated cost: \$2,130.56. Funding source: Basic Skills Initiative funds.

Norco College

- 1) Ms. Miriam Carrillo, Assistant Director, Upward Bound, to travel to Salt Lake City, Utah, May 5 through 8, 2018, to attend the New TRiO Directors Training. Estimated cost: \$1,010.09. Funding source: \$404.03 from Upward Bound Grant (Centennial) funds; \$303.03 from Upward Bound Grant (Corona) funds; and \$303.03 from Upward Bound Grant (Norte Vista) funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: April 17, 2018

- 2) Mr. Albert Jimenez, Director, Learning Resource Center, to travel to Seattle, Washington, May 24 through 26, 2018, to attend the 10th International Conference on Supplemental Instruction. Estimated cost: \$1,857.46. Funding source: Title V Pathways Grant funds.
- 3) Dr. Bryan Reece, President, President's Office, to travel to Dallas, Texas, April 24 through 27, 2018, to attend the Higher Education Research & Development Institute Spring Meeting. Estimated cost: 615.26. Funding source: General funds.

Riverside City College

- 1) Ms. Aubrey Apodaca, Visiting Professor, School of Nursing, to travel to Albuquerque, New Mexico, July 18 through 22, 2018, to attend the 2018 Iggy's Boot Camp for Nurse Educators. Estimated cost: \$1,306.78. Funding source: Strong Workforce funds.
- 2) Ms. Amy Cowart, Assistant Professor, School of Nursing, to travel to Albuquerque, New Mexico, July 18 through 22, 2018, to attend the 2018 Iggy's Boot Camp for Nurse Educators. Estimated cost: \$1,306.78. Funding source: Strong Workforce funds.
- 3) Dr. Allison Douglas-Chicoye, Dean of Students Success and Support, Languages, Humanities and Social Sciences, to travel to New Orleans, Louisiana, May 28 through June 2, 2018, to attend the 31st Annual National Conference on Race and Ethnicity (NCORE). Estimated cost: \$2,755.73. Funding source: Student Equity funds.
- 4) Ms. Kristin Fontaine, Assistant Professor, School of Nursing, to travel to Albuquerque, New Mexico, July 18 through 22, 2018, to attend the 2018 Iggy's Boot Camp for Nurse Educators. Estimated cost: \$1,306.78. Funding source: Strong Workforce funds.
- 5) Mr. Richard Gabriel, Assistant Professor, Applied Technology-Culinary, to travel to Chicago, Illinois, May 18 through 21, 2018, to attend National Restaurant Association Show. Estimated cost: \$1,726.09. Funding source: Perkins Title I-C funds.
- 6) Mr. Michael Haley, Assistant Dean, Center for International Students and Programs, to travel to Philadelphia, Pennsylvania, May 28 through June 1, 2018, to attend the National Association of Foreign Student Advisors Conference. Estimated cost: \$2,775.99. Funding source: General funds.
- 7) Ms. Jessica Kelvington, Assistant Professor, School of Nursing, to travel to Albuquerque, New Mexico, July 18 through 22, 2018, to attend the 2018 Iggy's Boot Camp for Nurse Educators. Estimated cost: \$1,306.78. Funding source: Strong Workforce funds.
- 8) Dr. Jeannie Kim-Han, Dean, Grants and Academic Resource Development, to travel to Alexandria, Virginia, April 23 through 26, 2018, to attend the Science Technology Engineering Mathematics (STEM) Strategic Planning/Kickstarter DC Conference. Estimated cost: \$2,108.77. Funding source: General funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: April 17, 2018

- 9) Dr. Jeannie Kim-Han, Dean, Grants and Academic Resource Development, to travel to Arlington, Virginia, May 6 through 9, 2018, to attend the 10th Annual National Organization of Research Development Professionals Conference. Estimated cost: \$2,676.80. Funding source: General funds.
- 10) Mr. James Knieriem, Assistant Professor, Applied Technology, to travel to Appleton, Wisconsin, July 16 through 19, 2018, to attend the Illinois Tool Works (ITW) Welding Instructors Conference. Estimated cost: \$1,759.49. Funding source: Strong Workforce funds.
- 11) Dr. Mark Lehr, Professor, Computer Information Systems, to travel to Houston, Texas, May 20 through 26, 2018, to accompany thirteen (13) students to attend the NASA Design Challenge. Estimated cost: \$23,424.99. Funding source: General funds.
- 12) Ms. Rebecca Moon-Stone, Supplemental Instruction Coordinator, Academic Support, to travel to Seattle, Washington, May 23 through 26, 2018, to accompany three (3) students to the 10th International Conference on Supplemental Instruction. Estimated cost: \$6,417.99. Funding source: \$3,807.59 will be paid with Basic Skills Initiative Grant funds and \$2,610.41 will be paid with Equity Grant funds.
- 13) Ms. Nicole Render, Assistant Professor, School of Nursing, to travel to Albuquerque, New Mexico, July 18 through 22, 2018, to attend the 2018 Iggy's Boot Camp for Nurse Educators. Estimated cost: \$1,306.78. Funding source: Strong Workforce funds.
- 14) Ms. Nicolette Rohr, Associate Faculty, History, to travel to Seattle, Washington, April 26 through 29, 2018, to present at the Pop Conference. Estimated cost: \$971.60. Funding source: No cost to the district; all expenses paid by the instructor.
- 15) Ms. Stacy Shipway, Assistant Professor, School of Nursing, to travel to Albuquerque, New Mexico, July 18 through 22, 2018, to attend the 2018 Iggy's Boot Camp for Nurse Educators. Estimated cost: \$1,246.78. Funding source: Strong Workforce funds.
- 16) Dr. Heather Smith, Professor, Biology, to travel to Houston, Texas, May 20 through 26, 2018, to attend the NASA Design Challenge. Estimated cost: \$2,890.00. Funding source: General funds.
- 17) Mr. Brandon Sumrall, Assistant Professor, School of Nursing, to travel to Albuquerque, New Mexico, July 18 through 22, 2018, to attend the 2018 Iggy's Boot Camp for Nurse Educators. Estimated cost: \$1,545.15. Funding source: Strong Workforce funds.
- 18) Dr. Oliver Thompson, Professor, Behavioral Science, to travel to Seattle, Washington, May 23 through 26, 2018, to attend the 10th International Conference on Supplemental Instruction. Estimated cost: \$1,946.79. Funding source: Equity Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: April 17, 2018

- 19) Ms. Tammy Vant Hul, Department Chair, School of Nursing, to travel to Atlanta, Georgia, July 11 through 14, 2018, to attend the Accreditation Commission for Education in Nursing Conference. Estimated cost: \$2,348.44. Funding source: Strong Workforce funds.
- 20) Dr. Virginia White, Professor, Life Sciences, to travel to Alexandria, Virginia, April 20 through 26, 2018, to attend the Science Technology Engineering Mathematics (STEM) Planning/Kickstarter DC Conference. Estimated cost: \$1,982.30. Funding source: General funds.
- 21) Dr. Kristi Woods, Interim Dean of Instruction, Languages, Humanities and Social Sciences, to travel to New Orleans, Louisiana, May 28 through June 2, 2018, to attend the 31st Annual National Conference on Race and Ethnicity (NCORE). Estimated cost: \$2,641.74. Funding source: Student Equity funds.

Riverside Community College District

- 1) Mr. Nassef Girgis, Assistant to the Coordinator, International Education, to travel to Philadelphia, Pennsylvania, May 27 through June 2, 2018, to attend the National Association for Foreign Student Advisors Conference. Estimated cost: \$2,386.39. Funding source: General funds.
- 2) Mr. Jeffrey Williamson, Statewide Director, Center for International Trade Development, to travel to Washington, D.C., April 19 through 21, 2018, to attend the Export Import Bank of the United States Annual Conference and Award Ceremony. Estimated: \$1,862.77. Funding source: Grant Sector Navigator funds.

Agenda Item (VI-B-8-a)

Meeting	4/17/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Resolution No. 55-17/18 - Authorization to Encumber Funds
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve Resolution No. 55-17/18 - Authorization to Encumber Funds.

Background Narrative:

In order to issue purchases orders and encumber funds prior to July 1, for fiscal year 2018-2019, the Riverside County Office of Education annually requests that a resolution be adopted by the Board of Trustees. This resolution will allow: 1) departments to submit FY 2018-2019 purchase requisitions now; 2) FY 2018-2019 purchase orders to be issued in mid-June; and 3) departments to receive goods and services as early as July 1, 2018.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services

Attachments:

[04172018_Resolution No. 55-17/18- Authorization to Encumber Funds](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 55-17/18

Authorization to Encumber Funds

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

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

Wolde-Ab Isaac, Chancellor
Aaron S. Brown, Vice Chancellor, Business and Financial Services
Terri L. Hampton Vice Chancellor, Human Resources and Employee Relations
Melissa Elwood, Controller
Michael W. Simmons Director, Risk Management, Safety, and Police Services
Khaled Khalil, Payroll Manager
Majd S. Askar, Director, Business Services

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

PASSED AND ADOPTED this 17th day of April 2018.

Mary Figueroa
Secretary, Board of Trustees

Agenda Item (VI-B-8-b)

Meeting	4/17/2018 - 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.

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:

[04172018_Surplus Property List](#)

SURPLUS EQUIPMENT
April 17, 2018

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA700RM2U	AS0126111008	NONE
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA1500R2X122	WS1204180082	NONE
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SU700NET	NS0137230430	NONE
1	APC	UNINTERRUPTIBLE POWER SUPPLY	SUA700RM2U	AS0126111062	NONE
1	CISCO	NETWORK SWITCH	WS-C3560-48PS-S	CAT0933N2X5	NONE
1	CISCO	WIRELESS ANTENNA	AIR-ANT2012	NONE	NONE
1	CISCO	REDUNDANT POWER SYSTEM	RPS 675	DTH10080015	34947
1	CISCO	NETWORK SWITCH	WS-C3550-24PWR-SMI	CAT0712Z05Y	21281
1	CISCO	NETWORK SWITCH	WS-C2950G-48-EI	FHK0714Z085	21324
1	CISCO	NETWORK SWITCH	WS-C2950G-48-EI	FHK0702W19L	21220
1	CISCO	NETWORK SWITCH	WS-C2950G-48-EI	FHK0713Z08L	21217
1	INFOBLOX	NETWORK SERVICES APPLIANCE	IB-1050-BASE	1007200809000010	NONE
1	INFOBLOX	NETWORK SERVICES APPLIANCE	IB-550-DNS-K-01	1006200801000030	34480
1	INFOBLOX	NETWORK SERVICES APPLIANCE	IB-550-DNS-A-01	1116201010100070	36057
1	INFOBLOX	NETWORK SERVICES APPLIANCE	IB-550-DNS-K-01	1003200801000020	36056
1	INFOBLOX	NETWORK SERVICES APPLIANCE	IB-1050	NONE	NONE
1	HP	PRINTER, LASER, MONO	C4044A	CNBRD32166	NONE
1	NONE	WATER BATH	3010-12	0274	4225
1	NONE	WATER BATH	3010-12	0275	4226
1	HP	PRINTER, LASER, MONO	Q5400A	CNBXC45094	26742
1	HP	PRINTER, LASER, COLOR	CC469AR (CP3525n)	CNCCB5F0P5	42607
1	GATEWAY	COMPUTER, LAPTOP	E155C	0040354939	37195
1	GATEWAY	COMPUTER, DESKTOP	E6610D	0004575002	36947
1	APPLE	COMPUTER, LAPTOP	A1212	W872010QW0M	34219
1	LENOVO	COMPUTER, DESKTOP, AIO	1165-A3U	S137655	41607
1	BROTHER	FAX MACHINE, INKJET, FLATBED, COLOR	FAX2480C	U61583-M6F964862	39325
1	LENOVO	COMPUTER, DESKTOP	7484-CTO	MJMZ219	41235
1	FRIGIDAIRE	STOVE	FEF336BGWA	VF82510914	NONE
1	HOTPOINT	REFRIGERATOR	HTR17BBSERCC	FM832438	NONE
1	UNITEK	KILN	ULTRA-MAT II	NONE	23621
1	BLUE M	AUTOCLAVE	0V-18C	1SC-449	5611
1	ESPE	VISIO GEM KIT	VISIO ALPHA	90M 0867	NONE

Agenda Item (VII-A)

Meeting 4/17/2018 - Regular
Agenda Item Consent Agenda Information (VII-A)
Subject Monthly Financial Report for Month Ending – March 31, 2018
College/District District
Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2017 through March 31, 2018.

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

Attachments:

[04172018_Financial Report for July 2017 March 2018](#)

MONTHLY FINANCIAL REPORT
JULY 1, 2017 – MARCH 31, 2018

<u>General Funds</u>	<u>Page</u>
Resource 1000 - General Operating	2
Resource 1050 - Parking	3
Resource 1070 - Student Health Services	4
Resource 1080 - Community Education	5
Resource 1090 - Performance Riverside	6
Resource 1110 - Contractor-Operated Bookstore	7
Resource 1120 - Center for Social Justice and Civil Liberties	8
Resource 1170 - Customized Solutions	9
Resource 1180 - Redevelopment Pass-Through	10
Resource 1190 - Grants and Categorical Programs	11
<u>Special Revenue Funds</u>	
Resource 3200 - Food Services	12
Resource 3300 - Child Care	13
<u>Capital Projects Funds</u>	
Resource 4100 - State Construction & Scheduled Maintenance	14
Resource 4130 - La Sierra Capital	15
<u>General Obligation Bond Capital Project Funds</u>	
Resource 4390 - G. O. Bond Series 2015E Capital Appreciation Bonds	16
<u>Internal Service Funds</u>	
Resource 6100 - Self-Insured PPO Health Plan	17
Resource 6110 - Self-Insured Workers Compensation	18
Resource 6120 - Self-Insured General Liability	19
Resource 6900 - Internal Service Fund - OPEB	20
<u>Expendable Trust and Agency Funds</u>	
Associated Students of RCCD	21
Student Financial Aid	22
RCCD Development Corporation	23

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 180,548,317	\$ 184,245,819	\$ 184,245,819	\$ 138,678,242
Inter/Intrafund Transfer from District Bookstore (Resource 1110)	336,858	1,301,950	1,301,950	976,463
Total Revenues	<u>\$ 180,885,175</u>	<u>\$ 185,547,769</u>	<u>\$ 185,547,769</u>	<u>\$ 139,654,704</u>
Expenditures				
Academic Salaries	\$ 75,723,207	\$ 80,279,183	\$ 80,056,368	\$ 59,075,674
Classified Salaries	30,516,753	35,225,326	34,657,782	24,608,824
Employee Benefits	44,288,918	46,442,230	46,441,246	28,181,668
Materials & Supplies	1,979,449	2,571,674	2,745,136	1,249,442
Services	16,060,908	46,447,568	45,386,468	10,747,658
Capital Outlay	1,985,095	1,114,717	2,253,698	1,175,920
Student Aid	44,541	52,910	592,910	379,137
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	634,157	665,157	665,157	498,868
Center for Social Justice and Civil Liberties (Resource 1120)	105,854	165,541	165,541	97,337
College Promise Pgrm (Resource 1190)	0	1,757,864	1,757,864	1,318,398
Federal Work Study (Resource 1190)	294,157	363,618	363,618	104,062
Student Financial Assist (Resource 1190)	14,341	0	0	0
Veteran Services (Resource 1190)	3,884	5,800	5,800	5,800
Interfund Transfer to: Resource 4130	2,630,000	0	0	0
Total Expenditures	<u>\$ 174,281,263</u>	<u>\$ 215,091,588</u>	<u>\$ 215,091,588</u>	<u>\$ 127,442,786</u>
Revenues Over (Under) Expenditures	\$ 6,603,912	\$ (29,543,819)	\$ (29,543,819)	\$ 12,211,919
Beginning Fund Balance	36,517,184	43,121,096	43,121,096	43,121,096
Ending Fund Balance	<u>\$ 43,121,096</u>	<u>\$ 13,577,277</u>	<u>\$ 13,577,277</u>	<u>\$ 55,333,015</u>
Ending Cash Balance				<u>\$ 57,245,813</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 3,033,555	\$ 3,117,047	\$ 3,117,047	\$ 2,449,860
Expenditures				
Classified Salaries	\$ 1,395,312	\$ 1,661,409	\$ 1,661,409	\$ 1,185,432
Employee Benefits	498,928	625,863	625,863	420,512
Materials & Supplies	38,478	46,900	45,070	25,069
Services	856,476	893,001	891,957	522,521
Capital Outlay	176,964	236,525	239,399	65,144
Total Expenditures	\$ 2,966,157	\$ 3,463,698	\$ 3,463,698	\$ 2,218,677
Revenues Over (Under) Expenditures	\$ 67,398	\$ (346,651)	\$ (346,651)	\$ 231,183
Beginning Fund Balance	(454,063)	(386,665)	(386,665)	(386,665)
Ending Fund Balance	\$ (386,665)	\$ (733,316)	\$ (733,316)	\$ (155,482)
Ending Cash Balance				\$ (144,928)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,524,999	\$ 1,670,940	\$ 1,670,940	\$ 1,412,230
Expenditures				
Academic Salaries	\$ 443,268	\$ 500,600	\$ 503,445	\$ 351,560
Classified Salaries	514,014	686,101	670,630	394,929
Employee Benefits	305,977	430,427	418,313	230,369
Materials & Supplies	78,082	117,730	134,343	64,679
Services	180,369	415,593	423,720	195,433
Capital Outlay	9,684	20,500	20,500	7,662
Total Expenditures	\$ 1,531,393	\$ 2,170,951	\$ 2,170,951	\$ 1,244,632
Revenues Over (Under) Expenditures	\$ (6,394)	\$ (500,011)	\$ (500,011)	\$ 167,598
Beginning Fund Balance	2,117,758	2,111,364	2,111,364	2,111,364
Ending Fund Balance	\$ 2,111,364	\$ 1,611,353	\$ 1,611,353	\$ 2,278,962
Ending Cash Balance				\$ 2,202,480

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 165,591	\$ 74,064	\$ 74,064	\$ 44,406
Intrafund Transfer from Customized Solutions (Resource 1170)	0	30,000	30,000	0
Total Revenues	<u>\$ 165,591</u>	<u>\$ 104,064</u>	<u>\$ 104,064</u>	<u>\$ 44,406</u>
Expenditures				
Academic Salaries	\$ 445	\$ 0	\$ 0	\$ 0
Classified Salaries	106,503	37,726	37,726	61,605
Employee Benefits	18,815	14,980	14,980	11,654
Materials & Supplies	1,562	14,955	14,955	255
Services	35,836	6,403	6,403	219
Total Expenditures	<u>\$ 163,161</u>	<u>\$ 74,064</u>	<u>\$ 74,064</u>	<u>\$ 73,733</u>
Revenues Over (Under) Expenditures	\$ 2,430.09	\$ 30,000	\$ 30,000	\$ (29,327)
Beginning Fund Balance	<u>\$ (287,040)</u>	<u>(284,610)</u>	<u>(284,610)</u>	<u>(284,610)</u>
Ending Fund Balance	<u>\$ (284,610)</u>	<u>\$ (254,610)</u>	<u>\$ (254,610)</u>	<u>\$ (313,936)</u>
Ending Cash Balance				<u>\$ (312,393)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 286,190	\$ 285,240	\$ 285,240	\$ 147,696
Intrafund Transfer from Performance Riverside (Resource 1090)	275,000	275,000	275,000	206,250
Total Revenues	<u>\$ 561,190</u>	<u>\$ 560,240</u>	<u>\$ 560,240</u>	<u>\$ 353,946</u>
Expenditures				
Academic Salaries	\$ 10,434	\$ 22,430	\$ 22,430	\$ 19,471
Classified Salaries	166,793	183,930	113,625	72,510
Employee Benefits	78,999	95,562	95,562	38,262
Materials & Supplies	3,918	5,472	5,472	5,043
Services	222,168	230,325	299,108	268,736
Capital Outlay	0	0	1,522	1,500
Total Expenditures	<u>\$ 482,312</u>	<u>\$ 537,719</u>	<u>\$ 537,719</u>	<u>\$ 405,522</u>
Revenues Over (Under) Expenditures	\$ 78,877	\$ 22,521	\$ 22,521	\$ (51,576)
Beginning Fund Balance	<u>(717,476)</u>	<u>(638,599)</u>	<u>(638,599)</u>	<u>(638,599)</u>
Ending Fund Balance	<u>\$ (638,599)</u>	<u>\$ (616,078)</u>	<u>\$ (616,078)</u>	<u>\$ (690,175)</u>
Ending Cash Balance				<u>\$ (682,472)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,056,349	\$ 1,056,925	\$ 1,056,925	\$ 581,652
Expenditures				
Services	\$ 43,600	\$ 43,600	\$ 43,600	\$ 21,837
Interfund Transfer to				
Food Services (Resource 3200)	105,045	105,045	105,045	78,784
Riverside - Early Childhood Services (Resource 3300)	75,000	0	0	0
Intrafund Transfer to				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	206,250
General Operating (Resource 1000)	336,858	1,301,950	1,301,950	976,463
Total Expenditures	\$ 835,503	\$ 1,725,595	\$ 1,725,595	\$ 1,283,333
Revenues Over (Under) Expenditures	\$ 220,845	\$ (668,670)	\$ (668,670)	\$ (701,681)
Beginning Fund Balance	456,496	677,341	677,341	677,341
Ending Fund Balance	\$ 677,341	\$ 8,671	\$ 8,671	\$ (24,340)
Ending Cash Balance				\$ (24,340)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,371	\$ 25,400	\$ 25,400	\$ 25,250
Intrafund Transfer from General Operating (Resource 1000)	105,854	165,541	165,541	97,337
Total Revenues	\$ 131,225	\$ 190,941	\$ 190,941	\$ 122,587
Expenditures				
Classified Salaries	\$ 1,051	\$ 86,362	\$ 86,362	\$ 29,753
Employee Benefits	7	57,328	57,328	18,207
Materials & Supplies	1,495	4,910	4,910	442
Services	128,463	50,265	49,700	32,497
Capital Outlay	208	211	776	0
Total Expenditures	\$ 131,224	\$ 199,076	\$ 199,076	\$ 80,899
Revenues Over (Under) Expenditures	\$ 1	\$ (8,135)	\$ (8,135)	\$ 41,688
Beginning Fund Balance	13,134	13,135	13,135	13,135
Ending Fund Balance	\$ 13,135	\$ 5,000	\$ 5,000	\$ 54,823
Ending Cash Balance				\$ 54,934

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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 <u>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 648,378	\$ 694,272	\$ 694,272	\$ 21,438
Expenditures				
Classified Salaries	\$ 151,193	\$ 169,277	\$ 169,277	\$ 105,785
Employee Benefits	77,116	74,514	74,514	45,900
Materials & Supplies	1,203	31,000	31,000	677
Services	516,633	448,001	448,001	72,138
Capital Outlay	0	7,500	7,500	3,708
Intrafund Transfer To:				
Community Education (Resource 1080)	0	30,000	30,000	0
Total Expenditures	\$ 746,145	\$ 760,292	\$ 760,292	\$ 228,208
Revenues Over (Under) Expenditures	\$ (97,768)	\$ (66,020)	\$ (66,020)	\$ (206,770)
Beginning Fund Balance	167,047	69,280	69,280	69,280
Ending Fund Balance	\$ 69,280	\$ 3,260	\$ 3,260	\$ (137,490)
Ending Cash Balance				\$ (194,857)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,185,202	\$ 2,178,200	\$ 2,178,200	\$ 1,193,276
Expenditures				
Materials & Supplies	\$ 0	\$ 0	\$ 2,500	\$ 114
Services	348,129	564,064	713,489	334,635
Capital Outlay	668,038	4,123,384	3,971,459	208,783
Total Expenditures	\$ 1,016,167	\$ 4,687,448	\$ 4,687,448	\$ 543,533
Revenues Over (Under) Expenditures	\$ 1,169,035	\$ (2,509,248)	\$ (2,509,248)	\$ 649,744
Beginning Fund Balance	4,687,326	5,856,361	5,856,361	5,856,361
Ending Fund Balance	\$ 5,856,361	\$ 3,347,113	\$ 3,347,113	\$ 6,506,105
Ending Cash Balance				\$ 6,513,050

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 42,152,846	\$ 95,511,862	\$ 102,471,445	\$ 60,471,644
Intrafund Transfers from				
General Operating (Resource 1000)				
For College Promise Program	0	1,757,864	1,757,864	1,318,398
For DSP&S	634,157	665,157	665,157	498,868
For Federal Work Study	294,157	363,618	363,618	104,062
For Student Financial Assistance	14,341	0	0	0
For Veteran Services	3,884	5,800	5,800	5,800
Total Revenues	<u>\$ 43,099,384</u>	<u>\$ 98,304,301</u>	<u>\$ 105,263,884</u>	<u>\$ 62,398,772</u>
Expenditures				
Academic Salaries	\$ 6,659,665	\$ 8,246,161	\$ 8,621,679	\$ 5,494,835
Classified Salaries	13,354,732	15,841,018	16,890,434	10,545,861
Employee Benefits	6,499,237	9,714,958	9,730,938	5,186,704
Materials & Supplies	2,022,119	11,647,984	8,003,185	1,282,700
Services	10,030,482	41,383,228	48,634,776	10,807,439
Capital Outlay	3,251,099	8,948,350	10,046,038	1,958,952
Student Grants (Financial, Book, Meal, Transportation)	1,282,051	2,522,602	3,336,834	1,533,877
Total Expenditures	<u>\$ 43,099,384</u>	<u>\$ 98,304,301</u>	<u>\$ 105,263,884</u>	<u>\$ 36,810,367</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 25,588,404
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>\$ 25,588,404</u>
Ending Cash Balance				<u>\$ 25,808,370</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,983,436	\$ 3,091,810	\$ 3,091,810	\$ 1,953,618
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>105,045</u>	<u>105,045</u>	<u>105,045</u>	<u>78,784</u>
Total Revenues	<u>\$ 3,088,481</u>	<u>\$ 3,196,855</u>	<u>\$ 3,196,855</u>	<u>\$ 2,032,402</u>
Expenditures				
Classified Salaries	\$ 1,031,871	\$ 1,079,381	\$ 1,079,381	\$ 758,214
Employee Benefits	366,687	406,984	406,984	255,847
Materials & Supplies	1,257,136	1,288,328	1,288,328	889,974
Services	221,815	230,074	230,074	143,877
Capital Outlay	<u>14,819</u>	<u>61,809</u>	<u>151,809</u>	<u>11,025</u>
Total Expenditures	<u>\$ 2,892,328</u>	<u>\$ 3,066,576</u>	<u>\$ 3,156,576</u>	<u>\$ 2,058,938</u>
Revenues Over (Under) Expenditures	\$ 196,153	\$ 130,279	\$ 40,279	\$ (26,536)
Beginning Fund Balance	<u>986,243</u>	<u>1,182,397</u>	<u>1,182,397</u>	<u>1,182,397</u>
Ending Fund Balance	<u>\$ 1,182,397</u>	<u>\$ 1,312,676</u>	<u>\$ 1,222,676</u>	<u>\$ 1,155,860</u>
Ending Cash Balance				<u>\$ 1,151,103</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

Child Care was established to manage the finances of the District's child care centers at all three colleges.

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,564,472	\$ 1,496,263	\$ 1,496,263	\$ 1,028,378
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	75,000	0	0	0
Total Revenues	<u>\$ 1,639,472</u>	<u>\$ 1,496,263</u>	<u>\$ 1,496,263</u>	<u>\$ 1,028,378</u>
Expenditures				
Academic Salaries	\$ 626,724	\$ 686,649	\$ 686,649	\$ 409,647
Classified Salaries	467,997	505,002	505,002	329,153
Employee Benefits	145,339	305,146	305,146	114,176
Materials & Supplies	45,772	57,911	61,038	24,366
Services	44,992	82,325	82,925	54,219
Capital Outlay	17,275	33,000	29,273	0
Total Expenditures	<u>\$ 1,348,099</u>	<u>\$ 1,670,033</u>	<u>\$ 1,670,033</u>	<u>\$ 931,561</u>
Revenues Over (Under) Expenditures	\$ 291,373	\$ (173,770)	\$ (173,770)	\$ 96,816
Beginning Fund Balance	<u>799,193</u>	<u>1,090,566</u>	<u>1,090,566</u>	<u>1,090,566</u>
Ending Fund Balance	<u>\$ 1,090,566</u>	<u>\$ 916,796</u>	<u>\$ 916,796</u>	<u>\$ 1,187,382</u>
Ending Cash Balance				<u>\$ 1,180,324</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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 <u>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 1,389,326</u>	<u>\$ 8,496,236</u>	<u>\$ 8,496,236</u>	<u>\$ 7,313,292</u>
Expenditures				
Services	\$ 19,650	\$ 0	\$ 0	\$ 0
Capital Outlay	1,369,676	8,496,236	8,496,236	1,051,961
Intrafund Transfer to La Sierra Resource 4130	<u>44,470</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 1,433,796</u>	<u>\$ 8,496,236</u>	<u>\$ 8,496,236</u>	<u>\$ 1,051,961</u>
Revenues Over (Under) Expenditures	\$ (44,470)	\$ 0	\$ 0	\$ 6,261,331
Beginning Fund Balance	<u>44,470</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 6,261,331</u>
Ending Cash Balance				<u>\$ 6,197,509</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 56,247	\$ 28,861	\$ 28,861	\$ 25,808
Inter/Intrafund Transfer from				
General Operating (Resource 1000)	2,630,000	0	0	0
State Capital Outlay (Resource 4100)	44,470	0	0	0
Total Revenues	<u>\$ 2,730,716</u>	<u>\$ 28,861</u>	<u>\$ 28,861</u>	<u>\$ 25,808</u>
Expenditures				
Capital Outlay	<u>\$ 1,368,279</u>	<u>\$ 1,480,829</u>	<u>\$ 1,480,829</u>	<u>\$ (26,438)</u>
Total Expenditures	<u>\$ 1,368,279</u>	<u>\$ 1,480,829</u>	<u>\$ 1,480,829</u>	<u>\$ (26,438)</u>
Revenues Over (Under) Expenditures	\$ 1,362,437	\$ (1,451,968)	\$ (1,451,968)	\$ 52,246
Beginning Fund Balance	<u>389,806</u>	<u>1,752,242</u>	<u>1,752,242</u>	<u>1,752,242</u>
Ending Fund Balance	<u>\$ 1,752,242</u>	<u>\$ 300,274</u>	<u>\$ 300,274</u>	<u>\$ 1,804,488</u>
Ending Cash Balance				<u>\$ 1,848,257</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 298,377	\$ 85,000	\$ 85,000	\$ (10,749)
Expenditures				
Classified Salaries	\$ 293,126	\$ 677,916	\$ 670,996	\$ 110,453
Employee Benefits	131,825	366,575	366,575	44,864
Materials & Supplies	1,533	0	0	68
Services	146,143	241,411	248,331	16,257
Capital Outlay	1,337,941	19,768,039	19,768,039	472,064
Total Expenditures	\$ 1,910,568	\$ 21,053,941	\$ 21,053,941	\$ 643,705
Revenues Over (Under) Expenditures	(1,612,192)	(20,968,941)	(20,968,941)	(654,454)
Beginning Fund Balance	10,608,458	8,996,266	8,996,266	8,624,143
Ending Fund Balance	\$ 8,996,266	\$ (11,972,675)	\$ (11,972,675)	\$ 7,969,689
Ending Cash Balance				\$ 7,854,250

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8,600,758	\$ 9,522,252	\$ 9,522,252	\$ 8,059,254
Expenditures				
Classified Salaries	\$ 108,574	\$ 118,666	\$ 118,666	\$ 104,551
Employee Benefits	43,069	51,279	51,279	54,524
Services	7,287,870	8,619,181	8,619,181	4,818,186
Total Expenditures	\$ 7,439,513	\$ 8,789,126	\$ 8,789,126	\$ 4,977,261
Revenues Over (Under) Expenditures	\$ 1,161,245	\$ 733,126	\$ 733,126	\$ 3,081,993
Beginning Fund Balance	589,360	1,750,605	1,750,605	1,750,605
Ending Fund Balance	\$ 1,750,605	\$ 2,483,731	\$ 2,483,731	\$ 4,832,598
Ending Cash Balance				\$ 5,740,468

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 719,292	\$ 1,294,572	\$ 1,294,572	\$ 956,419
Expenditures				
Classified Salaries	\$ 236,978	\$ 450,299	\$ 445,691	\$ 233,991
Employee Benefits	101,485	225,633	225,633	88,896
Materials & Supplies	11,651	9,600	14,208	5,630
Services	1,135,109	1,605,106	1,605,106	905,755
Capital Outlay	35,378	8,600	8,600	4,161
Total Expenditures	\$ 1,520,601	\$ 2,299,238	\$ 2,299,238	\$ 1,238,431
Revenues Over (Under) Expenditures	\$ (801,309)	\$ (1,004,666)	\$ (1,004,666)	\$ (282,013)
Beginning Fund Balance	\$ 3,078,468	2,277,159	2,277,159	2,277,159
Ending Fund Balance	\$ 2,277,159	\$ 1,272,493	\$ 1,272,493	\$ 1,995,147
Ending Cash Balance				\$ 4,373,362

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,358,591	\$ 1,467,722	\$ 1,467,722	\$ 929,777
Expenditures				
Classified Salaries	\$ 91,214	\$ 189,973	\$ 185,955	\$ 96,077
Employee Benefits	40,787	98,302	98,302	36,623
Materials & Supplies	1,344	2,200	6,218	67
Services	1,094,498	1,590,930	1,590,930	1,180,653
Capital Outlay	0	8,600	8,600	64
Total Expenditures	\$ 1,227,843	\$ 1,890,005	\$ 1,890,005	\$ 1,313,483
Revenues Over (Under) Expenditures	\$ 130,748	\$ (422,283)	\$ (422,283)	\$ (383,707)
Beginning Fund Balance	1,243,332	1,374,080	1,374,080	1,374,080
Ending Fund Balance	\$ 1,374,080	\$ 951,797	\$ 951,797	\$ 990,373
Ending Cash Balance				\$ 1,352,143

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 515,145	\$ 579,516	\$ 579,516	\$ 210,573
Expenditures				
Services	\$ 2,600	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 2,600	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 512,545	\$ 579,516	\$ 579,516	\$ 210,573
Beginning Fund Balance	325,339	837,884	837,884	837,884
Ending Fund Balance	\$ 837,884	\$ 1,417,400	\$ 1,417,400	\$ 1,048,457
Ending Cash Balance				\$ 1,048,457

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 959,646	\$ 1,018,701	\$ 1,018,701	\$ 734,342
Expenditures				
Materials & Supplies	\$ 1,068,392	\$ 1,047,320	\$ 1,047,320	\$ 670,008
Total Expenditures	\$ 1,068,392	\$ 1,047,320	\$ 1,047,320	\$ 670,008
Revenues Over (Under) Expenditures	\$ (108,745)	\$ (28,619)	\$ (28,619)	\$ 64,334
Beginning Fund Balance	1,253,002	1,144,256	1,144,256	1,144,256
Ending Fund Balance	\$ 1,144,256	\$ 1,115,637	\$ 1,115,637	\$ 1,208,590
ASRCCD Trust Fund Ending Balance				\$ 1,432,937
Ending Cash Balance				\$ 2,644,043

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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 <u>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 53,490,487	\$ 80,634,657	\$ 80,634,657	\$ 48,996,714
Expenditures				
Scholarships and Grant Reimbursements	\$ 52,918,355	\$ 80,634,657	\$ 80,634,657	\$ 49,544,224
Total Expenditures	\$ 52,918,355	\$ 80,634,657	\$ 80,634,657	\$ 49,544,224
Revenues Over (Under) Expenditures	\$ 572,132	\$ 0	\$ 0	\$ (547,510)
Beginning Fund Balance	51,155	623,287	623,287	623,287
Ending Fund Balance	\$ 623,287	\$ 623,287	\$ 623,287	\$ 75,776
Ending Cash Balance				\$ 704,186

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 8	\$ 8	\$ 5
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 8	\$ 8	\$ 8	\$ 5
Beginning Fund Balance	16,174	16,182	16,182	16,182
Ending Fund Balance	<u>\$ 16,182</u>	<u>\$ 16,190</u>	<u>\$ 16,190</u>	<u>\$ 16,187</u>
Ending Cash Balance				<u>\$ 16,187</u>

Agenda Item (VIII-B-1)

Meeting	4/17/2018 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Agreement for College and Career Access Pathways: A Dual Enrollment Partnership with Alvord Unified School District
College/District	District
Funding	N/A
Recommended Action	Recommend that the Board of Trustees approve the College and Career Access Pathways Partnership Agreement with Alvord Unified School District.

Background Narrative:

In accordance with details set forth under Assembly Bill 288, Riverside Community College District on behalf of Riverside City College and Norco College in partnership with Alvord Unified School District (AUSD) is offering pathway-specific college and pre-college courses on Hillcrest, La Sierra, and Norte Vista High School campuses. The term of this agreement is three and one-half years beginning on July 1, 2018 and ending on December 31, 2021.

This agreement implements the elements of AB-288 College and Career Access Pathways (CCAP) Partnership Agreements with the goal of establishing seamless pathways to community college for Career and Technical Education or transfer; and improving high school graduation rates or college and career readiness. CCAP Partnerships allow community college districts to claim apportionment for closed courses offered on a high school campus to CCAP participants provided that all other applicable statutory and regulatory requirements are met.

This agreement augments the existing efforts between RCC/NC/RCCD and AUSD enabling all institutions to progress toward strategic objectives of student access, equity, and completion (RCC and NC) and college and career readiness (AUSD).

Prepared By: Wolde-Ab Isaac, Chancellor

Irving Hendrick, Interim President, Riverside City College

Bryan Reece, President Norco College

Carol Farrar, VP Academic Affairs

Monica Green, Vice President, Student Services (NC)

Attachments:

[Agreement for College and Career Pathways_A Dual Enrollment Partnership_AUSD](#)

**COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2018-2021**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Riverside Community College District (“COLLEGE”), 3801 Market Avenue, Riverside, CA 92501, and Alvord Unified School District (“SCHOOL DISTRICT”) 9 KPC Parkway, Corona, CA 92879.

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Riverside Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school-district serving grades 9-12 located in West Riverside County and within the regional service area of the COLLEGE unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, the COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office and COLLEGE;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1. The term of this CCAP Agreement shall be for three and one half (3½) years beginning on July 1, 2018 and ending on December 31, 2021, and will be subject to renewal, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2. This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time

equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

- 1.3. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4. A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges before the start of the CCAP partnership. Sec. 2 (c)(3)

2. DEFINITIONS

- 2.1. CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of the COLLEGE and applicable law. Sec. 2 (a)
- 2.2. Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3. Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1. Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are

seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2. Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and the COLLEGE standards and policies.
- 3.3. College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and the COLLEGE policy.
- 3.4. Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5. Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6. As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7. Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1. The COLLEGE will be responsible for processing student applications.
- 4.2. The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3. The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4. The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5. Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

5. PARTICIPATING STUDENTS

- 5.1. A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f) (q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2. The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT. Books and instructional materials purchased by the SCHOOL DISTRICT will remain the property of and housed at the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks to remain the same throughout the term of the CCAP agreement. Both SCHOOL DISTRICT and COLLEGE will pursue methods of keeping textbook costs down and will seek additional funding sources including grants to cover textbook costs.
- 5.3. Participating students must meet all prerequisite requirements of the COLLEGE as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4. Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.

- 5.5. Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7. Students requiring reasonable accommodations for COLLEGE courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement will receive services through the SCHOOL DISTRICT. Students requiring reasonable accommodations for COLLEGE courses offered at the COLLEGE will receive services through the COLLEGE.
- 5.8. Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.9. A course dropped within the COLLEGE drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

6. CCAP AGREEMENT COURSES

- 6.1. The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2. Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3. The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4. The scope, nature, time, location, and listing of courses shall be offered and determined by the COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5. Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.

- 6.6. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with the COLLEGE academic standards.
- 6.7. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10. Site visits and instructor evaluations by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with the COLLEGE academic standards.
- 6.11. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12. Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with the COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13. COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14. College and School District certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

7. INSTRUCTOR(S)

- 7.1. All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.
- 7.2. The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.3. This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5. Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6. Prior to teaching, faculty shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training may be approved and provided by the COLLEGE.
- 7.7. Faculty will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8. Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of the COLLEGE.
- 7.9. SCHOOL DISTRICT personnel selected to be instructors will be subject to the authority of the COLLEGE specifically with regard to their duties as instructors.
- 7.10. The COLLEGE and SCHOOL DISTRICT jointly determine the subject areas of instruction. The COLLEGE shall determine the number of instructors and the ratio of instructors to students.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement and grading standards as students in courses taught on the COLLEGE campus.
- 8.2. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught both at the SCHOOL DISTRICT and on the COLLEGE campus. Both parties will work together in resolving behavioral issues.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1. The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with the COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.2. The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3. The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with the COLLEGE policy and COLLEGE procedures and academic standards.
- 9.4. The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5. The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.

- 9.6. This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1) (A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

- 10.1. The COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3. The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

11. CERTIFICATIONS

- 11.1. The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.

- 11.2. The COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3. The SCHOOL DISTRICT agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4. This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5. This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6. This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7. The COLLEGE certifies that:
 - A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
 - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement, whenever possible. Sec. 2 (k)(2)
 - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8. This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

- 12.1. The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

- 13.1. Permanent records of student enrollment, attendance, grades and achievement for students under this CCAP agreement shall be maintained by COLLEGE.
- 13.2. Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. REIMBURSEMENT

- 14.1. The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

15. FACILITIES

- 15.1. The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2. The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3. The COLLEGE facilities may be used subject to mutual agreement by the parties as expressed in the Appendix to this Agreement.

16. INDEMNIFICATION

- 16.1. The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims,

demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

17. INSURANCE

- 17.1. The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.
- 17.2. For the purpose of Workers' Compensation, the COLLEGE shall be the "primary employer" for all its personnel who perform services as instructors. The COLLEGE shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by COLLEGE personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE agrees to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE personnel connected with providing services under this Agreement.

18. NON-DISCRIMINATION

- 18.1. Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

19. TERMINATION

- 19.1. Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following

spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

20. NOTICES

20.1. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

SCHOOL DISTRICT

Alvord Unified School District

9 KPC Parkway

Corona, CA 92879

Attn: Lou Obermeyer, Ed.D., Interim Superintendent

COLLEGE

Riverside Community College District

3801 Market Street

Riverside, CA 92501

Attn: Wolde-Ab Isaac, Ph.D., Chancellor

21. INTEGRATION

21.1. This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement, and supersedes all prior agreements or representations, either express or implied, written or oral, with regard to this subject matter only.

22. MODIFICATION AND AMENDMENT

22.1. No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

23.1. This agreement shall be interpreted according to the laws of the State of California.

24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1. For locations outside the geographical boundaries of, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

25.1. This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1. This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on _____ 2018

By: _____
Lou Obermeyer, Ed.D., Interim Superintendent
ALVORD UNIFIED SCHOOL DISTRICT

By: _____
Wolde-Ab Isaac, Ph.D., Chancellor
RIVERSIDE COMMUNITY COLLEGE DISTRICT

**APPENDIX
COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Riverside Community College District (“COLLEGE”), 3801 Market Avenue, Riverside, CA 92501, and Alvord Unified School District (“SCHOOL DISTRICT”) 9 KPC Parkway, Corona, CA 92879.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3).

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before July 1st and follow the protocols set forth in (a) and (b) of this section.
- d. COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
College: Norco College	Maureen Sinclair, Ed.D. Project Director	951-738-7746	maureen.sinclair@norcocollege.edu
College: Riverside City College	Carol Farrar, Ph.D. Vice President of Academic Affairs	951-222-8053	carol.farrar@rcc.edu
School District: Alvord USD	Craig Shiflett, Director of College and Career Readiness	951-509-5015	craig.shiflett@alvordschools.org

2. STUDENT SELECTION

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. Preamble and Sec. 2 (c)(1)
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15-unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. Sec. 2 (p)(1-3)

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. CCAP AGREEMENT PROGRAM YEAR: FALL 2018 THROUGH FALL 2021

- a. COLLEGE has identified the following pathways, course offerings per program year, estimated students served, and projected FTES. The employer of record for all courses under this CCAP Agreement is the COLLEGE and the location of the courses is the SCHOOL DISTRICT. The grid below is intended to project the courses offered and is subject to change based on the needs of the student cohorts within the pathway.

BEGINNING PROGRAM YEAR: Fall 2018
COMMUNITY COLLEGE DISTRICT: Riverside Community College District
COLLEGE: [Riverside City College](#)
HIGH SCHOOL DISTRICT: Alvord Unified School District
HIGH SCHOOL: [Hillcrest High School](#)
EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway
REQUIRED:

Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c) (1): Students are being prepared to be college ready or are participating in a CTE Pathway.

Languages & Humanities OR Social & Behavioral Sciences Pathway						
Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021
THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>
	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>
			COM-9 <i>Interpersonal Communication</i>	MAT-37 <i>Algebra for Statistics</i>	COM-9 <i>Interpersonal Communication</i>	MAT-37 <i>Algebra for Statistics</i>
			SPA-1 <i>Spanish I</i>	SPA-2 <i>Spanish II</i>	SPA-1 <i>Spanish I</i>	SPA-2 <i>Spanish II</i>
					MAT-12 <i>Statistics</i>	

Students Details			
	2018/2019	2019/2020	2020/2021
Students Served	35	70	105
FTES	6	12	18

BEGINNING PROGRAM YEAR: Fall 2018
COMMUNITY COLLEGE DISTRICT: Riverside Community College District
COLLEGE: Norco College
HIGH SCHOOL DISTRICT: Alvord Unified School District
HIGH SCHOOL: La Sierra High School
EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway
REQUIRED:

Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c) (I): Students are being prepared to be college ready or are participating in a CTE Pathway.

Business Administration Pathway						
Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021
BUS-10 <i>Introduction to Business</i>	BUS-18A <i>Business Law I</i>	BUS-18B <i>Business Law II</i>	ACC-1A <i>Principles of Accounting I</i>	BUS-22 <i>Management Communication</i>	BUS-20 <i>Business Mathematics</i>	BUS-10 <i>Introduction to Business</i>
*ENG-1A <i>English Composition</i>	*ENG-1B <i>Critical Thinking and Writing</i>	*ENG-1A <i>English Composition</i>	*ENG-1B <i>Critical Thinking and Writing</i>	*ENG-1A <i>English Composition</i>	*ENG-1B <i>Critical Thinking and Writing</i>	*ENG-1A <i>English Composition</i>
GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>
Engineering Pathway						
	*MAT-1A <i>Calculus I</i> *MAT-36 <i>Trigonometry</i>	*MAT-1B <i>Calculus II</i> *MAT-10 <i>Pre-Calculus</i>	*MAT-1A <i>Calculus I</i> *MAT-36 <i>Trigonometry</i>	*MAT-1B <i>Calculus II</i> *MAT-10 <i>Pre-Calculus</i>	*MAT-1A <i>Calculus I</i> *MAT-36 <i>Trigonometry</i>	*MAT-1B <i>Calculus II</i> *MAT-10 <i>Pre-Calculus</i>
*ENG-1A <i>English Composition</i>	*ENG-1B <i>Critical Thinking and Writing</i>	*ENG-1A <i>English Composition</i>	*ENG-1B <i>Critical Thinking and Writing</i>	*ENG-1A <i>English Composition</i>	*ENG-1B <i>Critical Thinking and Writing</i>	*ENG-1A <i>English Composition</i>
GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>
Administration of Justice Pathway						
ADJ-1 <i>Introduction to the Administration of Justice</i>						
GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>

Students Details			
	2018/2019	2019/2020	2020/2021
Students Served	100	100	100
FTES	20	20	20

BEGINNING PROGRAM YEAR: Fall 2018
COMMUNITY COLLEGE DISTRICT: Riverside Community College District
COLLEGE: [Riverside City College](#)
HIGH SCHOOL DISTRICT: Alvord Unified School District
HIGH SCHOOL: [Norte Vista High School](#)
EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway
REQUIRED:

Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c) (1): Students are being prepared to be college ready or are participating in a CTE Pathway.

Languages & Humanities OR Social & Behavioral Sciences Pathway						
Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021
THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>
	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>
			COM-9 <i>Interpersonal Communication</i>	MAT-37 <i>Algebra for Statistics</i>	COM-9 <i>Interpersonal Communication</i>	MAT-37 <i>Algebra for Statistics</i>
			SPA-1 <i>Spanish I</i>	SPA-2 <i>Spanish II</i>	SPA-1 <i>Spanish I</i>	SPA-2 <i>Spanish II</i>
					MAT-12 <i>Statistics</i>	

Students Details			
	2018/2019	2019/2020	2020/2021
Students Served	35	70	105
FTES	6	12	18

5. BOOKS

- a. The total cost of books for students participating as part of this CCAP agreement will be borne by the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks will remain the same throughout the term of the CCAP agreement.
- b. The COLLEGE will inform the SCHOOL DISTRICT via an annual Addendum to the AGREEMENT regarding the new BOOK information as new course are added to the offerings for 2019-2020 and 2020-2021 and beyond. The Addendum will be available in December of the preceding academic year.

HIGH SCHOOL: Hillcrest High School

Course Name	Text	ISBN	Cost
THE-3 Introduction to the Theater	The Theater Experience Edwin Wilson	978-1-308-48658-1	\$87
GUI-48 College Success Strategies	Becoming a Master Students Ellis	978-1-33709710-9	\$116
MUS-19 Music Appreciation	Enjoyment of Music, Short. (LL) w/ Access Forney	978-0-39390605-9	\$88
BIO-36 Environmental Science	Environment Raven	978-1-11887582-7	\$197
COM-9 Interpersonal Communication	Interplay Adler	978-0-19939048-9	\$100
SPA-1 Spanish 1	SPANISH 1 VOL.1 w/ CONNECT PLUS MCGRAW CUSTOM	978-1-25931690-6	\$122
	Easy Written Accents in Spanish Yount	978-1-50669655-3	\$14
SPA-2 Spanish 2	Tu Mundo VOL 2- w/ CONNECT access Andrade	978-1-25931691-3	\$90
MAT-37 Algebra for Statistics	Pathway to Introductory Statistics Lehmann	978-0-13410717-2	\$215
MAT-12 Algebra for Statistics	Elementary Statistics w/ Access Bluman	978-1-26018701-4	\$153
Recommended for MAT-37 and MAT-12	TI 30XIIS CALCULATOR	281-8-44004267-6	\$20

HIGH SCHOOL: La Sierra High School

Course Name	Text	ISBN	Cost
ENG-1A English Composition	A Brief Guide to Writing from Readings (Stephan Wilhoit)	9780205245741	\$81.00
	Contemporary & Classic Arguments (Barnet & Benau)	9781457665325	\$38.00
ENG-1B Critical Thinking and Writing	Literature: A Portable Anthology (Gardner, et.al.)	9781319035341	\$51.35
BUS-10 Introduction to Business	Understanding Business W/connect	9781259715631	\$106.65
BUS-18A Business Law I	Business Law I	9780324690040	\$162.00- \$216.00
BUS-18B Business Law II	Business Law Today w/ Mindtap Access 11 th ed. Cengage L	9781305645714	\$100.00
BUS-20 Business Mathematics	Pract. Bus. Math LL W Aleks Code	9781259981456	\$146.65

BUS-22 Management Communications	Essentials of business...(LL) Package	9781305699199	\$130.35
ACC-1A Principles of Accounting I	Corporate Financial ACCTG W Cennow	9781337032032	\$120.65
MAT-36 Trigonometry	Trigonometry, 8 th Edition (McKeague)	9781305652224	\$56.00 - \$238.35
MAT-10 PreCalculus	PreCalculus, 10 th Edition (Sullivan)	9780321979070	\$99.05- \$247.60
MAT-1A Calculus I	Calculus, Early Transcendentals, 8 th Ed. (Stewart)	9781305270336	\$171.65- \$171.65
MAT-1B Calculus II	Calculus, Early Transcendentasl, 8 th Ed. (Stewart)	9781305270336	\$171.65- \$171.65
GUI-45 Introduction to College	No Textbook		

HIGH SCHOOL: Norte Vista High School

Course Name	Text	ISBN	Cost
THE-3 Introduction to the Theater	The Theater Experience Edwin Wilson	978-1-308-48658-1	\$87
GUI-48 College Success Strategies	Becoming a Master Students Ellis	978-1-33709710-9	\$116
MUS-19 Music Appreciation	Enjoyment of Music, Short. (LL) W/ Access Forney	978-0-39390605-9	\$88
BIO-36 Environmental Science	Environment Raven	978-1-11887582-7	\$197
COM-9 Interpersonal Communication	Interplay Adler	978-0-19939048-9	\$100
SPA-1 Spanish 1	SPANISH 1 VOL.1 w/ CONNECT PLUS MCGRAW CUSTOM	978-1-25931690-6	\$122
	Easy Written Accents in Spanish Yount	978-1-50669655-3	\$14
SPA-2 Spanish 2	Tu Mundo VOL 2- w/ CONNECT access Andrade	978-1-25931691-3	\$90
MAT-37 Algebra for Statistics	Pathway to Introductory Statistics Lehmann	978-0-13410717-2	\$215
MAT-12 Algebra for Statistics	Elementary Statistics w/ Access Bluman	978-1-26018701-4	\$153
Recommended for MAT-37 and MAT-12	TI 30XIIS CALCULATOR	281-8-44004267-6	\$20

6. MANDATED ANNUAL STATE REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and shall be reported annually in compliance with all applicable state and federal privacy laws. The COLLEGE shall annually report the student data to the office of the Chancellor of the California Community Colleges. Sec. 2 (t) (1)(A)
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. Sec. 2 (t) (1)(B)
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. Sec. 2 (t)(1)(C)
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full- time equivalent students generated by this CCAP Agreement. Sec. 2 (t)(1)(D)
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

7. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

8. PRIVACY OF STUDENT RECORDS

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R.§ 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re- disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

9. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

Agenda Item (VIII-B-2)

Meeting	4/17/2018 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-2)
Subject	Agreement for College and Career Access Pathways: A Dual Enrollment Partnership with Jurupa Unified School District
College/District	District
Funding	N/A
Recommended Action	Recommend that the Board of Trustees approve the College and Career Access Pathways Partnership Agreement with Jurupa Unified School District.

Background Narrative:

In accordance with details set forth under Assembly Bill 288, Riverside Community College District on behalf of Riverside City College and Norco College in partnership with Jurupa Unified School District (JUSD) is offering pathway-specific college and pre-college courses on Jurupa Valley, Patriot, and Rubidoux High School campuses. The term of this agreement is three and one-half years on July 1, 2018 and ending on December 31, 2021.

This agreement implements the elements of AB-288 College and Career Access Pathways (CCAP) Partnership Agreements with the goal of establishing seamless pathways to community college for Career and Technical Education or transfer; and improving high school graduation rates or college and career readiness. CCAP Partnerships allow community college districts to claim apportionment for closed courses offered on a high school campus to CCAP participants provided that all other applicable statutory and regulatory requirements are met.

This agreement augments the existing efforts between RCC/NC/RCCD and JUSD enabling all institutions to progress toward strategic objectives of student access, equity, and completion (RCC and NC) and college and career readiness (JUSD).

Prepared By: Wolde-Ab Isaac, Chancellor

Irving Hendrick, Interim President, Riverside City College
Bryan Reece, President Norco College
Carol Farrar, VP Academic Affairs
Monica Green, Vice President, Student Services (NC)

Attachments:

[Agreement for College and Career Pathways_A Dual Enrollment Partnership_JUSD](#)

**COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2018-2021**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Riverside Community College District (“COLLEGE”), 3801 Market Avenue, Riverside, CA 92501, and Jurupa Unified School District (“SCHOOL DISTRICT”), 4850 Pedley Road, Jurupa Valley, CA 92509.

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Riverside Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school-district serving grades 9-12 located in West Riverside County and within the regional service area of the COLLEGE unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, the COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office and COLLEGE;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1. The term of this CCAP Agreement shall be three and one half (3½) years beginning on July 1, 2018 and ending on December 31, 2021, and will be subject to renewal via written addendum, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2. This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total

number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

- 1.3. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4. A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges before the start of the CCAP partnership. Sec. 2 (c)(3)

2. DEFINITIONS

- 2.1. CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of the COLLEGE and applicable law. Sec. 2 (a)
- 2.2. Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3. Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1. Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students,

those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2. Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and the COLLEGE standards and policies.
- 3.3. College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and the COLLEGE policy.
- 3.4. Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5. Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6. As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7. Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1. The COLLEGE will be responsible for processing student applications.
- 4.2. The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3. The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4. The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5. Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

5. PARTICIPATING STUDENTS

- 5.1. A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f) (q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2. The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT. Books and instructional materials purchased by the SCHOOL DISTRICT will remain the property of and housed at the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks to remain the same throughout the term of the CCAP agreement. Both SCHOOL DISTRICT and COLLEGE will pursue methods of keeping textbook costs down and will seek additional funding sources including grants to cover textbook costs.
- 5.3. Participating students must meet all prerequisite requirements of the COLLEGE as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4. Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.

- 5.5. Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7. Students requiring reasonable accommodations for COLLEGE courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement will receive services through the SCHOOL DISTRICT. Students requiring reasonable accommodations for COLLEGE courses offered at the COLLEGE will receive services through the COLLEGE.
- 5.8. Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.9. A course dropped within the COLLEGE drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

6. CCAP AGREEMENT COURSES

- 6.1. The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2. Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3. The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4. The scope, nature, time, location, and listing of courses shall be offered and determined by the COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5. Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.

- 6.6. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with the COLLEGE academic standards.
- 6.7. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10. Site visits and instructor evaluations by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with the COLLEGE academic standards.
- 6.11. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12. Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with the COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13. COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14. College and School District certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

7. INSTRUCTOR(S)

- 7.1. All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.
- 7.2. The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.3. This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5. Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6. Prior to teaching, faculty shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training may be approved and provided by the COLLEGE.
- 7.7. Faculty will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8. Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of the COLLEGE.
- 7.9. SCHOOL DISTRICT personnel selected to be instructors will be subject to the authority of the COLLEGE specifically with regard to their duties as instructors.
- 7.10. The COLLEGE and SCHOOL DISTRICT jointly determine the subject areas of instruction. The COLLEGE shall determine the number of instructors and the ratio of instructors to students.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement and grading standards as students in courses taught on the COLLEGE campus.
- 8.2. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught both at the SCHOOL DISTRICT and on the COLLEGE campus. Both parties will work together in resolving behavioral issues.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1. The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with the COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.2. The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3. The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with the COLLEGE policy and COLLEGE procedures and academic standards.
- 9.4. The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5. The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.

- 9.6. This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1) (A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

- 10.1. The COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3. The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

11. CERTIFICATIONS

- 11.1. The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.

- 11.2. The COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3. The SCHOOL DISTRICT agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4. This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5. This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6. This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7. The COLLEGE certifies that:
 - A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
 - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement, whenever possible. Sec. 2 (k)(2)
 - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8. This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

- 12.1. The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

- 13.1. Permanent records of student enrollment, attendance, grades and achievement for students under this CCAP agreement shall be maintained by COLLEGE.
- 13.2. Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. REIMBURSEMENT

- 14.1. The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

15. FACILITIES

- 15.1. The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2. The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3. The COLLEGE facilities may be used subject to mutual agreement by the parties as expressed in the Appendix to this Agreement.

16. INDEMNIFICATION

- 16.1. The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims,

demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

17. INSURANCE

- 17.1. The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.
- 17.2. COLLEGE shall obtain and maintain the insurance coverages and limits as shown below for the duration of this Agreement. The insurance coverages and limits of liability shown are the minimum insurance requirements in this Agreement. Should COLLEGE maintain insurance policies with broader coverage and limits of liability that exceed these minimum coverage and limits requirements those broader coverages and higher limits shall be deemed to apply for the benefit of the SCHOOL DISTRICT and those coverages and limits shall become the required minimum limits of insurance and coverage in all articles of this Agreement.
 1. Commercial General Liability, using a standard ISO CG 00 01 occurrence form, including operations, products and completed operations and contractual liability with limits not less than \$1,000,000.00 per occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products –Completed Operations Aggregate for bodily injury, personal injury, and property damage.
 - a. The Commercial General Liability Coverage shall include the following endorsements:
 - (i) The SCHOOL DISTRICT, its Board, officers, agents and employees shall be included as Additional Insureds either by specific endorsement naming these parties or a blanket additional

insured endorsement applicable “when required by written contract or agreement;”

- (ii) A Primary, Non-contributory endorsement in favor of the SCHOOL DISTRICT, its Board, officers, agents and employees or a blanket primary, non-contributory endorsement applicable “when required by written contract or agreement.”
- b. The Commercial General Liability Coverage shall not include the following endorsements: Amendment of Contractual Liability, Cross Suits Liability Exclusion
2. Automobile Liability, using a standard ISO Business Auto CA 00 01 form with limits not less than \$1,000,000.00 per accident for bodily injury and property damage for all owned, hired and non-owned automobiles. Coverage shall include Contractual Liability. The Business Auto coverage shall include the following endorsements:
 - a. The SCHOOL DISTRICT, its Board, officers, agents and employees shall be included as Designated Insureds or a blanket additional insured endorsement applicable “when required by written contract or agreement;”
 - b. A Primary, Non-contributory endorsement in favor of the SCHOOL DISTRICT, its Board, officers, agents and employees or a blanket primary, non-contributory endorsement applicable “when required by written contract or agreement.”
 3. Workers’ Compensation including statutory coverage as required by the State of California and including Employers’ Liability with limits not less than \$1,000,000.00 each accident; \$1,000,000.00 policy limit bodily injury by disease; \$1,000,000.00 each employee bodily injury by accident.
 - a. The Workers’ Compensation coverage shall include a Waiver of Subrogation endorsement in favor of the SCHOOL DISTRICT, its Board, officers, agents and employees or a blanket waiver of subrogation endorsement applicable “when required by written contract or agreement;”
 - b. If COLLEGE is using a Professional Employer Organization or any other type of staffing company to lease employees, COLLEGE must notify and seek approval from the Risk Management Department of the SCHOOL DISTRICT prior to the execution of this Agreement.
 4. Umbrella or Excess Liability coverage with limits not less than \$1,000,000.00 excess over the Commercial General Liability, Automobile Liability and Employer’s Liability. The Umbrella or Excess Liability coverage shall include all endorsements required under Section 17.2, Paragraphs 1(a)(i), 1(a)(ii) and 1(a)(iii).

5. As the COLLEGE will have access to or will be receiving any personal or private information about the SCHOOL DISTRICT or its students, personnel, students or parents or any other third party:
 - a. Cyber Liability Insurance with limits not less than \$2,000,000 for each occurrence or event with an annual aggregate of \$2,000,000
 - b. The policy shall minimally cover claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security.
 - c. The policy shall protect the SCHOOL DISTRICT for breach response costs as well as regulatory fines and penalties with a limit that equals not less than \$200 per student in the aggregate.
 - d. The Cyber Liability coverage shall include the all endorsements required under Section 17.2, Paragraphs 1(a)(i), 1(a)(ii) and 1(a)(iii).
6. COLLEGE must provide professional liability insurance, or the equivalent to his/her specific field (such as medical malpractice, errors and omissions, etc.), with limits not less than \$1,000,000 for each claim or event with an annual aggregate of \$1,000,000. The Professional Liability coverage shall include all endorsements required under Section 17.2, Paragraphs 1(a)(i), 1(a)(ii) and 1(a)(iii).
7. COLLEGE must provide sexual misconduct insurance, with limits not less than \$1,000,000 for each claim or event with an annual aggregate of \$1,000,000. The Sexual Misconduct Liability coverage shall include the all endorsements required under Section 17.2, Paragraphs 1(a)(i), 1(a)(ii) and 1(a)(iii).
8. Should any of the insurance policies contain either a deductible or self-insured retention, the COLLEGE shall be responsible to pay that deductible or self-insured retention and the SCHOOL DISTRICT shall not be responsible to pay these costs.
9. Should any required insurance policies be cancelled, non-renewed or if the COLLEGE fails to renew, COLLEGE shall provide notice of such cancellation immediately to the SCHOOL DISTRICT.
10. All insurance policies as required in this article shall be written through insurance companies that are either admitted in the State of California or on the California Department of Insurance approved list of non-admitted insurers. All insurance companies shall have and maintain a minimum A. M. Best rating of A VII.
11. Certificates of Insurance Coverage shall be filed by COLLEGE with the SCHOOL DISTRICT evidencing all of the insurance coverages required in this article at the time this Agreement is executed. The certificates must have all

required endorsements attached or the Certificate will be rejected as non-compliant. Each successive year during the insurance requirement period shall be filed in the same manner. The failure to furnish such evidence may be considered default by COLLEGE. The SCHOOL DISTRICT reserves the right to require complete, certified copies of all required insurance policies, at any time.

- 17.3. For the purpose of Workers' Compensation, the COLLEGE shall be the "primary employer" for all its personnel who perform services as instructors. The COLLEGE shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by COLLEGE personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE agrees to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE personnel connected with providing services under this Agreement.

18. NON-DISCRIMINATION

- 18.1. Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

19. TERMINATION

- 19.1. Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

20. NOTICES

20.1. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

SCHOOL DISTRICT

Jurupa Unified School District
4850 Pedley Road
Jurupa Valley, CA 92879
Attn: Elliott Duchon, Superintendent

COLLEGE

Riverside Community College District
3801 Market Street
Riverside, CA 92501
Attn: Wolde-Ab Isaac, Ph.D., Chancellor

21. INTEGRATION

21.1. This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement, and supersedes all prior agreements or representations, either express or implied, written or oral, with regard to this subject matter only.

22. MODIFICATION AND AMENDMENT

22.1. No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

23.1. This agreement shall be interpreted according to the laws of the State of California.

24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1. For locations outside the geographical boundaries of, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

25.1. This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that

provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1. This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on _____ 2018

By: _____
Elliott Duchon, Superintendent
JURUPA UNIFIED SCHOOL DISTRICT

By: _____
Wolde-Ab Isaac, Ph.D., Chancellor
RIVERSIDE COMMUNITY COLLEGE DISTRICT

**APPENDIX
COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Riverside Community College District (“COLLEGE”), 3801 Market Avenue, Riverside, CA 92501, and Jurupa Unified School District (“SCHOOL DISTRICT”), 4850 Pedley Road, Jurupa Valley, CA 92509.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3).

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before July 1st and follow the protocols set forth in (a) and (b) of this section.
- d. COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
College: Norco College	Maureen Sinclair, Ed.D. Project Director	951-738-7746	maureen.sinclair@norcocollege.edu
College: Riverside City College	Carol Farrar, Ph.D. Vice President of Academic Affairs	951-222-8053	carol.farrar@rcc.edu
School District: Jurupa USD	Roberta Pace Director, College and Career Readiness	951-360-4135	rpace@jusd.k12.ca.us

2. STUDENT SELECTION

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. Preamble and Sec. 2 (c)(1)
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15-unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. Sec. 2 (p)(1-3)

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. CCAP AGREEMENT PROGRAM YEAR: FALL 2018 THROUGH FALL 2021

- a. COLLEGE has identified the following pathways, course offerings per program year, estimated students served, and projected FTES. The employer of record for all courses under this CCAP Agreement is the COLLEGE and the location of the courses is the SCHOOL DISTRICT. The grid below is intended to project the courses offered and is subject to change based on the needs of the student cohorts within the pathway.

BEGINNING PROGRAM YEAR: Fall 2018
COMMUNITY COLLEGE DISTRICT: Riverside Community College District
COLLEGE: Norco College
HIGH SCHOOL DISTRICT: Jurupa Unified School District
HIGH SCHOOL: Jurupa Valley High School
EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway
REQUIRED:

Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c) (1): Students are being prepared to be college ready or are participating in a CTE Pathway.

Engineering/Manufacturing Pathway						
Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021
MAN-55 <i>Occupational Safety and Health</i>	ENE-51 <i>Blueprint Reading</i>	MAN-55 <i>Occupational Safety and Health</i>	ENE-51 <i>Blueprint Reading</i>	MAN-55 <i>Occupational Safety and Health</i>	ENE-51 <i>Blueprint Reading</i>	MAN-55 <i>Occupational Safety and Health</i>
GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>
Game Development Pathway						
		GAM-22 <i>Game Design Principals</i>	GAM-35 <i>Introduction to Simulation and Game Development</i>	GAM-22 <i>Game Design Principals</i>	GAM-35 <i>Introduction to Simulation and Game Development</i>	GAM-22 <i>Game Design Principals</i>
GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>	GUI-45 <i>Introduction to College</i>
Students Details						
	2018/2019	2019/2020	2020/2021			
Students Served	125	125	125			
FTES	15	15	15			

BEGINNING PROGRAM YEAR: Fall 2018
COMMUNITY COLLEGE DISTRICT: Riverside Community College District
COLLEGE: [Riverside City College](#)
HIGH SCHOOL DISTRICT: Alvord Unified School District
HIGH SCHOOL: [Patriot High School](#)
EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway
REQUIRED:

Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c) (1): Students are being prepared to be college ready or are participating in a CTE Pathway.

Languages & Humanities OR Social & Behavioral Sciences Pathway						
Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021
THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>
	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>
			COM-9 <i>Interpersonal Communication</i>	MAT-37 <i>Algebra for Statistics</i>	COM-9 <i>Interpersonal Communication</i>	MAT-37 <i>Algebra for Statistics</i>
			SPA-1 <i>Spanish I</i>	SPA-2 <i>Spanish II</i>	SPA-1 <i>Spanish I</i>	SPA-2 <i>Spanish II</i>
					MAT-12 <i>Statistics</i>	

Students Details			
	2018/2019	2019/2020	2020/2021
Students Served	35	70	105
FTES	6	12	20

BEGINNING PROGRAM YEAR: Fall 2018
COMMUNITY COLLEGE DISTRICT: Riverside Community College District
COLLEGE: [Riverside City College](#)
HIGH SCHOOL DISTRICT: Jurupa Unified School District
HIGH SCHOOL: [Rubidoux High School](#)
EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway
REQUIRED:

Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c) (1): Students are being prepared to be college ready or are participating in a CTE Pathway.

Languages & Humanities OR Social & Behavioral Sciences Pathway						
Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021
THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>	MUS-19 <i>Music Appreciation</i>	THE-3 <i>Introduction to the Theatre</i>
	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>	GUI-48 <i>College Success Strategies</i>	BIO-36 <i>Environmental Science</i>
			COM-9 <i>Interpersonal Communication</i>	MAT-37 <i>Algebra for Statistics</i>	COM-9 <i>Interpersonal Communication</i>	MAT-37 <i>Algebra for Statistics</i>
			SPA-1 <i>Spanish I</i>	SPA-2 <i>Spanish II</i>	SPA-1 <i>Spanish I</i>	SPA-2 <i>Spanish II</i>
					MAT-12 <i>Statistics</i>	

Students Details			
	2018/2019	2019/2020	2020/2021
Students Served	35	70	105
FTES	6	12	20

5. BOOKS

- a. The total cost of books for students participating as part of this CCAP agreement will be borne by the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks will remain the same throughout the term of the CCAP agreement.
- b. The COLLEGE will inform the SCHOOL DISTRICT via an annual Addendum to the AGREEMENT regarding the new BOOK information as new course are added to the offerings for 2019-2020 and 2020-2021 and beyond. The Addendum will be available in December of the preceding academic year. The COLLEGE will ensure, whenever possible, textbooks will remain the same throughout the term of the CCAP agreement.

HIGH SCHOOL: Jurupa Valley High School

Course Name	Text	ISBN	Cost
THE-3 Introduction to the Theater	The Theater Experience Edwin Wilson	978-1-308-48658-1	\$87
GUI-48 College Success Strategies	Becoming a Master Students Ellis	978-1-33709710-9	\$116
MUS-19 Music Appreciation	Enjoyment of Music, Short. (LL) w/ Access Forney	978-0-39390605-9	\$88
BIO-36 Environmental Science	Environment Raven	978-1-11887582-7	\$197
COM-9 Interpersonal Communication	Interplay Adler	978-0-19939048-9	\$100
SPA-1 Spanish 1	SPANISH 1 VOL.1 w/ CONNECT PLUS MCGRAW CUSTOM	978-1-25931690-6	\$122
	Easy Written Accents in Spanish Yount	978-1-50669655-3	\$14
SPA-2 Spanish 2	Tu Mundo VOL 2- w/ CONNECT access Andrade	978-1-25931691-3	\$90
MAT-37 Algebra for Statistics	Pathway to Introductory Statistics Lehmann	978-0-13410717-2	\$215
MAT-12 Algebra for Statistics	Elementary Statistics w/ Access Bluman	978-1-26018701-4	\$153
Recommended for MAT-37 and MAT-12	TI 30XIIS CALCULATOR	281-8-44004267-6	\$20

HIGH SCHOOL: Patriot High School

Course Name	Text	ISBN	Cost
ENE-51 Blueprint Reading	Interpreting Engineering Drawings 8 th Ed. (Branoff)	9781133693598	\$33.99- \$167.00
GAM -35 Intro. To Simulation and Game Development	No Textbook		
GAM-22 Game Design Principal	TBD		
GUI-45 Introduction to College	No Textbook		

HIGH SCHOOL: Rubidoux High School

Course Name	Text	ISBN	Cost
THE-3 Introduction to the Theater	The Theater Experience Edwin Wilson	978-1-308-48658-1	\$87
GUI-48 College Success Strategies	Becoming a Master Students Ellis	978-1-33709710-9	\$116
MUS-19 Music Appreciation	Enjoyment of Music, Short. (LL) W/ Access Forney	978-0-39390605-9	\$88
BIO-36 Environmental Science	Environment Raven	978-1-11887582-7	\$197
COM-9 Interpersonal Communication	Interplay Adler	978-0-19939048-9	\$100
SPA-1 Spanish 1	SPANISH 1 VOL.1 w/ CONNECT PLUS MCGRAW CUSTOM	978-1-25931690-6	\$122
	Easy Written Accents in Spanish Yount	978-1-50669655-3	\$14
SPA-2 Spanish 2	Tu Mundo VOL 2- w/ CONNECT access Andrade	978-1-25931691-3	\$90
MAT-37 Algebra for Statistics	Pathway to Introductory Statistics Lehmann	978-0-13410717-2	\$215
MAT-12 Algebra for Statistics	Elementary Statistics w/ Access Bluman	978-1-26018701-4	\$153
Recommended for MAT-37 and MAT-12	TI 30XIIS CALCULATOR	281-8-44004267-6	\$20

6. MANDATED ANNUAL STATE REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and shall be reported annually in compliance with all applicable state and federal privacy laws. The COLLEGE shall annually report the student data to the office of the Chancellor of the California Community Colleges. Sec. 2 (t) (1)(A)
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. Sec. 2 (t) (1)(B)
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. Sec. 2 (t)(1)(C)
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full- time equivalent students generated by this CCAP Agreement. Sec. 2 (t)(1)(D)
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

7. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

8. PRIVACY OF STUDENT RECORDS

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R.§ 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re- disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

9. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

Agenda Item (VIII-B-3)

Meeting 4/17/2018 - Regular

Agenda Item Committee - Teaching and Learning (VIII-B-3)

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.

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. Please note: ENG-91 was previously noted as MVC and RCC only, in error. It should read MVC, NC and RCC and has been corrected in the attachment.

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

[Proposed Curricular Changes](#)

1. New Courses

College *Course* *Title*

The course below is being proposed as an addition to Moreno Valley's courses.

M CIS-22 Systems Auditing

The three courses below are being proposed as a replacement for KIN-A57, in order to allow students to repeat the curriculum.

R KIN-A57A Basketball, Beginning

R KIN-A57B Basketball, Intermediate

R KIN-A57C Basketball, Advanced

MNR KIN-A81C Physical Fitness, Advanced

The course below is being proposed as Riverside intends to add the sport of stunt.

R KIN-V27 Stunt

The course below is being proposed as a new introductory course. The course is consistent with similar offerings at CSU and UC.

MR MUS-101 Introduction to Music Technology

2. Course Inclusions

College *Course* *Title*

None at this time.

3. Major Course Modifications

College *Course* *Title*

The three courses below are being updated to remain current in the field and provide students with needed in-depth training in photography, lighting, and editing and printing software.

R PHO-10 Advanced Photography

R PHO-14 Lighting for Portraiture and Still Life

R PHO-18 Photographic Editing and Printing

The courses below are being modified to update the descriptions, texts and student learning outcomes.

MNR	REA-86	Reading Strategies for Textbooks
N	ELE-71	Residential Electrical Wiring
N	ELE-72	Commercial and Industrial Electrical Wiring
N	ELE-73	Electric Motors and Transformers
N	ELE-74	Industrial Wiring and Controls
N	ELE-75	Solid State Devices and Lighting Controls
N	ELE-76	Low Voltage Wiring and Alternate Energy Generation
R	JOU-12	Photojournalism
R	KIN-26	Foundations of Coaching
R	KIN-33	Baseball Theory
MNR	KIN-4	Nutrition
R	KIN-43	Introduction to Personal Training
R	KIN-45	Group Fitness Instructor
R	KIN-6	Introduction to PE for Preschool and Elementary Children
MNR	KIN-V95	Out-Of-Season Sport Conditioning

4. Course Exclusions

College Course Title

The course below is being excluded from Norco's inventory.

N	SPA-3N	Spanish for Native Speakers
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5. Course Deletions

College Course Title

Moreno Valley no longer plans to offer the following courses:

M	FIT	C2A Fire Command 2A-Command Tactics at Major Fires
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M	FIT	M2A Management 2A- Organizational Development and Human Relations
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- M FIT M2B Management 2B, Fire Service Financial Management
- M FIT M2C Management 2C – Personnel and Labor Relations
- M FIT M2D Management 2D, Master Planning In the Fire Science
- M FIT M2E Ethics and the Challenge of Leadership in the Fire Service

Riverside no longer plans to offer the following courses:

- R KIN 47 Hiking and Backpacking
- R KIN 59 Athletic Advisement
- R KIN 8 Triathlon Techniques
- R KIN A09 Racquetball
- R KIN A80 Triathlon Techniques
- R KIN A90 Weight Training

6. New Programs

<i>College</i>	<i>Type</i>	<i>Title</i>
R	AA-T	Elementary Teacher Education
R	AA-T	Child and Adolescent Development

7. Program Modifications

<i>College</i>	<i>Type</i>	<i>Title</i>
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The program below is being modified to increase the units. The certificate will change from a local certificate to a state approved certificate.

R	Cert (state)	Esthetician
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The certificates below are being modified to reflect renumbered and updated courses:

R	Cert (state)	Welding Technology
R	Cert (state)	Pipe Welding (SMAW, GMAW)
R	Cert (state)	Stick Welding (SMAW)

R	Cert (state)	TIG Welding (GTAW)
R	Cert (state)	Wire Welding (FCAW, GMAW)

8. Program Deletions

<i>College</i>	<i>Type</i>	<i>Title</i>
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None at this time.

1. New Courses

<i>Course</i>	<i>Title</i>	<i>College</i>
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RCC is proposing the course below in order to include in its curriculum a course on the cultural history of Islam. In addition UC Riverside is hiring a full-time faculty member in Art History who specializes in Islamic Art. The course will provide an opportunity for an introductory class for Art students seeking to transfer to UC Riverside

ART-90	Islamic Art History	R
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The four courses below are being proposed as additional offerings related to information security and cyber defense.

CIS-21B	Linux Operating System Administration II	R
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CIS-27B	Introduction to Cybersecurity: Ethical Hacking	R
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CIS-8	Fundamentals: Information Systems Security Auditing	M
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CIS-22	Systems Auditing	M
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RCC is proposing the two courses below to enhance their current curricular offerings.

DAN-D19	Celebrate Dance Rehearsal	R
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DAN-D26	Mexican Ballet Folklorico	R
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The ELC courses below are being proposed as part of Norco’s new electricity discipline. ELC-11, -13 will be required in the college’s Digital Electronics certificate, and ELC-91 will be an elective.

ELC-11	DC Electronics	N
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ELC-13	AC Electronics	N
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ELC-405	Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)	N
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ELC-422	Electrical Theory and Practices AC	N
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ELC-91	Fundamentals of Solar Energy	MN
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The course below is being proposed due to the “... college and statewide goal to reduce remediation, English 91 allows the English Department to pilot a version of the co-requisite

model that has been successful in other states and other CA community colleges. We have added ESL and Reading as additional disciplines that may teach this course. The intention for ENG 91 is to allow faculty with an FSA in English or ESL or Reading to be able to teach the course. This course is meant as a stand-alone course which is not degree or certificate applicable". ENG-1A will be a required co-requisite for ENG-91.

ENG-91 Academic Support for English 1A MNR

The proposed course below is intended to satisfy the Earth Science requirement for the proposed AD-T in Elementary Education.

GEO-4 Earth Science for Educators R

The course below is proposed as an additional science course for students who do not require a science course with a lab. The course will educate and contribute to the preparation of students in the event of a natural hazard or disaster.

GEO-5 Natural Hazards and Disasters R

The course below is intended to add additional options for students pursuing the AD-T in History.

HIS-42 History of East Asia R

The course below will expand upon the RCC History Department's offerings by providing students with the opportunity to learn about the history and experiences of Asian Americans.

HIS-44 Asian American History R

The Human Services courses below are designed to assist families, students, and other interested parties in developing a more in depth understanding of the assigned subject matter. It will also assist those students who want a specialized certificate or who are intending to transfer to a four-year institution.

HMS-22 Human Behavior and the Social Environment M

HMS-30 Multicultural Counseling - Counseling of African
Americans M

HMS-31 Multicultural Counseling - Counseling of Hispanics M

HMS-32 Multicultural Counseling - Counseling of Asians M

HMS-33 Multicultural Counseling - Counseling of Native

	Americans	M
HMS-40	Family Studies - Counseling Youth and Adolescents	M
HMS-60	Introduction to Drugs and Alcohol	M

The course below is the last in a series of leveled courses which were previously KIN-A81, KIN-A81B, and –A81C have previously been approved.

KIN-A81C	Physical Fitness, Advanced	MNR
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The course below is designed to provide students with continued opportunities to apply the theories learned in MAN-39, Machine Shop Theory, and the skills learned in MAN-38, General Machine Shop.

MAN-36	General Machine Shop and Theory of Machining	N
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The two courses below are being proposed as a year-long integrated course developed by The Carnegie Foundation in collaboration with community colleges throughout the country. The purpose of Statway is to provide an alternative for our basic skills, non-STEM (Science, Technology, Engineering, and Mathematics) students to achieve their goal of successfully completing a college-level statistics course.

MAT-15	Statway II	MR
MAT-45	Statway I	MR

2. Course Inclusions

<i>Course</i>	<i>Title</i>	<i>College</i>
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The courses below are being included in order to expand Norco College’s offerings.

KIN-V71	Women’s Sand Volleyball	N
KIN-A71	Women’s Sand Volleyball Int/Adv	N
KIN-V12	Cross Country, Varsity, Women	N
KIN-V01	Cross Country, Varsity, Men	N
KIN-V78	Long Distance Running	N

The ART courses below are being included in Moreno Valley’s inventory as their Art offerings continue to be popular and their Art programs continue to grow.

ART-4	Introduction to Visual Culture	M
ART-10	Modern and Contemporary Art History	M
ART-1H	Honors History of Western Art: Prehistoric, Ancient, Medieval	M
ART-2H	Honors History of Western Art: Renaissance through Contemporary	M
ECO-9H	Honors Economics of Poverty and Discrimination	R
ADJ-200	Work Experience: Administration of Justice	N

The courses below are being added to Moreno Valley’s inventory to expand their Math offerings.

MAT-90A	Special Topics in Arithmetic: Whole Numbers and Introduction to Fractions	M
MAT-90B	Special Topics in Arithmetic: Fractions and Introduction to Decimals	M
MAT-90C	Special Topics in Arithmetic: Decimals	M
MAT-90D	Special Topics: Integers and Introduction to Variables	M
MAT-90E	Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra	M
MAT-90F	Special Topics in Pre-Algebra Expressions and Equations	M

3. Major Course Modifications

<i>Course</i>	<i>Title</i>	<i>College</i>
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The course below was previously known only as HES-1, Health Science. As part of the Biology program review it was decided to also designate the course as BIO-35. The two designations

will be cross-listed courses and faculty in both Biology and Health Science will teach the curriculum.

BIO-35/HES-1 Health Science MNR

The course below are being modified with updated texts, SLOs, descriptions and content.

ANT 10 Forensic Anthropology NR

ANT 2 Cultural Anthropology MNR

ANT 3 Prehistoric Cultures MNR

ANT 6 Introduction to Archaeology MNR

ANT 7 Anthropology of Religion MNR

ANT 8 Language and Culture MNR

BIO 1H Honors General Biology MNR

BUS 3 Computer Applications for Business MNR

BUS 72 Quantitative Methods for Business R

CAT 1A Business Etiquette MNR

CAT 3 Computer Applications for Business MNR

CAT 31 Business Communication Fundamentals MNR

CAT 34A Introduction to Word R

CAT 50 Beginning Computer Keyboarding MR

CAT 53 Keyboarding Fundamentals MR

CAT 55 Applied Accounting/Bookkeeping MR

CAT 61 Professional Office Procedures MR

CAT 62 Records Management MR

CAT 65 Introduction to Microsoft PowerPoint MNR

CAT/CIS 78A Introduction to Adobe Photoshop MNR

CAT/CIS	78B	Advanced Adobe Photoshop	MR
CAT/CIS	79	Introduction to Adobe Illustrator	MNR
CAT/CIS	80	Word Processing: Microsoft Word for Windows	MNR
CAT/CIS	81	Introduction to Desktop Publishing using Adobe InDesign	MR
CAT/CIS	84	Word Processing: WordPerfect for Windows	R
CAT/CIS	98A	Introduction to Excel	MNR
CAT/CIS	98B	Advanced Excel	MNR
CIS/CSC	11	Computer Architecture and Organization: Assembly	MR/MNR
CIS	17B	C++ Programming: Advanced Objects	MNR
CIS	17C	C++ Programming: Data Structures	MNR
CIS	18A	Java Programming: Objects	MNR
CIS	18B	Java Programming: Advanced Objects	MNR
CIS	18C	Java Programming: Data Structures	MNR
CIS	2	Fundamentals of Systems Analysis	MNR
CIS	20	Systems Analysis and Design	MR
CIS	21	Introduction to Operating Systems	MNR
CIS	25	Information and Communication Technology Essentials	R
CIS	26D	Cisco Networking Academy 1D	R
CIS	3	Computer Applications for Business	MNR
CIS	34A	Introduction to Word	R
CIS	65	Introduction to Microsoft PowerPoint	MNR
CAT/CIS	91	Microsoft Project	R
CMI	82	Intermediate Legal Interpreting	M
CSC	11	Computer Architecture and Organization: Assembly	NR

CSC	12	PHP Dynamic Web Site Programming	NR
CSC	14A	Web Programming: JavaScript	NR
CSC	17A	Programming Concepts and Methodology II: C++	NR
CSC	17B	C++ Programming: Advanced Objects	R
CSC	17C	C++ Programming: Data Structures	R
CSC	18A	Java Programming: Objects	NR
CSC	18B	Java Programming: Advanced Objects	R
CSC	18C	Java Programming: Data Structures	R
CSC	2	Fundamentals of Systems Analysis	NR
CSC	20	Systems Analysis and Design	R
CSC	21	Introduction to Operating Systems	R
CSC	25	Information and Communication Technology Essentials	R
CSC	5	Programming Concepts and Methodology I:C++	MNR
CSC	7	Discrete Structures	NR
DAN	D60	Musical Theater Dance	R
ENG	80	Preparatory Composition	MNR
GEO	1B	Historical Geology	R
JOU	12	Photojournalism	R
KIN	26	Foundations of Coaching	R
KIN	33	Baseball Theory	R
KIN	4	Nutrition	MNR
KIN	43	Introduction to Personal Training	R
KIN	45	Group Fitness Instructor	R
KIN	6	Introduction to PE for Preschool and Elementary Children	R

KIN	V95	Out-Of-Season Sport Conditioning	MNR
MAG	72	Quantitative Methods for Business	R
MUS	39	Applied Music I	NR
PHI	19	Native American Thought	NR
PHO	14	Lighting for Portraiture and Still Life	R
PHO	18	Photographic Editing and Printing	R
PSY	1	General Psychology	MNR
PSY	1H	Honors General Psychology	MNR
PSY	50	Research Methods in Psychology	MNR
PSY	8	Social Psychology	MNR
REA	86	Reading Strategies for Textbooks	MNR
RLE	86	Escrow Procedures I	MR

4. Course Exclusions

<i>Course</i>	<i>Title</i>	<i>College</i>
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Norco College no longer plans to offer the courses below.

MAT-4	Finite Mathematics	N
MUS-77	Guitar Ensemble	N

5. Course Deletions

<i>Course</i>	<i>Title</i>	<i>College</i>
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College's in the district no longer plan to offer the courses below. Most of the curriculum has been replaced by updated, reorganized courses in FIT – Fire Technology and EMS – Emergency Medical Services.

KIN	8	Triathlon Techniques	R
FIT-14		Wildland Fire Control	M

FIT-6	Fire Apparatus and Equipment	M
FIT-8	Strategies and Tactics	M
FIT-9	Fire Ground Hydraulics	M
FIT-A1A	Fire Investigation 1A	M
FIT-C1A	Command 1A, Command Principals for Command Offcers.	M
FIT-C1B	Command 1B: Command Operations for the Company Off.	M
FIT-C2D	Command 2D Planning for Large Scale Disasters	M
FIT-C2E	Fire Command 2E, Wildland Firefighting Tactics	M
FIT-C40	Advanced Incident Command System (I-400)	M
FIT-P1	Fire Prevention 1: Fire and Live Safety Inspections	M
FIT-T1A	Training Instructor 1A	M
FIT-T1B	Training Instructor 1B	M
FIT-T1C	Training Instructor 1C	M

The PHT (Physician Assistant) courses below are being deleted because the Physician's Assistant program is no longer being offered.

PHT-1	Applied Clinical Skills 1	M
PHT-10	Clinical Nutrition	M
PHT-11	Internal Medicine I	M
PHT-12	Internal Medicine II	M
PHT-14	Surgery II Orthopedics	M
PHT-15	Pediatrics	M
PHT-16	Women's Health (Obstetrics/Gynecology)	M
PHT-17	Family Practice	M
PHT-18	Psychiatry/Mental Health	M

PHT-19	Emergency Medicine	M
PHT-20	Medical Genetics	M
PHT-21A	Neurosurgery Clerkship	M
PHT-21B	Advanced Mental Health Clerkship	M
PHT-21C	Advanced Geriatrics Clerkship	M
PHT-21D	Hospitalist Medicine Clerkship	M
PHT-22A	Clinical Anatomy, Physiology, and Pathophysiology	M
PHT-22B	Clinical Anatomy, Physiology, and Pathophysiology	M
PHT-3	History and Physical Assessment I	M
PHT-4	Applied Clinical Skills II	M
PHT-5	Medicine Science II	M
PHT-6	History and Physical Assessment II	M
PHT-7	Medical Pharmacology	M
PHT-8	Applied Clinic Sills III	M
PHT-9	Medicine Science III	M
WKX-DEN	Work Experience: Dental Technology	M

6. New Programs Proposed for State Approval

<i>Type</i>	<i>Title</i>	<i>College</i>
AD-T	Kinesiology	R
AD-T	Economics	R
AD-T	Biology	R

7. Program Modifications

<i>Type</i>	<i>Title</i>	<i>College</i>
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The program below is being modified to allow PSY-48/SOC-48, Statistics for the Behavioral Sciences, as an alternative to the required course MAT-12/12H, Statistics.

AD-T	Psychology	MNR
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The program below is being updated to add the cross-listed partners of two required courses, and the cross-listed partner of one elective course.

Certificate	Digital Electronics	N
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The Conventional Machine Operator certificate is being modified to remove two required courses: MAN-38, General Machine Shop, and MAN-39, Machine Shop Theory, and add MAN-36, General Machine Shop and Theory of Machining. The required units for completion remain the same.

Certificate	Conventional Machine Operator	N
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The program below is being modified to remove MAN-38, General Machine Shop, from the required courses and replace it with MAN-36, General Machine Shop and Theory of Machining. The required units for completion remain the same.

Certificate	Computer Numerical Control Operator	N
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Agenda Item (VIII-D-1)

Meeting	4/17/2018 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	Selection of Follett Higher Education Group, Inc. to provide Bookstore Operation Services for Moreno Valley College, Norco College and Riverside City College
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees authorize the selection of Follett Higher Education Group, Inc. to provide Bookstore Operation Services for Riverside City College, Norco College and Moreno Valley College.

Background Narrative:

Staff engaged in a Request for Proposal (RFP) process for the purpose of selecting a provider of bookstore operation services for Riverside City College, Norco College and Moreno Valley College. RFP's were provided to two (2) vendors and an advertisement was published on April 20, 2017 in the Press-Enterprise.

Proposals were received from Barnes & Noble College Booksellers, LLC and Follett Higher Education Group, Inc. A request was made to the colleges to appoint representatives to form a contract review committee to evaluate the proposals. The committee included District and College representatives comprised of the following members:

- Majd Askar – Director Business Services – District
- Melissa Elwood – Controller – District
- Patrick Pyle – General Counsel – District
- Melissa Griffith – Purchasing Specialist – District
- Rolando Regino – Director, Distance Education - District
- Chip West – Interim, VP of Business Services – RCC
- Susan Mills – VP, Planning & Development - RCC
- Mark Sellick – Assoc. Professor, Political Science – RCC
- Micherri Wiggs – Assoc. Professor, Communication Studies – RCC
- FeRita Carter – VP, Student Services - RCC
- Paul O'Connell - Asst. Professor, CTE, Auto Tech – RCC
- Cheryl Ruzak – Director, Food Services – RCC
- Sherrie DiSalvio –Financial & Technical Analyst – RCC
- James Reeves – Interim VP, Business Services – NC
- Jan Muto – Assoc. Professor, Community Studies – NC
- Odili Barrios – Assist. Manger, Food Service – NC
- Nathaniel Jones –VP, Business Services -MVC
- David Bobbitt – Financial & Technical Analyst – MVC
- Julie Hlebasko – Asst. Manager, Food Services – MVC
- Frankie Moore – Coordinator, Student Activities – MVC
- Jeanette Hazelwood - Student Trustee

Proposals were evaluated through meetings and email correspondence. Each proposal was evaluated based on criteria consisting of: the ability to provide required services; pricing; book buyback program; refund policies; compensation; facility renovation; and overall quality of the proposal. Initially, the committee concluded that the cost proposals were economically comparable and that continuity of services to students and faculty was the key determining factor in selecting the bookstore operations provider. As such, a recommendation to award Barnes & Noble College Booksellers, LLC. was submitted to the Resources Committee on January 9, 2018 for Board of Trustees' consideration. At that time, it was noted that outstanding items pertaining to the Learning Management

System (LMS) and Online Educational Resources (OER) were still being negotiated. Subsequently, the contract review committee and Barnes & Noble College Booksellers, LLC, were unable to come to an agreement.

Negotiations were then initiated with Follett Higher Education Group, Inc. and, ultimately, they agreed to the District's terms and conditions. Based on the negotiations, the Contract Review Committee, recommends Follett Higher Education Group, Inc. to provide bookstore operation services for Riverside City College, Norco College and Moreno Valley College for a contract term of five (5) years, beginning May 1, 2018 through April 30, 2023.

In exchange for the right to be the exclusive vendor of bookstore services, Follett Higher Education Group, Inc. guarantees the following:

- First Year of Contract - 14.5% of all gross sales up to \$7,000,000 plus 15.25% of any part of Gross sales over \$7,000,000, but less than \$10,000,000; plus 16.25% of any part of gross sales over \$10,000,000, OR guaranteed amount of \$850,000, whichever is greater
- Each Subsequent Year 14.5% of all gross sales up to \$7,000,000 plus 15.25% of any part of gross sales over \$7,000,000, but less than \$10,000,000; plus 16.25% of any part of gross sales over \$10,000,000 OR guaranteed amount that is equal to 90% of the calculated sales commission of the immediately preceding year, whichever is greater
- One-time signing bonus of \$250,000 with implementation of ConnectOnce
- \$89,000 for the installation of the JDA/Windows DSS point-of-sale and store management systems
- A total of \$60,000 to Riverside Community College District for college store enhancements and improvements
- A total of \$350,000 towards the College Promise Program at Riverside City College & Moreno Valley College, and the Dual Enrollment Program at Norco College or for other programs at the discretion of the institution
- \$5,000 annually in textbook scholarships for each full contract year

Follett Higher Education Group, Inc. will sell textbooks as follows:

- New textbooks at no greater than the publisher's list price or a 25% margin
- Used textbooks will be sold at 75% less than the new selling price
- eTextbooks are priced up to 60% off new print book selling price
- Rentals on new books will rent between 30-80% off and used books between 30-80% off. Students will have the option to buy rentals at the end of the term at discounted prices
- Course packs and custom products priced at up to a 30% gross margin
- Trade books, paperbacks, technical and reference books will be sold at publishers' list prices.
- School supplies and other merchandise will be priced at or below manufacturers' suggested retail prices or locally competitive prices
- Price Match Program which ensures that students get the best prices available on their course materials by providing price matching on textbooks advertised or offered from local brick-and-mortar bookstores or online retailers (i.e. Amazon)
- Guarantee in stock availability and if out of stock, the student will receive a \$20.00 gift card
- Buyback Program , which allows students to sell unwanted textbooks back to the bookstores for up to 50% cash back off the textbook purchase price

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

Majd Askar, Director of Business Services

Nathaniel Jones, Vice President, Business Services (MVC)

Raymond West, Interim, Vice President, Business Services

James Reeves, Interim Vice President, Business Services

Attachments:

[04172018_Follett Higher Education Group, Inc. Agreement](#)

**Agreement for Bookstore Services
between
Riverside Community College District
and
Follett Higher Education Group, Inc.**

1. Engagement of Bookstore Operations:

Riverside Community College District hereby engages Follett Higher Education Group, Inc. (“Follett”) to operate and provide services for the bookstore of Riverside Community College District (the “Bookstore”) on the terms and subject to the conditions set forth herein, and Follett hereby accepts such engagement. The parties agree that the persistence and retention of students is in the best interest of students, the District and Follett.

2. Term, Amendment and Notices:

This agreement shall govern the relationship between Riverside Community College District and Follett with regard to the Bookstore for the period May 1, 2018 through April 30, 2023.

No change, modification or amendment of this agreement shall be valid unless the same shall be in writing and signed by both parties hereto. All notifications shall be sent to the following individuals by certified mail:

Aaron S. Brown, Vice Chancellor, Business and Financial Services
Riverside Community College District
3801 Market Street
Riverside, CA 92501

and

Clay Wahl, President,
Follett Higher Education Group,
3 Westbrook Corporate Center
Suite 200
Westchester, Illinois 60154.

With a copy to:

Follett Corporation
3 Westbrook Corporate Center,
Suite 200
Westchester, Illinois 60154
Attn: General Counsel

Riverside Community College District and Follett shall have the right to terminate this Agreement at any time by giving one hundred and twenty (120) days written notice to the other party.

3. Riverside Community College District Shall Provide to Follett at Riverside Community College District's Expense:

- a) Heat, light, utilities, and air conditioning as is reasonably required for operation of the Bookstore.
- b) Office equipment (including computer equipment and safes), furniture and fixtures, file cabinets, telephone equipment and wiring, telephone service (including campus telephones and campus telephone service), and office machines currently available for Bookstore use.
- c) All repairs and maintenance for the building and the physical structure in which the Bookstore is located, as well as mechanical and HVAC systems; provided, however, that Follett shall be responsible for any and all repairs and construction covered by the insurance policies required by this Agreement or otherwise required as a result of the acts or omissions of Follett or its officials, officers, employees and agents, in which case the cost of repairs shall be paid by Follett. Such repairs will be made, as the District decides in its sole discretion, either by the District or by an independent contractor, and the District shall invoice Follett. Such invoice shall be paid to the District along with Follett's next normal payment to the District. In making repairs, the District will avoid jeopardizing Follett's business operations to the extent feasible, but Follett understands, acknowledges and agrees that some inconvenience and disruption will occur, and Follett will hold the District free and harmless from any and all claims, causes of action, injuries, costs or other damages of any kind associated with such inconveniences or disruptions.
- d) Trash removal, and extermination services for the Bookstore.
- e) All debit or credit card or other financial services made available by Riverside Community College District to its students. Payments for charge sales will be guaranteed by the District and are payable within 30 days of invoice.
- f) The placement of an electronic link to the Bookstore's web site on College home pages.

4. Environmental Matters:

To the best of its knowledge, Riverside Community College District is not aware of any health or environmental problems which currently exist or are likely to develop in the building or physical facility which houses the Bookstore. Riverside Community College District shall be responsible for remedying promptly any health or environmental problem at the Bookstore, other than those caused by Follett, and notifying accordingly.

5. Follett Shall Provide to Riverside Community College District at Follett's Expense:

All operating expenses of the Bookstore including those related to:

- a) Employees, including payroll and payroll system costs, training, and employee benefits.
- b) Bill paying and accounting, including sales tax collection, reporting and payment for merchandise sold, except any property or municipal taxes on the Bookstore.
- c) Office equipment maintenance and repair.
- d) General custodial services. Follett must maintain good, standard housekeeping practices relative to store front windows and other glass, sweeping, dusting, disposal of trash and the keeping of aisles free of obstacles. Material Safety Data Sheets (MSDS) for any chemicals used or stored within the Bookstore Facilities must be submitted to the College Facilities Manager on or before the first date they are brought onto the campus. A master set of MSDS shall be maintained in the Facilities Office. Additional, MSDS information shall be posted where chemicals are stored and/or used.

- e) Loss prevention services.
- f) Long distance telephone services, through a vendor selected by Follett.

6. Insurance:

Follett shall procure at its own expense, and maintain during the existence of this agreement, the following policies of insurance in connection with the operation of the Bookstore:

- a) Worker's Compensation and Employer's Liability Insurance and such other insurance as may be required under applicable state statutes.
- b) Comprehensive General Liability Insurance subject to \$3,000,000 limits.
- c) Property Damage Liability Insurance in the amount of \$1,000,000.
- d) Motor Vehicle Liability Insurance with limits of \$100,000 per person, \$300,000 per occurrence, and \$50,000 property damage.

At the request of Riverside Community College District, Follett shall obtain and deliver certificates evidencing such insurance from its insurers. Follett shall save Riverside Community College District harmless from claims which may arise in connection with the operation of the Bookstore facilities specified herein and sales of products or performance of any service under this contract or injuries or death caused by Follett vehicles on the Bookstore premises, except for claims caused by Riverside Community College District or any of its employees, agents or representatives, for which Riverside Community College District shall save Follett harmless.

Original Certificates of Insurance, with the required endorsement, shall be delivered to the District Risk Management department within 30 days of signing this document.

Follett insurance policies for the Bookstore shall name Riverside Community College District as an additional insured, but only with respect to liability arising out of operations performed for such insured by or on behalf of the insured. These policies shall be primary and noncontributing with any insurance carried by Riverside Community College District.

7. Compliance with all Laws:

Follett shall comply with all laws, ordinances, rules, orders, and regulations of federal, state and municipal governments, and of any and all of their departments, divisions, bureaus, and subdivisions, applicable to the operation of the Bookstore.

8. Non-Discrimination

Follett shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Follett understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

9. Management and Staff:

Follett shall staff the Bookstore with experienced and qualified managerial and clerical personnel. During peak “rush” periods, Follett shall utilize sufficient additional employees at the Bookstore to avoid unnecessary lines and to expedite making educational materials available to students.

- a) Riverside Community College District Bookstore personnel shall continue service only so long as their work and personal behavior are acceptable to Follett and Riverside Community College District. Follett will comply with written requests by Riverside Community College District to remove or reassign store personnel, including Bookstore managers, for good cause.

10. Staff Relations, Wages, and Benefits:

Follett shall be responsible for the wages and benefits of all of its employees at the Bookstore. Follett has the right to set its own wages and benefits. Follett will employ students of Riverside Community College District at the Bookstore whenever reasonably possible.

11. Calendar of Operating Hours:

Follett shall maintain a schedule of operating hours and weeks of business for the Bookstore in accordance with the official Riverside Community College District calendar and in mutual agreement with Riverside Community College District in meeting the needs of the students, faculty and staff. Bookstore hours will be extended during each registration period, during the first two weeks of the fall and spring semesters, and the first week of each summer session.

12. Book Orders and Deadlines:

Follett shall fill orders for books and required supply items from term to term in accordance with textbook and supply adoptions by the faculty. The Bookstore manager shall be given notice by the faculty or authorized department designees of the textbook and supply adoptions for all courses offered as follows:

- a) On or before October 1 for the spring semester.
- b) On or before March 1 for the summer sessions.
- c) On or before April 1 for the fall semester.

Instructional materials, including textbooks and course packs, will be made available for all courses requesting such not later than the first day of class each semester, provided the deadlines for ordering such material are met.

Instructional materials shall be made available in quantities equal to course capacities, or in quantities to be mutually agreed-upon by the parties based upon historical course sell-through figures.

Follett will guarantee and provide the number of textbooks required when the textbook adoption is received at least 30 business days before the start of classes and there are no issues outside Follett’s control, such as out-of-print titles, over-enrollments, added sections, foreign titles, etc. Should this guarantee not be met for causes within their control, Follett will provide each student affected by an out-of-stock issue a \$20 campus bookstore gift card. Additional textbooks will be provided by 2nd day air at Follett’s sole expense when the out-of-stock situation was within their control. This out-of-stock policy will be advertised at the store.

Follett shall be responsible, at its cost and expense, for contacting in a timely manner all faculty members for their textbook and supply adoptions. Riverside Community College District shall not be responsible for compiling, nor shall it maintain, a list of such adoptions.

13. Evaluation:

An annual performance evaluation will be conducted each year by the parties to review agreed-upon key performance indicators. The ability to meet the demand for course materials will be considered a key performance indicator for Bookstore operations and included as part of this annual assessment. A critical outcome of the annual performance review will be a recommendation to continue the agreement each year to the conclusion of the five-year agreement, or to seek additional proposals to provide Bookstore services.

14. Services Expected:

Follett shall operate the Bookstore as an independent contractor and with its own credit and preferred vendors, with the facility and equipment agreed upon. Services of the Bookstore shall include the following:

- a) The Bookstore shall be Riverside Community College District's exclusive on-campus and off-campus, online/eCommerce and distance education seller of all required, recommended or suggested course materials and supplies, including books, course packs, custom publishing, computer software, textbook rentals, and materials published or distributed electronically. Riverside Community College District shall not contract with any third party to provide any services outlined herein, whether on-campus or off-campus, through eCommerce sites, hyperlinks to alternative sources or otherwise endorsed or supported by Riverside Community College District. It is understood that faculty have the academic freedom to choose course materials which the bookstore may not be a participant in. This Section 14a does not prohibit OER course materials and occasional sales by student groups or student government organizations that do not materially impact Store sales.
- b) The Bookstore will accept campus debit card and approved financial aid transactions. Payments for charge sales will be guaranteed by Riverside Community College District and are payable within 30 days of invoice date.
- c) The Bookstore shall also be Riverside Community College District's exclusive "on-campus" and Internet seller of other items typically sold in college bookstores, such as books in addition to those described in (a) above, educational supplies, notebooks, stationery, desk and room accessories, gift items, class and alumni rings and jewelry, and clothing, including any and all such items bearing a Riverside Community College District emblem, logo, insignia or other identifying mark.
- d) Riverside Community College District acknowledges and agrees any attempt to circumvent Follett by entering into an agreement, partnership, joint venture, memorandum of understanding, or any other verbal or written arrangement with a third party could materially and detrimentally impact the revenue stream of this agreement and the assumptions and circumstances on which this agreement is based. In such event, the guarantee shall be eliminated immediately and the parties agree to discuss the renegotiation of the financial terms of the agreement.
- e) Follett will have first right of refusal for other retailers that would directly compete with the Follett academic retailing program.
- f) The Bookstore shall be the exclusive agent for the rental and/or sale of graduation caps and gowns and commencement invitations.
- g) The Bookstore shall also have a non-exclusive right to sell convenience store items such as food, health and beauty items, and other sundries; provided, however, that the stocking and sale of food or drink products by Follett which directly competes with the District's provision of food services or its separate contract(s) for beverage and snack vending machine service for students, staff, and visitors shall be approved in writing by the District in advance. The vending services include hot and cold drinks, fruit juices, snack food items and some cold food items such as sandwiches. Any dispute

regarding food or drink sales through the Bookstores shall be arbitrated by the District's representative whose decision shall be final.

- h) Follett will provide custom publishing services for Riverside Community College District. Such services will include the development of course packs for faculty members, securing the appropriate copyright clearances, printing and binding of course packs and distribution and sale of the course packs in the Bookstore. Complimentary desk copies of course packs will be provided to faculty members.
- i) Follett shall provide special book order services for students, faculty, and staff and make every effort to obtain the earliest possible delivery of such books.
- j) Follett shall provide charge sales for supplies for Riverside Community College District departments and offices. Payments for such charge sales shall be guaranteed by Riverside Community College District and payable within 30 days.
- k) Follett will allow full-time faculty and staff of Riverside Community College District a 10% discount on all merchandise available at the Bookstore except adopted textbooks, special orders, sale books, class and alumni rings, computer software, periodicals, discounted merchandise, computer hardware, stamps, health and beauty aids, food snacks, and beverages.
- l) Follett will offer a 20% discount on all authorized departmental purchases except adopted textbooks, special orders, sale books, class and alumni rings, computer software, periodicals, discounted merchandise, computer hardware, stamps, health and beauty aids, food snacks, and beverages.
- m) A 10% discount will be extended to ASB Card Holders on emblematic clothing and gift purchases.
- n) If Riverside Community College District accepts advertising for any of its materials or publications that it distributes or makes available to its students, including without limitation any course offering list, or if Riverside Community College District permits tabling or other third-party promotional activities at any event sponsored by Riverside Community College District or located on the Riverside Community College District campus, Riverside Community College District agrees that:
 - (1) it shall give the Bookstore reasonable advance notice of the deadline for placing such advertising or participating in such tabling or other promotional activities;
 - (2) the Bookstore shall have the right to place its desired advertising in such materials and to participate in such tabling or other promotional activities; and
 - (3) Under the Freedom of Speech laws, Follett understands that Riverside Community College District must allow used book sellers on District premises for the purpose of marketing used books. Said marketing will not involve the actual sale of any used books on District property, but it will include the distribution of flyers, pamphlets or other marketing materials to the students in each College's designated free speech/public forum areas.

15. Booklist:

In the course of providing the services contracted for in this contract, Follett collects certain information from the faculty on its Course Book Information forms. Follett also creates a computer database containing, among other things, course book information. These forms and the database are Follett proprietary information, created at substantial cost and expense to Follett and used in connection with its business, the retail sale of textbooks.

Should Riverside Community College District require any information that may be contained within the forms or the database either for its educational purposes, or in order to comply with any public records request where no exemption is available (such as an exemption for commercial information), Riverside Community College District understands that it will be responsible for collecting that information from the faculty.

Subject to the “exclusive campus bookseller provision” set forth above, nothing set forth in this paragraph shall be construed to limit in any manner the right of any other off-campus vendor to use its own course book information form to obtain this information from the faculty.

16. Used Book Purchase and Resale:

Follett shall buy books from Riverside Community College District faculty, staff and students at the following prices:

- a) When the Bookstore has been notified that the book will be used at Riverside Community College District the following semester: 50% of the customer’s purchase price (provided the book is a good used copy) until the Bookstore has filled its quota rounded to the nearest quarter.
- b) In the absence of such notification, or if the book will not be used for the following semester, or is to be replaced shortly by a revised edition according to an announcement of the publisher, the book will be purchased at the wholesale price.
- c) Used books in good condition will be sold by Follett not more than 75% of the new textbook selling prices rounded up to the next quarter.

17. Refunds and Exchanges:

Follett shall offer refunds and exchanges as follows:

a) Textbooks

The Bookstore will issue refunds in the original form of payment for textbooks purchased at the Bookstore if returned in the original condition, with an original receipt and within the first week of classes. Within 30 days of the first day of classes, textbooks will be refunded with an original receipt and with a valid proof of add/drop.

b) General Reading Books, Medical and Specialty Reference Books, Software, Audio, Video, & Small Electronics

The Bookstore will issue refunds in the original form of payment if returned in the original condition, with an original receipt and within fourteen (14) days of purchase. Opened software, audio books, DVDs, CDs, music and small electronics may not be returned for a refund but can be exchanged for the same item if defective.

c) All Other Merchandise

The Bookstore will issue refunds in the original form of payment any time during the semester for other merchandise purchased at the Bookstore if returned in the original condition and with the original receipt. If without a receipt, a store credit will be issued at the current selling price.

Refunds or Exchanges will not be issued for the following items: food and beverages, unwrapped loose leaf books, activated eBooks, custom course materials, outlines, study guides, school guides, magazines

and prepaid cards.

18. Policy Posting:

Follett shall post conspicuously and without equivocation Bookstore policies concerning refunds, buybacks, and exchanges.

19. Repurchase of Inventory (On hand):

Riverside Community College District shall repurchase, or require a successor contractor to purchase, Follett inventory at cost in the event of cancellation of this Agreement, in the same manner as purchased by Follett.

Should school change logo or contracted athletic apparel provider/licensee, school will either give Follett six months' written notice or will allow Follett to automatically deduct from commissions due the cost of unsold emblematic merchandise.

20. Repurchase of Inventory (Outstanding rentals):

In the event of cancellation of this Agreement, Riverside Community College District shall purchase, or require a successor contractor to purchase, Follett rental inventory outstanding at the time of the transition, at the buyback value.

21. Sales Markup Basis:

Follett represents that the sale markup basis at the Bookstore will be as follows:

- a) New textbooks will be sold at no greater than (i) the publisher's list price or (ii) a 25% gross margin on net priced books, inclusive of freight surcharges, plus cost of publisher handling rounded to the nearest quarter. Net priced books are defined as books purchased from publishers that do not have a publisher's suggested list price
- b) Used textbooks will be sold at 75% less than the new selling price. Select used titles will be further discounted through the Flex Used Pricing program to give students additional savings options by taking advantage of Follett's rental returns inventory.
- c) Course packs and textbooks purchased from publishers with restrictive or non-returnable text policies as well as single use products will be priced at up to a 30% gross margin.
- d) Follett will be setting rental fees for each title, and any given title's fee may vary as a percentage of the retail selling price. New books will typically rent between 30-80% off and used books between 30-80% off. Students will have the option to buy rentals at the end of the term at discounted prices.
- e) eTextbooks are priced up to 60% off the new print book selling price. On ebooks and other digital content, when Follett determines the end-user price, Follett will follow the same pricing rules applicable to coursepacks, and when the publisher determines the end-user price and Follett acts as agent, Follett will use the publisher price.
- f) Trade books, paperbacks, technical and reference books will be sold at publishers' list prices.
- g) School supplies and other merchandise will be priced at or below manufacturers' suggested retail prices or locally competitive prices.

h) The Price Match Program provides for price matching on textbooks advertised or offered from a local brick and mortar bookstore or online retailer (such as Amazon or bn.com), but excludes online marketplaces like “other sellers” on Amazon and bn.com, as well as peer-to-peer pricing. Under the Price Match Program, price matching will continue to be honored through the first week of classes allowing students to shop online early and buy with confidence. For any student that comes in after the first week of classes, Follett will continue to do a price match on that same day. Any price difference will be offered in the form of a discount on the course materials or a gift card. The Price Match Program includes purchase (used and new) and rental pricing, provided the rental term period is comparable. Other conditions to this program include: (1) the textbook must be in stock and available for immediate shipment at the local competitor or online retailer at the time of the price match request; (2) additional membership discounts and offers cannot be applied to the refund; (3) the price advertised must be for the exact book, edition and format, including all accompanying materials like workbooks and CDs, offered at the Bookstore; (4) the original receipt must be provided to show if the textbook was rented or purchased, along with the price; (5) digital titles, access codes and special orders are excluded; (6) price matching applies to items of the same condition and type; and (7) there is one price match per title.

Follett shall, upon request, provide proof of conformity to pricing policies as specified herein.

22. Guaranteed Payment / Percentage of Sales:

On an annualized basis, Follett will pay Riverside Community College District the following guaranteed payment or the applicable percentage of gross sales at the Bookstore, whichever is greater.

Contract Year Guaranteed Amount Year 1 \$850,000

Follett will provide a guaranteed amount in all future years of this agreement that will be an amount equal to 90% of the calculated sales commission on gross sales of the immediately preceding year.

Or:

Follett, in any contract period that is less than a complete year; the payments shall be based on the percentage of gross sales at the Bookstore.

14.25% of all Gross Sales up to **\$7,000,000**; plus

15.25% of any part of Gross Sales over **\$7,000,000**, but less than **\$10,000,000**; plus

16.25% of any part of Gross Sales over **\$10,000,000**.

7.0% on digital textbooks

Because our revenue estimates have consistently proven accurate, we will pay you a Guaranteed Annual Income of **\$850,000** in the first year.

(Gross sales shall be defined as all collected sales at the Bookstore, including textbook rentals and all sales from Bookstore websites, less voids, refunds, sales tax, discounted departmental sales, handling fees associated with non-return of rental textbooks, campus debit card fees, discounted faculty/staff sales, pass-through income, merchandise sales at less than a 20% initial gross margin, and other merchandise mutually designated as non-commissionable. When Follett sells digital content as an agent, Follett agency fee shall be the applicable gross sales for such digital content, and such agency fee shall

be included as part of gross sales.)

If annual gross sales of the Bookstore shall materially decline as a result of declining enrollment (i.e., decrease 5% or more), public legislation, other conflicting campus agreements, material changes in school policies or the business model of the industry, such as digital books, sales directly from the publisher, or other reasons outside of the control of Follett, Riverside Community College District agrees to negotiate in good faith with Follett an appropriate reduction in the payments set forth above.

During any period of major construction when the Bookstore is meaningfully disrupted by construction, Follett shall pay the school according to the percentage formula only.

23. Payment Schedule:

Applicable guaranteed payments as set forth above hereof shall be made monthly by Follett to Riverside Community College District and shall be paid within thirty (30) days after the close of the month in which they were earned. The final payment for any year shall be made within thirty (30) days after the end of the applicable contract year, and will include any adjustments required by the percentage of gross sales formula set forth above.

Each payment shall be accompanied by a detailed statement of its computation and Follett shall furnish supporting documentation to Riverside Community College District upon request.

24. Promise Program

Follett will provide a onetime payment of **\$350,000** to support programs like the College Promise Program at Riverside City College and Moreno Valley College and the Dual Enrollment Program at Norco College. These funds can be used for other programs at the discretion of the institution. Follett will amortize this investment on a straight-line basis over the 5-year period of this agreement. Should Riverside Community College District cancel or fail to renew this agreement before the end of that period, then Riverside Community College District shall reimburse Follett for any amount of the investment not yet amortized.

25. Library Book Donation

Follett will provide to the District \$5,000 with which to provide textbooks for the fall and spring semester.

26. Unrestricted District Foundation Donation:

Follett will annually donate to the District Foundation to show support for District events.

27. Signing Bonus:

Follett will make a **\$250,000** one-time payment within 180 days of the successful implementation of the ConnectOnce integration. This payment will be subject to amortization and repayment in accordance with the contract. Follett will amortize this investment on a straight-line basis over the 5-year period of this agreement. Should Riverside Community College District cancel or fail to renew this agreement before the end of that period, then Riverside Community College District shall reimburse Follett for any amount of the investment not yet amortized.

28. Renovations:

Follett will spend up to \$60,000 for touch-ups, enhancements and improvements to the Bookstore.

Follett will amortize this investment on a straight-line basis over the 5-year period of this agreement. Should Riverside Community College District cancel or fail to renew this agreement before the end of that period, then Riverside Community College District shall reimburse Follett for any amount of the investment not yet amortized. No modifications, renovations or improvements shall be made to the existing Bookstores facilities, nor shall additional partitions or fixtures be installed in said facilities, without the prior written consent of the District. Any modification, renovation or improvement made pursuant to or during the term of this Agreement shall become the property of the District upon termination or expiration of the Agreement, and Follett shall not be entitled to any reimbursement or compensation of any kind for the cost or expense thereof. If possible, all modifications, renovations or improvements made during the term of this Agreement shall be made at a time during the school year that is mutually convenient to both parties.

29. Final Approval of Renovations:

In order to provide the best possible service for Riverside Community College District's students, faculty and other customers, final approval and necessary alterations of any Bookstore plans will be granted to Follett to ensure they meet with Follett minimum operational and retailing standards.

30. Force Majeure:

Follett and Riverside Community College District shall be excused for the period of any delay in performance of any obligations hereunder when prevented from doing so by the wrongful or negligent acts or omissions of the other party or by causes beyond either party's control, which shall include all labor disputes, civil disturbance, reasonably unforeseeable weather conditions, war, invasions, military or usurped power, sabotage, governmental regulations or controls (including bona fide delays in obtaining building and similar permits and approvals), fires or other casualty, or acts of God.

31. Access to Point of Sale (POS) Financial and Accounting Information:

Riverside Community College District shall be provided access, with sufficient notice, to the Bookstore accounting records. This may include sales information captured by the POS system. This will be done in compliance with PCI guidelines that protect card holder information. Store POS reports are available by register. All POS activity is verified daily by the Home Office Sales Audit system. In addition, all registers have:

- a) Transaction number controls with further security level restrictions by cashier type.
- b) Electronic Journal, receipt and detail tape provisions, with required PCI protection.
- c) Display window for customer viewing.

32. Benefit and Binding Effect:

This agreement shall be binding upon and shall inure to the benefit of Riverside Community College District and Follett and their successors and assigns.

33. Headings; Interpretation:

The headings used in this agreement are for convenience only and do not constitute substantive matter to be considered in construing its terms. The use in this agreement of the terms "include", "includes", "including", and "such as" shall be deemed in all cases to be followed by the words "without limitation".

When used in this agreement Riverside Community College District includes all segments of the institution including all alumni, athletic and academic departments.

34. Severability:

The presence in the text of this agreement of any clause, sentence, provision, paragraph or article held to be invalid, illegal or ineffective by a court of competent jurisdiction shall not impair, invalidate or nullify the remainder of this agreement. The effect of any such holding shall be confined to the portion so held invalid.

35. Confidentiality:

Each party agrees that the financial and other terms of this agreement shall be kept confidential and such terms may be disclosed to a third party only as required by law, including any public record disclosure law (but only after giving effect to all applicable exemptions), or as necessary to perform the terms of this agreement.

36. Records

- a) **Auditable Records.** Follett shall maintain complete and accurate account books and records in connection with its performance of the Agreement as may be reasonably required by the District, including adequate cash register detail to support reports of gross sales and those related to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Such books and records shall be available locally or be made readily accessible with reasonable notice. Follett shall provide the District with notice in writing of the location, by address, of all such books and records and the name of the custodian thereof. Follett shall, at any reasonable time during the term of this Agreement, and for two (2) years following its termination or expiration, allow access for this examination and audit of its records pertaining to the performance of the Agreement, and shall, upon request by the District, produce and exhibit all such records.
- b) **Purchasing Records.** The District shall have complete access to the purchasing records of Follett in order to evaluate the quality and quantity of the merchandise supplied.
- c) **Separate Records.** Follett shall maintain separate bookkeeping records for its operations at each College.
- d) **Monthly Financials.** Follett shall prepare and maintain a monthly financial report of operations in a form acceptable to the District, and shall provide such report to the District within thirty (30) days after the end of that month. The monthly report should be sufficiently detailed as to show: College location; gross sales for the reported month and year-to-date category; exclusions from gross sales for the reported month and year-to-date by category; net sales for the reported month and year-to-date by category; totals for the primary location for the reported month and year-to-date; totals for all locations for the reported month and year-to-date; and cumulative agreement year-to-date information. Two (2) copies of the monthly report shall be submitted – one to the Vice Chancellor, Business and Financial Services and one to the District's representative.
- e) **Daily Records.** The District shall have access to daily sales and deposit records upon request.
- f) **Audited Statements.** Follett shall provide an annual operating statement, showing the amount of the annual gross sales, as herein defined, together with credit and allowance accounts for the preceding fiscal year. Follett shall provide the audited statements to the District within ninety (90) days after the end of its fiscal year.

Riverside Community College District

- g) Book Sales. Follett shall maintain statistics on used book sales. Upon request, Follett shall submit to the District a report showing the percentage breakdown by College of new book sales and used book sales for the preceding semester, as well as a comparison of these results with the two (2) preceding academic years. While the District may make its request at any time, either before or after the end of any semester, Follett shall have a reasonable time following the end of the reported semester to prepare the report; provided, however, this time shall in no event be longer than forty-five (45) days following completion of the reported semester.

IN WITNESS WHEREOF, the parties hereto have set their hands as at the day and year written below.

Riverside Community College District

By: _____

Name: Aaron S. Brown

Title: Vice Chancellor, Business and Financial Services

Date: _____

Follett Higher Education Group, Inc.

By: _____

Name: Clay Wahl

Title: President

Date: _____

Agenda Item (XII-A)

Meeting 4/17/2018 - 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

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 Boards Association
- Riverside County Committee on School District Organization
- Alvord Unified School District Ad-Hoc Committee
- Norco Partnership Ad-Hoc Committee
- Chancellor's Search Ad-Hoc Committee

Prepared By: Wolde-Ab Isaac, Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

None.

Agenda Item (XIII-A)

Meeting	4/17/2018 - 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

Background Narrative:

None.

Prepared By: Wolde-Ab Isaac, Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

None.