RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting -
Board of Trustees Governance Committee, Teaching and Learning Committee, Planning and Operations Committee, Facilities Committee and Resources Committee
June 7, 2011 – 6:00 p.m. – Student Services, Room 101
Moreno Valley College, 16130 Lasselle St., Moreno Valley, California 92506

AGENDA

CALL TO ORDER

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8801 as far in advance of the meeting as possible.

Any public record relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507.

I. Comments from the Public

II. Chancellor's Reports

A. Communications
- Chancellor will share general information to the Board of Trustees, including federal, state, and local interests and District information.
Information Only

B. Moreno Valley College Dental Education Center – Budget Augmentation
- Recommend the Board approve a budget augmentation for the Moreno Valley College Dental Education Center project using Program Contingency Measure C funds.
Recommended Action: Request for Approval

III. Board Committee Reports

A. Governance Committee

1. Legislation Affecting AB 540 Students During 2011 Legislative Year.
- Committee to discuss proposed legislation.
Information Only

B. Teaching and Learning Committee

1. Academic Programs Abroad, Florence, Italy, Fall 2011
- Committee to consider an agreement between the District and the Centers for Academic Programs Abroad.
Recommended Action: To Be Determined

2. Proposed Curricular Changes
- Committee to consider curricular changes for the catalog and schedule of class offerings.
Recommended Action: To Be Determined

3. Substantive Change Proposal – Change in Location of Dental Programs
- Committee to consider changing location of three programs presently at March Dental Education Center.
Recommended Action: To Be Determined

4. Substantive Change Proposal – Distance Education (50% or more of a Program Offered through a Mode of Distance or Electronic Delivery.)
- Committee to consider advising the Accrediting Commission for Community and Junior Colleges of the addition of courses.
Recommended Action: To Be Determined

C. Planning and Operations Committee

1. 2013-2017 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals
- Committee to consider the Capital Construction Plans within the District and three Initial Project Proposals and four Final Project Proposals.
Recommended Action: To Be Determined

2. Moreno Valley College Student Academic Services (Phase III)
- Committee to review and comment on design presentation by staff and the architect.
Information Only

3. Planning for 2016 and Beyond; Our Next Century of Service
- Committee to review a proposed new strategic planning activity for next year.
Information Only

D. Facilities Committee

1. Moreno Valley College Dental Education Center – Award Bids for Construction Categories
- Committee to consider award of bids for 10 construction project categories; authorize the issuance of notices to proceed, and permit project bid ratification at a subsequent meeting.
Recommended Action: To Be Determined

2. Learning Gateway Building at Moreno Valley College – Award Bids for Construction Categories
- Committee to consider award of bids for 21 construction project categories; authorize the issuance of notices to proceed, and permit project bid ratification at a subsequent meeting.
Recommended Action: To Be Determined

3. Consultant Services – Amendment No. 3 with Facilities Planning and Consulting Services
- Committee to consider an amendment for additional services for the next fiscal year with Facilities Planning and Consulting Services.
Recommended Action: To Be Determined

E. Resources Committee

1. Tentative Budget for 2011-2012 and Notice of Public Hearing on the 2011-2012 Budget
- The Committee to consider the District's 2011-2012 Tentative Budget
Recommended Action: To Be Determined

2. Network Operations Center at Moreno Valley College and Norco Operations Center at Norco College – Budget Augmentation
- The Committee to consider a budget augmentation for Network Operations Center projects at Moreno Valley and Norco Colleges utilizing the IT Upgrade project budget, Controlled Measure C funds.
Recommended Action: To Be Determined

3. Document Imaging Services and Software
- The Committee to consider the purchase of services and additional software utilizing the IT Upgrade project budget, Centrally-Controlled Measure C funds.
Recommended Action: To Be Determined

4. Purchase District Web Server Upgrade Equipment from Dell Using Western States Contracting Alliance (WSCA) Agreement #B27160
- The Committee to consider the purchase of replacement servers utilizing WSCA Agreement #B27160 and using the IT Upgrade project budget, Centrally-Controlled Measure C funds.
Recommended Action: To Be Determined

5. Learning Gateway Building at Moreno Valley College – CM Amendment No. 1 with C.W. Driver
- The Committee to consider Amendment No. 1 to a construction management services agreement.
Recommended Action: To Be Determined

6. Groundwater Monitoring Wells – Disposition at Norco College – Tentative Project Budget
- The Committee to consider a tentative project budget.
Recommended Action: To Be Determined

7. Riverside Nursing/Science Building Project – Design Amendment No. 7
- The Committee to consider Amendment No. 7 to an architectural services agreement.
Recommended Action: To Be Determined

8. Wheelock Gymnasium, Seismic Retrofit at Riverside City College – Budget Augmentation and Amendments to Agreements
- The Committee to consider a project budget augmentation using Riverside City College Measure C Allocated Funds and amendments to construction management, inspection services and facility lease agreements.
Recommended Action: To Be Determined

IV. Closed Session
- Pursuant to Government Code Section 54957, public employee discipline/dismissal/release.
Recommended Action: To Be Determined

V. Adjournment

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORT

Report No.: II-B Date: June 21, 2011

Subject: Moreno Valley College Dental Education Center – Budget Augmentation

Background: On January 25, 2011, the Board of Trustees approved a tentative project budget in the amount of $9,500,181 for the Moreno Valley College Dental Education Center (MDEC) project using Moreno Valley College Allocated Measure C funds. On February 8, 2011, the Board of Trustees approved a third design agreement with HMC Architects and a construction management agreement with Rudolph and Sletten, Inc. for the Moreno Valley College Dental Education Center project.

Recently, Rudolph and Sletten, Inc. submitted a budget report to the District explaining the recent bid results and their impact on the MDEC project. The cost model and budget submitted to the District in January was used to create the current project budget of $9,500,181, however as the scope and bids have evolved, the construction manager has updated the project cost projections for the work.

Staff therefore requests the Board's review and consideration of augmenting the project budget by $1.2 million, increasing the total tentative project budget to $10,700,181. The primary factor for the increased cost is due to the project scope; however market conditions, bidder interest, and the urgency of the project schedule are also significant factors. Exhibit A is attached for the Board's review detailing budget costs for the MDEC project. The major scope items affecting the cost include:

1. Limited bidders on the plumbing (1 bidder) and electrical category (2 bidders).
2. New Southern California Edison (SCE) requirements for a higher capacity primary meter in lieu of a local connection adjacent to the site, which increased electrical bid costs.
3. Eastern Municipal Water District (EMWD) would not allow the College to utilize a new secondary water meter, leading to longer runs for fire and domestic water connections.
4. Increased line sizes for the connections due to pressure constraints with the existing service (4" to 8" domestic water, and 8" to 12" fire water), due to location change away from the core of the college.
5. Compressed air and vacuum equipment from the existing facility are not adequate for reuse in the new project; therefore new equipment was specified.

The additional $1.2 million will be funded by the allocated Utility Infrastructure Project and Program Contingency – Measure C funds.

Recommended Action: It is recommended that the Board of Trustees approve the budget augmentation in the amount of $1.2 million for the Moreno Valley College Dental Education Center project using Program Contingency Measure C funds, increasing the tentative project budget to a total amount of $10,700,181.

Gregory W. Gray
Chancellor

Prepared by: Tom Harris, Acting President, Moreno Valley College

David Bobbit, Interim Vice President Business Services, Moreno Valley College

Orin L. Williams, Associate Vice Chancellor, Facilities Planning and Development

Bart L. Doering, Director of Construction, Facilities Planning and Development

Exhibit A

RUDOLPH AND SLETTEN
INCORPORATED 1960
GENERAL AND ENGINEERING CONTRACTORS

May 23, 2011

Mr. Bart Doering
Director of Construction
Facilities Planning, Design and Construction
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, California 92508

Reference: Dental Education Center
Moreno Valley College - R&S Project #50032-0

Subject: Budget Detail for MDEC Project

Dear Mr. Doering:

As discussed last Friday, the current budget projections would result in significant overage if the budget source, scope, bid results, and project schedule remain as they are today. Under separate cover, please review the summarized options and possible solutions as discussed. We have listed further budget detail below for your information and use.

Budget Detail

The budget was developed off a cost model based on the Schematic Documents that were available at the time with a few assumptions of what the finished design would include. Below is a truncated summary of the revised budget (March 17, 2011) for the project. It was revised to include updated agreement totals of PLA (Padilla and Assocs.), All American Inspection, and HMC Architecture.

Project Budget:

Cost Item	Cost/Unit	Revised Total
Design Services		$ 624,549
Preconstruction Services		$ 53,782
Environmental Services		$ 37,000
Permits/Inspections		$ 220,674

Utility Companies - Connection Fees, may also include design and engineering fees, and installation fees		**$**	**170,000**
Off Site Improvements		$	-
Property Acquisition		$	-
Insurance		**$**	**68,481**
Construction Project Management		**$**	**546,842**
Construction Costs		**$**	**5,828,296**
Furniture, Fixtures & Equipment (Group 2)	**4.00%**	**$**	**208,652**
Other Costs (PLA, Moving and Storage)		**$**	**166,050**
Contingency & Escalation		**$**	**1,577,253**
Design Contingency	12%	$	625,956
Change Order Contingency	10%	$	571,630
Project Contingency	2%	$	379,668
Total Estimated Project Budget		**$**	**9,500,181**

The items that have been bid are Silver Creek Modular Buildings, Demo/Grading, Electrical, Plumbing/Site Utilities, and Laboratory Casework. The matrix below includes in the totals the revised bid amounts received and a forecast for the balance of the upcoming bids and revises allocation of contingencies. Further contingency reduction is also discussed as a possible solution to a portion of the overage in our separate letter regarding Report on Bidding and Budget for the Project dated May 23, 2011.

Current Project Cost Projection:

Cost Item	**Cost/Unit**	**Revised Total**	
Design Services		**$**	**624,549**
Preconstruction Services		**$**	**53,782**
Environmental Services		**$**	**37,000**
Permits/Inspections		**$**	**217,095**
Utility Companies - Connection Fees, may also include design and engineering fees, and installation fees		**$**	**170,000**
Off Site Improvements		$	-
Property Acquisition		$	-
Insurance		**$**	**68,481**
Construction Project Management		**$**	**660,064**
Construction Costs		**$**	**7,879,558**
Silver Creek		$	3,831,712
Demo/Grading		$	122,100
Electrical		$	1,218,000

Plumbing		$	1,057,750
Lab Casework		$	624,996
Balance of scopes to Bid		$	1,025,000
Furniture, Fixtures & Equipment (Group 2)	**4.00%**	**$**	**208,652**
Other Costs (PLA, Moving and Storage)		**$**	**166,050**
Contingency & Escalation		**$**	**592,459**
Design Contingency	0%	$	-
Change Order Contingency	5%	$	393,978
Project Contingency	2%	$	198,481
Total Estimated Project Budget		**$**	**10,677,690**

Please contact me with any questions regarding the above. We look forward to continued discussion and will work with the District to achieve resolution to the current budget challenge.

Sincerely,

Rudolph and Sletten, Inc.

Matthew Bennett

Matthew D. Bennett
Project Manager

Cc: John McRitchie, Rudolph and Sletten, Inc.
Orin Williams, Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: III-A-1 Date: June 21, 2011

Subject: Legislation Affecting AB 540 Students during 2011 Legislative Year

Background: At the April Governance Committee meeting a presentation was made about proposed legislation, Assembly Bill 63; which amends provisions within Title V relative to residency status for college tuition and fees for veterans and persons without lawful immigration status. RCCD took a position of opposition to the bill. In 2001, AB 540 was passed by the California State Legislature and signed by the Governor, which defined a person without lawful immigration status from the exemption from paying nonresident tuition. RCCD abides by current law and does not ask for residency requirements of any person attending RCCD colleges that has successfully completed three years of high school in the state of California. AB 63 would propose that community colleges not charge in state fees to any person that cannot provide lawful immigration status.

Recently at the May Board meeting, it was requested that information on bills affecting AB 540 students be presented to the governance committee. The attachment to this report provides that information. This item is provided for information and discussion.

Information Only

Gregory W. Gray
Chancellor

Prepared by: Chris Carlson
Chief of Staff

AB 130 (Cedillo) Student Financial Aid: Eligibility: California Dream Act of 2011
Analysis/Summary: This bill would provide persons who are exempt from paying nonresident tuition eligibility for student financial aid.
Comments: The bill was amended to delete the language that specified the process and procedures for applying for aid; the procedures were shifted to AB 131 (Cedillo). The bill was also amended to remove the provision from AB 130 that allowed persons attending and graduating from California technical schools and adult schools, as well as high schools, to be included in the exemption for nonresident tuition; this provision was also shifted to AB 131 (Cedillo). These amendments were taken to reduce the fiscal impact of the bill. **Location:** Passed the Assembly Floor (51-22) and sent to the Senate Education committee. **Position:** Support

AB 131 (Cedillo) Student Financial Aid
Analysis/Summary: As amended, this bill changes existing law to require the Trustees of California State University and the Board of Governors of the California Community Colleges, and to request the Regents of the University of California, to establish procedures and forms that enable persons who are exempt from paying nonresident tuition to apply for, and participate in, all student financial aid programs administered by these segments. This bill also would require the Student Aid Commission to establish procedures and forms that enable persons who are exempt from paying nonresident tuition to apply for all student financial aid programs administered by the State of California to the full extent permitted by federal law, except for Competitive Cal Grant A and B Awards unless funding remains available after all eligible California students who are not exempt receive Competitive Cal Grant A and B Awards. The bill would also require community college districts to waive the fees of persons who are exempt from nonresident tuition. Lastly, the bill would allow persons attending and graduating from California technical schools and adult schools, as well as high schools, to be included in the exemption for nonresident tuition.
Comments: This bill is similar to last year's AB 1413 (Fuentes-Coto), which was vetoed by Governor Schwarzenegger. This bill was amended to include the establishment of procedures for applying for aid and to allow persons attending and graduating from California technical schools and adult schools, as well as high schools, to be included in the exemption for nonresident tuition; wording was directly shifted from AB 130 (Cedillo). **Location:** The bill was heard in Assembly Appropriations Committee, passed by assembly and sent for second reading.
Position: Support

AB 844 (Lara) Student Government: Students Qualifying for Exemption from Nonresident Tuition
Analysis/Summary: This bill would add a provision to the Donahue Higher Education Act that would provide that a student who is exempt from paying nonresident tuition is eligible to serve in any capacity in student government at the California State University or the California Community Colleges and to receive any compensation, as defined, that is connected with that service to the full extent consistent with federal law.
Comments: Late last year the CSU Fresno Student Body President was identified as serving in student government as an AB 540 student. He had waived his compensation for the roughly $800/month Presidents receive. **Location:** Passed the Assembly Committee on Higher Education and sent to the Assembly Appropriations Committee. No set hearing date.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Moreno Valley Campus • Norco Campus • Riverside City College

Sent Via Fax (916) 319-2178

Office of the Chancellor

March 4, 2011

The Honorable Assemblyman Marty Block
Chair, Assembly Higher Education Committee
State Capitol
P.O. Box 942849
Sacramento, CA 94249-0078

RE: ***AB 63 – Donnelly. Public Postsecondary Education: Tuition and Fees.***
OPPOSE

Dear Assemblyman Block:

Riverside Community College District (RCCD) wishes to express our opposition to AB 63, as authored by Assemblymember Donnelly and referred to the Assembly Committees on Higher Education and Veterans Affairs.

AB 63 proposes to remove provisions of the Education Code that were enacted in 2001 by AB 540. AB 540 is a bill that provided undocumented students to pay the same amount of college tuition that legal residents pay. This provision within Title 5 is what AB 63 proposes to be stricken. Passage of AB 63, as currently referred, would no longer permit the colleges to recognize students, who through no fault of their own were brought to this country illegally and have success in grades K-12. AB 63 would take away their ability to attend college and deprive undocumented, but educationally successful students, the benefits currently within Title 5 enacted by AB 540 in 2001.

Riverside Community College District is a three-college higher education system serving 1.4 million people living in Riverside County. In the fall 2010, student enrollment exceeded 38,000. RCCD colleges are located in the cities of Riverside, Moreno Valley and Norco—three of the fastest growing areas in the county, as well as a highly diverse region.

With our region's low college going rate, coupled with the highest level of unemployment in the state, access to higher education can only benefit our region and state. Our region has a number of students from this unrepresented group of Californians. Advancing education among all groups can only benefit our great state. Please oppose AB 63 as currently referred to the Assembly Committees on Higher Education.

I thank you in advance to your thoughtful consideration.

Sincerely,

Gregory W. Gray
Chancellor

4800 Magnolia Avenue, Riverside, CA 92506-1299 • (951) 222-8800 • FAX (951) 682-5339

cc: RCCD Board of Trustees

Community College League of California	(916) 441-0378
Assemblyman Brian Nestande	(916) 319-2164
Assemblyman Kevin Jeffries	(916) 319-2166
Assemblyman Jeff Miller	(916) 319-2171
Senator Bill Emmerson	(916) 327-2187
Senator Bob Dutton	(916) 387-2272
Assemblymember Wilmer Amina Carter	(916) 319-2162
Assemblyman Donnelly	(916) 319-2159

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: III-B-1 Date: June 21, 2011

Subject: Academic Programs Abroad, Florence, Italy, Fall 2011

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Centers for Academic Programs Abroad (CAPA) International Education Foundation, LP to provide classroom facilities, faculty and student housing accommodations, transfer transportation, academic guide, group airfare, and insurance for the study abroad program in Florence, Italy from August 31, 2011, through November 23, 2011. CAPA has served as the District's educational services contractor for study programs in the past. CAPA will receive $1,000.00 to cover unforeseen costs for students/participants. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Centers for Academic Programs Abroad International Education Foundation, LP to provide educational services for the study abroad program from August 31, 2011, through November 23, 2011, for an amount not to exceed $1,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Provost/Vice Chancellor, Educational Services

Jan Schall
Coordinator, International Education/Study Abroad Program

Learning Abroad Program Proposal
Riverside Community College District
Florence Fall 2011 hosted at Dante Alighieri

1. Program dates

Depart the US:	Wednesday, August 31, 2011
Arrival in Florence:	Thursday, September 1, 2011
Departure from Florence:	Wednesday, November 23, 2011

2. Student services

Flights
Roundtrip airfare from Los Angeles International Airport to Florence, Pisa, or Rome airport. Flight options will be available about four to six months before the program departs.

Accommodations
Student housing in apartment accommodations with double-room occupancy provided by Dante Alighieri.

Group Events and Services
- Services of CAPA Pre-Departure staff in Boston, MA and International Program Services Staff in Florence: The staff will coordinate all aspects outlined in the program agreement and answer any questions as students and faculty prepare to travel overseas and while abroad. Staff in both the US and Italy will provide 24-hour emergency on-call support.
- World Student Travel and Medical Insurance: All students will receive CAPA's insurance which will cover up to $100,000 in medical expenses, up to $500 for lost baggage, up to $2,000 for trip interruption, and coverage for accidental death or dismemberment and emergency evacuation.
- Arrival services: All students will be led on a walking tour of the area around the CAPA Florence Study Center by a CAPA staff member to help them identify the nearest grocery store, pharmacy, bank, post office, and bus stop. Students will also participate in a mandatory arrival orientation that will discuss health and safety, CAPA services, public transportation, mobile phones, and culture shock.
- Welcome basket: Students will receive a welcome basket in their apartment upon arrival. The welcome basket includes food for one night, a phone card, and a bus pass valid for four rides.
- Welcome dinner: To conclude the orientation period, students will be invited to a welcome dinner with program staff.
- My-Education Program: The My Education program is a rich and varied calendar of activities, events, lectures, walking tours and film showings organized by a monthly theme. The events give students the opportunity to engage with the host culture during their time abroad.
- British Institute's Library and Cultural Center: Students will have library privileges at the Institute, which includes a 50,000+ English volume library.
- Departure ceremony: To conclude the study abroad program, students, faculty, and staff will come together for a final ceremony at a local restaurant to mark the students' achievements. Light hor d'ouvers will be available, and staff and / or faculty will offer final remarks before the students return home.

3. Faculty Services

Flights
Roundtrip airfare from Los Angeles International Airport to Florence, Pisa, or Rome airport. Flight options will be available about four to six months before the program departs.

Accommodations
Accommodations for the program dates for each instructor in a furnished one-bedroom apartment in Florence. The apartment will have a bathroom, a kitchen and living room (kitchen and living room may be in the same area) with television. A washing machine is provided. Bed linens are included but not personal towels. Utilities are not included. Wireless Internet and cleaning service is not included but can be arranged for an additional fee.

Other Services
The following services as listed for the students will be provided for the faculty: orientation, group events, excursions and activities, insurance, and the transfers.

Faculty will be provided the option to rent a mobile phone prior to departure where the application fee and daily rental fee are waived. Faculty will still be charged for phone usage but at a discounted rate. Faculty will not be given a mobile phone once they arrive in country and a land line in the apartment is not guaranteed.

4. Academic Program and Facilities

The Institution will supply faculty members as necessary to carry out the core academic program for its students. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration and granting of credit will be vested in the Institution and its designated representatives.

Local Instruction
A lecture on historic Florence will be offered to the students.

Classroom Facilities
Classroom space will be provided by Dante Alighieri.

Note: CAPA will provide Riverside Community College District with a classroom schedule one month before the start of the program based on the course requirements of the program and enrollment numbers. Final enrollment must be provided to CAPA no later than 60 days prior to the start of the program.

5. Local Transportation

Transfers
All participants on the group flight will be met at the airport by a CAPA representative. If the group flight arrives Florence, taxis will be arranged from the airport to the students' apartments. If the flight arrives Pisa or Rome, a coach will transfer the group to Florence. The staff member will offer a brief welcome orientation on the coach and be available to answer any questions. Upon arriving in Florence

taxis will be arranged to take students to their apartments. Students arriving at other times or places must make their own transfer arrangements to the CAPA Florence Study Center. On departure, a CAPA staff member will meet the students and travel with them on the coach to the airport. The staff member will remain at the airport while students complete check-in procedures and lead them to the security check point.

6. Excursions

A walking tour of Florence following the orientation. No entrances are included.

7. Program Fees

NOTE: Program fees are per student and include all services, facilities, and activities described in this proposal.

Fall 2011 Program Fees
25+ Students and 2 Faculty: $7,149

CAPA will also invoice Riverside Community College District $1,000 for additional program expenses (clerical, copying, printing, and guide expenses for special exhibits).

NOTE: Taxes and Fuel Surcharge are not included in the Air inclusive program fee.

Refundable Housing Deposit

A $150-per-student refundable damage deposit will be added to the program fees above. CAPA will refund the students directly following the completion of the program (any damages will be itemized and deducted from the refund).

A $500-per-faculty refundable deposit is also required at the time of faculty application. CAPA will refund the Faculty directly following the completion of the program (any damages, utilities, etc, will be itemized and deducted from the refund).

END OF PROPOSAL

Letter Agreement
Riverside Community College District – Fall 2011
Program dates -- Arrive: Sept 1, 2011 Depart: Nov 23, 2011
Reference: 110901CARCCFLO02 v1

Please mail the letter agreement to: CAPA, 210 Union Wharf, Boston, MA 02109

1. This letter will record an Agreement between CAPA International Education, LP ("CAPA") and Riverside Community College District ("Institution").
2. This is a single year proposal.
3. Individual Student Payment Plan: CAPA will invoice individual Student Participants directly for all fees as described in this "Letter Agreement" and Individual Student Application / Release forms. The Application / Release forms and full payment must be received at CAPA 70 days prior to departure. Forms received after this date will be subject to availability and applicable late fees.
4. Individual cancellations will be processed according to the below listed Cancellation and Refund Policy.
5. Institution agrees to follow the guidelines and timelines described by CAPA recruitment staff and to make every effort to recruit students to participate in the program.
6. Cancellation and Refund Policy:

Withdrawal Date	*Cancellation Fees*
More than 60 days prior to departure	$250
46 to 60 days prior to departure	25% of the program fee plus $250
22 to 45 days prior to departure	50% of the program fee plus $250
21 days or fewer prior to departure	100% of the program fee

7. Please indicate acceptance of this Agreement by signing and returning two copies of this Agreement and the Program Proposal to CAPA.
8. No change to this Agreement will have any validity unless it is recorded in a revised Program Proposal and a new Agreement executed by both parties.
9. All reservations and services are subject to availability. CAPA will confirm all services upon receipt this signed Agreement and will inform the institution of any availability issues within two weeks of receipt. CAPA will return one fully executed copy for your records.
10. The Institution agrees not to contract with directly or indirectly, or in any way use any contacts, personnel, facilities, or suppliers utilized during a CAPA program, for a period of three years from the return date of any given program.

Signature: _____

Name: _____

CAPA

Accounts Administrator

Date: _____

Signature: _____

Name: Dr. James Buysse

Riverside Community College District

Title: VC of Administration/Finance

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Fall 2011 Semester in Florence
September 1st – November 23rd, 2011

RELEASE AND HOLD HARMLESS AGREEMENT

Addendum to the Contract between CAPA International Education and Riverside Community College District (RCCD)

Riverside Community College District (RCCD) will provide academic instruction for the Semester Abroad program, Florence, Italy Fall Semester 2011. Centers for Academic Programs Abroad (CAPA) will provide housing accommodations, travel arrangements, and classroom facilities in Italy.

1. This Addendum is attached to and modifies the contract between CAPA and RCCD for the Fall 2011 semester program to Florence for the period September 1st – November 23rd, 2011.

2. CAPA shall indemnify and hold RCCD, its Trustees, officers, agents, employees and independent contractors, free and harmless from any liability whatsoever, based or asserted upon any acts or omission of CAPA, its agents, employees, subcontractors and independent contractors, for property damage, bodily injury, or death or any other element of damage of any kind or nature, including violations of the Americans with Disability Act, the California Fair Housing and Employment Act, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964, relating to or in anywise connected with or arising from the performance of the services contemplated hereunder, and CAPA shall defend, at its expense, including without limitation, attorney fees, RCCD, its officers, agents, employees and independent contractors, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold RCCD free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.

3. The Institution agrees to hold harmless and indemnify CAPA from any suits, claims, or damages caused by the gross negligence of the College and its employees. CAPA and the Institution agree to notify each other in writing within five (5) days of receipt of any suit or claim which could affect the liability of either party.

4. CAPA shall procure and maintain comprehensive general liability insurance coverage covering such international operations contemplated by this contract that shall protect RCCD from any 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 CAPA's activities as well as RCCD's activities under this contract. Such insurance shall name RCCD as additionally insured with respect to this agreement and the obligations of RCCD hereunder. Such insurance shall provide for limits of not less than $3,000,000. CAPA will provide evidence of such insurance to RCCD.

Signature: _____ Date: _____

Title: _____
CAPA International Education

Signature: _____ Date: _____

Title: VC of Administration/Finance
Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: III-B-2 Date: June 21, 2011

Subject: Proposed Curricular Changes

Background: 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.

Recommended Action: It is recommended that the Board of Trustees approve the curricular changes for inclusion in the catalog and in the schedule of class offerings.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Provost/Vice Chancellor of Educational Services

Sylvia Thomas
Associate Vice Chancellor of Educational Services

I. New Stand-Alone Course Proposals:

The following course addresses new state requirements and will replace NRN-1 Introduction to Nursing Concepts and Practice in the Riverside City College Nursing program:

1. NRN-11 Foundations of Nursing Practice R

The following courses are part of a National Foundation grant and will meet an educational need identified by the Logistics Industry Council:

2. SCT-2 Supply Chain Management and Models N
3. SCT-4 Transportation Technology and Vehicle Routing N

II. New Course Proposals:

The following course will fulfill a lower division requirement for many UC's and CSU's new Visual Culture programs:

1. ART-4 Introduction to Visual Culture R

The following course is cross-listed with CIS-18D (previously approved at the April Board meeting) and will be part of the pathways for transfer to CalPoly computer science department:

2. CSC-18D Data structures and Algorithms NR

III. Course Inclusions:

These existing courses will be added to the course inventory of one or more colleges:

1. GEG-2 Human Geography M
2. GEG-3 World Regional Geography M
3. REA-4 Critical Reading as Critical Thinking M

IV. Major Course Modification Proposals:

The following courses are being updated to reduce repeatability from "may be taken four times" to "may be taken two times":

1. ART-23 Studio Painting MNR
2. ART-34 Studio Three Dimensional Design NR
3. ART-45 Studio Watercolor Painting MR
4. ART-46 Studio Sculpture R
5. ART-48 Studio Drawing MNR
6. ART-49 Studio Printmaking NR

The following course is being modified to update course content and description, and align General Education Student Learning Outcomes with the course Student Learning Outcomes:

7. BUS-80 Principles of Logistics NR

The following courses are being modified to update course content and align General Education Student Learning Outcomes with the course Student Learning Outcomes:

8. BUS-82 Freight Claims N
9. BUS-83 Contract N
10. BUS-85 Warehouse Management N

The following course is being modified to update course content and description, and align General Education Student Learning Outcomes with the course Student Learning Outcomes:

11. BUS-86 Transportation and Traffic Management N

The following courses are being modified to update course content and align General Education Student Learning Outcomes with the course Student Learning Outcomes:

12.	BUS-87	Introduction to Purchasing	N
13.	BUS-90	International Logistics	N

The following courses are being cross-listed with the new Simulation and Game Development (GAM) courses:

1.	CIS-43	Survey of Media Art for Game Design/Animation	N
2.	CIS-44	Portfolio Production	N

The following courses are being modified to include sample assignments and align General Education Student Learning Outcomes with the course Student Learning Outcomes:

3.	REA-2	Rapid Reading	MNR
4.	REA-3	Reading for Academic Success	MNR
5.	REA-4	Critical Reading as Critical Thinking	MNR

V. Course Deletion Proposals:

The following courses are being deleted because they are no longer required due to technology changes. They have not been offered since fall 2007:

1.	CIS-15A	Visual Basic Programming: Objects	MR
2.	CIS-15B	Visual Basic Programming: Advanced Objects	MR
3.	CIS-15C	Visual Basic Programming: Databases	MR
4.	CSC-15A	Visual Basic Programming: Objects	R

The following courses were originally created as a result of discussions with the Advisory Committee, but the student demand for the specialized curriculum has not materialized:

5.	CIS-21A	Linux Operating System Administration	R
6.	CSC-21A	Linux Operating System Administration	R

The following courses were created based on a request from the Jet Propulsion Lab to assist in the programming of robots for the mission to Mars. This is specialized curriculum which is not in high demand and is being discontinued:

7.	CIS-22A	Robotics: Introductory Programming	R
8.	CIS-22B	Robotics: Intermediate Programming	R

The following course is being deleted because the course content is covered in CAT/CIS-80-Wordprocessing: Microsoft Word for Windows. The cross-listed course CAT-34B was deleted at the April Board meeting:

9.	CIS-34B	Intermediate Microsoft Word for Windows	R

VI. Course Exclusion Proposals:

The following courses are part of the Simulation and Gaming program which is not currently being offered at Riverside City College and thus these course are being removed from their course inventory:

1.	CIS-16A	Programming Games with DirectX and Open GL	R
2.	CIS-35	Introduction to Simulation and Game Development	R
3.	CIS-37	Introduction to Computer Game Design	R

4. CIS-39 Current Techniques in Game Art R
5. CSC-16A Programming Games with DirectX and Open GL R

The following course has never been offered at Moreno Valley College and is being removed from their course inventory to ensure the college's course inventory accurately reflects course offerings.

6. GEG-5 Weather and Climate M

VII. Modification of State/Locally Approved Degree/Certificate Proposals:

The following are being modified to address course deletions, course designation changes, or title changes:

1. Computer Applications (MNR)- see attachment A
2. Computer Programming (MNR)-see attachment B
3. Educational Paraprofessional (MR)-see attachment C
4. Legal Administrative Professional (R)-see attachment D
5. Registered Nursing Program (R)-see attachment E

VIII. Locally-approved Certificate Deletion:

The following certificate is being deleted due to changes in technology which makes the certificate outdated:

1. Visual Basic Programming (R)

#

ATTACHMENT A

COMPUTER APPLICATIONS (MNR) MAS726/MCE726
NAS726/NCE726
AS726/CE726

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:

- Describe and use operating system software
- Describe and use Word processing software.
- Write structured programs using C++ or Java.
- Describe and use graphics software to manipulate digital images.
- Describe and use database software to construct 3NF databases.
- Construct a visually appealing web site including database structures within the design.
- Design and use spreadsheets that have embedded equations/formulas utilizing different data types.

Required Courses (31.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-1B	Advanced Concepts in Computer Information Systems	3
CIS/CSC-5	Fundamentals of Programming Logic using C++	3
or		
CIS/CSC-28A	MS Access Programming	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS-95A	Introduction to the Internet	1.5
CAT-31	Business Communications	3
or		
BUS-22	Management Communications	3
Electives 1	(Choose from list below)	7.5
Electives 2	(Choose from list below)	7.5

Electives 1 (7.5 units)		
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS-23	Software and End User Support	3
CIS/CSC-25	Data Communications	3
CIS/CSC-61	Introduction to Databases	3
CIS/CAT-80	Word Processing: Microsoft Word for Windows	3

CIS/CAT-84	Word Processing: WordPerfect for Windows	3
CIS/CAT-98B	Advanced Excel	1.5
GIS-1	Introduction to Geographic Information Systems	3

Electives 2 (7.5 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-56A	Designing Web Graphics	3
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS/CAT-76A	Introduction to Microsoft Expression Web	3
CIS/CAT-76B	Introduction to DreamWeaver	3
CIS/CAT-78A	Introduction to Adobe PhotoShop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3

Associate in Science Degree

The Associate in Science Degree in Computer Information Systems, Computer Applications will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT B

COMPUTER PROGRAMMING (MNR) MAS728/MCE728
NAS728/NCE728
AS728/CE728

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:

- Design structured programs using C++, Javascript, or Java.
- Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

Required Courses (25.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Fundamentals of Programming Logic Using C++	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5
Electives	From Group 1	6
Electives	From Group 2	6

Electives - Group 1 (6 units)		
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CSC-17A	C++ Programming: Objects	3
CIS/CSC-18A	Java Programming: Objects	3

Electives - Group 2 (6 units)		
CIS/CSC-11	Computer Programming using Assembler	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

Associate in Science Degree
The Associate in Science Degree in Computer Information Systems, Computer Programming will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT C

EDUCATION PARAPROFESSIONAL (MR) MAS603/MCE603
AS603/CE603

Certificate Program

Required Courses (32-34 units)		Units
EDU-1	Teaching in the Multicultural Classroom	3
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
COM-1/1H	Public Speaking	3
or		
COM-9/9H	Interpersonal Communication	3
EAR-20	Child Development	3
ENG-1A	English Composition	4
or		
ENG-50	Basic English Composition	4
HIS-6	Political and Social History of the United States	3
or		
HIS-7	Political and Social History of the United States	3
Electives	(May include, but not limited to those listed below)	8-10

Recommended Electives (8-10 units)

EAR-26	Child Health	3
ENG-30	Children's Literature	3
KIN-30	First Aid and CPR	3
SPA-3N	Spanish for Spanish Speakers	5

Associate in Science Degree

The Associate in Science Degree in Education Paraprofessional will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT D

LEGAL ADMINISTRATIVE PROFESSIONAL (R) CE611

Completion of this certificate provides students with the ability to prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Students should be able to apply legal terminology and procedure to documents and legal research.

Certificate Program

Program Learning Outcomes

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

- Compose, key, and properly format various types of business and legal correspondence and reports using computer software.
- Prepares and processes legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements. Mails, faxes, or arranges for delivery of legal correspondence to clients, witnesses, and court officials.
- Reviews legal publications and performs database searches to identify laws and court decisions relevant to pending cases.
- Submits articles and information from searches to attorneys for review and approval for use.
- Completes various forms, such as accident reports, trial and courtroom requests, and applications for clients.
- Drafts and types office memos.
- Receives and places telephone calls.
- Schedules and makes appointments.
- Makes photocopies of correspondence, document, and other printed matter.

Required Courses (12 units)		Units
CAT-36A	Legal Office Procedures 1	3
CAT-36B	Legal Office Procedures II	3
CAT-37	Legal Terminology	3
CAT-38	Legal Word Processing and Forms Productions	3

ATTACHMENT E

REGISTERED NURSING PROGRAM (R) AS586

This program generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirm, or other individuals or groups. This includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, referring patients to physicians and other health care specialists, and planning education for health maintenance.

Associate in Science Degree in Registered Nursing

Program Learning Outcomes

- Demonstrate critical thinking competencies using the nursing process as a basis for clinical decision-making by incorporating established nursing interventions which assist clients with common recurring health-illness problems at the primary, secondary, and tertiary levels of care.
- Apply leadership principles and management skills using collaboration in planning, delegating, supervising, and evaluating nursing care as it relates to complex situations.
- Demonstrate flexibility and innovation in adapting delivery of care according to the healthcare setting and healthcare policy system.
- Manage and coordinate care for a group of clients by assessing the skills of licensed and unlicensed assistive personnel, and delegating tasks appropriately based on complexity of client problems and skills of team members.
- Assume accountability for the delegation of client care to best meet client outcomes by supervising, teaching, and evaluating licensed and unlicensed assistive personnel.
- Use appropriate channels of communication when collaborating with multidisciplinary healthcare members to achieve client outcomes.
- Advocate for client rights while ensuring client and organizational confidentiality at all times.
- Manage care for groups of clients in diverse settings by supporting the client when making healthcare and end-of-life decisions.
- Demonstrate effective problem-solving and fair conflict resolution to achieve positive client outcomes.
- Manage resources, balancing quality care with cost containment.
- Demonstrate competence with current technologies to support and communicate the planning and provision of client care.
- Practice within the ethical and legal framework of nursing, including the California Nurse Practice Act, and report unsafe or illegal practices using appropriate channels of communication.
- Uses the ANA" Standards of Practice and the Code of Ethics (ANA) for nurses to guide and evaluate nursing practice.
- Demonstrate professional behaviors, accountability for own nursing practice/competency and those duties delegated or assigned to others, including peer review.
- Demonstrate a foundation for cultural competence.
- Practice self-regulation assuming responsibility for updating knowledge base and clinical practice.
- Evaluate, reassess and adapt practice consistently and in response to constructive criticism or suggestions for improvement.
- Implement a plan for life-long learning, self-development, and self-care.
- Facilitate and apply evidence-based nursing practice.
- Contribute to the profession of nursing through mentoring, role modeling, participating in quality improvement activities, professional and organizational committees, and political action affecting healthcare.
- Demonstrate caring behaviors toward clients, peers, self, and other members of the healthcare

team that builds positive team relationships, promotes organizational goals, and contributes to a healthy work environment.

- Delineate and maintain appropriate professional boundaries in the nurse-client relationship.
- Demonstrate successful performance on NCLEX-RN.
- Obtain employment as a competent professional ADN entry-level registered nurse.

The Associate in Science Degree in Registered Nursing will be awarded upon successful completion of the following courses:

Required Courses (72 units)		Units
AMY-2A	Anatomy and Physiology I	4
AMY-2B	Anatomy and Physiology II	4
MIC-1	Microbiology	4
Nursing 17 is required within one year prior to enrollment for all advanced placement/transfer students.		
PSY-9	Developmental Psychology (PSY-9 required prior to NRN-2)	3
SOC-1	Introduction to Sociology	3
or		
ANT-2	Cultural Anthropology	3
ENG-1A	English Composition	4
American Institutions		3
Communication and Analytical Thinking		6
COM-1 or COM-9 and Elective Humanities		3
NRN-1	Introduction to Nursing Concepts and Practice	8
NRN-2	Beginning Nursing Concepts of Health and Illness	8.5
NRN-3	Intermediate Nursing Concepts of Health and Illness	9
NRN-4	Advanced Nursing Concepts of Health and Illness	9
NRN-15	Introduction to Nursing Roles and Relationships	2
NRN-16	Dimensions of AD-Registered Nursing	1.5

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: III-B-3 Date: June 21, 2011

Subject: Substantive Change Proposal – Change in Location of Dental Programs

Background: This Substantive Change Proposal is submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) to change the location of the three programs that are currently being offered at an off-site location, March Dental Education Center (MDEC) to the Moreno Valley College campus.

Recommended Action: It is recommended that the Board of Trustees approve the substantive change proposal and authorize the Moreno Valley College administration to forward the approved document to the ACCJC.

Gregory W. Gray
Chancellor

Prepared by: Tom Harris
Acting President, Moreno Valley College

Lisa Conyers
Vice President, Academic Affairs

SUBSTANTIVE CHANGE PROPOSAL:
CHANGE IN LOCATION

The Relocation of the Dental Programs from

An Off-Site Location onto the Moreno Valley College Campus

MORENO VALLEY COLLEGE

16130 LASSELLE STREET

MORENO VALLEY, CA 92551

SUBMITTED BY:

Dr. Lisa Conyers

Vice President, Academic Affairs, Moreno Valley College

Accrediting Commission for the Community and Junior Colleges

Western Association of Schools and Colleges

May 2011

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Participant List

Ms. Donna Lesser, Director, Dental Hygiene Program

Dr. Lisa Conyers, Vice President, Academic Affairs

Dr. Wolde-Ab Isaac, Dean of Health Science Programs

Mr. Doug Beckstrom, Director, Dental Technology Program

Dr. Delores Middleton, Chair, Department of Health, Human, and Public Services

Ms. Cid Tenpas, Dean, Technology & Instructional Support Services

Mr. David Bobbitt, Interim Vice President of Business Services

Mr. Greg Sandoval, Vice President of Student Services

Ms. Susan Lauda, Administrative Assistant, Academic Affairs

Ms. Jackie Grippin, Administrative Assistant, Business Services

Mr. Bart Doering, RCCD Director of Construction

Ms. Sylvia Thomas, RCCD Associate Vice Chancellor, Educational Services

A. Description of Proposed Change and Justification

A1. Description

This Substantive Change Proposal is submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) for approval to change the location of the three programs that are currently being offered at an off-site location, the March Dental Education Center (MDEC), to the Moreno Valley College campus (**Appendix:** Moreno Valley College campus map showing new dental education center).

The programs included in this proposal include:

- Associate in Science for Dental Hygiene
- State Approved Certificates of Achievement
  - Dental Assistant
  - Dental Laboratory Technology

Justification

Moving the three dental programs from March Dental Education Center (MDEC) onto the college campus will allow the college to own the facilities in which the programs are housed in, reduce the financial commitment of the monthly lease for MDEC, and bring the students from the dental programs onto the campus to expand their access to all the student support services that are offered on campus. The

proposal allows Moreno Valley College to maintain direct control of the program facilities, thereby ensuring continual compliance with accreditation standards.

A2. Relationship to Institutional Mission

The Mission of Moreno Valley College is as follows: "Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially in health and public service preparation." In the fall 2003, the Moreno Valley Campus of the Riverside Community College District initiated instruction at March Dental Education Center (MDEC) with 18 students in the first year of the two-year Dental Hygiene Program. The educational offerings at MDEC were expanded when the Dental Laboratory Technology Program was moved to MDEC in 2004, and when the Dental Assistant Program was initiated in 2006. The programs have always been within the scope of and support the mission of Moreno Valley College.

A3. Rational for Change

The leasing, in 2003, of the March Dental Education Center (MDEC) occurred as part of the March Air Force Base Redevelopment Project Area reutilization plan, in which buildings on the former base became available to public and private entities with tax- incentivized relocation assistance. In 2010, the March Joint Powers Redevelopment Agency signed an agreement with March Healthcare Development, LLC, for the development of 160 acres that included the land where the MDEC is located. At this time, the Moreno Valley College/Riverside Community College District, the March Joint Powers Redevelopment Agency, and March Healthcare Development, LLC, mutually agreed that March Dental Education Center would be evacuated by July 1, 2011.

B. Description of Change in Location

All the courses that have been offered at the March Dental Education Center will be offered at new and improved facilities located on the Moreno Valley College campus. There are no significant differences in the basic components of the new facilities. The original March Education Dental Education Center (MDEC) is a singular 16,430-square-foot building that includes:

- 3 classrooms
- 21 dental operatory clinics, six with radiology capabilities
- Panoramic radiology room
- 16 workstation dental laboratory
- 20 patient capacity waiting room
- Administrative work area
- 8 faculty offices
- Restrooms
- Student lockers

The new location—comprised of three buildings--houses all the components of the one-building March Dental Education Center (**Appendix: Floor Plans of New Facilities**). The three new buildings on the college campus will be referred to as the Moreno Valley College Dental Education Center (MVCDEC), and provide 13, 715 square feet.

Building A will be home to the dental hygiene clinic and will include:

- Administrative assistant area
- 30 dental operatory clinics, 6 with radiology capabilities
- Panoramic radiography room
- Restrooms

Building B will include:

- 2 classrooms with a capacity of 30 students
- 30-workstation dental laboratory
- 1 full-time faculty office

Building C will include:

- One classroom with capacity for 30 students
- 7 full-time faculty offices
- 4 part-time faculty work areas
- Faculty conference room
- Student study room
- Restrooms

The Moreno Valley College Dental Education Center provides more usable space and will allow for an expansion of students in the Dental Hygiene and Dental Assistant Programs. The three classrooms will accommodate up to 30 students each, whereas none of the classrooms at the present March Dental Education Center will accommodate more than 24 students. Additionally, the Dental Hygiene Clinic on College campus has been expanded to allow for 30 students to be working, whereas only 21 can work in

the Dental Hygiene Clinic at March Reserve Base. The new Dental Laboratory will have 30 work spaces (a 48% increase).

C. Planning Process

The relocation of dental programs from March Dental Education Center (MDEC) onto the Moreno Valley College campus is part of the College's strategic plan. Moreover, plans for a permanent Health Sciences Building have been submitted to the State Chancellor's Office for approval, which will later incorporate the Dental Hygiene and Dental Assistant Programs. The move to the three new modular buildings is an initial step towards moving all health science programs onto the College campus.

Planning for the Moreno Valley College Dental Education Center (MVCDEC) was facilitated by Dr. Wolde-Ab Isaac, Dean of Health Science Programs and Ms. Donna Lesser, Director of the Dental Hygiene Program. Mr. Bart Doering, RCCD Director of Construction, coordinated the professional input of Mr. Todd Huckins, HMC Architects; Mr. Ken Salyer, HMC Architects; and Mr. Matt Bennett, Rudolph and Sletten, Inc. The three portable units are under construction by Silver Creek Industries. The delivery date for the portables is July 1, 2011, with an estimated occupation date of August 1, 2011. This timeline allows for the dental equipment to be installed and operational prior to the start of Fall Semester 2011.

D. Evidence of Institutional Support

D1. Evidence that the New Location Will Be Ready to Begin Operations

Timeline

Moreno Valley College, in cooperation with the Riverside Community College District's Facilities, Planning, and Development Office, is overseeing the site preparation, construction, and delivery of the portables from Silver Creek Industries to the College campus, as well as coordinating the relocation and set-up of equipment from March Dental Education Center.

D2. Evidence of Sufficient Fiscal and Physical Resources

The Dental Hygiene Program is supported by a budget of $784,176, the Dental Assistant Program by a budget of $155,548, and the Dental Laboratory Technician Program by a budget of $218,092. The project budget for the new Moreno Valley College Dental Education Center was approved by the RCCD Board of Trustees for $9,500,181 using Measure C funds. **(See Appendices.)**

D3. Description of Support Services and Learning Resources Available

All student support services that are available on the College campus will be directly available to the students in the Dental Hygiene, Dental Assistant, and Dental Laboratory Technician Programs after the move takes place. The following is a list of student services available on the campus:

- Library
- Student Financial Services
- Bookstore
- Counseling Department
- Career and Transfer Center
- Computer Center
- Math Lab
- Writing and Reading Center
- Disabled Student Programs and Services (DSPS)
- Extended Opportunity Programs and Services (EOPS)
- Food Services
- Health Services
- Job Placement
- Student Activities

- Tutorial Services
- Puente Program
- Renaissance Scholars Program

These services dramatically improve the hours of service that have been offered at the March Dental Education Center at the off-site base.

D4. Evidence of Sufficient and Qualified Staff at the New Location

The faculty and staff members employed at the March Education Center will move to the new location. Additional faculty will be hired to support the sequential increase in students in the Dental Hygiene and Dental Assistant Programs. The support to the students will be continuous and uninterrupted.

E. Evidence that Accreditation Standards Will Be Sustained

Evidence the Institution Has Received All Necessary Internal and External Approvals

All courses, certificates, and degrees offered by Moreno Valley College have been approved by the Moreno Valley College Curriculum Committee, the Riverside Community College Board of Trustees, and the California Chancellor's Office. The courses, degree, and certificates discussed in this Change-in-Location Proposal have all been reviewed by the Curriculum Committee, a standing committee of the Academic Senate.

Evidence that Each Eligibility Requirement Will Stand Fulfilled

Moreno Valley College affirms it is in compliance, and that it will remain in compliance, with the eligibility requirements for accreditation. The College was accredited in 2010 based upon its Institutional Self-Evaluation of 2009 and ACCJC-approved Follow-Up Report of 2010:

#1 – Authority

Moreno Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under regulations of the California

Department of Education and the California Community Colleges Chancellor's Office. The Dental Hygiene and Assisting Programs are accredited by the American Dental Association's Committee on Dental Accreditation.

#2 – Mission

On June 20, 2006, the RCCD Board of Trustees approved the Moreno Valley College mission statement:

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

The Moreno Valley College mission statement appears in the Educational and Facilities Master Plan and is published in the Moreno Valley College Catalog. In 2008, the Moreno Valley Strategic Planning Committee reaffirmed the mission statement, which was subsequently approved by the Board of Trustees.

Moreno Valley College delivers high quality instruction to all students who can benefit, with health science and public service programmatic emphases. Faculty members, through the Curriculum Committee, a standing committee of the Academic Senate, make recommendations with respect to curriculum and degree and certificate requirements, including distance education modalities. Assessment to evaluate the effectiveness of all courses and programs, to guide responsibly the expansion of offerings, is carried out on a continuous basis.

#3 – Governing Board

Moreno Valley College is one of three educational institutions in the Riverside Community College District. The district is governed by a publicly elected five-member Board of Trustees, joined by a nonvoting student trustee. Members are elected for four-year terms which are staggered. Board members have no employment or personal financial interest in the institution. The Board of Trustees approves all courses, degrees, and certificates offered by Moreno Valley College and its two sister colleges. All courses in the Dental Programs, and the degree/certificates themselves (Dental Hygiene/Dental Assisting and Dental Laboratory Technician, respectively), and the relocation of the Programs from an off-site location to the College campus, have been approved by the Board of Trustees. The Board meets monthly and its agendas are posted in advance.

#4 – Chief Executive Officer

The president of Moreno Valley College was recommended by the chancellor and approved by the Board of Trustees. The president reports directly to the chancellor. The chancellor is appointed by and reports to the Board of Trustees.

#5 – Administrative Capacity

Moreno Valley College has 13 non-categorically funded academic and support services administrative staff members with appropriate preparation and experience to provide the administrative services necessary to support the college's mission and purpose. In addition to the president, administrative appointments include vice presidents of academic affairs, student services, and business services; deans of instruction, health sciences, public safety education and training, technology and instructional support services, and student services; directors of the law enforcement training program, fire technology/fire academy program, the Middle College High School, and student financial services; a director of plant operations and maintenance; and an assistant custodial manager. The Dean of Health Sciences has direct oversight of the three dental programs.

#6 – Operational Status

Moreno Valley College has been operational since it opened its doors in March 1991. In fall 2010, there were approximately 10,000 students enrolled in classes which are held five days per week. Many are actively pursuing occupational certificates, associate degrees, and/or transfer to four-year institutions. A smaller proportion of students have other goals, including personal development, career enrichment, or development of academic skills. Health science offerings are increasing through a planned expansion. The didactic and clinical environments are enhanced by facilities upgrades, such as the construction of the Moreno Valley College Dental Education Center, to ensure the highest pedagogical and technological standards.

#7 – Degrees

To meet its stated mission, Moreno Valley College offers the Associate of Arts and Associate of Science degrees and a variety of certificates, primarily in health, human, and public services. The institution has over 24 degree and/or certificate programs. The requirements for these programs can be taken completely at Moreno Valley College and its off-campus educational sites. The Associate of Science degree in Dental Hygiene and the state-approved Certificates in Dental Assisting and Dental Laboratory Technician are approved degree and certificates, and representative of the College's local responsiveness to the community served.

#8 – Educational Programs

The degree programs offered at Moreno Valley College are congruent with its mission, based on recognized higher education fields of study, are of sufficient content and length, and are conducted at appropriate levels of quality and rigor. The degree programs meet California Code of Regulations, Title V curriculum requirements, and when combined with the general education component, represent two years of full-time academic work. All course outlines of record in both degree credit and nondegree credit courses

meet predetermined student learning outcomes achieved through class content, assignments, and activities; and all course outlines are subjected to periodic, rigorous program review. As with all Moreno Valley College courses and programs, student learning objectives in the Dental Programs are identified and used to assess effectiveness and to develop and implement plans to improve student achievement and student learning.

#9 – Academic Credit

Moreno Valley College awards academic credit based on accepted practices of California community colleges under California Code of Regulations, Title V. Detailed information about academic credit is available in the college catalog. Credit is awarded for coursework using the Carnegie Standard, awarding one unit of academic credit based on one hour of lecture/discussion per week or a minimum of three hours of laboratory per week per term. This is generally accepted practice in degree-granting institutions of higher learner and follows the California Community Colleges Chancellor's Office requirement for awarding academic credit. All courses comprising the Dental Hygiene, Dental Assisting, and Dental Laboratory Technician Programs were designed in line with this practice.

#10 – Student Learning and Achievement

The 2010-11 edition of the Moreno Valley College Catalog contains the board-approved comprehensive statement of General Education student learning outcomes (SLOs) for students enrolled in each of the academic programs offered. Additionally, student learning outcomes have been developed for most programs. Courses taught at Moreno Valley College list student learning outcomes on the course outlines of record, and the SLOs are achieved and assessed by a variety of methods. Coordinated by department and discipline faculty and by administrators, every course, regardless of its location and delivery system, follows the course outline of record. 100% of all Moreno Valley College courses have defined student learning outcomes (SLOs); 29% of all MVC courses have on-going assessment. 81% of all MVC programs have defined SLOs; 16% of all MVC programs have on-going assessment. 77% of MVC student and learning support activities have defined SLOs; 36% of MVC student and learning support activities have on-going assessment. The College has defined institutional SLOs and 100% of the institutional SLOs have on-going assessment.

#11 – General Education

All degree programs require a minimum of 23 units of general education to ensure breadth of knowledge and to promote intellectual inquiry. Students must demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The institution's general education program is scrutinized for rigor and quality by the college and district Academic Senates, the Matriculation Committee, and appropriate constituencies; furthermore, the district adheres to the requirements for mathematics and writing effective at the state level as of 2009. Among its programs, Moreno Valley College offers Associate of Science Degrees and Certificate Programs with a health science emphasis—such as the Degree/Certificates under discussion in this Change-in-Location Proposal. Degrees and certificates provide instruction in the skills and knowledge needed to enter a skilled or professional occupation.

Associate of Science Degree programs require completion of 60 units of credit. State-approved Certificate programs consist of coursework totaling 18 units or more in a specific occupational college certificate pattern. State-approved Certificates may lead to employment competency and may also lead to an associate degree. The 2009-10 state licensure exam pass rate for the Dental Hygiene Program was 100%; the 2009-10 job placement rate was 92% for Dental Hygiene and 93% for Dental Assisting.

#12 – Academic Freedom

Moreno Valley College supports academic freedom. Faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as ensured by Board Resolution, passed June 2005, endorsing the American Association of University Professors Statement on Academic Freedom. In spring 2007, the Board of Trustees approved a policy on academic freedom. The institution prides itself on offering an open, inquiring, yet respectful and transparent educational experience, evidencing a commitment to intellectual freedom and independence of thought.

#13 – Faculty

Moreno Valley College has 74 full-time faculty and approximately 300 part-time faculty. All faculty must meet the minimum requirements for their disciplines based on regulations for the minimum qualifications for California community college faculty established in California Code of Regulations, Title V. Many hold terminal degrees. Clear statements of faculty roles and responsibilities exist in the faculty handbooks (Faculty Survival Guide and Online Faculty Handbook) and the Agreement between the Riverside Community College District and Riverside Community College Chapter CCA/CTA/NEA. Faculty carry out program review, develop student learning outcomes, and assess student learning. Faculty who teach in a distance education modality are required to have completed Online Blackboard Academy training before beginning their assignment, and trained to ensure that all courses and services offered in a distance education format are Section 508 and Americans with Disabilities (ADA) compliant. Districtwide career technical education retreats and meetings, dental program faculty meetings, academic department meetings, and faculty development activities contribute to the professional development and continuing education of Dental Program faculty.

#14 – Student Services

Moreno Valley College prides itself on the delivery of strong student service programs, providing a comprehensive array of services for all its students, as well as basic skills courses for those students requiring preparation for college-level work. Each department works to support the mission of the college and the academic success of the students. Unless exempted, each new student is required to participate in the matriculation process, which involves assessment for admissions, appropriate course placement, college orientation, academic career and personal counseling, and follow-up activities. There are over 15 support services programs at Moreno Valley College, each promoting the objective of serving the whole student and supporting student success. Online academic advising is available to students who are unable to utilize face-to-face counseling services.

#15 – Admissions

Moreno Valley College has adopted and adheres to admissions policies consistent with its mission as a public California community college and compliant with California Code of Regulations, Title V. Student admission policies support the Moreno Valley College mission statement and ensure that all students are appropriately qualified for program and course offerings. Information about admissions requirements is available in the catalog, in the schedule of classes, and on the district and college websites. Students are required to apply online. Online orientation is provided. Specific information on the Dental Programs is available on the College website, and in the Moreno Valley College Catalog and the Schedule of Classes, and includes announcement of orientations for prospective students offered to the general public.

#16 – Information and Learning Resources

Moreno Valley College provides long-term and short-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of students. The library is staffed to assist students in the use of college resources. Internet access and online computer search capabilities are available without charge to students in the library, student support programs, and computer laboratories. The institution is committed to enhancing its learning resources, regardless of location or delivery method. Moreno Valley College offers a full-service, comprehensive digital Library. The Moreno Valley College Division of Library/Learning Resources presents regularly scheduled Library workshops, and provides remote online access to materials and services via the Library and Instructional Media Center websites to serve all students—online and traditional--24 hours a day, seven days a week, from the Library website, LAMP.

#17 – Financial Resources

Moreno Valley College, through the Riverside Community College District, has a publicly documented funding base that is reviewed and revised on an annual basis. The Moreno Valley College Strategic Planning Committee includes a Resources Subcommittee which ensures the college has the financial resources and plans for financial development adequate to support the mission through educational programs and services, to improve institutional effectiveness, and to assure financial stability. Our Dental Programs, as part of the Moreno Valley College Division of Health Sciences, are integrated in an annual budget that is passed by the RCCD Board of Trustees. The Dental Programs were incorporated in the 2010-11 final budget approved in November 2010 and have been integrated in the preliminary budget prepared for 2011-12. The budget allocation for Moreno Valley College was $28,519,522.

#18 – Financial Accountability

The Riverside Community College District regularly undergoes, and makes publicly available, an annual external financial audit for the district and its educational centers by a contracted certified public accountant. The audit is conducted in accordance with the standards contained in Government Auditing Standards issued by the Comptroller General of the United States. The Board of Trustees reviews these

audit reports on a regular basis. The vice president of business services supports appropriate and effective utilization of the Moreno Valley College budget.

#19– Institutional Planning and Evaluation

Moreno Valley College has an established institutional planning process to provide planning for the development of the College, including integrating plans for academic personnel, learning resources, facilities, and financial development, as well as procedures for program review, assessment, and institutional improvement. Through the Moreno Valley College Academic Planning Council, the Strategic Planning Committee and its four subcommittees, and the Moreno Valley College Academic Plan and Long Range Educational and Facilities Master Plan, the College is in a constant state of review and improvement. The college and district systematically evaluate how well and in what ways the college is accomplishing its purpose, including assessment of student learning and documentation of institutional effectiveness. As part of this evaluation, the College implemented a comprehensive assessment of student needs and satisfaction in 2009-10 using six student surveys. Data collection and assessment will continue as part of the planning process to determine future needs. Moreno Valley College supports integrated strategic planning, and, through assessment and improvement, resolutely endeavors to ensure quality and excellence to all students served.

#20 – Public Information

Moreno Valley College displays its own catalog online, but the District is continuing its practice of displaying a schedule of classes that contains separate listings of courses offered at each college. These website documents, along with other appropriate publications, publicize accurate and current information about the institution that announces its mission and goals; admission requirements and procedures; academic calendar and program length; rules and regulations affecting students, programs, and courses; distance education; degrees and certificates offered and graduation requirements; costs and refund policies; available learning resources; grievance procedures; names and academic credentials of faculty and administrators; names of members of the Board of Trustees; and all other items relative to attending the institution.

#21 – Relations with the Accrediting Commission

The Riverside Community College District Board of Trustees provides assurance that Moreno Valley College adheres to the eligibility requirements and accreditation standards and policies of the Accrediting Commission for Community and Junior Colleges, describes the College in identical terms to all its accrediting agencies (including the Accreditation Review Committee on Physician Assistant Education, the Commission on Accreditation of Allied Health Education, and the American Dental Association's Committee on Dental Accreditation), communicates any changes in its accredited status, and agrees to disclose information required by the commission to carry out its accrediting responsibilities. All disclosures by the institution are complete, accurate, and honest. The College maintains contact with the Commission through its Accreditation Liaison Officer (the Vice President of Academic Affairs). In late April 2011, Moreno Valley College was host to a seven-college training session sponsored by the ACCJC. In

attendance at the all-day meeting, which reviewed requirements and expectations for Comprehensive Institutional Self-Evaluations, were faculty, administrators, and staff.

Evidence that Each Accreditation Standard Will Be Fulfilled

Moreno Valley College meets all accreditation standards of AAAJC/WASC. The College's comprehensive Self-Evaluation Report for Initial Institutional Accreditation was forwarded to the Commission in order to coordinate a Fall 2009 team visit. Moreno Valley College was awarded college status in January 2010. The Commission subsequently approved the College's Follow-Up Report in January 2011.

Standard I: Institutional Mission and Effectiveness

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

On June 20, 2006, the RCCD Board of Trustees approved the Moreno Valley College mission statement. In 2008, the Moreno Valley Strategic Planning Committee reaffirmed the mission statement, which was subsequently approved by the Board of Trustees. The mission states that the College is "responsive" to the educational needs of students, stating also that it provides professional programs (e.g., Dental Hygiene, Dental Assisting, and Dental Laboratory Technician) and extended learning in the health sciences.

Outcomes-based assessment is carried out at Moreno Valley College. The entire college is involved in the strategic planning process and in self-reflective dialogue about student learning and institutional processes. The Dental Hygiene, Dental Assisting, and Dental Laboratory Technician Programs all have detailed assessment and outcomes evaluations procedures.

Standard II: Student Learning Programs and Services

Moreno Valley College has risen to the challenge of providing for the whole range of educational and course-delivery needs of its service area. In particular, per its mission, Moreno Valley College has a distinctive commitment within the district in health and public services. In all disciplines, faculty are

committed to student learning and outcomes-based assessment. All disciplines and programs participate in the program review process, which revolves around the development and assessment of student learning outcomes (SLOs). The comprehensive program review process directs disciplines and programs to "develop a student learning outcomes assessment plan" for individual courses. New course proposals are initiated by faculty and require review by their disciplines and departments. The Curriculum Committee must approve all new and revised courses, and all courses to be offered via distance education. New and revised courses are approved, and obsolete courses removed, by approval of the Board of Trustees. As required, the career technical education programs at Moreno Valley College rely on advisory committees of area professionals for input in developing effective student outcomes and assessment guidelines.

Moreno Valley College offers a broad array of services to assist students in establishing appropriate educational goals and to help them achieve these goals. The College provides comprehensive services to all students regardless of location or means of delivery. The Student Services Office, in fact, is committed to providing equitable access to all students in its service area. Because so many students are first-generation college students from traditionally underserved populations and economic groups, the College has a special responsibility to make the students' experiences as welcoming and accessible as possible. The College recognizes the need for a comprehensive learning experience for students, and provides a fully integrated delivery of admissions, orientation (including online orientation), assessment, academic advisement (including online advisement), placement, and registration services to students in facilitating their achievement of educational and career goals. In addition, Moreno Valley College provides a wide range of student support services such as financial assistance, health services, child care, mental health services, and services for students with disabilities. To complement the support services effort, a comprehensive program of student activities, athletics, fine arts, student government, and clubs are available to all students to enrich their college experience.

Students, faculty, and staff at Moreno Valley College benefit from an on-campus library of 9,800 assignable square feet, as well as access to the libraries of the two sister colleges at Riverside and Norco. Librarians work with faculty and staff to ensure the library is adequately supporting college needs. Since the library catalog is available online, it is not necessary for faculty to be physically in the library to evaluate the resources which support their subject specialty and the assignments they give their students. The Instructional Media Center (IMC) provides media support to all classrooms in all buildings and at all sites. Other online library resources include: general information about library resources and services; 28,825 e-books; 40 subscription databases, including citations, abstracts, full-text articles from newspapers, periodicals, and scholarly reference sources; tutorials and guides to finding and using information; Library website including online forms to submit reference questions (to be answered via email within one working day) and with real-time chat on a limited basis. The Dental Program academic personnel, in fulfillment of the new-program approval requirements (and ongoing programmatic accreditation processes for Dental Hygiene and Assisting), have maintained professional interface with Library personnel related to developing and sustaining adequate library resources.

Standard III: Resources

Moreno Valley College relies on its mission and goals as the foundation for planning, and ensures that human resources planning, physical resources planning, technology planning, and financial planning are integrated with institutional planning. The College Strategic Plan ties resource allocation to data-driven planning and program review. Moreno Valley College interweaves planning, budget, and outcomes assessment (evaluation and ongoing quality improvement of student learning outcomes and service learning outcomes) by means of a strategic planning process which involves program review and robust dialogue at all levels of the institution. Trained personnel contribute to the success of the College's programs, adequate facilities support education and student services, technology is continually reviewed for upgrading, and financial resources are carefully allocated through program review and integrated strategic planning.

In its 2010 Follow-Up Report to the ACCJC, Moreno Valley College developed strategies, assessments and measurements, and outcome expectations for *human resources*, *facilities*, *technology*, and *financial resources*. The strategies are as follow:

Goal: Professional Development - Provide the latest successful training in teaching methodology, technology, and student success to faculty and staff; provide an institutional commitment to professional renovation by strengthening Moreno Valley College's Professional Development Center with more resources and support; utilize the results of research, surveys, and student learning outcomes to sponsor training that meets the needs of faculty and staff serving students and the community.

Goal: Facilities - Improve awareness and utilization of established safety and security policies and practices; enhance student learning through a physical environment that focuses on student centered learning, including the formation of a one-stop student success center; encourage theater, music, athletics, museum, and other academic and community offerings through the design of new buildings and planning for such offerings; ensure the standardization of all current and new facilities with regard to signage, infrastructure, ADA compliance, technology, and security.

Goal: Technology - Further develop the College's infrastructure and technology innovations, modernizing technological services, and meeting workplace standards for effective technological classrooms; increase the accessibility of student support services using technology; provide technology training to students, faculty, and staff to utilize academic and support services provided by the College through technology.

Goal: Financial Resources - Strengthen financial controls and planning to leverage state, federal, and private funding to support academic, student, and administrative services on campus; build strong entrepreneurial partnerships with businesses, private foundations, federal and state organizations, and

private donors to ensure sustainability of college plans; seek and establish new revenue streams to increase funding for the College to implement its strategic planning goals.

By means of these goals, Moreno Valley College endeavors to ensure that an integrated strategic planning process, including the assessment, measurement, and evaluation of these goals, is achieved. Among the corresponding strategic themes aligned to this process are:

Theme: Organizational and Professional Development - Provide resources and opportunities to faculty and staff in order to enhance professional skills; provide support to achieve the full implementation (identification, assessment, and improvement) of student learning outcomes for courses and programs

Theme: Green Initiatives - Renovate and expand existing facilities and construct new facilities to accommodate Moreno Valley College needs [e.g., new Moreno Valley College Dental Education Center].

Theme: System Effectiveness - Improve the utilization of technological resources and develop the infrastructure necessary to advance technological innovations that will support academic, student services, and business services.

Theme: Financial Resource Development - Ensure sufficient revenue stream that will support and sustain Moreno Valley College's Academic, Student Services, and Business Services programs

An integrated planning, budgeting, and resource allocation process results in a well-maintained learning environment in and around the Moreno Valley College Dental Education Center. College-employed custodial and grounds services; contracts for maintenance and repair of equipment and facilities to meet safety and health standards; college-employed police officers who provide 24-hour, 7-days-a-week services; and accessible parking for disabled students, faculty members, staff, and Dental Clinic patients are provided.

Standard IV: Leadership and Governance

The decision-making, planning, and implementation processes at Moreno Valley College involve faculty, staff, administrators and students. Units self-assess through the annual program review process, and academic disciplines through a comprehensive review carried out every four years as well. The College excels in creating an environment for empowerment, programmatic innovation, and continued work toward

institutional excellence. Faculty, staff, administrators, and students regularly participate in discussions on improving practices, programs, and services.

Among the principles followed for enrollment management decision-making include the mission of the College, quality of instruction, academic and programmatic priorities, a balanced curriculum, and meaningful participatory governance in the planning, adoption, and execution of enrollment policies. Among practices is the offering of a mix of courses by time of day (morning, afternoon, weekend, distance education) that corresponds to student demand and student demographics. A College Enrollment Management Committee, headed by two faculty members (one appointed by the Academic Senate) and the Vice President of Academic Affairs, ensures that a cooperative and collaborative plan to shape enrollment is in place, including the responsible offering of career technical courses, and, specifically, health sciences courses. The Chair of the Department of Health, Human, and Public Services is part of this Committee and represents the interests of faculty and students to ensure, in cooperation with the Dean, the appropriate scheduling of Dental Hygiene, Dental Assisting, and Dental Laboratory Technician sections.

The Riverside Community College District is geographically broad and ethnically diverse, home to three accredited colleges, and overseen by one governing board. The Board of Trustees is responsible for considering for approval all curriculum forwarded by the District Curriculum Committee (after local College approval). The Moreno Valley College Curriculum Committee is a standing committee of the Moreno Valley College Academic Senate. The Board has approved all courses, and the teaching and clinical facilities utilized, for the Dental Hygiene, Dental Assisting, and Dental Laboratory Technician Programs.

Appendices

RCCD Board of Trustees Agenda Indicating Approval of Relocation of MDEC

Dental Hygiene, Dental Assistant, and Dental Laboratory Technician Budgets

Class Schedule Indicating Programs Are Offered on Campus

Moreno Valley Campus Map

Floor Plans of the New Facilities

Exterior Building Photos

Change in Location Appendices

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-E-2 Date: January 25, 2011

Subject: Moreno Valley College Dental Education Center – Project Name Change and Tentative Project Budget Approval

Background: On March 17, 2009, the Board of Trustees approved the initial planning and design process for the March Dental Education Center (MDEC) for development of a facility to house the dental programs of the Moreno Valley College. The Board approved $500,000 using Measure C funds and also approved a design agreement with HMC Architects to provide site development plans and design for a modular facility. On June 16, 2009, the Board of Trustees approved additional funding in the amount of $700,000 for the planning and design of a permanent MDEC facility since the leased MDEC facility located at March Air Force Base was scheduled to be demolished to make way for a major medical center campus.

At this time, the Moreno Valley College requests to change the project name from "March Dental Education Center" to the "Moreno Valley College Dental Education Center". Since the facility will no longer be located on March Air Force Base, the name change would be more appropriate. Once the project is completed, a permanent name will be addressed.

Staff is now requesting Board approval of a tentative project budget for the Moreno Valley College Dental Education Center in the amount of $9,500,181. The tentative project budget includes the planning and working drawings, construction, test and inspection services, construction management, and other related plan check fees. If approved, the staff and design team will complete the contract documents and present a design presentation to the Board of Trustees for review.

To be funded by the Moreno Valley College Allocated Measure C Funds.

Recommended Action: It is recommended that the Board of Trustees approve the project name change of the "March Dental Education Center" to the "Moreno Valley College Dental Education Center"; and approve a tentative project budget in the amount of $9,500,181 for the project using Moreno Valley College Allocated Measure C Funds.

Gregory W. Gray
Chancellor

Prepared by: Monte Perez, President
Moreno Valley College

Claude Martinez, Interim Vice President Business Services
Moreno Valley College

Orin L. Williams, Associate Vice Chancellor
Facilities Planning, Design and Construction

Bart L. Doering, Capital Program Administrator
Facilities Planning, Design and Construction

DENTAL HYGIENE

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget
11	FHE	1000	0	1240	2573	1110	213,867.00
11	FHE	1000	0	1240	2573	1330	47,415.00
11	FHE	1000	0	1240	2573	1331	2,483.00
11	FHE	1000	0	1240	2573	1332	14,325.00
11	FHE	1000	0	1240	2573	1333	50,978.00
11	FHE	1000	0	1240	2573	1334	4,152.00
11	FHE	1000	0	1240	2573	1335	23,022.00
11	FHE	1000	0	1240	2573	1336	4,848.00
11	FHE	1000	0	1240	2573	1337	18,320.00
11	FHE	1000	0	1240	2573	1338	11,444.00
11	FHE	1000	0	1240	2573	1339	2,085.00
11	FHE	1000	0	1240	2573	1360	1,460.00
11	FHE	1000	0	1240	2573	3110	29,740.00
11	FHE	1000	0	1240	2573	3315	5,719.00
11	FHE	1000	0	1240	2573	3410	53,040.00
11	FHE	1000	0	1240	2573	3510	2,840.00
11	FHE	1000	0	1240	2573	3610	6,192.00
11	FHE	1000	0	1240	2573	4230	350
11	FHE	1000	0	1240	2573	4320	47,295.00
11	FHE	1000	0	1240	2573	4330	500
11	FHE	1000	0	1240	2573	4555	0
11	FHE	1000	0	1240	2573	4590	4,055.00
11	FHE	1000	0	1240	2573	5210	360
11	FHE	1000	0	1240	2573	5310	1,264.00
11	FHE	1000	0	1240	2573	5420	635
11	FHE	1000	0	1240	2573	5530	0
11	FHE	1000	0	1240	2573	5570	3,372.00
11	FHE	1000	0	1240	2573	5630	118,950.00
11	FHE	1000	0	1240	2573	5644	4,000.00
11	FHE	1000	0	1240	2573	5890	4,249.00
							$676,960.00

DENTAL HYGIENE

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget
11	FJN	1000	0	6018	3573	1219	63,375.00
11	FJN	1000	0	6018	3573	3130	5,341.00
11	FJN	1000	0	6018	3573	3335	939
11	FJN	1000	0	6018	3573	3420	26,079.00
11	FJN	1000	0	6018	3573	3530	466
11	FJN	1000	0	6018	3573	3630	1,016.00
							97,216.00

View Financial Summary

DISTRICT 07 - RIVERSIDE COMMUNITY COLLEGE

DENTAL ASSISTING

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget
11	FHE	1000	0	1240	1000	1360	0
11	FHE	1000	0	1240	1000	3315	0
11	FHE	1000	0	1240	1000	3410	0
11	FHE	1000	0	1240	1000	3510	0
11	FHE	1000	0	1240	1000	3610	0
11	FHE	1000	0	1240	1573	1110	60,256.00
11	FHE	1000	0	1240	1573	1330	12,613.00
11	FHE	1000	0	1240	1573	1331	522
11	FHE	1000	0	1240	1573	1332	12,103.00
11	FHE	1000	0	1240	1573	1333	17,179.00
11	FHE	1000	0	1240	1573	1334	3,123.00
11	FHE	1000	0	1240	1573	1335	1,149.00
11	FHE	1000	0	1240	1573	1336	3,355.00
11	FHE	1000	0	1240	1573	1337	5,625.00
11	FHE	1000	0	1240	1573	1338	2,868.00
11	FHE	1000	0	1240	1573	1360	567
11	FHE	1000	0	1240	1573	3110	9,100.00
11	FHE	1000	0	1240	1573	3315	1,731.00
11	FHE	1000	0	1240	1573	3410	13,300.00
11	FHE	1000	0	1240	1573	3510	859
11	FHE	1000	0	1240	1573	3610	1,874.00
11	FHE	1000	0	1240	1573	4320	6,873.00
11	FHE	1000	0	1240	1573	4555	0
11	FHE	1000	0	1240	1573	4590	1,300.00
11	FHE	1000	0	1240	1573	4790	0
11	FHE	1000	0	1240	1573	5310	832
11	FHE	1000	0	1240	1573	5420	319
							$155,548.00

DENTAL TECHNOLOGY

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget
11	FHE	1000	0	1240	3000	1110	
11	FHE	1000	0	1240	3000	1330	16,438.00
11	FHE	1000	0	1240	3000	1331	2,697.00
11	FHE	1000	0	1240	3000	1332	5,292.00
11	FHE	1000	0	1240	3000	1333	3,145.00
11	FHE	1000	0	1240	3000	1334	2,341.00
11	FHE	1000	0	1240	3000	1335	6,539.00
11	FHE	1000	0	1240	3000	1337	2,073.00
11	FHE	1000	0	1240	3000	1338	7,571.00
11	FHE	1000	0	1240	3000	1360	2,552.00
11	FHE	1000	0	1240	3000	3110	12,329.00
11	FHE	1000	0	1240	3000	3315	2,206.00
11	FHE	1000	0	1240	3000	3410	15,181.00
11	FHE	1000	0	1240	3000	3510	1,095.00
11	FHE	1000	0	1240	3000	3610	2,389.00
11	FHE	1000	0	1240	3000	4320	5,588.00
11	FHE	1000	0	1240	3000	4330	100
11	FHE	1000	0	1240	3000	4555	150
11	FHE	1000	0	1240	3000	4590	200
11	FHE	1000	0	1240	3000	5210	100
11	FHE	1000	0	1240	3000	5310	300
11	FHE	1000	0	1240	3000	5644	300
							$88,586.00

DENTAL TECHNOLOGY

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget
11	FJN	1000	0	6018	3000	1219	28642
11	FJN	1000	0	6018	3000	3130	11,875.00
11	FJN	1000	0	6018	3000	3335	2,087.00
11	FJN	1000	0	6018	3000	3420	81,367.00
11	FJN	1000	0	6018	3000	3520	2,239.00
11	FJN	1000	0	6018	3000	3530	1,036.00
11	FJN	1000	0	6018	3000	3630	2,260.00

$129,506.00

SECTION AVAILABILITY REPORT
OPEN AND CLOSED SECTIONS BY LOCATION
GLOBAL

LOCATION: MOV
TERM : 11FAL

Course Section	Title/ Faculty Members	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
								30	0	0	30
					100						
								30	0	0	30
					100						
DEA-10-28200	Intro Dental Assisting	DEC 1	TW	01:30PM 08/30/11	35	4.00		12	0	0	12
	Hulshof, Lidia M.	WE		04:30PM 10/20/11							
		DEC 1	M	08:30AM 08/30/11	35						
		WEL		12:00PM 10/20/11							
		DEC CLIN	TH	09:00AM 08/30/11	30						
		WEL		12:00PM 10/20/11							
DEA-10-28201	Intro Dental Assisting	DEC 1	TW	01:30PM 08/30/11	35	4.00		12	0	0	12
	Hulshof, Lidia M.	WE		04:30PM 10/20/11							
		DEC 1	M	08:30AM 08/30/11	35						
		WEL		12:00PM 10/20/11							
		DEC CLIN	TH	09:00AM 08/30/11	30						
		WEL		12:00PM 10/20/11							
DEA-10-28202	Intro Dental Assisting	DEC 1	TW	01:30PM 08/30/11	35	4.00		12	0	0	12
	Hulshof, Lidia M.	WE		04:30PM 10/20/11							
		DEC 1	M	08:30AM 08/30/11	35						
		WEL		12:00PM 10/20/11							
		DEC CLIN	TH	09:00AM 08/30/11	30						
		WEL		12:00PM 10/20/11							
DEA-20-28203	Infection Control	DEC 1	TH	01:00PM 08/29/11	35	2.00		40	0	0	40
	Snitker, Nicole S.	WE		03:20PM 12/16/11							
DEA-21-28204	Intro Radiology	DEC RAD	W	11:15AM 08/29/11	30	2.00		6	0	0	6
	Ovard, Cindy	WE		12:20PM 12/16/11							
		DEC RAD	F	02:00PM 08/29/11	30						
		WEL		05:00PM 12/16/11							
DEA-21-28205	Intro Radiology	DEC RAD	W	11:15AM 08/29/11	30	2.00		6	0	0	6
	Ovard, Cindy	WE		12:20PM 12/16/11							
		DEC RAD	W	08:00AM 08/29/11	30						
		WEL		11:00AM 12/16/11							
DEA-21-28206	Intro Radiology	DEC RAD	W	11:15AM 08/29/11	30	2.00		6	0	0	6
	Ovard, Cindy	WE		12:20PM 12/16/11							
		DEC RAD	F	02:00PM 08/29/11	30						
		WEL		05:00PM 12/16/11							

LOCATION: MOV
TERM : 11FAL

Course Section	Title/ Faculty Members	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
DEA-21-28207	Intro Radiology Ovard, Cindy	DEC RAD WE DEC RAD WEL	W W 	11:15AM 08/29/11 12:20PM 12/16/11 08:00AM 08/29/11 11:00AM 12/16/11	30 30 	2.00		6	0	0	6
DEA-21-28858	Intro Radiology	DEC RAD WE DEC RAD WEL	W TH 	11:15AM 08/29/11 12:20PM 12/16/11 05:00PM 08/29/11 08:00PM 12/16/11	30 30 	2.00		0	0	0	0
DEA-22-28208	Intro Supervised Externship Hulshof, Lidia M.	DEC 1 WE DEC 1 WEL	T M 	12:40PM 10/24/11 01:40PM 12/13/11 08:00AM 10/24/11 12:00PM 12/13/11	35 35 	1.50		6	0	0	6
DEA-22-28209	Intro Supervised Externship Hulshof, Lidia M.	DEC 1 WE DEC 1 WEL	T M 	12:40PM 10/24/11 01:40PM 12/13/11 08:00AM 10/24/11 12:00PM 12/13/11	35 35 	1.50		6	0	0	6
DEA-22-28210	Intro Supervised Externship Hulshof, Lidia M.	DEC 1 WE DEC 1 WEL	T M 	12:40PM 10/24/11 01:40PM 12/13/11 08:00AM 10/24/11 12:00PM 12/13/11	35 35 	1.50		6	0	0	6
DEA-22-28857	Intro Supervised Externship Eversull, Laura R.	DEC 1 WE DEC 1 WEL	T W 	12:40PM 10/26/11 01:40PM 12/14/11 01:00PM 10/26/11 04:00PM 12/14/11	35 35 	1.50		6	0	0	6
DEA-23-28211	Intro Dental Sciences Hulshof, Lidia M.	DEC 1 WE	T 	09:00AM 08/29/11 12:20PM 12/16/11	35 	3.00		40	0	0	40
DEA-24-28212	Dental Materials Hulshof, Lidia M.	DEC LAB WE DEC LAB WEL	F F 	08:30AM 08/29/11 09:40AM 12/16/11 09:45AM 08/29/11 12:55PM 12/16/11	30 30 	2.00		12	0	0	12
DEA-24-28213	Dental Materials Hulshof, Lidia M.	DEC LAB WE DEC LAB WEL	F F 	08:30AM 08/29/11 09:40AM 12/16/11 09:45AM 08/29/11 12:55PM 12/16/11	30 30 	2.00		12	0	0	12
DEH-10A-28214	Pre-Clinical Dental Hygiene Lesser, Donna E.	DEC CLIN WEL DEC CLIN WEL	T T 	08:00AM 08/29/11 12:00PM 12/16/11 01:00PM 08/29/11 06:00PM 12/16/11	30 30 	2.50		5	0	0	5

LOCATION: MOV
TERM : 11FAL

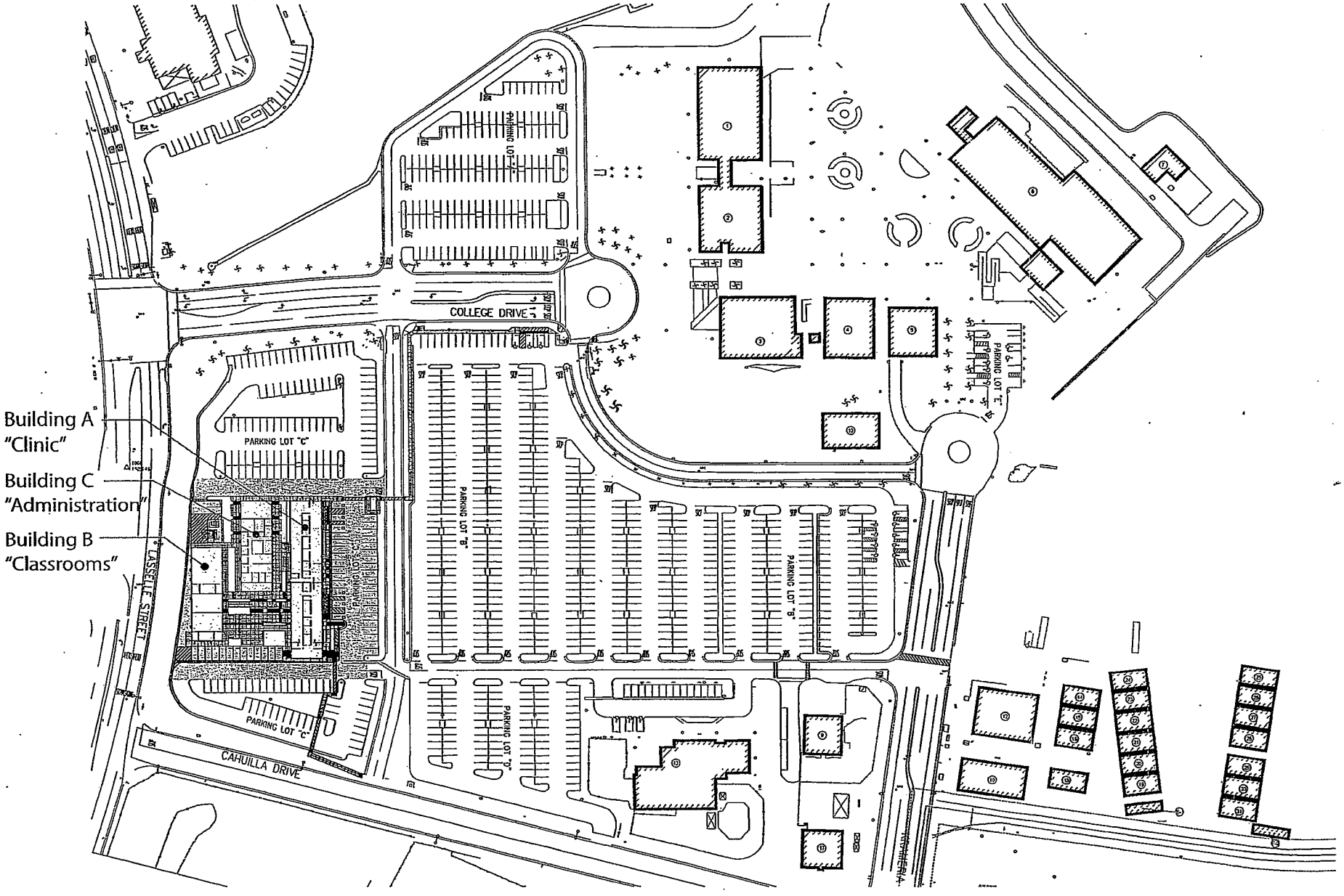
Course Section	Title/ Faculty Members	Room/ Instr	Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
DEH-10A-28215	Pre-Clinical Dental Hygiene	DEC	CLIN	T	01:00PM 08/29/11	30	2.50		5	0	0	5
	Lesser, Donna E.	WEL			06:00PM 12/16/11							
	Van Holland, Denise M.	DEC	3	TH	01:00PM 08/29/11	35						
		WEL			05:00PM 12/16/11							
DEH-10A-28216	Pre-Clinical Dental Hygiene	DEC	CLIN	T	01:00PM 08/29/11	30	2.50		5	0	0	5
	Lesser, Donna E.	WEL			06:00PM 12/16/11							
	Snitker, Nicole S.	DEC	3	TH	01:00PM 08/29/11	35						
		WEL			05:00PM 12/16/11							
DEH-10A-28217	Pre-Clinical Dental Hygiene	DEC	CLIN	T	08:00AM 08/29/11	30	2.50		5	0	0	5
	Lesser, Donna E.	WEL			12:00PM 12/16/11							
	Schoepflin, LeAnn H.	DEC	CLIN	T	01:00PM 08/29/11	30						
		WEL			06:00PM 12/16/11							
DEH-10A-28218	Pre-Clinical Dental Hygiene	DEC	CLIN	T	08:00AM 08/29/11	30	2.50		5	0	0	5
	Lesser, Donna E.	WEL			12:00PM 12/16/11							
		DEC	CLIN	T	01:00PM 08/29/11	30						
		WEL			06:00PM 12/16/11							
DEH-10A-28790	Pre-Clinical Dental Hygiene	DEC	CLIN	T	01:00PM 08/29/11	30	2.50		5	0	0	5
	Lesser, Donna E.	WEL			06:00PM 12/16/11							
	Creske, Mary J.	DEC	3	TH	01:00PM 08/29/11	35						
		WEL			05:00PM 12/16/11							
DEH-11-28219	Principles of Dental Hygien	DEC	3	M	03:30PM 08/29/11	35	2.00		30	0	0	30
	Lesser, Donna E.	WE			05:30PM 12/16/11							
DEH-12A-28220	Principles of Oral Radiolog	DEC	3	W	08:00AM 08/29/11	35	1.00		30	0	0	30
	Lesser, Donna E.	WE			09:10AM 12/16/11							
DEH-12B-28221	Oral Radiology Laboratory	DEC	3	M	09:00AM 08/29/11	35	1.00		5	0	0	5
	Lesser, Donna E.	WEL			12:00PM 12/16/11							
DEH-12B-28222	Oral Radiology Laboratory	DEC	3	M	09:00AM 08/29/11	35	1.00		5	0	0	5
	Lesser, Donna E.	WEL			12:00PM 12/16/11							
	Snitker, Nicole S.											
DEH-12B-28223	Oral Radiology Laboratory	DEC	RAD	T	09:00AM 08/29/11	30	1.00		5	0	0	5
	Lesser, Donna E.	WEL			12:00PM 12/16/11							
	Snitker, Nicole S.											
DEH-12B-28224	Oral Radiology Laboratory	DEC	RAD	T	09:00AM 08/29/11	30	1.00		5	0	0	5
	Lesser, Donna E.	WEL			12:00PM 12/16/11							
DEH-12B-28791	Oral Radiology Laboratory	DEC	1	F	09:00AM 08/29/11	35	1.00		5	0	0	5
	Lesser, Donna E.	WEL			12:00PM 12/16/11							
	Snitker, Nicole S.											

LOCATION: MOV
TERM : 11PAL

Course Section	Title/ Faculty Members	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
DEH-12B-28792	Oral Radiology Laboratory Lesser, Donna E. Moon, Deborah A.	DEC 1 WEL	F	09:00AM 08/29/11 12:00PM 12/16/11	35	1.00		5	0	0	5
DEH-13-28225	Infection Control in Dentis Lesser, Donna E. Snitker, Nicole S.	DEC 3 WE	W	09:30AM 08/29/11 10:40AM 12/16/11	35	1.00		30	0	0	30
DEH-14-28226	Systems Analysis Lesser, Donna E.	DEC 3 WE DEC LAB WEL	W F	01:00PM 08/29/11 03:40PM 12/16/11 01:00PM 08/29/11 03:40PM 12/16/11	35 30	3.50		30	0	0	30
DEH-15-28227	Head and Neck Anatomy Lesser, Donna E.	DEC 3 WE	M	01:00PM 08/29/11 03:20PM 12/16/11	35	2.00		30	0	0	30
DEH-16-28228	Preventive Dentistry Lesser, Donna E.	DEC 3 WE	TH	08:00AM 08/29/11 09:00AM 12/16/11	35	1.00		30	0	0	30
DEH-17-28229	General Pathology Lesser, Donna E. Snitker, Nicole S.	DEC 3 WE	TH	09:30AM 08/29/11 11:50AM 12/16/11	35	2.00		30	0	0	30
DEH-30A-28230	Clinical Dental Hygiene #3 Snitker, Nicole S.	DEC 2 WEL DEC 2 WEL	MW MW	01:00PM 08/29/11 04:00PM 12/16/11 05:30PM 08/29/11 08:30PM 12/16/11	35 35	3.50		5	0	0	5
DEH-30A-28231	Clinical Dental Hygiene #3 Lesser, Donna E.	DEC 2 WEL DEC 2 WEL	MW MW	01:00PM 08/29/11 04:00PM 12/16/11 05:30PM 08/29/11 08:30PM 12/16/11	35 35	3.50		5	0	0	5
DEH-30A-28232	Clinical Dental Hygiene #3 Lesser, Donna E. Van Holland, Denise M.	DEC 2 WEL DEC 2 WEL	MW MW	01:00PM 08/29/11 04:00PM 12/16/11 05:30PM 08/29/11 08:30PM 12/16/11	35 35	3.50		5	0	0	5
DEH-30A-28793	Clinical Dental Hygiene #3 Snitker, Nicole S. Stewart, Patricia A.	DEC 2 WEL DEC 2 WEL	MW MW	01:00PM 08/29/11 04:00PM 12/16/11 05:30PM 08/29/11 08:30PM 12/16/11	35 35	3.50		5	0	0	5
DEH-31-28233	Clinical Seminar #2 Lesser, Donna E.	DEC 2 WE	W	10:40AM 08/29/11 11:50AM 12/16/11	35	1.00		17	0	0	17

LOCATION: MOV
TERM : 11FAL

Course Section	Title/ Faculty Members	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
DEH-32-28234	Dental Materials	DEC 2	F	10:20AM 08/29/11	35	2.50		12	0	0	12
	Lesser, Donna E.	WE		12:30PM 12/16/11							
		DEC 2	F	01:20PM 08/29/11	35						
		WEL		03:30PM 12/16/11							
DEH-32-28235	Dental Materials	DEC 2	F	10:20AM 08/29/11	35	2.50		12	0	0	12
	Lesser, Donna E.	WE		12:30PM 12/16/11							
		DEC 2	F	01:20PM 08/29/11	35						
		WEL		03:30PM 12/16/11							
DEH-33-28236	Periodontology	DEC 2	W	09:00AM 08/29/11	35	1.00		17	0	0	17
	Lesser, Donna E.	WE		10:10AM 12/16/11							
DEH-34-28237	Community Dental Health Ed	DEC 2	TH	10:30AM 08/29/11	35	1.00		17	0	0	17
	Lesser, Donna E.	WE		11:40AM 12/16/11							
DEH-35-28238	Comm Den Hlth Ed Practicum	DEC 2	TH	09:00AM 08/29/11	35	1.00		17	0	0	17
	Lesser, Donna E.	WE		09:40AM 12/16/11							
		DEC 2	TH	09:50AM 08/29/11	35						
		WEL		11:30AM 12/16/11							
DEH-36-28239	Research Methodology	DEC 2	TH	02:00PM 08/29/11	35	2.00		17	0	0	17
	Lesser, Donna E.	WE		04:20PM 12/16/11							
DEH-37-28240	Nutrition in Dentistry	DEC 2	M	10:30AM 08/29/11	35	1.00		17	0	0	17
	Lesser, Donna E.	WE		11:40AM 12/16/11							
	Van Holland, Denise M.										
DEN-75A-28846	Complete Denture Tech I	DEC LAB	M	08:00AM 08/29/11	30	3.00		16	0	0	16
		LEC		10:15AM 10/17/11							
		DEC LAB	M	10:20AM 08/29/11	30						
		LAB		04:00PM 10/17/11							
		DEC LAB	T	08:00AM 08/30/11	30						
		LAB		04:00PM 10/18/11							
DEN-75B-28847	Complete Denture Techniques	DEC LAB	M	08:00AM 10/24/11	30	3.00		16	0	0	16
		LEC		10:15AM 12/12/11							
		DEC LAB	M	10:20AM 10/24/11	30						
		LAB		04:00PM 12/12/11							
		DEC LAB	T	08:00AM 10/25/11	30						
		LAB		04:00PM 12/13/11							
DEN-79A-28243	Crown and Bridge Techniques	DEC LAB	W	08:00AM 08/31/11	30	3.00		16	0	0	16
		LEC		10:15AM 10/19/11							
		DEC LAB	W	10:20AM 08/31/11	30						
		LAB		04:00PM 10/19/11							
		DEC LAB	TH	08:00AM 09/01/11	30						
		LAB		04:00PM 10/20/11							

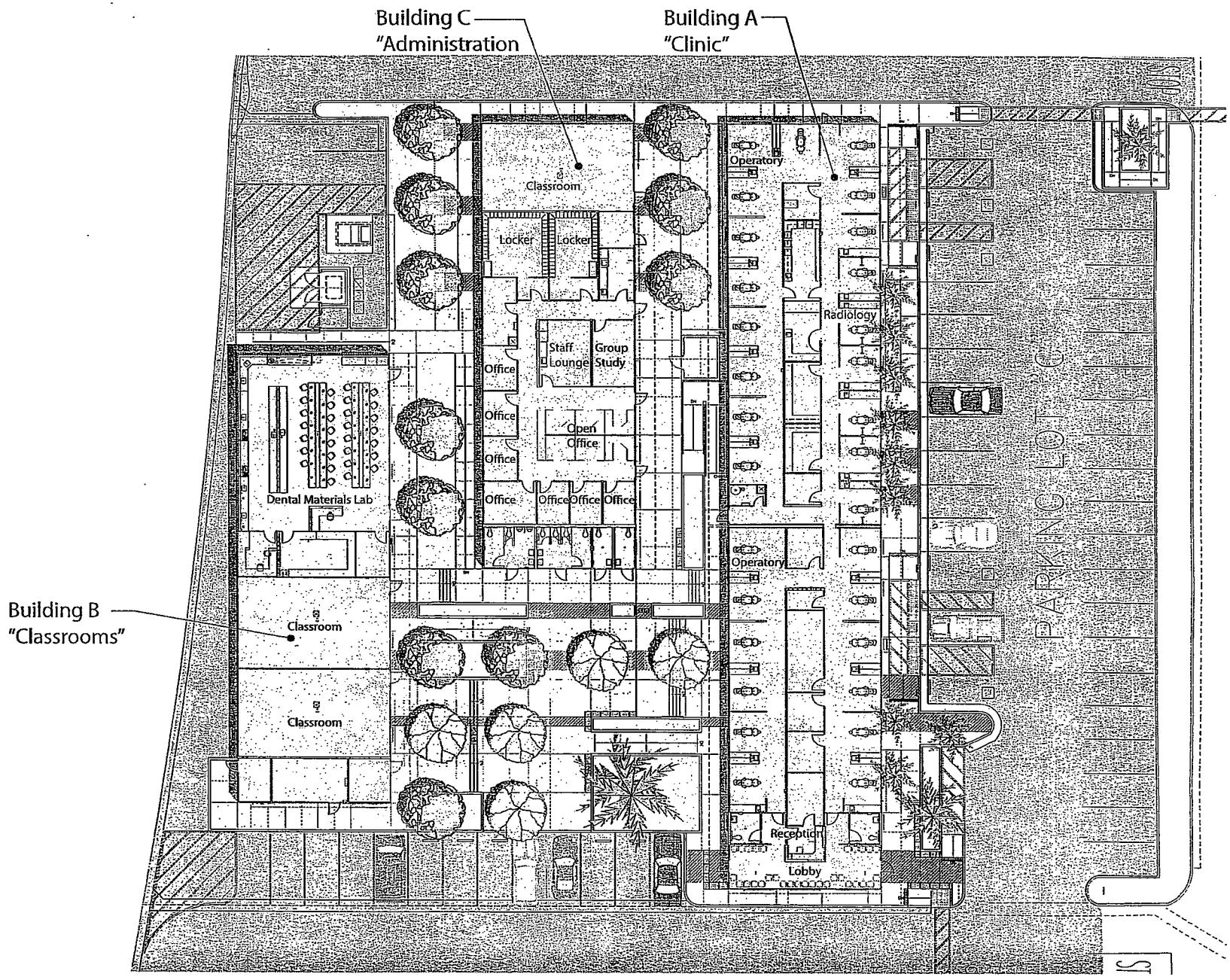


Moreno Valley College Dental Education Center

Riverside Community College District

HMC Architects

April 05, 2011



Moreno Valley College Dental Education Center

Riverside Community College District

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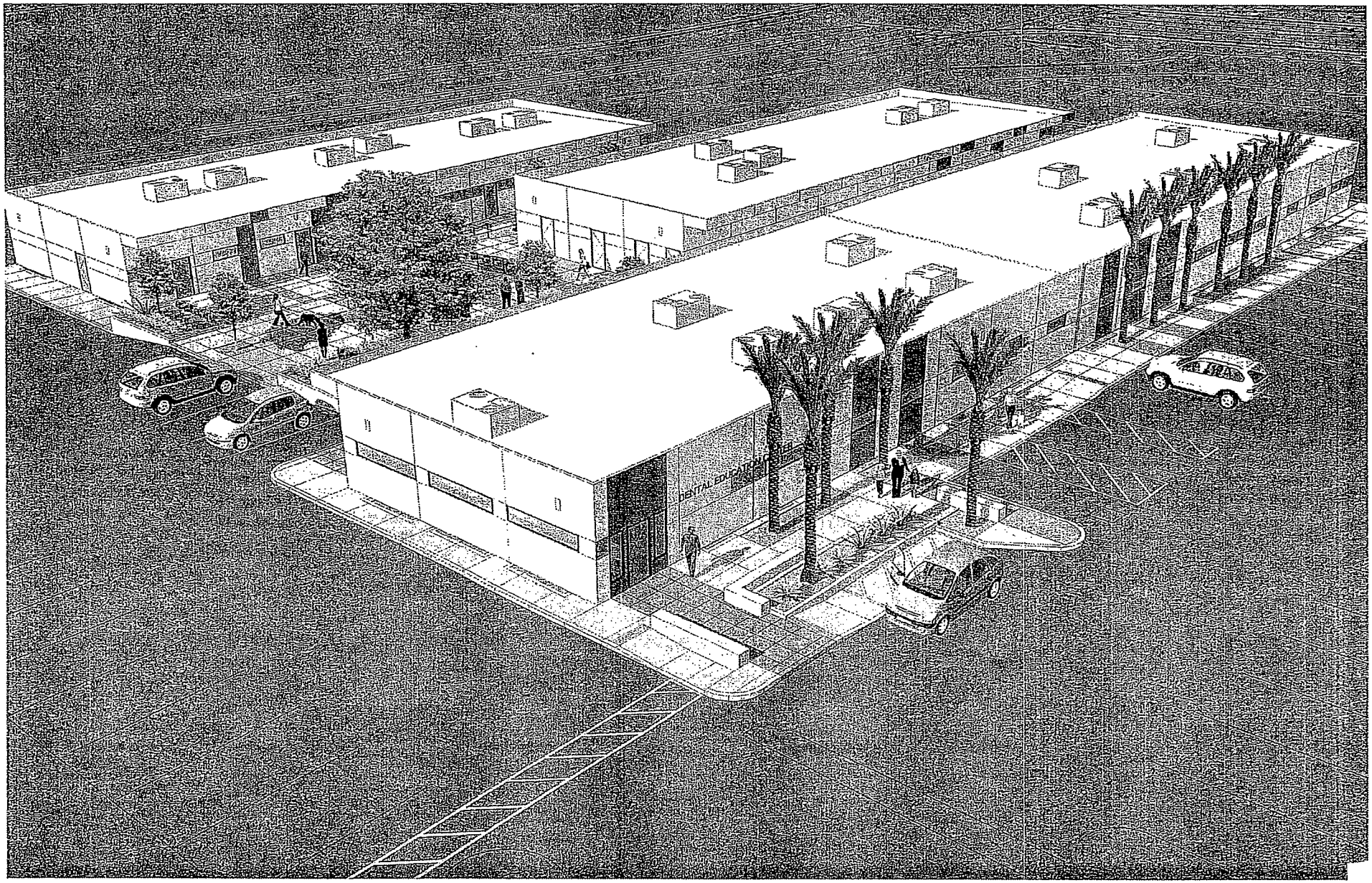
April 05, 2011



Moreno Valley College Dental Education Center

Riverside Community College District

HMC Architects

April 05, 2011

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: III-B-4 Date: June 21, 2011

Subject: Substantive Change Proposal – Distance Education (50% or more of a Program Offered through a Mode of Distance or Electronic Delivery)

Background: This Substantive Change Proposal is submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) to advise of the addition of courses that constitute 50% or more of a program offered through a mode of distance or electronic delivery (Programs: Business Administration Certificate and Educational Paraprofessional Certificate).

Recommended Action: It is recommended that the Board of Trustees approve the substantive change proposal and authorize the Moreno Valley College administration to forward the approved document to the ACCJC.

Gregory W. Gray
Chancellor

Prepared by: Tom Harris
Acting President, Moreno Valley College

Lisa Conyers
Vice President, Academic Affairs

SUBSTANTIVE CHANGE PROPOSAL:

DISTANCE EDUCATION

Identified Changed: Addition of Courses that Constitute 50% or More of a Program Offered Through a Mode of Distance or Electronic Delivery:

Business Administration Certificate: 12 of 18 units may be taken online

Educational Paraprofessional Certificate: 18 of 34 units may be taken online

MORENO VALLEY COLLEGE
16130 LASSELLE STREET
MORENO VALLEY, CA 92551

SUBMITTED BY:

Dr. Lisa Conyers, Vice President of Academic Affairs

May 2011

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

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List of Proposal Participants

Dr. Lisa Conyers, Vice President of Academic Affairs

Dr. Carlos Tovares, Interim Dean of Instruction

Ms. Cid Tenpas, Dean of Technology & Instructional Support Services

Ms. Donna Lesser, Associate Professor, Dental Hygiene

Mr. Greg Sandoval, Vice President of Student Services

Mr. David Bobbitt, Interim Vice President of Business Services

Mr. Matthew Barboza, Associate Professor of Computer Information Systems, and Department Chair of Business and Information Technologies

Dr. Kim Metcalfe, Associate Professor of Early Childhood Studies

Ms. Jackie Grippin, Administrative Assistant, Business Services

Ms. Susan Lauda, Administrative Assistant, Academic Affairs

Mr. Glen Brady, RCCD Director of Distance Education/Open Campus

Ms. Sylvia Thomas, RCCD Associate Vice Chancellor of Educational Services

Description of Proposed Change and Justification

- Brief Description of the Change

Moreno Valley College has two career technical education certificate programs in which at least 50% of the courses are available via distance education. Traditional face-to-face delivery will continue as well.

Certificate Program:	Percentage of Courses Available Via Distance Education:
Business Administration	66.6% (4 of 6 courses -- 12 of 18 units)

BUS 10 offered online and via hybrid delivery
BUS 20 offered online and via hybrid delivery
CIS 1A offered online and via hybrid delivery
CIS 3 offered via hybrid delivery

Education Paraprofessional 71.4% (5 of 7 courses -- 18 of 34 units)

ENG 1A offered online and via hybrid delivery
ENG 50 offered via hybrid delivery
HIS 6 offered online and via hybrid delivery
HIS 7 offered online and via hybrid delivery
MAT 52 offered online and via hybrid delivery

- Relationship to the College Mission

The mission of Moreno Valley College is as follows:

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

This change is in accord with the College's mission to deliver high quality instruction to all students who can benefit. Many of our students commute long distances or are unable for lack of convenient transportation to drive to the campus at scheduled course times. Moreover, online delivery provides efficient facilities utilization when highly impacted scheduling makes face-to-face delivery impractical. This change uses available technologies to endeavor to provide learning opportunities for all.

- Rationale for the Change

The growth and demand for online learning at Moreno Valley College has been responsibly and steadily increasing. This change is made in response to the students' desire for Internet-based distance learning (as evidenced in the Riverside Community College District, statewide, and nationally) and the College's commitment to serve students who are unable to attend traditional (face-to-face) section offerings. For more than a decade, the College has been evaluating the need to enhance student access to education through distance education scheduling.

Description of Educational Programs to be Offered

The certificate programs listed within this proposal already offer the affected courses through the traditional face-to-face mode of instruction. There are no differences in the basic requirements for distance education delivery and on-campus delivery. The Moreno Valley College Curriculum Committee, moreover, has procedures in place to ensure that the rigor, breadth, objectives, learning outcomes, and academic quality of courses and programs offered in the distance education mode meet the same standards as those offered in the traditional mode. The Curriculum Committee separately approves each course proposed for delivery via distance education to ensure that the following criteria are met:

Regular effective contact is maintained between the instructor and students through group or individual meetings, orientation and review sessions, study sessions, field trips, library workshops, threaded conferencing, chat rooms, telephone contact, email, or other activities.

Effective pedagogical techniques appropriate to the distance education mode are utilized to ensure that the quality and rigor of instruction mirrors that of the on-campus version of the course.

Appropriate technology is used to achieve the objectives of the course.

Multiple measures are used to achieve and assess student learning, including reading, writing, critical thinking assignments, and multiple evaluations.

All delivery methods used are accessible to individuals with disabilities in accordance with federal and state laws.

Planning Process

The online course offerings that comprise 50% or more of the requirements for certificates were each approved by the Moreno Valley Curriculum Committee and by the Riverside Community College District Board of Trustees. The online courses were designed, submitted for approval, and implemented by discipline-representative faculty members.

Evidence of Institutional Support to Demonstrate the Continuance of Quality Standards

- Evidence of Sufficient and Qualified Faculty, Management and Support Staff

Moreno Valley College uses the same process for determining faculty qualifications for distance delivery as for face-to-face. Relying on the published state minimum qualifications for each faculty position, the hiring committee works to identify preferred experiences and characteristics when making an appointment. Prior to teaching online, the faculty member must have completed Online Blackboard Academy training. Training and technical support are provided by the Riverside Community College District Open Campus. Open Campus distributes the College's online and hybrid section offerings through the WebCT/Blackboard platform, and provides the upload of sections each academic term. One day per week, an Open Campus educational training specialist is at the College to assist faculty with the technical aspects associated with teaching in an online or hybrid environment. Training for faculty on online topics is also offered fairly regularly through the Faculty Development Committee. The MVC Center for Faculty and Professional Development also offers an array of online topics throughout the year. An Information Technology (IT) Help Desk also assists faculty and students with hardware questions, and, if necessary, refers them to the 24-hour technical support service "Presidium." The RCCD Help Desk has two dedicated phone lines and provides services Monday through Friday, eight hours per day. Open Campus staff, along with the Office of Disabled Students Programs and Services advise faculty on disabled student compliance issues, which is included in the curriculum approval process for all new distance education courses.

- Evidence of Appropriate Equipment and Facilities, including Adequate Control over an Off-Campus Site

A District-wide Information Technology (IT) Audit was carried out in 2010-11 through an outside consulting firm, involving input from Moreno Valley faculty, staff, and students in the creation of the document and in the implementation of the recommendations. Following are the recommendations made within each of the technology disciplines analyzed for the IT audit. Cost estimates for the recommendations are reflected in the roadmap.

1.4.1 IT Physical Infrastructure
a. Upgrade conduit and building feeds to mesh/loop for major distribution, star topology for all others
b. Include single-mode and multi-mode fiber optic cabling upgrades per existing program; reduce copper feeds in light of increased fiber connectivity for voice nodes
c. Upgrade several telecom rooms (approx 20) posing risk to safety and equipment, many of these identified in 2007 survey
d. Adopt a formal standards document (draft available) to guide future installations and inform the facilities planning process
e. Pursue option for dark fiber connectivity between campuses

1.4.2 Server Rooms and Future NOCs
a. Consolidate data center operations into a primary District-operated facility at Riverside City College
b. Option A: Build new annex at MLK
c. Option B: Expand Digital Library server room
d. Address immediate expansion needs in Digital Library

e. Existing NOC plans for Norco and Moreno Valley should be used to support edge computing environment (file and print servers, VDI and/or imaging servers)
f. NOC designs should be updated for technical issues identified in peer review
g. Moreno Valley NOC should serve as secondary site to support primary site failover for disaster recovery

1.4.3 Data Network Infrastructure
a. Replace majority of local area network due to end of support, lack of security and features
b. Eliminate single points of failure by dual-homing all switches to redundant core or distribution switches
c. Implement a dual-core design at Norco and MVC
d. Procure more sophisticated application performance management tools
e. Upgrade wireless network to newer 802.11n standard
f. Incorporate authentication and captive portal technology, allowing guests immediate but limited access
g. Increase backbone to 10 gigabit; access layer to gigabit port speeds except where implementing VDI in lab environments
h. Continue use of central CENIC connection
i. Increase size of wide area network backup circuits; implement QoS and packet shaping to manage bandwidth
j. Replace VPN concentrator with client-less SSL appliance for remote access

1.4.4 Voice Infrastructure
a. The District should upgrade its aging phone system, which is no longer manufacturer supported in its current configuration
b. A determination whether to replace the platform should be made following a detailed requirements discovery/specification
c. Investigate the cost benefit of fixed mobile convergence and other mobility features
d. Centralize the procurement of desk and mobile phones
e. Add phones in classrooms

1.4.5 Systems Infrastructure
a. Virtualize 50% of physical servers over next 24 months; target 10:1 virtualization ratio
b. Upgrade to enterprise-class storage arrays that provide for tiering based on class of data (transactional vs persistent); single management platforms but avoid expensive online hierarchical systems
c. Create college-specific domains within an Active Directory forest to allow for more granular security controls and distinct DNS namespaces
d. Architect for warm-site failover at MVC NOC
e. Establish HA clusters for Exchange and SQL with additional nodes at MVC NOC
f. Establish backup Datatel system at MVC NOC
g. Implement VDI for computer labs

1.4.6 Enterprise Applications
a. Continue using Datatel as primary Student Information System through the next set of expected platform consolidations; revisit in 18-24 months

b. Use third-party resource to evaluate level of Datatel customizations and impact to transaction processing; inspect middleware configuration and tune system accordingly
c. Continue best-value approach to enterprise apps such as SIS, Financials, and HR/Payroll; supplement with additional programming support for interfaces to Galaxy and Datatel
d. At next practical evaluation cycle, include open source Moodle for consideration as LMS platform using hosted and managed services similar to Blackboard
e. Implement single-sign-on (SSO) technology to streamline multiple account access; this is primary incentive for web portal, which should not be introduced until long-term Datatel platform decision
f. Clarify account activation policies with Microsoft for student email account on Windows Live; switch to Gmail if 9-month login requirement is firm
g. Replace Adobe Contribute as Web CMS platform; use SharePoint and extend services to external users; SharePoint intranet should be enhanced for collaboration and department data repositories
h. Aggressively pursue Hershey document imaging rollout to Finance and HR to eliminate required document storage; use third-party scanning services as timeline dictates
i. Resource25 is not effectively integrated to Datatel and needs to be implemented from scratch at next major release in 18 months; meanwhile research alternatives, in particular using scheduling/calendar services in SharePoint

1.4.7 Audiovisual and Instructional Media
a. Replace end-of-life equipment (projectors) and budget for standardized refresh of technology
b. Unify the District's approach to media content creation and distribution; select and promote one platform instead of several
c. Implement a network-based AV management platform for remote troubleshooting and preventative maintenance
d. Continue to prioritize and leverage existing video conferencing technology; some upgrades to enhance user experience may be warranted since adoption rates seem low

1.4.8 IT Organizational Structure and Shared Governance
Restructuring and Realignment
a. Restructure college IMC units under District Information Services
b. Continue centralized microcomputer support but establish dotted line from dedicated technical lead to college business services administrator
c. Centralize microcomputer and systems support for RCC Digital Library under District IS with dotted line from tech lead to dean
d. Add application support/analyst function at each college A&R office to support local requirements for reporting and data integration
e. Reinstitute academic dean of online education to drive innovation in content development, promote mentorship, oversee effective training, and expand the reach of RCC programs
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Shared Governance
f. Create four District-wide governing bodies focused on functional areas, not locality
- *Executive Technology Strategy Council*
- *Academic Technology Committee*

- *Infrastructure Technology Committee*
- *Enterprise Technology Committee*

g. Information Services role is to staff the process of getting projects through committee

1.4.9 IT Operations

a. Establish operating principles for IT that move from asset protection to customer satisfaction
b. Create an IT service catalog and define service level agreements
c. Implement mechanism for measuring and publishing outcomes against specific metrics
d. Leverage full functionality of Footprints Help Desk platform to enhance asset lifecycle management and incident/problem response
e. Unify help desk to encompass all IT services, including microcomputer, networking, IMC and application support
f. Pursue a cost-recovery model that monetizes services in order to moderate demand and focus on core competencies (District IS on its competitive offerings and colleges on their capacity to scale)
g. Create a perpetual funding mechanism for computer refresh (either centrally budgeted or encumbered at department level)
h. Deliver a regular portfolio of technology training to be determined by the Enterprise Technology Committee and sourced by Information Services (though trainers and funding sources may be external to IS)
i. Facilitate a business continuity initiative with executive sponsorship that will ultimately define an appropriate disaster recovery strategy and plan

1.4.10 Physical Security

a. Create Security Master Plan that describes:
- *Governance*
- *Risk Assessment*
- *Program Development*
- *Technology Standards*
- *Infrastructure*
- *Management*

b. Create a Security governance committee
c. Implement —layered// security with video at perimeter to access control and intrusion detection at interior
d. Repair —blue// phones at MVC; use IP voice and fiber optics for external emergency phone monuments
e. Upgrade District Command Center; add links to campus satellite stations to locally monitor and interact with central operations
f. Implement backup and failover systems for all video and access control databases
g. Isolate security IDFs and restrict access
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1.5 Roadmap

PlanNet has arranged the various recommendations into a priority sequence based on urgency and importance, and also with regard to certain project dependencies and the overall pacing of the

quantity of projects. The recommendations are shown with a ROM cost estimate that reflects the midpoint of the ROM cost ranges.

It is expected that Priority 1 items would initiate within the next 9 months, beginning in February 2011, with Priority 2 items kicking off over the following 9 months, from November 2011 to Summer 2012. Priority 3 items are a year out, commencing at the beginning of 2012 and carrying through to the end of that year. Priority 4 items do not carry a distinct start date and have indefinite durations. Feb 2011 Dec 2012 Oct 2011 Jan 2012 Jun 2011 Priority 1 (1 to 9 months) Priority 2 (9 to 18 months) Priority 3 (12 to 24 months) Priority 4 (indefinite) PI: 3 items Net: 6 items Apps: 4 items Org: 5 items Sec: 2 items PI: 1 item Apps: 1 item Ops: 2 items PI: 3 items Net: 3 items Sys: 3 items AV: 2 items Apps: 3 items Ops: 6 items Sec: 3 items PI: 2 items Net: 1 items Sys: 4 items AV: 2 items Apps: 1 item Ops: 1 item Sec: 2 items PI = Physical Infrastructure Net = Data/Voice Network Sys = Systems Infrastructure AV = Audiovisual Apps = Enterprise Applications Org = IT Org Structure and Governance Ops = IT Operations Sec = Physical Security

Many of the following recommendations PlanNet considers mandatory in order to accomplish the fundamental concepts described in this report and to address end-of-life systems. Those mandatory items are indicated with a ► in place of the list bullet.

Priority 1
ACTION ROM COST
► *Engage third-party resource to evaluate Datatel tuning $20,000*
▯ *Clarify student email account policies with Microsoft $0*
► *Repair emergency phones at MVC ..... funded*
▯ *Update NOC plans based on technical issues in peer review $75,000*
► *Implement backup and failover for physical security systems $80,000*
▯ *Rollout Hershey document imaging to Finance and HR (third party scanning) $35,000*
► *Local Area Network (LAN) upgrades $4,000,000*
► *Wide Area Network(WAN) circuit upgrades ..... $65,000 ($120,000 recurring)*
▯ *Wireless 802.11n network upgrades $520,000*
▯ *Application performance management tools $200,000*
► *Voice system (unified comms) requirements study/specification $50,000*
▯ *Upgrade NEC PBXs (Option A from requirements study) ..... $380,000 (option)*
► *Adopt formal IT infrastructure standards document $20,000*
▯ *Expand into RCC Digital Library server room as needed $0*
▯ *Establish backup Datatel system at MVC $7,500*
► *Restructure college IMC units under District $0*
► *Centralize microcomputer and systems support for Digital Library under District IS $0*
► *Add application support/analysts at each college A&R office .....*
..... (2 FTE w/ben $150,000 recurring)
► *Add academic dean of online education ..... (1 FTE w/ben $85,000 recurring)*
► *Charter four new shared governance committees $0*

Priority 2
ACTION ROM COST
► *Upgrade approx 20 telecom rooms..... $420,000*

- *Pursue option for dark fiber connectivity between campuses.....$7,200(recurring monthly)*
- ► *Complete existing NOC plans at Norco and Moreno Valley colleges ..... funded*
- ► *Establish MVC NOC as DR site for District operations, architect for warm-site failover $60,000*
- *Create college-specific domains in Active Directory structure $0*
- *Establish HA clusters for Exchange and SQL with additional nodes at MVC NOC $40,000*
- ► *Replace end-of-life AV equipment (projectors) $500,000*
- *Implement network-based AV management platform $180,000*
- ► *Replace VPN concentrator $110,000*
- *Replace NEC PBXs (Option B from requirements study) ..... $3,300,000 (option)*
- *Add phones in classrooms ..... incl.*
- *Evaluate Moodle as new hosted and managed LMS platform $0*
- *Replace Adobe Contribute with SharePoint as web CMS $0*
- *Reemplement R25 at major release; conduct feature study prior..... $17,000*
- ► *Create an IT service catalog and define service level agreements..... $0*
- *Implement mechanism for measuring and reporting IT Operations outcomes $0*
- *Leverage Footprints Help Desk to enhance inventory reporting and incident analytics $0*
- ► *Create and fund computer refresh model .... $1,000,000 recurring*
- *Establish centralized training program governed by new Enterprise Tech Committee $0*
- *Facilitate a business continuity initiative and develop a DR strategy/plan $150,000*
- ► *Create physical security Master Plan $80,000*
- ► *Create Security Governance Committee $0*
- *Implement "layered" security measures throughout District*
  - *RCC $800,000*
  - *MVC $750,000*
  - *Norco $750,000*
  - *District Offices $250,000*

Priority 3
ACTION ROM COST

- *Upgrade conduit and building feeds to mesh/loop topology ..... funded*
- ► *Consolidate data center operations at RCC*
  - *Option A: Build new annex at MLK $1,720,000*
  - *Option B: Expand Digital Library Server Room $1,460,000*
  - *Option C: Build into planned IS space in renovated Physical Science Bldg ..... funded*
- *Virtualize 50% of physical server environment with 10:1 ratio $210,000*
- ► *Upgrade enterprise-class storage arrays, single management platform..... $180,000*
- *Implement VDI for computer labs $1,500,000*
- ► *Implement single sign-on technology $0*
- *Consolidate to single platform for AV media content creation and distribution $200,000*
- ► *Upgrade District security command center and satellite locations $200,000*
- ► *Isolate security equipment rooms and restrict access..... incl.*
- *Perform minor upgrades and promote video conferencing for intra-District meetings $50,000*
- *Unify help desk and extend service hours during registration periods $0*
- *Centralize procurement of desk and mobile phones $0*
- *Revisit Datatel SIS platform decision ..... TBD*

Priority 4
ACTION ROM COST
- *Pursue cost-recovery model to charge back services.....$0*
- *Reduce copper feed pairs during infrastructure upgrades and renovations $0*
- *Continue best-value approach to enterprise apps $0*
- ► *Establish operating principles for IT focused on customer satisfaction $0*

Labs are available at the College campus and at the Ben Clark Training Center for students wishing to access the Blackboard system. These labs ensure that all students have access to well-provisioned computers to support their online learning. Moreno Valley College provides learning support service via four labs, including an open computer lab, a Writing and Reading Center, a math lab, Library portals, and a portable lab at the Ben Clark Training Center. Student computer use is tracked using a positive attendance system.

The Moreno Valley College Library is designed to support traditional and remote access to holdings and resources. Electronic access to the Library's subscription database is available at all times.

The purchase of textbooks and other course materials is available online through the Barnes and Noble Bookstore located on the Moreno Valley College campus.

Software support is available to assist faculty in creating content for use in the Blackboard teaching environment, and, to protect against plagiarism ("Turnitin," "Respondus"). The College relies on password-related authentication for student log-in onto the Blackboard Learning Management System. Like other institutions, Moreno Valley has initiated discussions on exploring other authentication-related processes as technology evolves.

All course materials are compliant with Section 508 of the Americans with Disabilities Act (ADA). Assistive technology has been placed in computer labs to ensure accessibility, and there is a specially designated Disabled Students Programs and Services (DSPS) section of the open lab. Software programs to assist individuals with disabilities such as low-vision, blindness, speech-dictation needs, and to ensure their access to distance-education equipment, are served by trained DSPS personnel and a DSPS-dedicated academic counselor.

All students are provided with a college email address. The Office of Student Services oversees an online enrollment process which makes forms accessible for downloading, permits (and encourages) online registration, and has initiated online academic advising ("e-Appointment"). Also online are the Moreno Valley College Catalog, Schedule of Classes, and Student Handbook, and information on financial aid resources.

- Evidence of Fiscal Resources, including the Initial and Long-Term Amount and Sources of Funding for the Proposed Change

Moreno Valley College allocated $50,000 from the 2010-11 general fund to augment the acquisition and maintenance of instructional equipment and online Library databases. Infusions of grant funding over the last four years to support distance education, computer equipment, and

databases total $30,000. Inventories of all equipment and software are carried out by the office of the Dean of Technology & Instructional Support Services, with the objective of maintaining appropriate computing resources in classrooms, labs, and offices to support the College's mission, ensuring that each faculty and staff member has sufficient computer capacity to fulfill his/her responsibilities, and encouraging planned installation of new equipment and transfer or disposal of old.

- Plan for Monitoring Achievement of the Desired Outcomes of the Proposed Change

Student achievement data for instructional programs are reported by the District Office of Research and Planning—including comparisons between distance education and face-to-face modalities--and made available to faculty for program review. Program reviews, compiled yearly (and comprehensively every three years), incorporate student learning outcomes. Course retention rates for Moreno Valley College students have remained high and steady over the last five years. Average retention for Fall 2009 was 86.5%, higher for face-to-face sections than for online at 80.82%.

Faculty (in online and traditional environments) are evaluated by students, peers, and administrators. Moreno Valley College employed the following surveys over the last 18 months to comprehensively assess student needs and satisfaction, including the online learning environment: Survey of Student Engagement (CCCSE), Survey of Student Satisfaction, Survey of General Education Student Learning Outcomes (SLOs), Community College Student Experiences Questionnaire, and the Library Services Survey.

Evidence the Institution Has Received All Necessary Internal and External Approvals

All courses, certificates, and degrees offered by Moreno Valley College have been approved by the Moreno Valley College Curriculum Committee, the Riverside Community College Board of Trustees, and the California Chancellor's Office. Courses proposed for distance education delivery (online or hybrid) must be reviewed and approved by the Curriculum Committee using a separate review process as required by California administration code and regulation.

Evidence that Each Eligibility Requirement Will Stand Fulfilled

Moreno Valley College affirms it is in compliance, and that it will remain in compliance, with the eligibility requirements for accreditation. The College was accredited in 2010 based upon its Institutional Self-Evaluation of 2009 and ACCJC-approved Follow-Up Report of 2010:

#1 – Authority
Moreno Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and is approved under regulations of the California Department of Education and the California Community Colleges Chancellor's Office.

#2 – Mission
On June 20, 2006, the RCCD Board of Trustees approved the Moreno Valley College mission statement:

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

The Moreno Valley College mission statement appears in the Educational and Facilities Master Plan and is published in the Moreno Valley College Catalog. In 2008, the Moreno Valley Strategic Planning Committee reaffirmed the mission statement, which was subsequently approved by the Board of Trustees.

Moreno Valley College delivers high quality instruction to all students who can benefit. Many students commute long distances or are unable for lack of convenient transportation to drive to the campus at scheduled course times. Online delivery options use available technologies to provide learning opportunities for all when face-to-face delivery is impractical. Faculty members, through the Curriculum Committee, a standing committee of the Academic Senate, make recommendations with respect to curriculum and degree and certificate requirements, including distance education modalities. Assessment to evaluate the effectiveness of online courses, and to guide responsibly the expansion of offerings, is carried out on a continuous basis.

#3 – Governing Board
Moreno Valley College is one of three educational institutions in the Riverside Community College District. The district is governed by a publicly elected five-member Board of Trustees, joined by a nonvoting student trustee. Members are elected for four-year terms which are staggered. Board members have no employment or personal financial interest in the institution. The Board of Trustees approves all courses, degrees, and certificates offered by Moreno Valley College and its two sister colleges. All distance education courses listed in the Substantive Change Proposals, and the certificates themselves (Business Administration Certificate and Educational Paraprofessional Certificate) have been approved by the Board of Trustees. The Board meets monthly and its agendas are posted in advance.

#4 – Chief Executive Officer
The president of Moreno Valley College was recommended by the chancellor and approved by the Board of Trustees. The president reports directly to the chancellor. The chancellor is appointed by and reports to the Board of Trustees.

#5 – Administrative Capacity
Moreno Valley College has 13 non-categorically funded academic and support services administrative staff members with appropriate preparation and experience to provide the administrative services necessary to support the college's mission and purpose. In addition to the president, administrative appointments include vice presidents of academic affairs, student services, and business services; deans of instruction, health sciences, public safety education and training, technology and instructional support services, and student services; directors of the law enforcement training program, fire technology/fire academy program, the Middle College High School, and student financial services; a director of plant operations and maintenance; and an assistant custodial manager. The Riverside Community College District Director of Distance Education/Open Campus facilitates (1) the online, hybrid, and web-enhanced course set-up and maintenance; upgrades and training, and backup and implementation in conjunction with the host

provider; (2) online support training, including use of web page publishing software, streaming media software, and peripherals via one-on-one training; FLEX workshops; and the Online Blackboard Academy; and (3) maintenance of serves and software licenses for online-related instruction. An organizational chart is included in this report. Open Campus provides online training for instructors through the Online Blackboard Academy which is convened monthly, as well as software support for instructors in and out of the classroom.

#6 – Operational Status
Moreno Valley College has been operational since it opened its doors in March 1991. In fall 2010, there were approximately 10,000 students enrolled in classes which are held five days per week. Many are actively pursuing occupational certificates, associate degrees, and/or transfer to four-year institutions. A smaller proportion of students have other goals, including personal development, career enrichment, or development of academic skills. Online section offerings are increasing through a planned and responsible expansion. The online teaching and learning environment is enhanced by college and district services to ensure the highest pedagogical and technological standards.

#7 – Degrees
To meet its stated mission, Moreno Valley College offers the Associate of Arts and Associate of Science degrees and a variety of certificates, primarily in health, human, and public services. The institution has over 24 degree and/or certificate programs. The requirements for these programs can be taken completely at Moreno Valley College and its off-campus educational sites. The new certificates, presented in this Proposal, afford students the opportunity of taking 50% or more of the program requirements online. The Business Administration Certificate affords12 of 18 units to be taken online, and the Educational Paraprofessional Certificate affords18 of 34 units to be taken online.

#8 – Educational Programs
The degree programs offered at Moreno Valley College are congruent with its mission, based on recognized higher education fields of study, are of sufficient content and length, and are conducted at appropriate levels of quality and rigor. The degree programs meet California Code of Regulations, Title V curriculum requirements, and when combined with the general education component, represent two years of full-time academic work. All course outlines of record in both degree credit and nondegree credit courses meet predetermined student learning outcomes achieved through class content, assignments, and activities; and all course outlines are subjected to periodic, rigorous program review. All curriculum is approved by the Board of Trustees, including courses proposed for delivery via distance education. Training for faculty is designed to ensure that pedagogical techniques appropriate to distance education mirror in quality and rigor the face-to-face version of the course. In both modalities, course and program student learning objectives are identified and used to assess effectiveness and to develop and implement plans to improve student achievement and student learning.

#9 – Academic Credit
Moreno Valley College awards academic credit based on accepted practices of California community colleges under California Code of Regulations, Title V. Detailed information about academic credit is available in the college catalog. Credit is awarded for coursework using the Carnegie Standard, awarding one unit of academic credit based on one hour of lecture/discussion

per week or a minimum of three hours of laboratory per week per term. This is generally accepted practice in degree-granting institutions of higher learner and follows the California Community Colleges Chancellor's Office requirement for awarding academic credit. The courses comprising the Business Administration Certificate and the Educational Paraprofessional Certificate, including the online courses, were designed in line with this practice.

#10 – Student Learning and Achievement

The 2010-11 edition of the Moreno Valley College Catalog contains the board-approved comprehensive statement of General Education student learning outcomes (SLOs) for students enrolled in each of the academic programs offered. Additionally, student learning outcomes have been developed for most programs. Courses taught at Moreno Valley College list student learning outcomes on the course outlines of record, and the SLOs are achieved and assessed by a variety of methods. Coordinated by department and discipline faculty and by administrators, every course, regardless of its location and delivery system, follows the course outline of record. 100% of all Moreno Valley College courses have defined student learning outcomes (SLOs); 29% of all MVC courses have on-going assessment. 81% of all MVC programs have defined SLOs; 16% of all MVC programs have on-going assessment. 77% of MVC student and learning support activities have defined SLOs; 36% of MVC student and learning support activities have on-going assessment. The College has defined institutional SLOs and 100% of the institutional SLOs have on-going assessment.

#11 – General Education

All degree programs require a minimum of 23 units of general education to ensure breadth of knowledge and to promote intellectual inquiry. Students must demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The institution's general education program is scrutinized for rigor and quality by the college and district Academic Senates, the Matriculation Committee, and appropriate constituencies; furthermore, the district adheres to the requirements for mathematics and writing effective at the state level as of 2009. Moreno Valley College offers Associate of Science Degrees and Certificate Programs with occupational emphasis—such as the Business Administration Certificate and the Educational Paraprofessional Certificate under discussion in this Proposal. Both the degree and the certificate provide instruction in the skills and knowledge needed to enter a skilled or professional occupation. Associate of Science Degree programs require completion of 60 units of credit. State-approved Certificate programs consist of coursework totaling 18 units or more in a specific occupational college certificate pattern. The Business Administration Certificate and the Educational Paraprofessional Certificate are comprised of 18 and 34 units, respectively, with each program providing the opportunity for students to take 50% or more of the required coursework online. State-approved Certificates may lead to employment competency and may also lead to an associate degree.

#12 – Academic Freedom

Moreno Valley College supports academic freedom. Faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as ensured by Board Resolution, passed June 2005, endorsing the American Association of University Professors Statement on Academic Freedom. In spring 2007, the Board of Trustees approved a policy on academic freedom. The institution prides itself on offering an open, inquiring, yet respectful and

transparent educational experience, evidencing a commitment to intellectual freedom and independence of thought.

#13 – Faculty

Moreno Valley College has 74 full-time faculty and approximately 300 part-time faculty. All faculty must meet the minimum requirements for their disciplines based on regulations for the minimum qualifications for California community college faculty established in California Code of Regulations, Title V. Many hold terminal degrees. Clear statements of faculty roles and responsibilities exist in the faculty handbooks (Faculty Survival Guide and Online Faculty Handbook) and the Agreement between the Riverside Community College District and Riverside Community College Chapter CCA/CTA/NEA. Faculty carry out program review, develop student learning outcomes, and assess student learning. Faculty who teach in a distance education modality are required to have completed Online Blackboard Academy training before beginning their assignment. One day per week, an educational training specialist from the Riverside Community College District Open Campus is at Moreno Valley College to assist faculty with the technical aspects associated with teaching in an online or hybrid environment. Faculty are also trained to ensure that all courses and services offered in a distance education format are Section 508 and Americans with Disabilities (ADA) compliant. Courses to be offered via distance education are reviewed by the Moreno Valley Curriculum Committee to ensure accessibility and Section 508/ADA compliance.

#14 – Student Services

Moreno Valley College prides itself on the delivery of strong student service programs, providing a comprehensive array of services for all its students, as well as basic skills courses for those students requiring preparation for college-level work. Each department works to support the mission of the college and the academic success of the students. Unless exempted, each new student is required to participate in the matriculation process, which involves assessment for admissions, appropriate course placement, college orientation, academic career and personal counseling, and follow-up activities. There are over 15 support services programs at Moreno Valley College, each promoting the objective of serving the whole student and supporting student success. Online academic advising is available to students who are unable to utilize face-to-face counseling services. Moreno Valley College's website and the Open Campus website are Section 508 and ADA compliant for both student support services and course delivery.

#15 – Admissions

Moreno Valley College has adopted and adheres to admissions policies consistent with its mission as a public California community college and compliant with California Code of Regulations, Title V. Student admission policies support the Moreno Valley College mission statement and ensure that all students are appropriately qualified for program and course offerings. Information about admissions requirements is available in the catalog, in the schedule of classes, and on district and college websites. Students are required to apply online. Online orientation is provided. Specific information on distance education offerings and the Open Campus is available on the College website, and in the Moreno Valley College Catalog and the Schedule of Classes. The goal of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times.

#16 – Information and Learning Resources

Moreno Valley College provides long-term and short-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of students. The library is staffed to assist students in the use of college resources. Internet access and online computer search capabilities are available without charge to students in the library, student support programs, and computer laboratories. The institution is committed to enhancing its learning resources, regardless of location or delivery method. Moreno Valley College offers a full-service, comprehensive digital Library. At the Ben Clark Training Center, library services are enhanced by electronically accessible journals through the use of laptops that are available for students. Library workshops are presented at the College campus and at the Ben Clark Center. The Moreno Valley College Division of Library/Learning Resources provides remote online access to materials and services via the Library and Instructional Media Center websites to serve all students—online and traditional--24 hours a day, seven days a week, from the Library website, LAMP.

#17 – Financial Resources

Moreno Valley College, through the Riverside Community College District, has a publicly documented funding base that is reviewed and revised on an annual basis. The Moreno Valley College Strategic Planning Committee includes a Resources Subcommittee which ensures the college has the financial resources and plans for financial development adequate to support the mission through educational programs and services, to improve institutional effectiveness, and to assure financial stability. Our online courses and programs, as part of Moreno Valley College instructional offerings, are integrated in an annual budget that is passed by the RCCD Board of Trustees. The online budget was incorporated in the 2010-11 final budget approved in November 2010 and has been integrated in the preliminary budget prepared for 2011-12. The budget allocation for Moreno Valley College was $28,519,522, and the Open Campus budget $962,334.

#18 – Financial Accountability

The Riverside Community College District regularly undergoes, and makes publicly available, an annual external financial audit for the district and its educational centers by a contracted certified public accountant. The audit is conducted in accordance with the standards contained in Government Auditing Standards issued by the Comptroller General of the United States. The Board of Trustees reviews these audit reports on a regular basis. The vice president of business services supports appropriate and effective utilization of the Moreno Valley College budget.

#19– Institutional Planning and Evaluation

Moreno Valley College has an established institutional planning process to provide planning for the development of the College, including integrating plans for academic personnel, learning resources, facilities, and financial development, as well as procedures for program review, assessment, and institutional improvement. Through the Moreno Valley College Academic Planning Council, the Strategic Planning Committee and its four subcommittees, and the Moreno Valley College Academic Plan and Long Range Educational and Facilities Master Plan, the College is in a constant state of review and improvement. The college and district systematically evaluate how well and in what ways the college is accomplishing its purpose, including assessment of student learning and documentation of institutional effectiveness. To evaluate the level of need for support for course delivery (online and face-to-face) and student services (online and face-to-face), the College implemented a comprehensive assessment of student needs and satisfaction in 2009-10 using six student surveys. Data collection will continue as part of the planning process to

determine future needs. Online services are available to all students through the College's website, and efforts to expand and improve those for all services are ongoing. Moreno Valley College supports integrated strategic planning, and, through assessment and improvement, resolutely endeavors to ensure quality and excellence to all students served.

#20 – Public Information

Moreno Valley College displays its own catalog online, but the District is continuing its practice of displaying a schedule of classes that contains separate listings of courses offered at each college. These website documents, along with other appropriate publications, publicize accurate and current information about the institution that announces its mission and goals; admission requirements and procedures; academic calendar and program length; rules and regulations affecting students, programs, and courses; distance education; degrees and certificates offered and graduation requirements; costs and refund policies; available learning resources; grievance procedures; names and academic credentials of faculty and administrators; names of members of the Board of Trustees; and all other items relative to attending the institution.

#21 – Relations with the Accrediting Commission

The Riverside Community College District Board of Trustees provides assurance that Moreno Valley College adheres to the eligibility requirements and accreditation standards and policies of the Accrediting Commission for Community and Junior Colleges, describes the College in identical terms to all its accrediting agencies (including the Accreditation Review Committee on Physician Assistant Education, the Commission on Accreditation of Allied Health Education, and the American Dental Association's Committee on Dental Accreditation), communicates any changes in its accredited status, and agrees to disclose information required by the commission to carry out its accrediting responsibilities. All disclosures by the institution are complete, accurate, and honest. The College maintains contact with the Commission through its Accreditation Liaison Officer (the Vice President of Academic Affairs). In late April 2011, Moreno Valley College was host to a seven-college training session sponsored by the ACCJC. In attendance at the all-day meeting, which reviewed requirements and expectations for Comprehensive Institutional Self-Evaluations, were faculty, administrators, and staff.

Evidence that Each Accreditation Standard Will Be Fulfilled

Moreno Valley College meets all accreditation standards of AAAJC/WASC. The College's comprehensive Self-Evaluation Report for Initial Institutional Accreditation was forwarded to the Commission in order to coordinate a Fall 2009 team visit. Moreno Valley College was awarded college status in January 2010. The Commission subsequently approved the College's Follow-Up Report in January 2011.

Standard I: Institutional Mission and Effectiveness

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

On June 20, 2006, the RCCD Board of Trustees approved the Moreno Valley College mission statement. In 2008, the Moreno Valley Strategic Planning Committee reaffirmed the mission statement, which was subsequently approved by the Board of Trustees. The mission states that it is "responsive" to the educational needs of students and assumes that it is inclusive of teaching/learning modalities other than traditional face to face. All online and hybrid courses are held to the same academic rigor, review, and student learning outcomes assessment as face-to-face courses.

Outcomes-based assessment is carried out at Moreno Valley College. The entire college is involved in the strategic planning process and in self-reflective dialogue about student learning and institutional processes. The College Strategic Plan ties resource allocation to data-driven planning and program review. Moreno Valley College interweaves planning, budget, and outcomes assessment (evaluation and ongoing quality improvement of student learning outcomes and service learning outcomes) by means of a strategic planning process which involves program review and robust dialogue at all levels of the institution.

Standard II: Student Learning Programs and Services

Moreno Valley College has risen to the challenge of providing for the whole range of educational and course-delivery needs of its service area. Moreno Valley college faculty are committed to student learning and outcomes-based assessment. All disciplines and programs participate in the program review process, which revolves around the development and assessment of student learning outcomes (SLOs). The comprehensive program review process directs disciplines and programs to "develop a student learning outcomes assessment plan" for individual courses. New course proposals are initiated by faculty and require review by their disciplines and departments. The Curriculum Committee must approve all new and revised courses, and all courses to be offered via distance education. New and revised courses are approved, and obsolete courses removed, by approval of the Board of Trustees.

Moreno Valley College offers a broad array of services to assist students in establishing appropriate educational goals and to help them achieve these goals. The College provides comprehensive services to all students regardless of location or means of delivery. The Student Services Office, in fact, is committed to providing equitable access to all students in its service area. Because so many students are first-generation college students from traditionally underserved populations and economic groups, the College has a special responsibility to make the students' experiences as welcoming and accessible as possible. The College recognizes the need for a comprehensive learning experience for students, and provides a fully integrated delivery of admissions, orientation (including online orientation), assessment, academic advisement (including online advisement), placement, and registration services to students in facilitating their achievement of educational and career goals. In addition, Moreno Valley College provides a wide range of student support services such as financial assistance, health services, child care, mental health services, and services for students with disabilities. To complement the support services effort, a comprehensive program of student activities, athletics, fine arts, student government, and clubs are available to all students to enrich their college experience.

Students, faculty, and staff at Moreno Valley College benefit from an on-campus library of 9,800 assignable square feet, as well as access to the libraries of the two sister colleges at Riverside and Norco. Librarians work with faculty and staff to ensure the library is adequately supporting college needs. Since the library catalog is available online, it is not necessary for faculty to be physically in the library to evaluate the resources which support their subject specialty and the assignments they give their students. The Instructional Media Center (IMC) provides media support to all classrooms in all buildings and at all sites. Other online library resources include: general information about library resources and services; 28,825 e-books; 40 subscription databases, including citations, abstracts, full-text articles from newspapers, periodicals, and scholarly reference sources; tutorials and guides to finding and using information; Library website including online forms to submit reference questions (to be answered via email within one working day) and with real-time chat on a limited basis.

Standard III: Resources

Moreno Valley College relies on its mission and goals as the foundation for planning, and ensures that human resources planning, physical resources planning, technology planning, and financial planning are integrated with institutional planning. The College Strategic Plan ties resource allocation to data-driven planning and program review. Moreno Valley College interweaves planning, budget, and outcomes assessment (evaluation and ongoing quality improvement of student learning outcomes and service learning outcomes) by means of a strategic planning process which involves program review and robust dialogue at all levels of the institution. Trained personnel contribute to the success of the College's programs, adequate facilities support education and student services, technology is continually reviewed for upgrading, and financial resources are carefully allocated through program review and integrated strategic planning.

In its 2010 Follow-Up Report to the ACCJC, Moreno Valley College developed strategies, assessments and measurements, and outcome expectations for *human resources*, *facilities*, *technology*, and *financial resources*. The strategies are as follow:

Goal: Professional Development - Provide the latest successful training in teaching methodology, technology, and student success to faculty and staff; provide an institutional commitment to professional renovation by strengthening Moreno Valley College's Professional Development Center with more resources and support; utilize the results of research, surveys, and student learning outcomes to sponsor training that meets the needs of faculty and staff serving students and the community.

Goal: Facilities - Improve awareness and utilization of established safety and security policies and practices; enhance student learning through a physical environment that focuses on student centered learning, including the formation of a one-stop student success center; encourage theater, music, athletics, museum, and other academic and community offerings through the design of new buildings and planning for such offerings; ensure the standardization of all current and new facilities with regard to signage, infrastructure, ADA compliance, technology, and security.

Goal: Technology - Further develop the College's infrastructure and technology innovations, modernizing technological services, and meeting workplace standards for effective technological classrooms; increase the accessibility of student support services using technology; provide technology training to students, faculty, and staff to utilize academic and support services provided by the College through technology.

Goal: Financial Resources - Strengthen financial controls and planning to leverage state, federal, and private funding to support academic, student, and administrative services on campus; build strong entrepreneurial partnerships with businesses, private foundations, federal and state organizations, and private donors to ensure sustainability of college plans; seek and establish new revenue streams to increase funding for the College to implement its strategic planning goals.

By means of these goals, Moreno Valley College endeavors to ensure that an integrated strategic planning process, including the assessment, measurement, and evaluation of these goals, is achieved. Among the corresponding strategic themes aligned to this process are:

Theme: Organizational and Professional Development - Provide resources and opportunities to faculty and staff in order to enhance professional skills [e.g., distance education training and support]; provide support to achieve the full implementation (identification, assessment, and improvement) of student learning outcomes for courses and programs [regardless of the mode of delivery].

Theme: Green Initiatives - Renovate and expand existing facilities and construct new facilities to accommodate Moreno Valley College needs [e.g., new Library/Learning Resources building in planning stages will enhance online resource support and course delivery support].

Theme: System Effectiveness - Improve the utilization of technological resources and develop the infrastructure necessary to advance technological innovations that will support academic, student services, and business services divisions [to include support for an expanding repertoire of online and hybrid course/program offerings].

Theme: Financial Resource Development - Ensure sufficient revenue stream that will support and sustain Moreno Valley College's Academic, Student Services, and Business Services programs. [The College's mission spells out the delivery of high quality instruction to all students who can benefit. Distance education modalities support efficient enrollment management practices, provide efficient facilities utilization, and are responsive to the needs and interests of students served.]

Standard IV: Leadership and Governance

The decision-making, planning, and implementation processes at Moreno Valley College involve faculty, staff, administrators and students. Units self-assess through the annual program review process, and academic disciplines through a comprehensive review carried out every four years as well. The College excels in creating an environment for empowerment, programmatic innovation, and continued work toward institutional excellence. Faculty, staff, administrators, and students regularly participate in discussions on improving practices, programs, and services.

Among the principles followed for enrollment management decision-making include the mission of the College, quality of instruction, academic and programmatic priorities, a balanced curriculum, and meaningful participatory governance in the planning, adoption, and execution of enrollment policies. Among practices is the offering of a mix of courses by time of day (morning, afternoon, weekend, distance education) that corresponds to student demand and student demographics. A College Enrollment Management Committee, headed by two faculty members (one appointed by the Academic Senate) and the Vice President of Academic Affairs, ensures that a cooperative and collaborative plan to shape enrollment is in place, including the responsible offering of distance education courses.

The Riverside Community College District is geographically broad and ethnically diverse, home to three accredited colleges, and overseen by one governing board. The Board of Trustees is responsible for considering for approval all curriculum forwarded by the District Curriculum Committee (after local College approval). The Moreno Valley College Curriculum Committee is a standing committee of the Moreno Valley College Academic Senate. The Board has approved all courses available online and/or via hybrid delivery which are in place to comprise 50% or more of the Business Administration Certificate and the Educational Paraprofessional Certificate requirements. The following courses are available online (or in hybrid, as indicated), as well as through traditional delivery:

<u>Business Administration Certificate</u>
Business 10 (Introduction to Business) – online and hybrid
Business 20 (Business Mathematics) – online and hybrid
CIS 1-A (Introduction to Computer Information Systems) – online and hybrid
CIS 3 (Computer Applications for Working Professionals) - hybrid

<u>Educational Paraprofessional Certificate</u>
English 1A (English Composition) – online and hybrid
English 50 (Basic English Composition) - hybrid
History 6 (Political and Social History of the United States) – online and hybrid
History 7 (Political and Social History of the United States) – online and hybrid
Math 52 (Elementary Algebra) – online and hybrid.

Distance Education Appendices

List of Distance Education Courses/Sections in the Two Certificates Offered at MVC Summer 2010-11

Sheet1

	A	B	C	D	E	F	G	H	I	J	K	L
1	MV	sections	10SUM			10FAL			11WIN			11SPR
2		OL	HY		OL	HY		OL	HY		OL	HY
3	courses											
4	BUS 10	1			2	1		1			2	
5	BUS 20	1				1					1	
6	CIS 1A	1			2						3	1
7	C/C 3					1						
8												
9	ENG 1A	1	1		2	2		1	1		2	2
10	ENG 50		1			5			3			6
11	HIS 6	1						1			1	
12	HIS 7										1	
13	MAT 52	1			2	4					1	

List of Distance Education Courses in the Two Certificates Dating back to Summer 2007 (Number of Sections per Term and Instruction Mode)

Sheet1

	A	B	C	D	E	F	G	H	I	J	K	L
1	MV	sections	10SUM			10FAL			11WIN			11SPR
2		OL	HY		OL	HY		OL	HY		OL	HY
3	courses											
4	BUS 10	1			2	1		1			2	
5	BUS 20	1				1					1	
6	CIS 1A	1			2						3	1
7	C/C 3					1						
8												
9	ENG 1A	1	1		2	2		1	1		2	2
10	ENG 50		1			5			3			6
11	HIS 6	1						1			1	
12	HIS 7										1	
13	MAT 52	1			2	4					1	
14												
15			09SUM			09FAL			10WIN			10SPR
16		OL	HY		OL	HY		OL	HY		OL	HY
17	courses											
18	BUS 10	1			2	1		1			2	
19	BUS 20	1				1					1	
20	CIS 1A	1			2						3	1
21	C/C 3					2						
22												
23	ENG 1A	1			2	2		1	1		2	2
24	ENG 50		3			5			3			4
25	HIS 6	1						1			1	
26	HIS 7	1						1			1	
27	MAT 52	1									2	
28												
29			08SUM			08FAL			09WIN			09SPR
30		OL	HY		OL	HY		OL	HY		OL	HY
31	courses										2	
32	BUS 10	1			1			1			1	
33	BUS 20	1			1	1					4	
34	CIS 1A	1			2							
35	C/C 3											
36												
37	ENG 1A				2	3		1	2		2	3
38	ENG 50		3			6			2			5

39	HIS 6	1			1			1			1	
40	HIS 7	1			1			1			1	
41	MAT 52				1						2	
42												
43			07SUM			07FAL			08WIN			08SPR
44		OL	HY		OL	HY		OL	HY		OL	HY
45	**courses**											
46	BUS 10	1			1			1			2	
47	BUS 20	1			1	1		1			1	
48	CIS 1A										2	1
49	C/C 3											
50												
51	ENG 1A				2				2		2	1
52	ENG 50		1			1			2			4
53	HIS 6				1						1	
54	HIS 7				1						1	
55	MAT 52										1	

MVC Certificates with 50% or More via Distance Education

Sheet1

	A	B	C	D	E	F	G	H	I	J
1	**Certificates/MoVal**		Riverside	Norco	Moreno Valley	as of: Mar '11				
2	**w/ 50% or more via distance ed. courses (units offered/units required)**									
3	Subject	Course	OL=Online HY=Hybrid							
4	Bus Admin core req (12/18)	BUS 10	OL/HY							
5		BUS 20	OL/HY							
6		CIS 1A	OL/HY							
7		C/C 3	HY							
8	Educ Paraprof cert (18/34)	ENG 1A	OL/HY							
9		ENG 50	HY							
10		HIS 6	OL/HY							
11		HIS 7	OL/HY							
12		MAT 52	OL/HY							
13										
14										
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35										

MVC Distance Education Courses in Relation to Degree and Transfer Requirements

Sheet1

	A	B	C	D	E	F
1	**Associate of Arts**		Riverside	Norco	Moreno Valley	as of: Mar '11
2	**Administration and Info Sys Included Discipline and Courses**					
3	Subject	Course	OL=Online HY=Hybrid			
4	*Required*					
5	Accounting	ACC 1A	OL/HY	OL/HY		
6	Business Admin	BUS 10	OL/HY	OL/HY	OL/HY	
7		BUS 18A	OL/HY	OL/HY		
8	Computer Info Sys	CIS 1A	OL/HY	OL/HY	OL/HY	
9	Economics	ECO 7	OL			
10		ECO 8	OL			
11	Political Sci	n/a				
12	*Electives*					
13	Accounting	ACC 1A	OL/HY	OL/HY		
14		ACC 1B	OL/HY	OL/HY		
15	Business Admin	BUS 10	OL/HY	OL/HY	OL/HY	
16		BUS 18A	OL/HY	OL/HY		
17		BUS 18B	OL/HY	OL/HY		
18		BUS 20	OL/HY	OL/HY	OL/HY	
19		BUS 22	OL/HY	OL/HY		
20	Computer Info Sys	CIS 1A	OL/HY	OL/HY	OL/HY	
21		CIS 1B	OL	OL/HY		
22		CIS 2	OL			
23		CIS 3	OL/HY	HY	HY	
24		CIS 5	OL/HY			
25	Computer App & Ofc Tech	CAT 3	OL/HY	HY	HY	
26		CAT 31	OL	OL/HY		
27	Economics	ECO 7	OL			
28		ECO 8	OL			
29	Library	LIB 1	OL			
30	Management	MAG 44	OL/HY	OL/HY	OL/HY	
31	Marketing	MKT 20	HY	OL/HY	OL/HY	
32	Political Sci	n/a				
33	Speech Comm	n/a				
34	**Communications, Media & Languages Included Disciplines & Courses**					
35	Anthropology	n/a				
36	Applied Digital Media	n/a				
37	English	ENG 1A	OL/HY	OL/HY	OL/HY	

38		ENG 1B	OL/HY	HY	OL/HY	
39		ENG 16			HY	
40		ENG 30	HY			
41		ENG 39	HY			
42	Film, TV & Video	FTV 12	OL			
43	Journalism	n/a				
44	Library	LIB 1	OL			
45	Photography	n/a				
46	Speech Comm	n/a				
47	World Languages	ARA 1	HY			
48		ARA 2	HY			
49		ARA 11	HY	HY		
50		AML 1	HY			
51		AML 2	HY			
52		AML 21	HY			
53		AML 22	OL			
54		FRE 1	HY			
55		FRE 2	HY			
56		FRE 3	HY			
57		FRE 4	HY			
58		ITA 1	HY			
59		ITA 2	HY			
60		ITA 3	HY			
61		ITA 11	OL/HY			
62		RUS 1	HY			
63		RUS 2	HY			
64		RUS 11	OL/HY			
65		SPA 1	HY	HY	HY	
66		SPA 2	HY			
67		SPA 3	HY			
68		SPA 3N	HY			
69		SPA 4	HY			
70		SPA 11	OL			
71		SPA 12	OL			
72		SPA 51	OL			
73		SPA 52	OL			
74	**Fine & Applied Arts Included Disciplines & Courses**					
75	Applied Digital Media	ADM 30	OL			
76	Art	ART 6		OL	HY	
77	Dance	n/a				

78	English	ENG 39	HY			
79	Film, TV & Video	FTV 41	OL			
80		FTV 42	HY			
81		FTV 68	OL			
82		FTV 69	OL			
83		FTV 70	OL			
84	Music	MUS 3	HY			
85		MUS 19	OL	OL	OL	
86		MUS 20			OL	
87		MUS 25	OL			
88		MUS 26	OL			
89		MUS 89	OL			
90	Photography	n/a				
91	Speech Comm	n/a				
92	Theater	THE 3	OL	OL		
93	**Humanities, Philosophy & Arts Included Disciplines & Courses**					
94	Anthropology	n/a				
95	Architecture	ARE 36		OL		
96	Art	ART 6		OL	HY	
97	Dance	n/a				
98	English	ENG 1B	OL/HY	HY	OL/HY	
99		ENG 16			HY	
100		ENG 30			HY	
101	Film, TV & Video	FTV 12	OL			
102	History	HIS 2	OL			
103		HIS 6	OL		OL	
104		HIS 7	OL		OL	
105	Humanities	HUM 4	OL	OL		
106		HUM 5		OL		
107		HUM 10	OL	OL	OL	
108		HUM 16	OL			
109	Library	LIB 1	OL			
110	Music	MUS 19	OL	OL	OL	
111		MUS 25	OL			
112		MUS 26	OL			
113		MUS 89	OL			
114	Philosophy	PHI 10	OL	OL		
115	Political Sci	n/a				
116	Speech Comm	n/a				
117	Theater	THE 3	OL	OL		

118	World Languages	ARA 1	HY			
119		ARA 2	HY			
120		ARA 11	HY	HY		
121		AML 1	HY			
122		AML 2	HY			
123		AML 21	HY			
124		AML 22	OL			
125		FRE 1	HY			
126		FRE 2	HY			
127		FRE 3	HY			
128		FRE 4	HY			
129		ITA 1	HY			
130		ITA 2	HY			
131		ITA 3	HY			
132		ITA 11	OL/HY			
133		RUS 1	HY			
134		RUS 2	HY			
135		RUS 11	OL/HY			
136		SPA 1	HY	HY	HY	
137		SPA 2	HY			
138		SPA 3	HY			
139		SPA 3N	HY			
140		SPA 4	HY			
141		SPA 11	OL			
142		SPA 12	OL			
143		SPA 51	OL			
144		SPA 52	OL			
145	Applicable Studio Courses	n/a				
146	**Physical Ed, Health & Wellness Included Disciplines & Courses**					
147	*Required*					
148	Health Sci	n/a				
149	Physical Ed/academic courses	PHP 4	OL	OL	OL	
150		PHP 36	OL			
151	*Electives*					
152	Anatomy & Physiology	n/a				
153	Biology	n/a				
154	Early Childhood Studies	EAR 26	HY			
155	Guidance	GUI 45	OL			
156		GUI 46		HY		
157		GUI 47	OL/HY	HY	HY	

158	Physical Ed/academic courses	PHP 4	OL	OL	OL	
159		PHP 36	OL			
160	Physical Ed/activity courses	n/a				
161	Physical Ed/varsity courses	n/a				
162	**Social & Behavioral Studies Included Disciplines & Courses**					
163	Admin of Justice/Justice Studies	ADJ 1	OL/HY			
164		ADJ 2	OL/HY			
165		ADJ 3	HY			
166		ADJ 4	HY			
167		ADJ 5	HY			
168	Admin of Justice/Law Enforce	n/a				
169	Anthropology	ANT 1	OL	OL		
170		ANT 2	OL			
171	Border Studies	n/a				
172	Early Childhood Studies	EAR 28	HY			
173		EAR 40	HY			
174		EAR 42	HY			
175		EAR 43	HY			
176	Economics	ECO 7	OL			
177		ECO 8	OL			
178	Geography	n/a				
179	Human Svcs	n/a				
180	Library	LIB 1	OL			
181	Political Sci	POL 1	OL	OL/HY	OL/HY	
182	Psychology	PSY 1	OL/HY	HY		
183		PSY 9	OL/HY			
184		PSY 35	HY			
185	Sociology	SOC 1	OL	OL	OL/HY	
186		SOC 2	OL			
187		SOC 3	OL			
188		SOC 10	OL			
189		SOC 12	OL			
190		SOC 17	OL			
191		SOC 20	OL			
192	**Associate of Science**					
193	**Math & Science Included Disciplines & Courses**					
194	*Required*					
195	Math	MAT 11	HY	HY		
196	Physical Sci	n/a				
197	Life Sci	n/a				

198	*Electives*					
199	Anatomy & Physiology	n/a				
200	Anthropology	ANT 1	OL	OL		

Sheet1

	A	B	C	D	E	F	G
1	**Transfer Requirements**		Riverside	Norco	Moreno Valley	as of:	Mar '11
2	**A. English Language, Communication & Critical Thinking**						
3	Subject	Course	OL=Online HY=Hybrid				
4	Oral Comm	n/a					
5	Written Comm	ENG 1A	OL/HY	OL/HY	OL/HY		
6	Critical Thinking	ENG 1B	OL/HY	HY	OL/HY		
7		PHI 11	OL/HY				
8	**B. Scientific Inquiry & Quantitative Reasoning**						
9	Physical Universe	GEG 1			HY		
10		GEG 1L			HY		
11	Life Forms	ANT 1	OL	OL			
12		PSY 2	OL	HY			
13	Lab Activity	GEG 1L			HY		
14	Math	MAT 11	HY	HY			
15		MAT 36		OL			
16	**C. Arts & Humanities**						
17	Arts	ARE 35		OL			
18		ARE 36		OL			
19		ART 6		OL	HY		
20		FST 3	HY				
21		FST 4	HY				
22		MUS 19	OL	OL	OL		
23		MUS 20			OL		
24		MUS 25	OL				
25		MUS 26	OL				
26		MUS 89	OL				
27		THE 3	OL	OL			
28	Humanities	AML 1	HY				
29		AML 2	HY				
30		ARA 1	HY				
31		ARA 2	HY				
32		ARA 11	HY	HY			
33		ENG 1B	OL/HY	HY	OL/HY		
34		ENG 30	HY				
35		FST 7	HY				
36		FST 8	HY				

37		FTV 12	OL				
38		FRE 1	HY				
39		FRE 2	HY				
40		FRE 3	HY				
41		FRE 4	HY				
42		HIS 2	OL				
43		HIS 6	OL		OL		
44		HIS 7	OL		OL		
45		HUM 4	OL	OL			
46		HUM 5	HY	OL			
47		HUM 10	OL	OL	OL		
48		HUM 16	OL				
49		ITA 1	HY				
50		ITA 2	HY				
51		ITA 3	HY				
52		ITA 11	OL/HY				
53		PHI 10	OL	OL			
54		RUS 1	HY				
55		RUS 2	HY				
56		RUS 11	OL/HY				
57		SPA 1	HY	HY	HY		
58		SPA 2	HY				
59		SPA 3	HY				
60		SPA 3N	HY				
61		SPA 4	HY				
62		SPA 11	OL				
63		SPA 12	OL				
64	**D. Social Sciences**						
65	Anthropology & Archeology	ANT 2	OL				
66	Economics	ECO 7	OL				
67		ECO 8	OL				
68	Ethnic Studies	SOC 10	OL				
69	Gender Studies	n/a					
70	Geography	n/a					
71	History	HIS 2	OL				
72		HIS 6	OL		OL		
73		HIS 7	OL		OL		
74	Interdisciplinary Soc/Behavior	FTV 41	OL				
75	Political Sci & Govt	POL 1	OL	OL/HY	OL/HY		
76	Psychology	PSY 1	OL/HY	HY			
77		PSY 9	OL/HY				

78	Soc & Criminology	SOC 1	OL	OL	OL/HY		
79		SOC 2	OL				
80		SOC 3	OL				
81		SOC 12	OL				
82		SOC 17	OL				
83		SOC 20	OL				
84	**E. Lifelong Learning & Self Development**						
85		GUI 47	OL/HY	HY	HY		
86		PHP 4	OL	OL	OL		
87		PHP 36	OL				
88		PSY 9	OL/HY				
89		SOC 12	OL				
90	**U.S. History, Constitution & Govt**						
91		HIS 6	OL		OL		
92		HIS 7	OL		OL		
93		HUM 16	OL				
94		POL 1	OL	OL/HY	OL/HY		
95	**1. English Comm**						
96	English Comp	ENG 1A	OL/HY	OL/HY	OL/HY		
97	Critical Thinking/Eng Comp	ENG 1B	OL/HY	HY	OL/HY		
98	Oral Comm	n/a					
99	**2. Math Concepts**						
100	Math	MAT 11	HY	HY			
101	**3. Arts & Humanities**						
102	Arts	ARE 35		OL			
103		ARE 36		OL			
104		ARA 11	HY	HY			
105		ART 6		OL	HY		
106		ITA 11	OL/HY				
107		MUS 3	HY				
108		MUS 19	OL	OL	OL		
109		MUS 20			OL		
110		MUS 25	OL				
111		MUS 26	OL				
112		MUS 89	OL				
113		RUS 11	OL/HY				
114		THE 3	OL	OL			
115	Humanities	ARA 2	HY				
116		FRE 2	HY				
117		FRE 3	HY				
118		FRE 4	HY				

119		HIS 2	OL				
120		HIS 6	OL		OL		
121		HIS 7	OL		OL		
122		HUM 4	OL	OL			
123		HUM 5		OL			
124		HUM 10	OL	OL	OL		
125		HUM 16	OL				
126		ITA 2	HY				
127		ITA 3	HY				
128		PHI 10	OL	OL			
129		RUS 2	HY				
130		SPA 2	HY				
131		SPA 3	HY				
132		SPA 3N	HY				
133		SPA 4	HY				
134		SPA 11	OL				
135		SPA 12	OL				
136		SPA 2	HY				
137		SPA 3	HY				
138		SPA 3N	HY				
139		SPA 4	HY				
140		SPA 11	OL				
141		SPA 12	OL				
142	**4. Social & Behavioral Sci**						
143		ANT 1	OL	OL			
144		ANT 2	OL				
145		ECO 7	OL				
146		ECO 8					
147		HIS 2	OL				
148		HIS 6	OL		OL		
149		HIS 7	OL		OL		
150		POL 1	OL	OL/HY	OL/HY		
151		PSY 1	OL/HY	HY			
152		PSY 2	OL	HY			
153		PSY 9	OL/HY				
154		SOC 1	OL	OL	OL/HY		
155		SOC 2	OL				
156		SOC 3	OL				
157		SOC 12	OL				
158		SOC 17	OL				
159		SOC 20	OL				

160	**5. Physical & Biological Sci**						
161	Physical Sci	GEG 1			HY		
162		GEG 1L			HY		
163	Biological Sci	ANT 1	OL	OL			
164		PSY 2	OL	HY			
165	**6. Language Other Than English**						
166		AML 1	HY				
167		AML 2	HY				
168		ARA 1	HY				
169		ARA 2	HY				
170		FRE 1	HY				
171		FRE 2	HY				
172		FRE 3	HY				
173		FRE 4	HY				
174		ITA 1	HY				
175		ITA 2	HY				
176		ITA 3	HY				
177		RUS 1	HY				
178		RUS 2	HY				
179		SPA 1	HY	HY	HY		
180		SPA 2	HY				
181		SPA 3	HY				
182		SPA 3N	HY				
183		SPA 4	HY				
184	**CSU Graduation Requirement- U.S History, Constitution & American Ideals**						
185		HIS 6	OL		OL		
186		HIS 7	OL		OL		
187		HUM 16	OL				
188		POL 1	OL	OL/HY	OL/HY		
189							
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Distance Education
Statistical Report
Executive Summary

Distance education course offerings increased during the 2009-2010 academic year with distance education students showing a continuing interest in online and hybrid offerings even during a time of decreased budgets and an associated reduction in online-based course offerings. Online course sections decreased with a total of 802 sections for the year, compared to 907 last year, but with a 6% enrollment increase while hybrid courses increased to 381 sections, up from 359 the previous year, with a 22% enrollment increase. Telewebcourses were discontinued after the last two sections in 09SUM due to low enrollments. Overall, distance education enrollment is up 11% to 40,993 – up from 36,967.

Enhancements in all course categories – such as increasing the use of video in all instruction modes and continuing to enhance an expanding number of face-to-face courses with web components - will continue as RCCD strives to provide students with more opportunities to complete degree or certificate requirements.

The following are key distance education totals for the 2009-2010 academic year:

Total students

Telewebcourses	58
Online	27,214
Hybrid	13,721
Total	40,993

2009-2010 distance education gross revenue.....$14,412,822

2009-2010 distance education fees and expenses.....$4,452,479

2009-2010 distance education net revenue.....$9,960,343

RIVERSIDE COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION
2009-2010

Introduction

This is the tenth annual publication designed to review the various fiscal and statistical aspects of the Open Campus Distance Education Program at Riverside Community College District (RCCD). This report also presents a thorough review of the course offerings, enrollment data and related revenue generation.

The statistics and financial data contained herein demonstrate, most notably, the growth of online and hybrid course development and an increased reluctance for distance education students to come to campus even during a time of decreased budgets and an associated reduction in online-based course offerings. The number of online courses offered by RCCD decreased during 2009-2010, for a total of 802 course sections including six new online courses. Hybrid courses increased with 381 sections and 14 new courses during the academic year (AY). In addition, we offered two final telewebcourse sections in 09SUM due to low enrollments.

This report will further illustrate that the decision to decrease distance education offerings to 1185 sections this year - a 7% decrease - has proven to be economically sound. Even during a time of economic downturn, it has helped solidify our standing as one of the most innovative and prolific producers of distance education courses among California's community colleges. Increased course offerings now enable RCCD to offer 49 certificates (37 at Riverside; 12 at Norco) via distance education and we remain one course from being able offer a complete A.A. degree via distance education.

What's Up with Distance Education at RCCD?

The Open Campus Distance Education Program at RCCD has grown significantly for each of the past eight years.

Technological growth and widespread interest in the Internet has led RCCD to expand and develop a variety of new courses over the last year. We have also augmented and redesigned some existing courses to utilize new modes of learning and interaction – including the introduction of our own password-protected video server to stream video content to students. The convenience and flexibility of learning with these new technologies allows adult learners even more opportunities to work towards a college degree while juggling busy job and family responsibilities.

Types of Distance Education Courses
RCCD offers two types of distance education courses:

1) **Online** courses allow students to take courses completely online, Students access stimulating and informative course materials using a computer and the Internet at home or in the workplace. Internet-based tools allow the use of e-mail discussion boards, chats rooms, and other learning tools. Thirty seven online courses, totaling 46 sections, incorporated video into course material that was distributed via both cable access and video server (up from 16 courses of 43 sections the previous AY).

2) **Hybrid** or "blended" courses are taught half online; that is, they utilize both face-to-face instruction and Internet-based learning. Hybrid courses offer the "best of both worlds" in that half the class takes place on-campus, while the other half of the class contact hour time is completed via Internet-based assignments. Fifteen hybrid courses, totaling 18 sections, incorporated video into course material that was distributed via video server (up from five courses of 11 sections the previous AY).

3) In addition, RCCD has experienced rapid growth in **Web-enhanced** courses, which are regular face-to-face courses that have been augmented with course web sites. While these are not "distance" learning in the sense of reduced seat time, web-enhanced courses can share many of the features of online and hybrid courses: e.g., electronic communication, online document repositories, and web-based homework assignments. Four web-enhanced courses, totaling four sections, incorporated video into course material that was distributed via video server (compared with one course of ten sections the previous AY).

Growth
While online-based offerings decreased due to budget cuts – from 907 to 802 sections offered during 2009-2010 – enrollments increased 6%. All of the 20 new online and hybrid courses were developed by RCCD faculty in conjunction with Open Campus instructional design specialists. We also updated some of our online, hybrid and web-enhanced courses by licensing new video series. This brought our yearly distance education course total to 1185 sections – a 7% decrease due to budget cuts.

The Future of Distance Education – Where Do We Go From Here?

Online course development coupled with improved hybrid courses, remain our distance education priorities. Enrollment in our online courses remains high and most of our online sections are full after the first few days of registration. We currently have new online courses and hybrid courses, incorporating web-accessed homepages for syllabus information, homework assignments, lesson materials, instructor contact links, and additional materials, including E-packs and video.

The Open Campus Web Site

More students are accessing college information via RCCD's Open Campus web site and so Open Campus will continue to develop our series of helpful distance education web pages. They currently not only include listings of telecourses, online and hybrid courses, but also have been designed to offer important links to additional student service resources – technical tips for accessing their computer-based courses; complete course schedule, broadcast and video server access information; plus e-mail links to instructors.

Open Campus Help Desk

Improvements in the Open Campus web site have helped decrease the number of Help Desk inquiries significantly - a function that was transferred to Presidium, first as part of a Chancellor's Office pilot program, but now as a fully funded contract with Open Campus - so that we can focus our limited manpower resources on assisting instructors, enabling them to streamline their course content to increase clarity and ease of access.

Blackboard

RCCD, with financial support from the Foundation for California Community Colleges (FCCC), uses Blackboard Campus Edition (CE) 8 course management software. Blackboard provides the instructor, with support from Open Campus instructional design specialists, with a template they may use to organize their online, hybrid and web-enhanced lessons, incorporate instructional chat rooms, integrate online quiz and text capabilities, and facilitate instructor tracking in order to monitor student progress. This allows our Internet-based courses to have a consistent look and also make it easier for instructors to organize their classes and offer automatically graded online testing alternatives. During this AY, Open Campus, in cooperation with Information Services, continues a process to automate an increasing portion of Blackboard-Datatel processes that will provide Open Campus with 24/7 maintenance and course management updates by Blackboard for efficiently downloading student rosters from Datatel into Blackboard CE 8 course shells.

Student Survey Statistics

A student survey of online-based students was conducted during 10SPR. The results (Appendix B) indicate students are comfortable accessing their online-based course and are satisfied with the experience. It's interesting to note students would like to see more use of interactive games, video and audio in online-based courses.

Online Skills Assessment

Open Campus, in cooperation with Matriculation and Information Services departments at RCC, developed an online skills workshop to assist students lacking adequate computer skills to enhance overall online course success rates. The online skills workshop was used for the first time in the 05FAL registration and required new students or those that have not successfully completed an online course with a C grade or better to complete the online skills workshop prior to being allowed to enroll in an online course.

Blackboard Academy
Open Campus completed the process to move the monthly one-day Blackboard Academy – where an average of 14 instructors each month learned the basics of offering online-based courses – to an online format beginning in June 2009. The new online Blackboard Academy allowed 99 instructors this AY to spend more time becoming familiar with online-based course technologies for an entire month - 24/7 - rather than one day.

Revenue Generated from Distance Education

Revenue for RCCD's Distance Education Program is calculated by subtracting program costs from the amount of money received from the State for fulltime equivalent students (FTES – Appendix A) that the Distance Education Program generated this past year. According to this metric, the Distance Education Program displayed a very strong year during 2009-2010 with net revenues reaching $9,960,343.

The major reason that the program displayed a strong year in net revenue was the fact that while RCCD offered less distance education courses, the enrollments continued to grow. It shows that these courses are a very cost-effective way for the college to provide educational opportunities for our students and reach out to populations that have been underserved in the past due to work and family commitments.

Summary of 2009-2010 Distance Education Statistics

	Courses	Sections	Enrl. (C-1)
09SUM	**84**	184	5,229
09FAL	193	458	16,172
10WIN	73	132	4,062
10SPR	190	411	15,530
09-10 Totals	**540**	**1,185**	**40,993**

2009-2010 Distance Education Courses Gross Revenue

2009-2010 revenue from 4504.01 FTES (unit/hrs. x enrl./525 = FTES)..**$14,412,822**

Distance Education Fees and Expenses for 2009-2010

Video licensing, procurement and per-student fees..... $13,483
Distance education-related estimated faculty salaries (indirect cost)..$3,368,685
Distance education-related Open Campus staff salaries/benefits.....$584,876
Blackboard license fee.....$124,400
Presidium license fee.....$49,869
Distance education-related equipment, marketing and misc. expenses...$311,196
Total expenses.....**$4,452,479**

2009-2010 Distance Education Courses Net Revenue.....$9,960,343

APPENDIX A

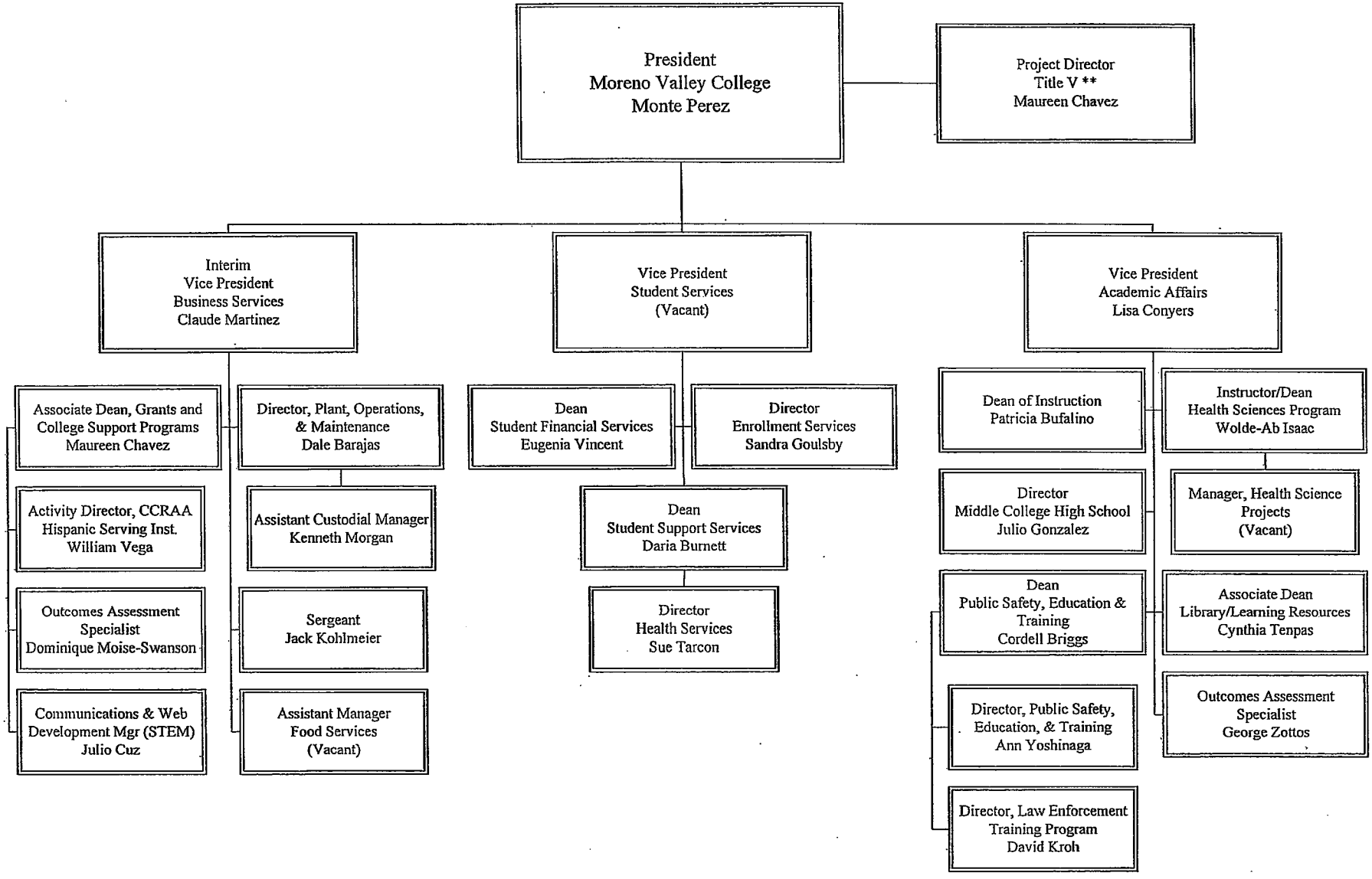
The following is a detailed view of the course offerings, enrollment data, FTES and related revenue for the distance education courses offered at RCCD during the last AY (enrollments are based on first census - C-1):

APPENDIX B

The following is the results of a survey conducted with enrolled online-based course students during 10SPR. For the first time, the results are broken down by instruction mode – online, hybrid and web-enhanced. The response rate was 7% for online, 5% for hybrid and 1.8% for web-enhanced:

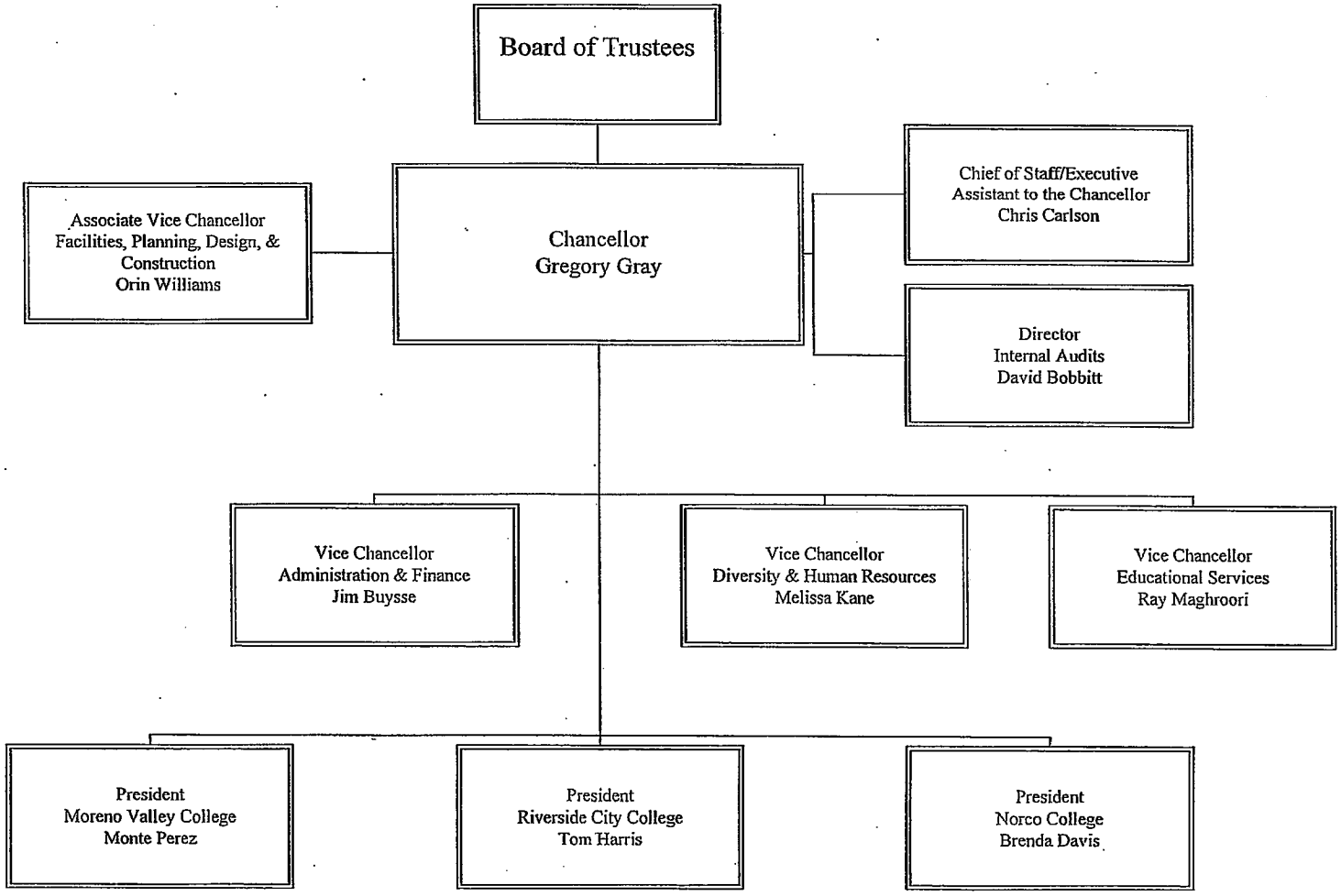
Riverside Community College District

Moreno Valley College



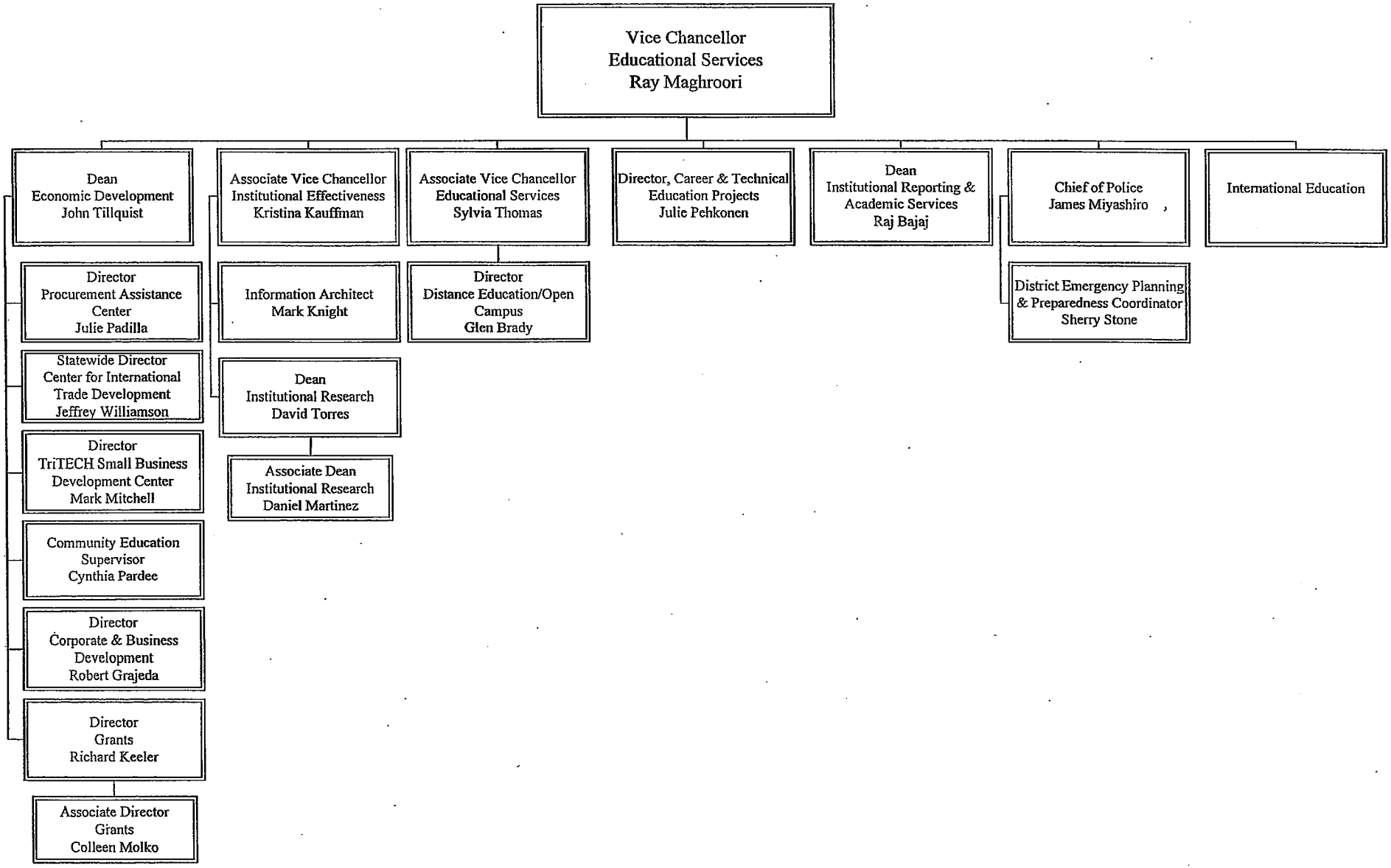
** Project Director, Title V *(Associate Dean, Grants & College Program Support Programs)* reports to College President (per Title V requirement)

Riverside Community College District
Chancellor



Riverside Community College District

Educational Services



RIVERSIDE COMMUNITY COLLEGE DISTRICT INDICATORS FOR DISTANCE EDUCATION 2009-2010

Distance education includes class offerings where the instruction methods are hybrid, web enhanced, exclusive online and teleweb.

The following information provides the break down by campus on distance education. Some of the key observations are as follows:

- **District wide about 46 % of the total load on distance education was taught by full time faculty.**
- **The success rates are higher at Moreno Valley campus for distance education.**
- **The efficiency is the highest at Riverside campus for distance education. It may be noted that even though efficiencies are higher across the board for each campus for distance education, the efficiencies of exclusive online classes appear to be low.**
- **Fill ratio at Moreno Valley were the highest at about 96.38 % for distance education.**

Distance Education analysis by Campus

09FAL Distance Education Courses									
Location	Instruction Method	FT /Total FTEF	FTES	Total FTEF	WSCH	Efficiency	FillRatio	Success %	Retention %
MOV	HYB	41.42%	161.96	8.45	5,216.50	617.33	104.50%	54.84%	78.77%
MOV	OL	31.59%	91.13	5.53	2,935.17	530.45	90.46%	58.58%	81.07%
MOV	WE	56.88%	345.87	17.17	11,139.98	648.84	94.44%	66.83%	81.63%
MOV	WEL	36.38%	14.39	3.37	463.48	137.34	98.31%	87.93%	96.55%
MOV	WLL	83.33%	3.52	0.40	113.37	283.44	95.24%	40.63%	68.75%
MOV	Total	47.46%	616.67	34.93	19,868.51	568.85	96.38%	62.06%	80.82%
NOR	HYB	72.83%	132.85	7.12	4,278.91	601.25	93.93%	59.31%	83.33%
NOR	OL	35.90%	276.75	15.60	8,913.73	571.38	89.68%	56.97%	79.82%
NOR	WE	33.46%	311.57	12.56	10,035.23	798.90	105.70%	66.39%	84.31%
NOR	Total	42.48%	721.17	35.28	23,227.87	658.42	96.13%	60.95%	82.15%
RIV	HYB	69.80%	451.22	24.06	14,533.16	604.08	99.71%	51.67%	78.27%
RIV	OL	36.81%	592.92	33.43	19,097.12	571.19	91.80%	54.15%	78.41%
RIV	WE	49.96%	871.17	29.83	28,059.16	940.69	102.41%	59.36%	79.79%
RIV	WEL	2.99%	80.95	7.44	2,607.29	350.49	45.68%	77.14%	81.99%
RIV	WRKO	33.55%	8.88	0.60	286.01	475.10	101.11%	65.93%	78.02%
RIV	Total	46.59%	2,005.14	95.36	64,582.76	677.24	91.51%	56.09%	78.96%
District	District	45.90%	3,343.18	165.57	107,679.11	650.37	93.27%	55.17%	79.98%

HYB: Hybrid, OL: Online, WE: Web enhanced, WEL: Web enhanced lab, WLL:

Web enhanced large lab @ lecture rate; WRKO: Work experience Online

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.: III-C-1 Date: June 21, 2011

Subject: 2013-2017 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals

Background: The California Community College Chancellor's Office requires each Community College District to submit annually a Five-Year Capital Construction Plan, proposed Initial Project Proposals (IPPs), and Final Project Proposals (FPPs) for review and consideration, once each Districts' Board of Trustees has considered and approved the plans and proposals.

Provided for the Board's review and approval are the RCCD 2013-2017 Five-Year Capital Construction Plan and the following project proposals (Exhibit I):

Initial Project Proposals:

1. Norco College – Center for Human Performance and Kinesiology (Phase II)
2. Norco College – Visual/Performing Arts Center
3. Riverside City College – Student Services and Workforce Development Building

Final Project Proposals:

1. Moreno Valley College – Center for Human Performance
2. Moreno Valley College – Library Learning Center
3. Riverside City College – Cosmetology Building
4. Riverside City College – Life Science/Physical Science Reconstruction

Recommended Action: It is recommended that the Board of Trustees approve: the 2013-2017 Five-Year Capital Construction Plan; the Initial Project Proposals: Center for Human Performance and Kinesiology – Phase II (Norco College), Visual/Performing Arts Center (Norco College), Student Services and Workforce Development Building (Riverside City College); and the Final Project Proposals: Center for Human Performance (Moreno Valley College), Library Learning Center (Moreno Valley College), Cosmetology Building (Riverside City College), and Life Science/Physical Science Reconstruction (Riverside City College); and authorize the Chancellor and Board of Trustees' President to sign the California Community College Chancellor's Office approval letter (Exhibit II).

Gregory W. Gray
Chancellor

Prepared by: Tom Harris, Acting President
Moreno Valley College

Brenda Davis, President
Norco College

Cynthia E. Azari, President
Riverside City College

Orin L. Williams, Associate Vice Chancellor
Facilities Planning and Development

Exhibit I

Calif. Comm. Colleges | Five Year Construction Plan | 5/16/2011

District Projects Priority Order

Riverside CCD | Page 7

No.	Project	Occupancy		Schedule of Funds						
	ASF	Total Cost	Source	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
1	Industrial Technology, Phase III			Norco College						
	0	2009/2010								
		$18,943,000	State							
		$9,675,000	NonState							
2	NETWORK OPERATIONS CENTER (NO			Moreno Valley College						
	1,500	2011/2012		(E)						
		$3,013,000	NonState	$280,000						
3	Wheelock Gymnasium, Seismic Retrofit			Riverside City College						
	5,943	2011/2012								
		$9,165,000	State							
		$7,450,000	NonState							
4	Nursing / Science Building			Riverside City College						
	49,458	2011/2012								
		$44,895,000	State							
		$11,945,000	NonState							
5	MORENO VALLEY COLLEGE DENTAL E			Moreno Valley College						
	5,227	2011/2012		(E)						
		$9,500,000	NonState	$209,000						
6	QUAD BASEMENT REMODEL			Riverside City College						
	1,024	2011/2012								
		$467,000	NonState							
7	CITRUS BELT PROJECT			Riverside District Administrative Office*						
		2011/2012		(E)						
		$4,000,000	NonState	$200,000						
8	PH III-STUDENT ACADEMIC SERVICES			Moreno Valley College						
	23,518	2012/2013								
		$15,101,000	State							
		$5,393,000	NonState							
9	NORCO OPERATIONS CENTER (PBX/M			Norco College						
	19,081	2012/2013		(C)(E)						
		$8,835,000	NonState	$7,728,000						
10	LEARNING GATEWAY BUILDING			Moreno Valley College						
		2012/2013								
		$29,800,000	NonState							
11	SECONDARY EFFECTS PROJECT (IT P			Norco College						
		2012/2013								
		$16,009,000	NonState							
12	ADA TRANSITION PLAN & IMPLEMENT			Riverside District Administrative Office*						
		2012/2013		(W)	(C)(E)					
		$6,917,000	NonState	$350,000	$6,317,000					
13	UTILITY INFRASTRUCTURE UPGRADE			Riverside District Administrative Office*						
		2012/2013		(W)	(C)(E)					
		$7,000,000	NonState	$247,000	$6,544,000					

LEGEND

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

Calif. Comm. Colleges | Five Year Construction Plan | 5/16/2011

District Projects Priority Order

Riverside CCD | Page 8

No.	Project	Occupancy		Schedule of Funds						
	ASF	Total Cost	Source	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
14	I. T. UPGRADE			Riverside District Administrative Office*						
		2012/2013		(W)	(C)(E)					
		$6,000,000	NonState	$230,000	$5,580,000					
15	BLACK BOX THEATER REMODEL			Riverside City College						
		2012/2013			(C)					
		$761,750	NonState		$696,750					
16	MARKET ST PROP-CULINARY ARTS BL			Riverside City College						
	11,945	2013/2014		(C)						
		$23,739,000	NonState	$22,079,000						
17	RIVERSIDE SCHOOL FOR THE ARTS			Riverside City College						
	56,567	2014/2015			(P)(W)	(C)(E)				
		$41,928,000	State		$2,990,000	$38,938,000				
		$23,271,000	NonState		$1,569,000	$21,702,000				
18	CSA PARKING STRUCTURE			Riverside City College						
		2014/2015			(P)(W)	(C)				
		$5,500,000	NonState		$389,000	$5,111,000				
19	Center for Human Performance and Ki			Norco College						
	39,770	2016/2017			(P)(W)	(C)(E)				
		$20,866,000	State		$1,313,000	$19,553,000				
		$10,980,000	NonState		$1,313,000	$9,667,000				
20	HEALTH SCIENCE CENTER			Moreno Valley College						
	32,707	2016/2017			(P)(W)	(C)(E)				
		$40,196,000	State		$2,200,000	$37,996,000				
		$6,546,000	NonState		$1,421,000	$5,125,000				
21	LIFE SCIENCE/PHYSICAL SCIENCE RE			Riverside City College						
	21,824	2016/2017				(P)(W)	(C)(E)			
		$21,629,000	State			$1,752,000	$19,877,000			
		$4,462,000	NonState			$374,000	$4,088,000			
22	COSMETOLOGY BUILDING			Riverside City College						
	14,386	2016/2017				(P)(W)	(C)(E)			
		$16,924,000	State			$842,000	$16,082,000			
		$2,094,000	NonState			$842,000	$1,252,000			
23	CENTER FOR HUMAN PERFORMANCE			Moreno Valley College						
	41,319	2016/2017				(P)(W)	(C)(E)			
		$23,732,000	State			$2,010,000	$21,722,000			
		$1,025,000	NonState			$99,000	$926,000			
24	LIBRARY LEARNING CENTER (LLC)			Moreno Valley College						
	17,152	2016/2017				(P)(W)	(C)(E)			
		$20,993,000	State			$1,662,000	$19,331,000			
25	VISUAL AND PERFORMING ARTS CEN			Norco College						
	43,160	2017/2018					(P)(W)	(C)(E)		
		$32,353,000	State				$2,236,000	$30,117,000		
26	CENTER FOR HUMAN PERFORMANCE			Norco College						
	1,600	2016/2017					(P)(W)	(C)(E)		
		$7,659,000	State				$631,000	$7,028,000		

No.	Project	Occupancy		Schedule of Funds						
	ASF	Total Cost	Source	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
27	STUDENT SERVICES & WORKFORCE D			Riverside City College						
	34,473	2018/2019					(P)(W)	(C)(E)		
		$16,524,000	State				$1,250,000	$15,274,000		
		$21,744,000	NonState				$1,250,000	$20,494,000		
28	BEN CLARK PUBLIC SAFETY TRAINING			Moreno Valley College						
	20,000	2018/2019						(P)(W)	(C)(E)	
		$13,191,000	State					$1,441,000	$11,750,000	
		$5,190,000	NonState						$5,190,000	
29	SOUTH CORONA ACADEMIC FACILITI			Norco College						
	40,442	2018/2019						(P)(W)	(C)(E)	
		$8,000,000	State						$8,000,000	
		$10,295,000	NonState					$1,199,000	$9,096,000	

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.: III-C-2 Date: June 21, 2011

Subject: Phase III Student Academic Services Facility at Moreno Valley College – Design Presentation

Background: On October 19, 2010, the Board of Trustees approved a tentative project budget in the amount of $$19,425,642, a construction management agreement with C. W. Driver in the amount of $2,008,473 and a second agreement with WWCOT to provide design services in the amount of $1,325,200 for the project. On April 15, 2011, the Board approved a budget augmentation for costs associated with the previous design of the project. The project budget for Phase III Student Academic Services Facility was formally increased to $20,494,033 (State $15,100,768/ Measure C $5,392,830). Substantial development has occurred on the project plans and specifications.

Staff and LPA architects now provide a design presentation (Exhibit A) on the Phase III Student Academic Services Facility project for the Board's review and comment.

Information Only.

Gregory W. Gray
Chancellor

Prepared by: Tom Harris, Acting President
Moreno Valley College

David Bobbit, Interim Vice President
Moreno Valley College

Orin L. Williams, Associate Vice Chancellor
Facilities Planning and Development

Bart L. Doering, Director of Construction
Facilities Planning and Development

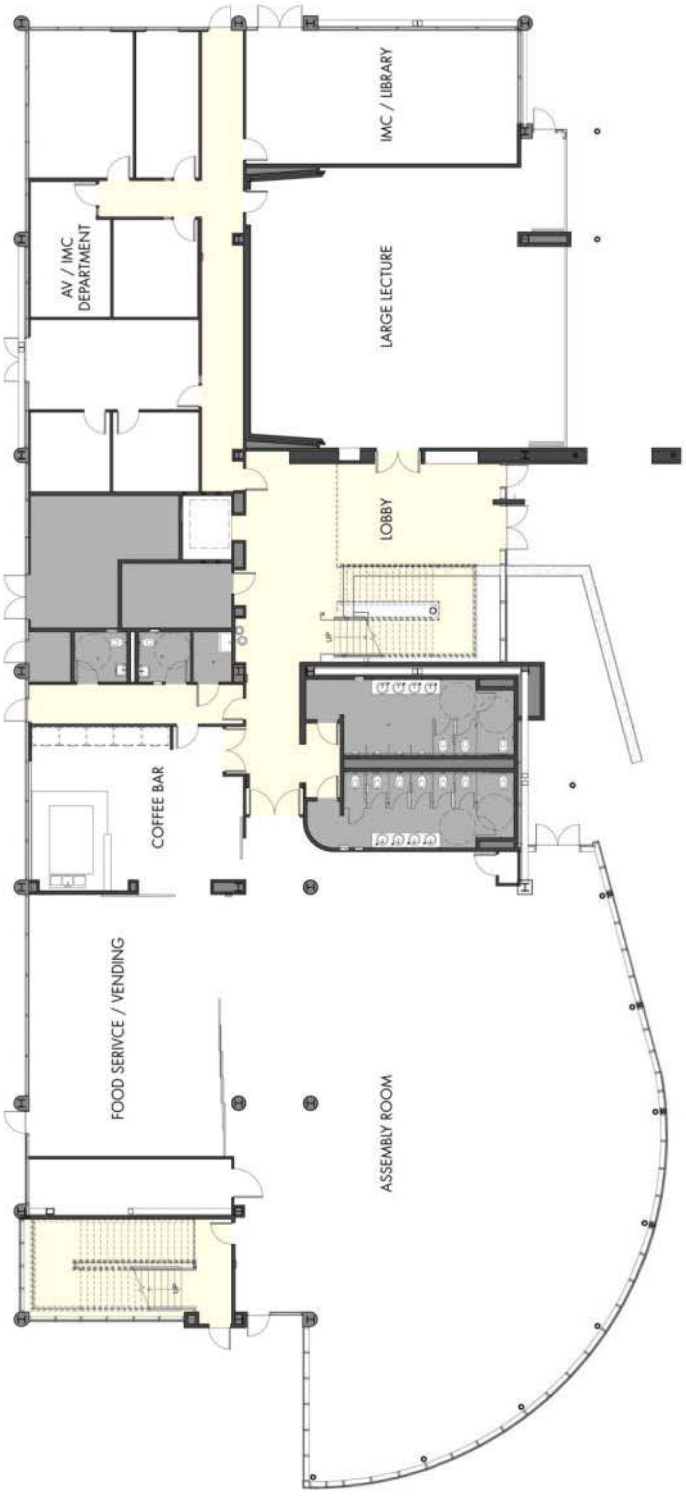
Exhibit A

Moreno Valley College
RIVERSIDE COMMUNITY COLLEGE DISTRICT
DLR Group
WWCOT

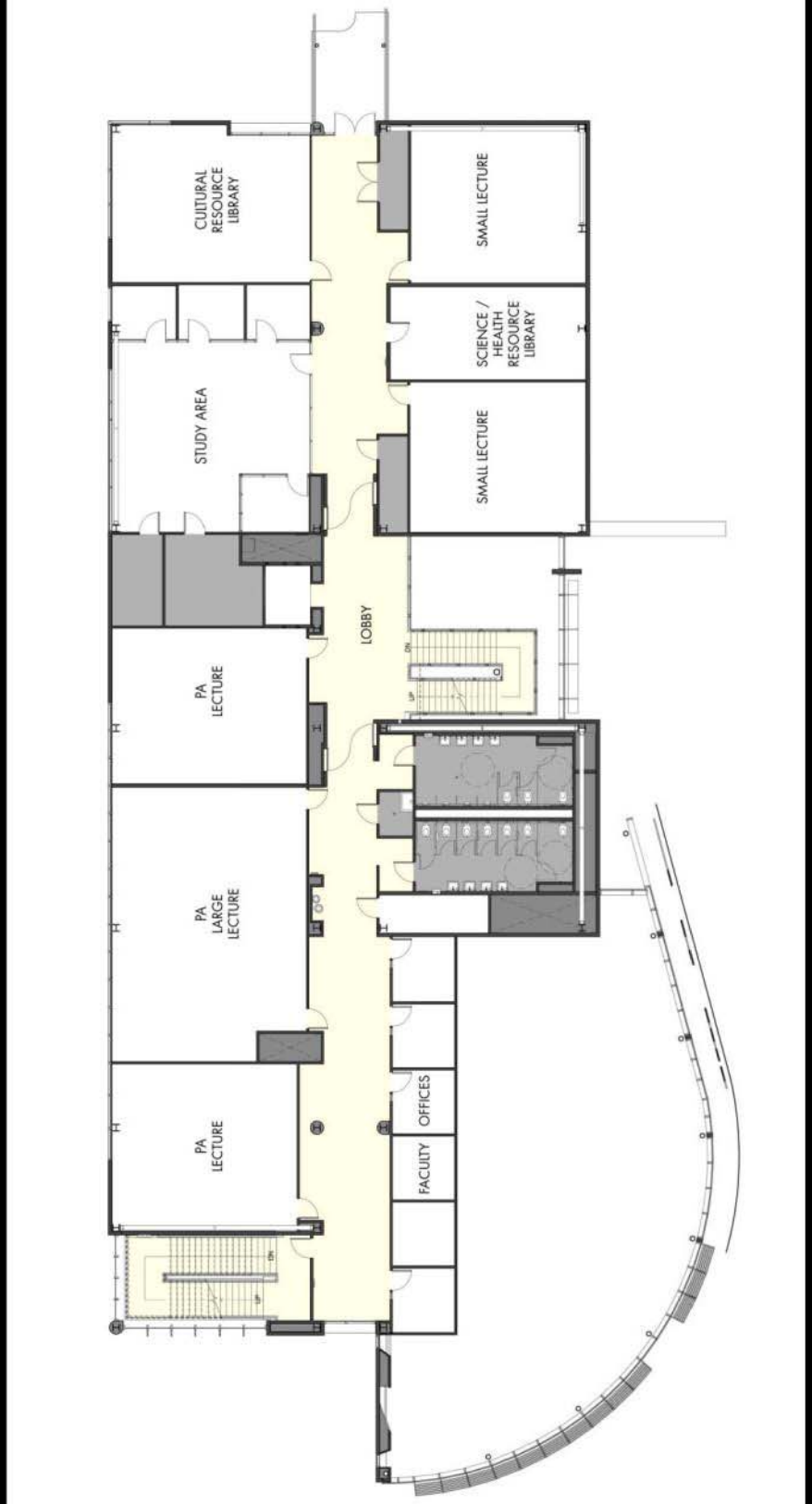
CAMPUS site plan
HUMANITIES
BOOKSTORE
NEW STUDENT SERVICES
LION'S DEN
SCIENCE & TECHNOLOGY
STUDENT ACTIVITY CENTER
LIBRARY
STUDENT SERVICES
LEARNING GATEWAY BUILDING
ADMINISTRATION ANNEX
HEADSTART
EARLY CHILDHOOD ED. CENTER
KRAAMERIA STREET
COLLEGE DRIVE
CAHUILLA DRIVE
LASSELLE STREET

NEW STUDENT SERVICES
ENLARGED site plan

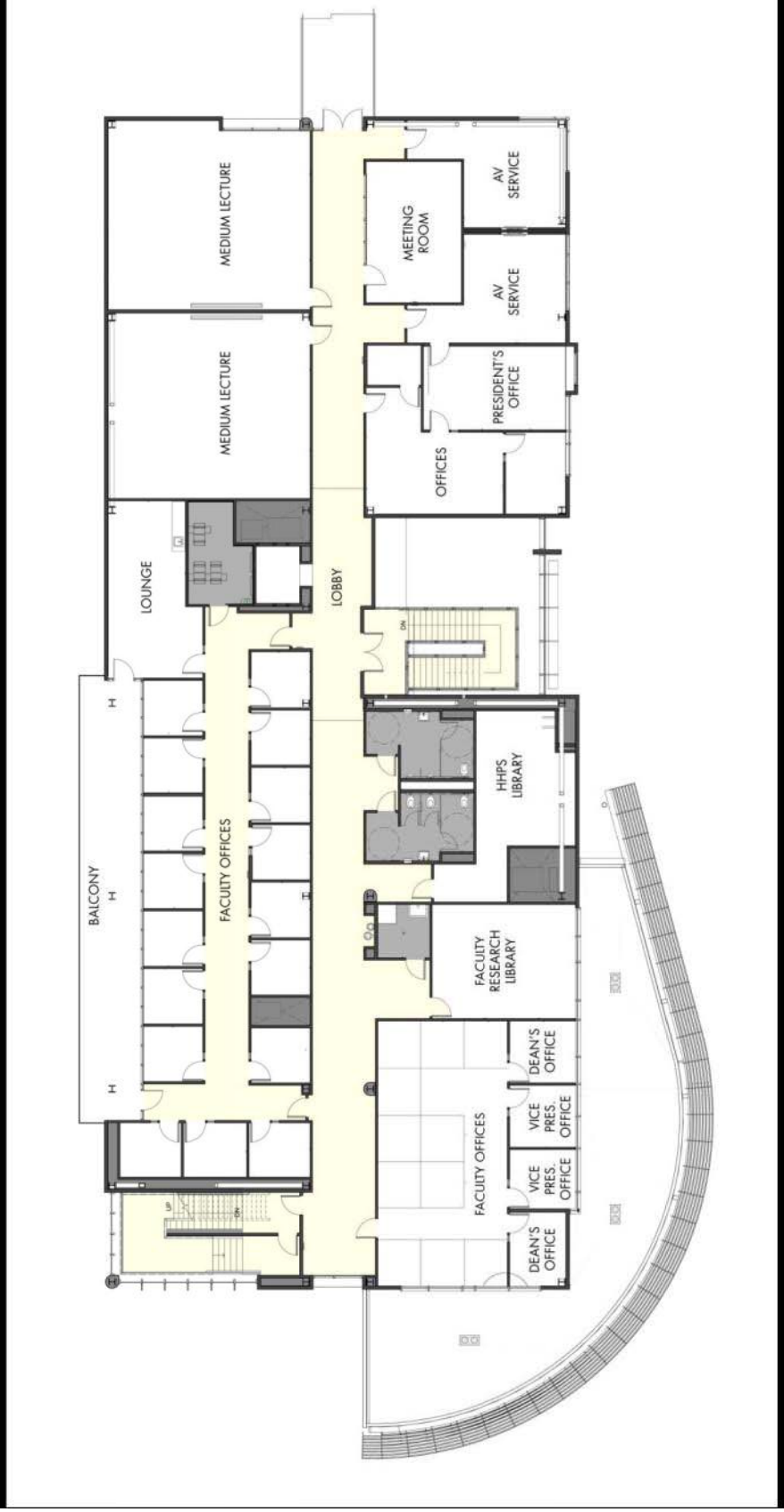
FIRST floor plan



SECOND floor plan



THIRD floor plan



exterior view
VIEW FROM QUAD

exterior view
VIEW OF ENTRY FROM SOUTHWEST

MAIN ENTRY exterior view

NORTHWEST FACADE exterior view

MULTIPURPOSE ROOM interior view

MULTIPURPOSE ROOM interior view

LECTURE HALL interior view

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND OPERATIONS COMMITTEE

Report No.: III-C-3 Date: June 21, 2011

Subject: Planning for 2016 and Beyond; Our Next Century of Service

Background: Five years from now, in March 2016, our founding institution will celebrate its 100th birthday! This is a monumental milestone—one that coincides with the 25th anniversaries of our institutions in Norco and Moreno Valley.

Entering our second century of service requires us, as a District and community of three colleges, to embark upon new journeys, guided by a shared strategic vision and plan. Over the past decade, RCCD has undergone fundamental structural changes, with each campus transforming into a separately accredited college supported by selected centralized District services. This transition has brought us to the present and positioned us for the future. The job before us is to ensure that our future is equal to or better than our rich past.

The Chancellor has asked that the college and district strategic planning committees carefully and thoughtfully undertake an important new strategic planning activity this next year: **Planning for 2016 and Beyond: Our Next Century of Service**. The framework for this planning process was presented at the May 6th District Strategic Planning Committee meeting, and is presented herewith.

Information Only

Gregory W. Gray
Chancellor

Prepared by: Chris Carlson
Chief of Staff

Strategies for These Challenging Times

SQUEEZING THE ORANGE WHEN ALL WE HAVE LEFT IS THE PEEL

District Strategic Planning Committee
May 6, 2011

Gregory W. Gray
Chancellor

Why This Is So Hard?
A Historical Perspective

- Pre Prop 13 Era – As golden as it gets
- The late 70s and beyond
  - several up and down economic cycles
- What did we do to respond?
  - self insurance JPAs
  -health insurance PPOs, co-pays, deductibles
  - energy retrofits, utility purchase contracts
  -downsizing, rightsizing, one sizing, all kinds of sizing
  - created foundations, wrote more grants
- The point is there isn't much out there that hasn't been done

What can we do?
What is innovative today?

- Think back over the last 5 or 6 years and the decisions made by your district
- In today's environment would you have made the same decision?
- We added new programs or services, entered into contracts, extended the reach of the colleges, improved the compensation structure for our employees, etc.
- Once something is put in place we tend to relegate it to the fabric of the institution and don't really give it much thought
- Due to recent events, it has become clear that our institutions need to re-think how we make operational decisions

What is innovative today? (continued)

- Today's innovation is to look at what is, what has been and what is to be through a new set of lenses
- It may be time to take a fresh look at what we have done in a number of areas and to reconsider those things that we truly believe to be vital
- Surviving in this environment may require a significant change it the way we operate

- Counseling
- Matriculation
- Financial Aid
- Research
- Marketing
- Partnerships
- High Cost Programs
- Unfunded FTES
- Child Dev Centers
- Galleries
- Planetariums
- Overcap FTES
- Student Life
- External agreements

The Process

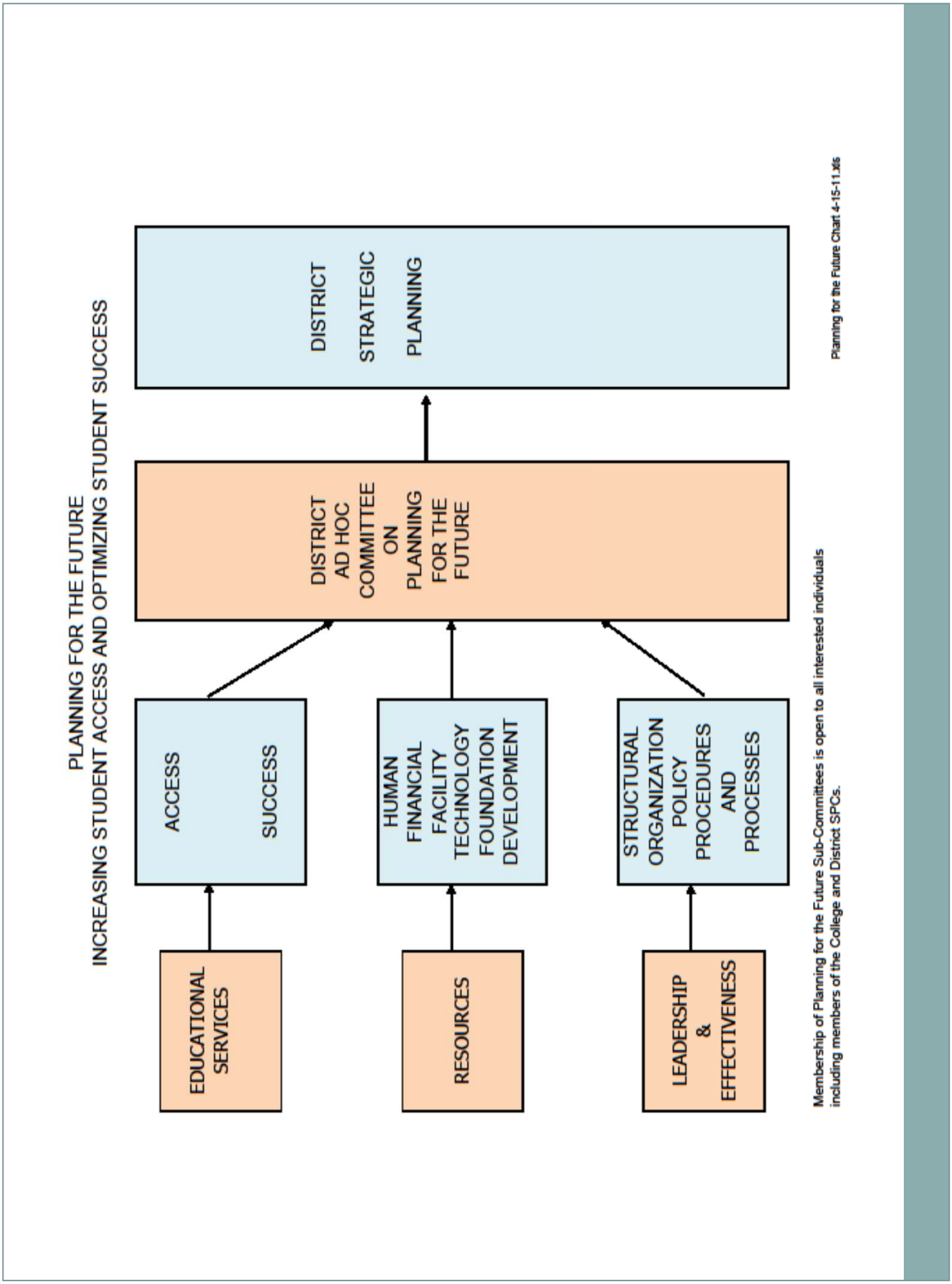
- Given the suggestion about looking at things anew and the organizing tools identified, there is still the concern about how to integrate the decisions to be made with planning and long term goals of the organization
- We have to recognize that in the end we cannot be the exact same institutions we were going into this. If nothing else we are going to be smaller, maybe much smaller and will we be more efficient?
- If as part of the process you can establish a vision of what you want to look like after it is done then the fog of what to reduce is lifted somewhat

Another Reality

- This fiscal picture will not change for awhile
- You still are faced with increased costs even if you do nothing different
- We have to take that into account and the biggest component of the increase is staff compensation
- As we have seen around the nation public sector employees are being called upon to agree to some serious adjustments in their contracts
- While the circumstances suggest there are actions possible it would be a good idea to think carefully what is it you really need from the employee groups to be survive now but also to be successful coming out of this crisis

Another Reality (continued)

- Think about crafting a package that is clear, demonstrates what is gained for the health of the organization and the true impact on employee groups


PLANNING FOR THE FUTURE
INCREASING STUDENT ACCESS AND OPTIMIZING STUDENT SUCCESS
EDUCATIONAL SERVICES
RESOURCES
LEADERSHIP & EFFECTIVENESS
ACCESS
SUCCESS
HUMAN FINANCIAL FACILITY TECHNOLOGY FOUNDATION DEVELOPMENT
STRUCTURAL ORGANIZATION POLICY PROCEDURES AND PROCESSES
DISTRICT AD HOC COMMITTEE ON PLANNING FOR THE FUTURE
DISTRICT STRATEGIC PLANNING
Membership of Planning for the Future Sub-Committees is open to all interested individuals including members of the College and District SPCs.
Planning for the Future Chart 4-15-11.xls

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES REPORTS

Report No.: III-D-1 Date: June 21, 2011

Subject: Moreno Valley College Dental Education Center – Award Bids for Construction Categories

Background: On January 25, 2011, the Board of Trustees approved a tentative project budget in the amount of $9,500,181 for the Moreno Valley College Dental Education Center (MDEC) project using Moreno Valley College Allocated Measure C funds. On March 15, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for four categories to the project, Categories 1-4.

Due to the importance of meeting the unusually rapid student occupancy schedule for the Fall 2011 term, the construction activities for the Moreno Valley College Dental Education Center began early April 2011. Staff is seeking every opportunity to accelerate project construction. Although an exception to District standard operating procedures, staff requests Board pre-approval of bid awards to the lowest responsive/responsible bidder within the project budget, and pre-approve issuing notices to proceed for multiple construction categories. Currently, ten (10) construction categories requesting pre-approval are listed as follows:

Category 5 – Site Concrete
Category 6 – AC Paving
Category 7 – Miscellaneous Metal
Category 8 – Sheet Metal/Flashing
Category 9 – Masonry
Category 10 – Landscape and Irrigation
Category 11 – Specialties
Category 12 – Medical/Dental Equipment Moving/Relocation
Category 13 – Doors, Frames and Hardware
Category 14 – Painting (C33)

Early award of these categories will allow the project to remain on schedule. The scope of work includes items to provide a complete and finished product. Final bid results for Board review and ratification will be presented at the next regular Board of Trustees Meeting after each bid award.

Funded from the Board-approved project budget, Moreno Valley College Allocated Measure C funds.

Recommended Action: It is recommended that the Board of Trustees consider approval of the Moreno Valley College Dental Education Center award of bids for ten construction project categories as listed above (Categories 5 -14); and award to the lowest responsive/responsible bidders as long as bids are within the project budget; authorize the issuance of notices to proceed for the ten construction categories; permit project bid ratification at a subsequent Board of Trustees meeting; and authorize the Vice Chancellor, Administration and Finance to sign the associated agreements.

Gregory W. Gray
Chancellor

Prepared by: Tom Harris, Acting President, Moreno Valley College

David Bobbit, Interim Vice President Business Services, Moreno Valley College

Orin L. Williams, Associate Vice Chancellor, Facilities Planning and Development

Bart L. Doering, Director of Construction, Facilities Planning and Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: III-D-2 Date: June 21, 2011

Subject: Learning Gateway Building at Moreno Valley College –Award Bids for Construction Categories

Background: On December 15, 2009, the Board of Trustees approved the scope design and tentative budget in the amount of $31,800,000 for the Learning Gateway Building project at the Moreno Valley College using Moreno Valley College Allocated Measure C funds.

Due to the importance of meeting the rapid student occupancy schedule for the Fall 2012, the construction activities for the Moreno Valley College Learning Gateway Building must begin by July 2011. Staff is seeking every opportunity to accelerate the project construction schedule. Although an exception to District standard operating procedures due to the lack of a July Board of Trustees meeting, staff request Board pre-approval of bid awards to the lowest responsive/responsible bidders within the project budget, and pre-approve issuing notices to proceed for multiple construction categories. The twenty-one (21) construction categories for which we are requesting pre-approval are listed as follows:

Category 13 – Survey
Category 14 – Grading/Demo
Category 15 – AC Paving
Category 16 – Site Concrete & Site Pavers
Category 19 – Landscaping & Site Furnishings
Category 20 – Misc/Structural Metals
Category 21 – Casework
Category 22 – Flashing, Sheet Metal & Metal Panels
Category 23 – Waterproofing/Roofing
Category 24 – Doors, Frames, and Hardware
Category 25 – Glazing
Category 26 – Drywall, Plaster, & Insulation
Category 27 – Tile
Category 28 – Acoustical Ceilings
Category 29 – Flooring
Category 30 – Painting
Category 31 – Misc Specialties
Category 32 – Plumbing
Category 33 – Mechanical
Category 34 – Electrical
Category 35 – Parking Structure

Early award of these categories will allow the project to start as soon as possible to ensure the project remains on schedule. The scope of work includes all remaining items to provide a complete and finished product. Final bid results for Board review and ratification will be presented at the next regular Board of Trustees Meeting following bid award.

Funded from the Board-approved project budget, Moreno Valley College Allocated Measure C funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: III-D-2 Date: June 21, 2011

Subject: Learning Gateway Building at Moreno Valley College – Recommendation to Award Bids for Multiple Construction Categories (Continued)

Recommended Action: It is recommended that the Board of Trustees consider approval of the Moreno Valley College Learning Gateway Building award of bids for twenty-one construction project categories as listed above (Categories 13-16, 19-35) and award to the lowest responsive/responsible bidder as long as bids are within the project budget; authorize the issuance of notices to proceed for the twenty-one construction categories; permit project bid ratification at a subsequent Board of Trustee meeting; and authorize the Vice Chancellor, Administration and Finance to sign the associated agreements.

Gregory W. Gray
Chancellor

Prepared by: Tom Harris
Acting President
Moreno Valley College

David Bobbit
Interim Vice President Business Services
Moreno Valley College

Orin L. Williams
Associate Vice Chancellor
Facilities Planning and Development

Bart L. Doering
Director of Construction
Facilities Planning and Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No. III-D-3 Date: June 21, 2011

Subject: Consultant Services – Amendment No. 3 with Facilities Planning and Consulting Services

Background: On October 20, 2009, the Board of Trustees approved consulting services agreements, using District Measure C funds, with two consultants; Facilities Planning and Consulting Services (FPCS) in the amount of $24,000 and Facilities Planning and Program Services, Inc. in the amount of $76,000. On April 20, 2010, the Board of Trustees approved Amendment No. 1 in the amount of $30,000 with FPCS for additional supplemental services for the District's three Colleges. On October 19, 2010, the Board of Trustees approved Amendment No. 2 in the amount of $75,000 for additional supplemental services for the remainder of the fiscal year 2010/2011, totaling agreement to$129,000.

Staff now requests approval of Amendment No. 3 with Facilities Planning and Consulting Services in an amount not to exceed $85,000. The FPCS consultant, who has provided exemplary service to the District, will assist the District through the next fiscal year 2011/2012 and will assist in processing of the District's Space Inventory, Five-Year Scheduled Maintenance Plan, Scheduled Maintenance Project Funding Proposals, Hazardous Substance PFP's, training of District personnel, attend planning meetings as requested by the District, and all other compliance requirements for the California Community Colleges Chancellor's Office. The Facilities Planning and Consulting Services agreement totals $214,000 including amendments and reimbursable expenses. Amendment is attached for the Boards review and consideration.

To be funded by Feasibility/Planning/Management Measure C Funds.

Recommended Action: It is recommended that the Board of Trustees approve the proposed consulting services Amendment No. 3 with Facilities Planning and Consulting Services in an amount not to exceed $85,000 using Measure C funds; and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Orin L. Williams
Associate Vice Chancellor
Facilities Planning, Design and Construction

THIRD (3) AMENDMENT TO AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT AND FACILITIES PLANNING AND CONSULTING SERVICES

(Consulting Services for the Office of Facilities Planning, Design and Construction)

This document amends the original agreement and amendments between the Riverside Community College District and Facilities Planning and Consulting Services, which was originally approved by the Board of Trustees on October 20, 2009.

The agreement is hereby amended as follows:

I. Additional compensation of this amended agreement shall not exceed $85,000, including reimbursable expenses. Facilities Planning and Consulting Services' agreement, including amendments and reimbursable expenses, now totals $214,000. The term of this agreement shall be from the original agreement date of October 21, 2009, to the estimated completion date of June 30, 2012. Payments and final payment shall coincide with original agreement.

II. The scope of work is described in Exhibit I, attached.

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

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

FACILITIES PLANNING AND CONSULTING SERVICES

By: _____

Eric Mittlestead
CEO
352 Atwood Drive
Exeter, CA 93221

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Exhibit I

Scope of Services:

- On an as needed basis, Consultant will consult and assist District staff in the preparation of the Five Year Capital Outlay Plan and make recommendations for potential future projects as directed by District.
- Consultant will review and comment on proposed Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) when requested by District.
- The Consultant will assist the District in the creation of the annual Space Inventory as requested by the District.
- Consultant will assist the District in the creation of the Five Year Scheduled Maintenance Plan, Scheduled Maintenance Project Funding Proposals (PFP's) and Hazardous Substance PFP's as requested and directed by District.
- Consultant will conduct training for District personnel and attend District planning meetings as requested by the District.
- Consultant will also assist District with any and all other construction compliance requirements of the California State Chancellors Office as directed and requested by the District.

Compensation:

The fees for consultant services shall be computed on the basis of the following:

$145 per hour for planning and consulting services provided on or off District property. This agreement shall not exceed $85,000 without prior written authorization from the District.

Allowable Reimbursable Expenses:

Reimbursable expenses will be billed at Consultant's cost and include, but are not limited to travel expenses, hotel expenses, printing costs, postage, mailing/shipping, presentation materials and postage.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-1 Date: June 21, 2011

Subject: Tentative Budget for 2011-2012 and Notice of Public Hearing on the 2011-2012 Budget

Background: On or before the first day of July, the District is required to develop a Tentative Budget for the ensuing fiscal year and to forward a copy to the Riverside County Superintendent of Schools. The Tentative Budget for FY 2011-2012 is attached for the Board's review and consideration. Changes to this budget will be reflected in the Final Budget which will be submitted in September for Board approval.

The essential purpose of the Tentative Budget is to establish spending authority for the District from July first until such time as the Final Budget is adopted by the Board of Trustees in September. This two-part budget process is necessary due to uncertainties associated with both the State budget for the coming fiscal year and the State's "Second Principal Apportionment (P2)" report for the then current fiscal year.

It should be observed that the Riverside Community College District has adopted an approach to the Tentative Budget which yields a modified, continuing resolution budget. Thus, the Tentative Budget for fiscal 2012 reflects a continuation of the adopted FY 2010-2011 Budget, albeit, with certain modifications as described in the attachment.

The FY 2011-2012 Tentative Budget takes into consideration the Governor's May Revise budget proposal. The primary impact is a workload reduction of 5.3% which will reduce our funded credit Full-Time Equivalent Students (FTES) by approximately 1,439 to 25,250, resulting in a decrease to State general apportionment revenue of approximately $6.8 million. Accordingly, targeted credit FTES for the District has been established at 26,357, leaving 1,107 as projected unfunded credit FTES.

Additionally, in accordance with Title 5, Section 58300, the Tentative Budget must indicate the date, time and location at which the Board will hold a public hearing concerning the Final Budget proposal. The staff recommends that the Board set September 20, 2011 as the date for the public hearing. Also, and pursuant to Title 5, Section 58301, the Final Budget proposal must be made available for inspection three (3) days prior to the public hearing. We plan to use the Office of the Vice Chancellor, Administration and Finance, for this purpose. Finally, we will publish this information in The Press Enterprise.

Recommended Action: It is recommended that the Board of Trustees approve the 2011-2012 Tentative Budget, which consists of the funds and accounts noted therein, and authorize staff to forward a copy to the Riverside County Superintendent of Schools.

It is also recommended that the Board of Trustees announce that: 1) the proposed 2011-2012 Budget will be available for public inspection beginning September 15, 2011, at the Office of the

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-1 Date: June 21, 2011

Subject: Tentative Budget for 2011-2012 and Notice of Public Hearing on the 2011-2012 Budget (continued)

Vice Chancellor, Administration and Finance; and 2) the public hearing will be held at 6:00 p.m. at a Board meeting on September 20, 2011, to be followed by the adoption of the 2011-2012 Final Budget. It is further recommended that the Board authorize the Chancellor to sign a notice relative to these dates.

Gregory W. Gray
Chancellor

Prepared by: James L. Buysse
Vice Chancellor, Administration and Finance

Aaron S. Brown
Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT

ASSUMPTIONS FOR FY 2011-2012 BASE BUDGET

RESOURCE 1000
(in millions)

1. FY 2010-2011 Ending Balance Projection:
   a. FY 2009-2010 Adjustments Include:
      i. No Audit Adjustments
      ii. P1 Apportionment Recalculation $ .31
   b. FY 2010-2011 Adjustments Include:
      i. State Mandated Cost Reimbursement $ .54
      ii. Major Gifts Campaign Receivable Write-Off ($ .89)
      iii. Projected Salary, Benefit and Operating Savings $2.95
      iv. General Fund Backfill Reduction to Disabled Students Programs and Services $ .36

2. FY 2011-2012 Base Revenue Budget Adjustments Include:
   a. No COLA
   b. No Growth
   c. Reduced State General Apportionment Revenue ($6.80)
   d. Discontinued ARRA Federal Stimulus Funding ($ .07)
   e. Decreased Lottery Revenue ($ .22)
   f. Decreased Interest Income ($ .10)
   g. Incoming Interfund Transfers:
      i. Resource 4130 - La Sierra Capital:
         a. Pre-Funding FY 2010-2011 Early Retirement Incentive Savings ($3.39)
         b. Major Gifts Campaign Receivable Write-Off $ .89
         c. Performance Riverside Accumulated Deficit Assumption $ .79
         d. Remaining Budget Shortfall $1.12

3. FY 2011-2012 Base Expenditure Budget Adjustments Include:
   a. Full-Time Step and Column $ .65
   b. Health and Welfare Benefits (estimated 8% increase) $1.11
   c. PERS Increase (from 10.707% to the PERS Board's adopted rate of 10.923% which is a reduction from the earlier PERS projected rate of 13.3%) $ .10
   d. Unemployment Insurance and Other Employee Benefit Increases $ .72

RIVERSIDE COMMUNITY COLLEGE DISTRICT

ASSUMPTIONS FOR FY 2011-2012 BASE BUDGET

RESOURCE 1000 (continued)
(in millions)

e. Positions - New/Frozen/Unfrozen/Converted/Growth, Excluding Potential New Early Retirement Savings	($2.77)
f. First year repayment of the FY 2010-2011 Early Retirement Incentive to Resource 4130 (La Sierra Capital)	$ .68
g. Increases to Contracts/Agreements	$ .10
h. Reverse Prior Year Riverside City College Augmentation	($ .10)
i. Utilities Increase	$ .10
j. Tentative New Facility Operating Costs	$ .49
k. Board of Trustees Election Cost Elimination (Off-Year)	($ .66)
l. Class Schedule/Catalog Printing Cost Reduction	($ .17)
m. March Education Center and March Dental Education Center Rent Elimination	($ .18)
n. Reduce Short-Term Temporary and Student Labor by 20%	($ .37)
o. Management Furloughs	($ .28)
p. Enrollment/Schedule Reductions	($2.93)
q. Estimated New Early Retirement Incentive Annual Funding Cost	$ .60
r. Intrafund Transfers:	
i. Bookstore (Resource 1110)	$ .19
ii. Disabled Students Programs and Services (Resource 1190)	($ .36)
iii. Federal Work Study Match Due to New Norco and Moreno Valley College Allocations (Resource 1190)	$ .23

4. FY 2011-2012 Ending Balance Target:

   a. The Resource 1000 5% contingency equals $7.60 million; however a 3% contingency balance has been included in the amount of $4.58 million as a budget strategy to mitigate the impact of the District's projected shortfall.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET FUND / ACCOUNT SUMMARY - TOTAL AVAILABLE FUNDS
2011-2012

Fund / Resource	Fund Name	Adopted Budget 2010-2011	Tentative Budget 2011-2012
	District		
General Funds			
Unrestricted - Fund 11			
Resource			
1000	General Operating	$ 155,919,148	$ 148,719,818
1080	Community Education	635,110	646,993
1090	Performance Riverside	190,709	921,691
1110	Bookstore (Contract-Operated)	849,129	658,990
1170	Customized Solutions	227,573	197,465
	Total Unrestricted General Funds	157,821,669	151,144,957
Restricted - Fund 12			
Resource			
1050	Parking	2,771,304	2,844,892
1070	Student Health	3,712,740	3,530,320
1180	Redevelopment Pass-Through	10,781,122	11,660,294
1190	Grants and Categorical Programs	29,935,300	27,175,178
	Total Restricted General Funds	47,200,466	45,210,684
	Total General Funds	205,022,135	196,355,641
Special Revenue - Funds 32 & 33			
Resource			
3200	Food Services	2,873,574	2,334,080
3300	Child Care	1,383,386	1,461,556
	Total Special Revenue Funds	4,256,960	3,795,636

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET FUND / ACCOUNT SUMMARY - TOTAL AVAILABLE FUNDS
2011-2012

Fund / Resource	Fund Name	Adopted Budget 2010-2011	Tentative Budget 2011-2012
Capital Projects - Fund 41			
Resource			
4100	State Construction & Scheduled Maintenance	40,044,855	16,873,768
4120	Non-State Funded Capital Outlay Projects	1,662,628	90,835
4130	La Sierra Capital	12,424,957	9,644,012
4160	General Obligation Bond Funded Capital Outlay	158,649,003	33,672,720
4170	2010D Captial Appreciation Bonds	-	7,191,170
4180	2010D Build America Bonds	-	86,417,843
	Total Capital Projects Funds	212,781,443	153,890,348
Internal Service - Fund 61			
Resource			
6100	Health and Liability Self-Insurance	6,892,954	6,427,016
6110	Workers Compensation Self Insurance	2,606,571	3,177,568
	Total Internal Service Funds	9,499,525	9,604,584
	Total District Funds	**$ 431,560,063**	**$ 363,646,209**
	Expendable Trust and Agency		
Student Financial Aid Accounts			
	Student Federal Grants	$ 36,193,303	$ 48,795,050
	State of California Student Grants	2,000,000	1,900,000
	Total Student Financial Aid Accounts	38,193,303	50,695,050
Other Account			
	Associated Students of RCC	1,630,035	1,759,973
	Total Expendable Trust and Agency	**$ 39,823,338**	**$ 52,455,023**
	Grand Total	**$ 471,383,401**	**$ 416,101,232**

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1000 - UNRESTRICTED GENERAL FUND - INCOME

TENTATIVE OPERATING BUDGET
2011-2012

Estimated Beginning Balance, July 1		$ 11,186,051
Federal Income		
Student Financial Aid Adm. Fees	$ 216,377	
Veterans Report Fee	6,300	
Total Federal Income		222,677
State General Apportionment		
General Apportionment	94,511,808	
Enrollment Fee Waiver Administration	164,000	
Homeowner's Prop Tax Exemption	461,000	
Total State General Apportionment		95,136,808
Other State Income		
Lottery	3,300,000	
Part-Time Faculty Compensation	614,200	
Total Other State Income		3,914,200
Local Income		
Property Taxes	23,615,000	
Food Sales / Commissions	107,000	
Interest	100,000	
Enrollment Fees	8,250,000	
Nonresident Student Fees	1,900,000	
Transcript / Late Application Fees	95,000	
Other Student Fees	377,600	
Cosmetology / Dental Hygiene / Other Sales	93,000	
Leases and Rental Income	145,500	
Donations	33,000	
Miscellaneous Local Income	295,000	
Total Local Income		35,011,100
Other/Incoming Transfers		
Sales - Obsolete Equipment	13,000	
Indirect Costs Recovery	500,000	
From Resource 4130	2,735,982	
Total Other/Incoming Transfers		3,248,982
Total Income		$ 137,533,767
Total Available Funds		$ 148,719,818

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1050 - PARKING

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1			$ 744,522
Local Income			
Interest	$ 8,390		
Rents and Leases	2,520		
Parking Permits/Fines	2,089,460		
Total Local Income			2,100,370
Total Available Funds (TAF)			$ 2,844,892

EXPENDITURES

Object Code		
2000	Classified Salaries	$ 1,329,236
3000	Employee Benefits	444,224
4000	Book and Supplies	76,700
5000	Services and Operating Expenditures	396,910
6000	Capital Outlay	100,000
	Total Expenditures	2,347,070
7900	* Contingency/Reserve	497,822
Total Resource 1050 Expenditures Including Contingency/Reserves		$ 2,844,892

* 5% Contingency reserve calculated from TAF equals $142,245

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1070 - STUDENT HEALTH

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1		$ 2,048,489
Local Income		
Health Fees	$ 1,335,604	
Interest	20,810	
Other	125,417	
Total Local Income		1,481,831
Total Available Funds (TAF)		$ 3,530,320

EXPENDITURES

Object Code		
1000	Academic Salaries	$ 348,911
2000	Classified Salaries	621,602
3000	Employee Benefits	239,992
4000	Book and Supplies	141,725
5000	Services and Operating Expenditures	407,943
6000	Capital Outlay	45,447
	Total Expenditures	1,805,620
7900	* Contingency/Reserves	1,724,700
Total Resource 1070 Expenditures Including Contingency/Reserves		$ 3,530,320

* 5% Contingency reserve calculated from TAF equals $176,516

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1080 - COMMUNITY EDUCATION

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1			$ (85,355)
Local Income			
	Community Activities Program Fees	$ 731,548	
	Interest	800	
	Total Local Income		732,348
Total Available Funds (TAF)			$ 646,993

EXPENDITURES

Object Code		
1000	Academic Salaries	$ 4,272
2000	Classified Salaries	274,174
3000	Employee Benefits	87,426
4000	Book and Supplies	3,200
5000	Services and Operating Expenditures	363,276
	Total Expenditures	732,348
7900	* Contingency/Reserves	-
Total Resource 1080 Expenditures Including Contingency/Reserves		$ 732,348
	Resource Deficit	$ (85,355)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1090 - PERFORMANCE RIVERSIDE

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1		$ (730,982)
Local Income		
Donations	$ 140,801	
Box Office Receipts	730,800	
Interest Income	90	
Other Local Income	50,000	
Intrafund Transfers	730,982	
Total Income		1,652,673
Total Available Funds (TAF)		$ 921,691

EXPENDITURES

Object Code		
2000	Classified Salaries	$ 333,828
3000	Employee Benefits	138,030
4000	Book and Supplies	28,200
5000	Services and Operating Expenditures	421,633
	Total Expenditures	921,691
7900	Contingency/Reserves	-
Total Resource 1090 Expenditures Including Contingency/Reserves		$ 921,691
	Resource Deficit	$ -

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1110 - BOOKSTORE (CONTRACTOR-OPERATED)

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1		$ 29,190
Local Income		
Commissions	$ 623,161	
Interest	1,639	
Reimbursement	5,000	
Total Local Income		629,800
Total Available Funds (TAF)		$ 658,990

EXPENDITURES

Object Code		
5000	Services and Operating Expenditures	$ 43,760
7390	Interfund Transfer to Resource 3200	425,753
8999	Intrafund Transfer to Resource 1000	156,527
	Total Expenditures	626,040
7900	* Contingency/Reserves	32,950
Total Resource 1110 Expenditures Including Contingency/Reserves		$ 658,990

* 5% Contingency reserve calculated from TAF equals $32,950

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1170 - CUSTOMIZED SOLUTIONS

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1			$ 48,011
Local Income			
	Interest	$ 200	
	Contract Revenue	149,254	
	Total Local Income		149,454
Total Available Funds (TAF)			$ 197,465

EXPENDITURES

Object Code		
2000	Classified Salaries	$ 78,939
3000	Employee Benefits	34,730
4000	Book and Supplies	7,000
5000	Services and Operating Expenditures	68,976
	Total Expenditures	189,645
7910	* Contingency/Reserves	7,820
Total Resource 1170 Expenditures Including Contingency/Reserves		$ 197,465

* 5% Contingency reserve calculated from TAF equals $28,672

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1180 - REDEVELOPMENT PASS-THROUGH

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1		$ 9,986,494
Local Income		
Interest	$ 108,800	
Redevelopment Agency Agreements	1,565,000	
Total Local Income		1,673,800
Total Available Funds (TAF)		$ 11,660,294

EXPENDITURES

Object Code		
5000	Services and Operating Expenditures	$ 15,450
6000	Capital Outlay	3,706,583
	Total Expenditures	3,722,033
7900	* Contingency/Reserves	7,938,261
Total Resource 1180 Expenditures Including Contingency/Reserves		$ 11,660,294

* 5% Contingency reserve calculated from TAF equals $583,015

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME

TENTATIVE OPERATING BUDGET
2011-2012

Estimated Beginning Balance, July 1		$ -
Federal Income		
Affordable Care Act: Expansion of PA Prog.	2,117,808	
Allied Health Care & Other Facilities 10/11	148,500	
Bulletproof Vest Partnership	12,509	
CCRAA Access to Success	225,247	
CCRAA Project Success	29,123	
CCRAA Step Up to Success	334,866	
Community College Initiative for Egypt	21,000	
Community Tech Ed Transitions	235,000	
ECS Consortium Grant	17,500	
Equipment to Enhance Training for Health	35,926	
Fast Track to the ADN Program	211,443	
FIPSE Public Safety Education	505,767	
Foster & Kinship Care	63,904	
NSF Logistics Technicians	134,873	
Nursing Education Pract & Retention	56,663	
Nursing Education Pract & Retention 10/13	455,798	
Post-Emancipation Services	102,000	
Pre-Emancipation Services	105,800	
Procurement Assistance	230,013	
Riverside County Emancipation Services	672,200	
Riverside County Homeland Security	54,000	
RCOE Foster Youth ILP/Emancipation	91,670	
Social Innovation Generation	10,000	
Southern CA Logistics Tech Collaborative	229,443	
Student Support Services RISE Norco	393,886	
Student Support Services TRIO MV	284,580	
Student Support Services TRIO Norco	366,132	
Student Support Services TRIO Riverside	389,239	
TANF 50%	146,068	
Title V Answering the Call	811,993	
Title V HSI Coop MV/Norco	39,844	
Title V HSI Coop MV/UCR	106,000	
Title V HIS Coop Norco/CSUSB	909,880	
Title V Norco	777,119	
Tri-Tech Small Business Development -109	269,432	
Tri-Tech Small Business Jobs Act	250,000	
UCR/USDA Nano Water Research	97,941	
Upward Bound TRIO Norco CNUSD2	440,119	
Upward Bound TRIO Norco Norte Vista	234,413	
Upward Bound TRIO Riverside	112,235	
USDA Soil Science	112,051	
VTEA	974,241	

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME

TENTATIVE OPERATING BUDGET
2011-2012

VATEA Title IB State Leadership	142,000	
WIA Allied Health Prog. Expansion FP2	365,634	
Workability Grant	290,060	
Total Federal Income		13,613,920
State Income		
Active Minds Mental Health Education	8,528	
Basic Skills	200,494	
BFAP Augmentation	830,518	
BOG Financial Aid Administration	388,625	
CSUSB Stem Cell Research	24,900	
CalWorks	482,920	
CalWorks Community College Set-Aside Program	95,000	
CITD Leadership Grant	197,423	
CTE Community Collaborative Project - 09/10	162,113	
CTE Community Collaborative Project - 09/10 Suppl	26,278	
CTE Community Collaborative Project - 10/11	400,000	
CTE Community Collaborative Project - 10/11 Suppl	130,000	
CTE Enrollment Growth & Retention ADN-RN 09/10	150,817	
CTE Enrollment Growth & Retention ADN-RN 10/11	257,881	
CTE Enrollment Growth & Retention ADN-RN 11/12	260,687	
CTE Workforce Innovation Partnership	128,424	
DSP&S Allocation	1,619,433	
EOPS - CARE	128,933	
EOPS Allocation	1,121,422	
Faculty and Staff Diversity (including carryover)	41,882	
Foster & Kinship Care Education	65,508	
Lottery	508,000	
Matriculation	867,175	
Middle College	99,454	
Physican Assistant Base Program Song Brown	100,000	
Song Brown PA Mental Health	88,044	
Song Brown Registered Nursing 10/12	92,030	
Song Brown Registered Nursing Special Project	71,722	
Staff Development	8,109	
Total State Income		8,556,320
Local Income		
CACT Seminars	27,740	
Community Learning in Partnership	1,776,795	
4Faculty Web Services	8,463	
Gateway to College	346,000	
Gateway to College Dropout Recovery	34	
Intn'l Student Capital Outlay Surcharge	581,142	

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME (continued)

TENTATIVE OPERATING BUDGET
2011-2012

Moreno Valley Netbooks	17,150	
Regional Health Occupations	2,000	
Riverside County Board of Supervisors	5,507	
Tri-Tech SBCD Cash Match	72,810	
Tri-Tech SBCD Seminars	3,927	
West Ed Paraprofessional	187	
Total Local Income		2,841,755
Interfund and Intrafund Transfers		
DSP&S Match/Over (from Resource 1000)	665,157	
Federal Work Study (from Resource 1000)	429,408	
General Fund Backfill (from Resource 1000)	1,068,618	
Total Interfund and Intrafund Transfers		2,163,183
Total Income		27,175,178
Total Available Funds		$ 27,175,178

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - EXPENDITURES

TENTATIVE OPERATING BUDGET
2011-2012

Expenditures

Object Code		
1000	Academic Salaries	$ 4,392,728
2000	Classified Salaries	7,524,553
3000	Employee Benefits	4,016,988
4000	Book and Supplies	1,804,450
5000	Services and Operating Expenditures	5,199,132
6000	Capital Outlay	2,026,095
7600	Book Grants / Bus Passes	2,211,232
7900	Contingency / Reserves	-
Total Resource 1190 Expenditures Including Contingency / Reserves		$ 27,175,178

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 32, RESOURCE 3200 - FOOD SERVICES

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1		$ 30,016
Local Income		
Food Sales/Commissions	$ 1,796,475	
Video/Vending/Pepsi Support	80,636	
Interest	1,200	
Total Local Income		1,878,311
Interfund Transfer From Resource 1110 - Bookstore Fund		425,753
Total Income		2,304,064
Total Available Funds (TAF)		$ 2,334,080

EXPENDITURES

Object Code		
2000	Classified Salaries	$ 841,438
3000	Employee Benefits	373,745
4000	Books and Supplies	974,718
5000	Services and Operating Expenditures	109,565
	Total Expenditures	2,299,466
7900	* Contingency/Reserves	34,614
Total Resource 3200 Expenditures Including Contingency/Reserves		$ 2,334,080

* 5% Contingency reserve calculated from TAF equals $116,704

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 33, RESOURCE 3300 - CHILD CARE

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1			$ 78,568
Federal Income			
Lunch Program		$ 79,982	
State Income			
Tax Bailout Funds		71,448	
Local Income			
Parent Fees	$ 1,151,690		
Rental Income	74,368		
Interest Income	3,000		
Other Local Revenue	2,500		
Total Local Income		1,231,558	
Total Income			1,382,988
Total Available Funds (TAF)			$ 1,461,556

EXPENDITURES

Object Code		
1000	Academic Salaries	$ 806,029
2000	Classified Salaries	229,905
3000	Employee Benefits	181,225
4000	Books and Supplies	44,542
5000	Services and Operating Expenditures	127,613
	Total Expenditures	1,389,314
7900	* Contingency/Reserves	72,242
Total Resource 3300 Expenditures Including Contingency/Reserves		$ 1,461,556

* 5% Contingency reserve calculated from TAF equals $73,078

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4100 - STATE CONSTRUCTION/SCHEDULED MAINTENANCE

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1		$ -
State Income		
Riverside Wheelock Gym Seismic Retrofit	$ 5,371,595	
Moreno Valley Student/Academic Services Facility	202,663	
Riverside Nursing/Sciences Building	11,299,510	
Total State Income		16,873,768
Total Available Funds (TAF)		$ 16,873,768

EXPENDITURES

Object Code		
6000	Capital Outlay	$ 16,873,768
	Total Expenditures	16,873,768
7900	Contingency/Reserves	-
Total Resource 4100 Expenditures Including Contingency/Reserves		$ 16,873,768

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4120 - NON-STATE FUNDED CAPITAL OUTLAY PROJECTS

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1		$ 555
Federal Income	$ 89,280	
Local Income	1,000	
Total Income		90,280
Total Available Funds		$ 90,835

EXPENDITURES

Object Code		
6000	Capital Outlay	$ 89,280
	Total Expenditures	89,280
7900	Contingency/Reserves	1,555
Total Resource 4120 Expenditures Including Contingency/Reserves		$ 90,835

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4130 - LA SIERRA CAPITAL

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1		$ 8,907,012
Local Income	$ 59,000	
Interfund Transfer from Resource 1000 - General Fund	678,000	
Total Income		737,000
Total Available Funds (TAF)		$ 9,644,012

EXPENDITURES

Object Code		
5000	Services and Operating Expenditures	$ 24,108
6000	Capital Outlay	1,465,755
	Total Expenditures	1,489,863
7390	Interfund Transfer to Resource 1000 - General Fund	2,735,982
7920	Contingency/Reserves	5,418,167
Total Resource 4130 Expenditures Including Contingency/Reserves		$ 9,644,012

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4160 - GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1	$ 33,397,720
Local Income	275,000
Total Available Funds (TAF)	$ 33,672,720

EXPENDITURES

Object Code		
2000	Classified Salaries	$ 372,768
3000	Employee Benefits	185,146
5000	Services and Operating Expenses	329,289
6000	Capital Outlay	30,889,455
	Total Expenditures	31,776,658
7910	Contingency	1,896,062
Total Resource 4160 Expenditures Including Contingency/Reserves		$ 33,672,720

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4170 - 2010D CAPITAL APPRECIATION BONDS

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1	$ 7,156,170
Local Income	35,000
Total Available Funds (TAF)	$ 7,191,170

EXPENDITURES

Object Code		
6000	Capital Outlay	$ 6,901,312
	Total Expenditures	6,901,312
7910	Contingency	289,858
Total Resource 4170 Expenditures Including Contingency/Reserves		$ 7,191,170

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4180 - 2010D BUILD AMERICA BONDS

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1	$ 86,017,843
Local Income	400,000
Total Available Funds (TAF)	$ 86,417,843

EXPENDITURES

Object Code		
6000	Capital Outlay	$ 85,557,665
	Total Expenditures	85,557,665
7910	Contingency	860,178
Total Resource 4180 Expenditures Including Contingency/Reserves		$ 86,417,843

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6100 - HEALTH & LIABILITY SELF-INSURANCE

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1		$ 973,334
Local Income		
Interest	$ 45,000	
Other Local	5,000	
Self-Insurance Health Plan	5,153,682	
Total Local Income		5,203,682
Interfund Transfer from Resource 1000 - General Fund		250,000
Total Income		5,453,682
Total Available Funds (TAF)		$ 6,427,016

EXPENDITURES

Object Code		
2000	Classified Salaries	$ 104,110
3000	Employee Benefits	49,682
4000	Book and Supplies	3,200
5000	Services and Operating Expenditures	5,616,240
6000	Capital Outlay	40,000
	Total Expenditures	5,813,232
7900	Contingency/Reserves	613,784
Total Resource 6100 Expenditures Including Contingency/Reserves		$ 6,427,016

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6110 - WORKERS COMPENSATION SELF-INSURANCE

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Estimated Beginning Balance, July 1			$ 1,443,568
Local Income			
	Interest	$ 20,000	
	Workers Compensation Premiums	1,714,000	
	Total Local Income		1,734,000
Total Available Funds (TAF)			$ 3,177,568

EXPENDITURES

Object Code		
2000	Classified Salaries	$ 47,545
3000	Employee Benefits	21,159
4000	Books and Supplies	300
5000	Services and Operating Expenditures	1,444,100
	Total Expenditures	1,513,104
7900	Contingency/Reserves	1,664,464
Total Resource 6110 Expenditures Including Contingency/Reserves		$ 3,177,568

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STUDENT FEDERAL GRANTS

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Unaudited Beginning Balance, July 1		$ -
Federal Income		
PELL Student Grants and Book Waivers	$ 43,000,000	
FSEOG Student Grants and Book Waivers	695,050	
Federal Work Study	600,000	
Subsidized Loan	3,000,000	
Un-Subsidized Loan	1,500,000	
Total Federal Income		48,795,050
Total Available Funds (TAF)		$ 48,795,050

EXPENDITURES

Object Code		
7520	Student Grants and Book Waivers	$ 48,795,050
	Total Student Federal Grants	$ 48,795,050

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA STUDENT GRANTS

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Unaudited Beginning Balance, July 1	$ -
State Income - Cal Grant B and C	1,900,000
Total Available Funds (TAF)	$ 1,900,000

EXPENDITURES

Object Code		
7520	Student Grants and Book Waivers	$ 1,900,000
	Total State of California Student Grants	$ 1,900,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSOCIATED STUDENTS OF RCCD

TENTATIVE OPERATING BUDGET
2011-2012

INCOME

Unaudited Beginning Balance, July 1			$ 1,059,973
Local Income			
	Student Fees	$ 677,000	
	Interest	11,000	
	Athletic Events	12,000	
	Total Local Income		700,000
Total Available Funds (TAF)			$ 1,759,973

EXPENDITURES

Account Code			
900	ASRCC Operations/Special Events	$ 12,263	
905	Organizations Funding	133,237	
906	Athletics	225,500	
910	Riverside Associated Students	168,000	
920	Norco Associated Students	84,000	
930	Moreno Valley Associated Students	77,000	
	Total Expenditures		$ 700,000
	Contingency		1,059,973
	Total ASRCC Accounts		$ 1,759,973

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-2 Date: June 21, 2011

Subject: Network Operations Center at Moreno Valley College and Norco Operations Center at Norco College – Budget Augmentation

Background: On January 27, 2009, the Board of Trustees approved a project design and budget in the amount of $2,994,082 for the Network Operations Center at the Moreno Valley College. The Network Operation Center project will house central telephone and network operations equipment, provide offices for information technology staff and support space for equipment repair, storage and staging new equipment. On December 15, 2009, the Board of Trustees approved the scope design and tentative project budget in the amount of $16,834,625 for the Norco Operations Center at the Norco College. The Norco Operations Center project will include office, storage, and meeting space for maintenance and operation functions. It will also house the College's Network Operations Center which includes instructional media support services, storage and repair facilities, and space to house the College Emergency Command Center.

Based on technical issues and peer review within the IT Implementation Committee, staff requests the Board's review and consideration of augmenting the project budget for both the Network Operations Center and Norco Operations Center by $80,000 each so the architectural firms can move forward with necessary modifications to the Heating, Ventilation and Air-Conditioning (HVAC) systems for the data equipment as specified by the IT audit recommendations. The increase in funding will include specification and design changes to the HVAC system, architect/engineering fees and the purchase of the equipment. The tentative project budget for each project now totals: $3,074,082 for the Network Operations Center at the Moreno Valley College and $16,914,625 for the Norco Operations Center at the Norco College.

The total budget augmentation of $160,000 will be funded by the IT Upgrade project budget, Centrally Controlled Measure C funds.

Recommended Action: It is recommended that the Board of Trustees approve the budget augmentation in the amount of $80,000 for the Network Operations Center project at the Moreno Valley College; approve the budget augmentation in the amount of $80,000 for the Norco Operations Center at Norco College; and approve using the IT Upgrade project budget, Centrally Controlled Measure C funds.

Gregory W. Gray
Chancellor

Prepared by: Tom Harris, Acting President, Moreno Valley College

Brenda Davis, President, Norco College

David Bobbit, Interim Vice President Business Services, Moreno Valley College

Laurens Thurman, Interim Vice President Business Services, Norco College

Orin L. Williams, Associate Vice Chancellor, Facilities Planning and Development

Bart L. Doering, Director of Construction, Facilities Planning and Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-3 Date: June 21, 2011

Subject: Document Imaging Services and Software

Background: The District currently utilizes the Singularity Document Management solution for document imaging and management. This system has been in place since the District purchased the system from Hershey Software of Santa Fe Springs, CA. after a competitive bid award (Board Item # V-A-6-E, awarded June 16th 2008). The initial scope of work included the development and implementation of the Financial Aid and the Admissions and Records Departments. Those initial efforts have been completed and both departments' current image processing as well as legacy records have been integrated into active administrative systems and workflows.

At this time the District has an urgent need to continue forward with this effort and integrate the Human Resources and Finance Departments into the Singularity system. The urgency of this project is predicated on the scheduled physical movement of both Human Resources and the Finance Department to the new Systems Office (to be constructed). At the completion of this construction there will be insufficient space in the new facilities for archived document storage. Thus, the effort of integration and archiving of paper documents must be completed by the end of the construction phase. This second phase of the project has been in the planning stage for over a year and is recommended by PlanNet in the "IT Audit."

Since the initial purchase of the Singularity software, Hershey Systems has been acquired by Hyland Software, which will continue to support and develop the Singularity system. Hyland Software has presented the District with project proposals focused on current document capture modules, archived document capture and conversion for both departments and licenses for two additional scanning stations for each department. The cost has been estimated by Hyland Software to be $21,500.00 per department, for a total of $43,000.

This proposal also has been reviewed and approved by the Information Technology Implementation Committee. Staff recommends that the upgrade be funded by Measure C funds.

Recommended Action: It is recommended that the Board of Trustees approve the purchase of services and additional software from Hyland Software in the amount of $43,000 and approve using the IT Upgrade project budget, Centrally Controlled Measure C funds.

Gregory W. Gray
Chancellor

Prepared by: Steve Gilson
Associate Vice Chancellor
Information Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-4 Date: June 21, 2011

Subject: Purchase District Web Server Upgrade Equipment from Dell Using Western States Contracting Alliance (WSCA) Agreement #B27160

Background: Riverside Community College District currently operates web servers for the Office of Strategic Communications in two locations, the IT server rooms at Riverside City College and offsite at Acorn Technology Corporation. The servers located at Riverside City College have been in service for over eight years and are considered "end of life." The servers need to be replaced and expanded.

The new servers would be located at Acorn Technologies because of limited space and resources at Riverside City College. This will enable the District to manage current and projected user traffic and the transition to a universal platform running Microsoft Office SharePoint Server 2010. The server upgrades are in line with the recommendations of the IT Audit consultants and were approved by the IT Implementation Committee for immediate purchase. Approval from the Board of Trustees is requested to use a total of $93,168.62 of the IT Upgrade project budget, Centrally Controlled Measure C funding to purchase the required servers and hardware.

On November 17, 2009 the Board of Trustees approved using WSCA Agreement #B27160 to purchase Dell proprietary hardware, in accordance with Public Contract Code Section 20652. This contract is valid until August 31, 2014. The IT Implementation Committee recommends the procurement of Dell PowerEdge M610 blade servers and its associated networking components using approved WSCA Agreement #B27160. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options for the purchase of information technology equipment, software and services, and found that this subject contract best meets the needs of the District.

Recommended Action: It is recommended that the Board of Trustees approve the expenditure of the IT Upgrade project budget, Centrally Controlled Measure C funds in the amount of $93,168.62, to purchase replacement servers for the Office of Strategic Communications and Relations using approved WSCA Agreement #B27160.

Gregory W. Gray
Chancellor

Prepared by: Darren Dong
Director, Web Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-5 Date: June 21, 2011

Subject: Learning Gateway Building at Moreno Valley College – Construction Management Amendment No. 1

Background: On March 17, 2009, the Board of Trustees approved the use of Measure C funding in the amount of $4,750,000 for planning and design of the Learning Gateway Building (formerly called Parking Structure and Surge Space) project at the Moreno Valley College. On November 17, 2009, the Board of Trustees approved the Learning Gateway Building project be delivered using Construction Management Multiple Prime contracting. The Board also approved an agreement with C.W. Driver in the amount of $2,086,578 to provide construction management services for the project.

Staff now requests approval of an amendment with C.W. Driver in the amount of $89,215 to extend the length for pre-construction services for the Learning Gateway Building project from August 1, 2011 to April 1, 2012. The extended length for pre-construction is required due to the bifurcation of the Lion's Lot from the main Learning Gateway Building project. The division from one to two projects is due to the Division of the State Architect's furlough delays. The Lion's Lot construction was originally planned to be concurrent with the construction of the Learning Gateway Building; however, the separation of these two "phases" was requested by the College to augment student parking as soon as possible.

The C.W. Driver agreement, including amendment and reimbursable expenses, totals $2,175,793. To be funded by the Board approved project budget, Moreno Valley College Allocated Measure C funds.

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 1 with C.W. Driver for the Learning Gateway Building project at the Moreno Valley College in an amount not to exceed $89,215; and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Tom Harris, Acting President, Moreno Valley Campus

David Bobbit, Interim Vice President Business Services, Moreno Valley Campus

Orin L. Williams, Associate Vice Chancellor
Facilities Planning and Development

Bart L. Doering, Director of Construction
Facilities Planning and Development

FIRST (1) AMENDMENT TO AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT AND C.W. DRIVER (Learning Gateway Building at Moreno Valley College)

This document amends the original agreement between the Riverside Community College District and C.W. Driver, which was approved by the Board of Trustees on November 17, 2009.

The agreement is hereby amended as follows:

I. Additional compensation of this amended agreement shall not exceed $89,215, including reimbursable expenses, totaling agreement to $2,175,793. The term of this agreement shall be from the original agreement date of November 18, 2009, to the estimated completion date of June 30, 2012. Payments and final payment shall coincide with original agreement.

II. The additional scope of work is to extend the length for pre-construction services from August 1, 2011 to April 1, 2012.

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

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

C.W. DRIVER

By: _____
Dana Roberts
President
468 N. Rosemead Blvd.
Pasadena, CA 91107

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-6 Date: June 21, 2011

Subject: Groundwater Monitoring Wells - Disposition at Norco College – Tentative Project Budget

Background: In 1990, subsequent to the transfer of the U.S. Navy Corona Naval Weapons Center property to the District, for use as the Norco College site, the State approved the cleanup of the property due to the landfill reportedly consisting of glass, medical supplies, incinerator ash, metal scrapes and construction debris. The State stipulated that as a safety precaution, three groundwater wells were to be installed and monitored on a semi-annual basis. On October 18, 1990, Department of Toxic Substances Control (DTSC) issued a letter documenting that cleanup action was complete, but required continued groundwater monitoring for five years. Recent investigation revealed that two of the wells that were originally installed were removed when Third Street was widened from two lanes to four lanes. The third well remains in the median of Third Street. An Environmental Records Review, administered by DUDEK, reveals that the DTSC has an open file, concerning contaminated soils on the site, prior to the District taking possession of the property. It was also discovered there was no documentation indicating that groundwater monitoring had taken place. Due to the lack of documentation DTSC will not de-list the property, or enter a 'No Further Action' decision on the property until the District installs two additional wells and completes an Operations and Maintenance Work plan, monitoring the wells for a five-year period.

Staff therefore recommends the Board of Trustees approve a tentative project budget in an amount not to exceed $100,000 to install two additional wells, develop an Operations and Maintenance Work plan that will meet regulatory requirements with DTSC, and have DTSC review the property and de-list it from their records after the five-year monitoring period.

To be funded by Program Contingency Measure C funds.

Recommended Action: It is recommended that the Board of Trustees approve a tentative project budget in an amount not to exceed $100,000 for the Groundwater Monitoring Wells – Disposition project at the Norco College.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis, President, Norco College

Laurens Thurman, Interim Vice President Business Services, Norco College

Orin L. Williams, Associate Vice Chancellor
Facilities Planning and Development

Calvin Belcher, Project Manager
Facilities Planning and Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-7 Date: June 21, 2011

Subject: Riverside Nursing/Science Building Project – Design Amendment No. 7

Background: On June 20, 2006, the Board of Trustees approved an agreement with GKK Works (GKK) to provide plans, specifications and working drawings for the Nursing/Science Building project at the Riverside City College for $4,290,825.15. Since then, the Board of Trustees approved Amendments 1 through 6 with GKK for multiple changes to the project which include: development of design and specifications of a site plan layout and special signage, engineering and design services for audio-visual and information technology systems, and design services for development of safety and security systems; design services to assess changes required by the California Building Code (2007 CBC) related to structural/mechanical systems and fire/life safety issues; development of hazardous materials management services in response to Division of State Architect (DSA) Fire Marshal's Plan review of the project; a Leadership in Energy and Environmental Design (LEED) feasibility study with a summary analysis for LEED prerequisites and a summary estimating potential savings to the District for changes to green project design, development and operations; revisions to the Life Science Department for architectural services, mechanical, plumbing and electrical engineering, Information Technology and Audio Video consulting services; and LEED implementation, not originally designed within the project.

Staff now requests approval of a seventh request for additional services with GKK for the Riverside Nursing/Science Building project in the amount of $30,670. The additional services are for District requested revisions to the project which include architectural, mechanical and electrical engineering services for: Nursing corridor security, Medical/Surgical Simulation Lab and Control area, and changes to the emergency generator fuel storage system. The GKK agreement, including all seven amendments and reimbursable expenses, totals $5,851,058.15. To be funded from the Board approved project budget, State Construction Act and Riverside City College Allocated Measure C Funds.

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 7 with GKK Works for the Riverside Nursing/Science Building project in an amount not to exceed $30,670, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Cynthia E. Azari, President, Riverside City College

Norm Godin, Vice President Business Services, Riverside City College

Orin L. Williams, Associate Vice Chancellor,
Facilities Planning and Development

Michael J. Stephens, Director of Construction
Facilities Planning and Development

SEVENTH (7) AMENDMENT TO AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT AND GKK WORKS (Riverside Nursing/Science Building Project)

This document amends the original agreement between the Riverside Community College District and GKK Works, which was approved by the Board of Trustees on June 20, 2006.

The agreement is hereby amended as follows:

I. Additional compensation of this amended agreement shall not exceed $30,670, including reimbursable expenses, totaling agreement to $5,851,058.15. The term of this agreement shall be from the original agreement date of June 21, 2006, to the estimated completion date of December 31, 2012. Payments and final payment shall coincide with original agreement.

II. The additional scope of work is described in Exhibit I, attached.

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

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

GKK WORKS

By: _____
Kris Kay
Principle of Higher Education
2355 Main St., Ste. 220
Irvine, CA 92614

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____
James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Exhibit I

Project: Nursing/Science Building Project
Riverside City College

Scope of Work:

DISTRICT REQUESTED REVISIONS:	FEE BREAKDOWN
1. Provide architectural, mechanical, and electrical engineering services for the Nursing corridor security revisions, from 05/17/10 meeting.	$9,052.00
2. Provide architectural and electrical engineering services Medical/Surgical Simulation Lab and Control area revisions, from 05/17/10 meeting.	$7,060.00
3. Change standby engine generator fuel storage system from underground to unit “belly-tank”.	$7,438.00
4. Change fuel day tank to unit “belly-tank”.	$3,632.00
5. DSA submittal, review, and approval of changes for items 1 through 4.	$1,488.00
6. Reimbursable Expenses	$1,000.00
TOTAL	$30,670.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-8 Date: June 21, 2011

Subject: Wheelock Gymnasium, Seismic Retrofit at Riverside City College – Budget Augmentation and Amendments to Agreements

Background: On June 16, 2009, the Board of Trustees approved the design and tentative project budget in an amount of $18,411,120 for the Wheelock Gymnasium, Seismic Retrofit project located at the Riverside City College (RCC) using State Construction Act and Measure C funds. On February 16, 2010, the Board of Trustees approved a budget augmentation of $600,000 for the interim housing facilities for the project, totaling the tentative project budget to $19,011,120.

On April 19, 2011, the Board of Trustees approved Resolution No. 46-10/11 which delegated authority to the Vice Chancellor Administration and Finance to enter into a takeover contract to ensure the completion of the Riverside Aquatics Complex and Wheelock Gymnasium Seismic Retrofit projects due to the default of Tidwell Concrete Construction leaving incomplete concrete work and concrete wall reinforcement for the two projects.

Staff therefore requests approval of a budget augmentation to the Wheelock Gymnasium Seismic Retrofit project in an amount of $2,125,000 using RCC's Measure C allocated funds, totaling the tentative project budget to $21,136,120. The budget augmentation includes an augmentation of $650,000 for adequate funds for office and lobby furniture, instructional and non-instructional equipment, audio visual equipment, data and voice equipment, building access/security equipment and systems needed to appropriately support the instructional and intercollegiate programs. Additionally, the budget augmentation includes $1,475,000 due to the extended construction schedule related to delays in the project caused from unforeseen/deteriorated structural conditions in the building's foundation and structure, weather delays (flooding) and the default from Tidwell Concrete Construction. Reimbursement costs associated with delays due to default will be negotiated with surety when all costs are known.

Staff also requests approval of the following amendments due to the delays in the project described previously.

- Tilden Coil Constructors, Inc – Construction Management Services
  - Amendment No. 1 not to exceed $330,000,
    Agreement total now $2,347,253.

- Inland Inspection and Consulting – Inspection Services
  - Amendment No. 1 not to exceed $54,696,
    Agreement total now $239,736.

- VBS Leasing – Lease for Interim Facility
  - Amendment No. 1 not to exceed $90,419,
    Agreement total now $417,699.32.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: III-E-8 Date: June 21, 2011

Subject: Wheelock Gymnasium, Seismic Retrofit at Riverside City College – Budget Augmentation and Amendments to Agreements (Continued)

All amendments are attached for review and consideration. To be funded by Riverside City College Allocated Measure C Funds ($2,125,000).

Recommended Action: It is recommended that the Board of Trustees approve the following for the Wheelock Gymnasium, Seismic Retrofit project:

1.) Approve project budget augmentation in the amount of $2,125,000 using Riverside City College Measure C Allocated Funds, totaling the tentative project budget to $21,136,120;

2.) Approve Amendment No. 1 with Tilden Coil Constructors, Inc. in amount not to exceed $330,000 for construction management services;

3.) Approve Amendment No. 1 with Inland Inspection and Consulting in an amount not to exceed $54,696 for inspection services;

4.) Approve Amendment No. 1 with VBS Leasing in an amount not to exceed $90,419 for additional lease of interim facility;

5.) Authorize the Vice Chancellor, Administration and Finance to sign the amendments.

Gregory W. Gray
Chancellor

Prepared by: Cynthia E. Azari
President
Riverside City College

Norm Godin
Vice President Business Services
Riverside City College

Orin L. Williams, Associate Vice Chancellor
Facilities Planning and Development

Michael J. Stephens, Director of Construction
Facilities Planning and Development

FIRST (1) AMENDMENT TO AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT AND TILDEN-COIL CONSTRUCTORS, INC.

(Wheelock Gymnasium, Seismic Retrofit – Riverside City College)

This document amends the original agreement between the Riverside Community College District and Tilden-Coil Constructors, Inc., which was approved by the Board of Trustees on April 28, 2009.

The agreement is hereby amended as follows:

I. Additional compensation of this amended agreement shall not exceed $330,000, including reimbursable expenses, totaling agreement to $2,347,253. The term of this agreement shall be from the original agreement date of April 29, 2009, to the estimated completion date of the project. Payments and final payment shall coincide with original agreement.

II. The additional scope of work is described in Exhibit I, attached.

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

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

TILDEN-COIL CONSTRUCTORS, INC.

By: _____

Brian Jaramillo
President
3612 Mission Inn Ave.
Riverside, CA 92501

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Exhibit I

Tilden-Coil CONSTRUCTORS
Building with Integrity Since 1938

April 22, 2011

Michael Stephens
Riverside Community College District
48000 Magnolia Avenue
Riverside, California 92506

REF: Wheelock Gymnasium Seismic Retrofit

CONSTRUCTION MANAGEMENT GENERAL CONDITIONS AUGMENTATION BUDGET REQUEST #1

NARRATIVE:

Tilden-Coil Constructors, Inc. is requesting additional General Conditions (GC's) be made available for the Wheelock Gymnasium Seismic Retrofit project. Unforeseen conditions have currently extended the construction process by better than 7 months. These unforeseen conditions are broken down into three main categories:

- *Existing Structural Challenges – 11 weeks of delay (note: additional unresolved issues still exist and could cause additional delay)*
- *Prime Trade Contractor Default and Delay - 15 weeks of delay*
- *Project Site Flooding – 4 weeks of delay*

REFERENCES:

- Construction Schedule
- Construction Status Schedules
- Tidwell Default Documentation
- Project Daily Work Reports And Photos

RESOLUTION:

As a onetime request to the Board, TCC recommends that additional and excess GC's be secured in order to support Construction Management process that currently track a May 31, 2012 completion. This augmentation will allow for the added time and staffing necessary to advance the project and provide opportunity for a successful completion. Please note that Tilden coil is working closely with the District and their Council to recover any and all Tidwell related delay cost.

COST BUDGET DETAIL:

1.	11 Weeks - Existing Unforeseen Conditions.....	$	121,000
2.	6 Weeks - Tidwell Production Issues.....	$	66,000
3.	9 Weeks - Tidwell Default Issue.....	$	99,000
4.	4 Weeks - Project Flooding.....	$	44,000
Total:	.....	***$***	***330,000***

SCHEDULE IMPACT:

It is anticipated that current General Conditions will be exhausted by November 2011. Augmentation of GC's should be resolved in the June Board meeting.

Sincerely,
TILDEN-COIL CONSTRUCTORS, INC.

Tracy Ellis
Senior Project Manager

Tilden-Coil CONSTRUCTORS
Building with Integrity Since 1938

April 22, 2011

Michael Stephens
Riverside Community College District
48000 Magnolia Avenue
Riverside, California 92506

REF: Wheelock Gymnasium Seismic Retrofit

CONSTRUCTION MANAGEMENT GENERAL CONDITIONS AUGMENTATION REQUEST #1

NARRATIVE:

Tilden-Coil Constructors, Inc. is requesting additional General Conditions (GC's) be made available for the Wheelock Gymnasium Seismic Retrofit project. Unforeseen conditions relating to Prime Trade Contractor performance have currently extended the construction process by approximately 15weeks. These unforeseen conditions are the result of one Prime Trade Contractor and have been resolved into two main categories:

- *Prime Trade Contractor (Tidwell Concrete Construction, Inc.) Default and Delay - 15 weeks*
  - *i) Critical path impact causing loss time due to production issues – 6 weeks*
  - *ii) Critical path impact causing loss time due to bankruptcy – 9 weeks*

REFERENCES:

- Baseline Construction Schedule
- Construction Status Schedules
- Project Daily Work Reports
- Tidwell Default Documentation
- Project Construction Management General Conditions

RESOLUTION:

Tilden-Coil Constructors, Inc. is requesting an additional 15 weeks of GC's in order to support required extended Construction Management services. The extension of General Conditions is derived from the original 65 week duration negotiated to perform the required work. Based upon the original GC contract amount of $997,253 a weekly rate of $15,342 has been resolved and applied to the 15 weeks of delay.

COST DETAIL:

1.	15 Weeks - Tidwell Performance and Bankruptcy issues.....	$	230,130
Total:		***$***	***230,130***

SCHEDULE IMPACT:

The project schedule has been impacted 15 weeks on the critical path due to Tidwell issues. We have only requested costs associated with impacts to the General Conditions for the delays. We have not included costs for acceleration to make up any of this lost time. Additionally, we have not included cost for lost profits as it relates to this delay. Augmentation of GC's should be resolved immediately in order to have funds available for the extended CM services.

Sincerely,
TILDEN-COIL CONSTRUCTORS, INC.

Tracy Ellis
Senior Project Manager

FIRST (1) AMENDMENT TO AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT AND INLAND INSPECTION AND CONSULTING

(Wheelock Gymnasium, Seismic Retrofit – Riverside City College)

This document amends the original agreement between the Riverside Community College District and Inland Inspection and Consulting, which was approved by the Board of Trustees on August 17, 2010.

The agreement is hereby amended as follows:

I. Additional compensation of this amended agreement shall not exceed $54,696, including reimbursable expenses, totaling agreement to $239,736. The term of this agreement shall be from the original agreement date of August 17, 2010, to the estimated completion date of the project. Payments and final payment shall coincide with original agreement.

II. The additional scope of work is described in Exhibit I, attached.

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

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

INLAND INSPECTIONS & CONSULTING

By: _____

Robert E. Schumacher
Director of Operations
7338 Sycamore Canyon Blvd. Ste. 4
Riverside, CA 92508

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____

Exhibit I

INLAND INSPECTIONS & CONSULTING
7338 SYCAMORE CANYON BLVD., STE. 4, RIVERSIDE, CA 92508
(951) 697-1000 * FAX (951) 697-1030

April 12, 2011

Attention: Michael Stephens E-MAILED TO: michael.stephens@rcc.edu

RE: Riverside City College Wheelock Gymnasium Renovation
DSA Application Number 04-110664, DSA File Number 33-C1
Request for Increase to Contract C-0003180 for DSA Project Inspector

Pursuant to your request during the April 4, 2011, owner's meeting, I am providing this information for your use only as a back-up to our request for an increase to the referenced contract. Information received at the owner's meeting indicates a six month extension to the project schedule. The completion date is now expected to be January 1, 2012, instead of August 1, 2011. Our estimated additional fees for the completion of this project in consideration of this schedule extension are shown below. We are estimating part-time inspection requirements from October 16, 2011, through completion. If the District or Construction Manager requires more inspection hours than what we have estimated, then additional fees will be required. Our estimated hours above take into consideration only regular working days and hours. Any overtime or double-time hours (see below) will be an additional cost to our estimates above. The following holiday dates are excluded from our estimated hours above: September 5, 2011; November 11, 24, and 25, 2011; and December 26, 2011. Please note that we will honor our current Project Inspector rate of $86.00 per hour through December 31, 2011.

Normal hours:	eight hours Monday-Friday, excluding any Holiday
Overtime hours: (1½ x hourly rate)	first 4 overtime hours Monday-Friday, excluding any Holiday and first 12 hours on Saturday, excluding any Holiday
Double-time hours: (2 x hourly rate)	all hours over 12 on Monday-Saturday and all hours on Sunday or Holiday

Project Inspector August and September, 2011: 352 hours	$30,272.00
Project Inspector October 1-15, 2011: 80 hours	$ 6,880.00
Project Inspector October 16-31, 2011: 44 hours	$ 3,784.00
Project Inspector November and December, 2011: 160 hours	$13,760.00
ESTIMATED TOTAL	**$54,696.00**

Please contact me if you have any questions regarding our services or fees.

Sincerely,

Robert E Schumacher

Robert E. Schumacher
Director of Operations

FIRST (1) AMENDMENT TO AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT AND VBS LEASING

(Wheelock Gymnasium, Seismic Retrofit – Riverside City College)

This document amends the original agreement between the Riverside Community College District and VBS Leasing, which was approved by the Board of Trustees on April 20, 2010.

The agreement is hereby amended as follows:

I. Additional compensation of this amended agreement shall not exceed $90,419, totaling agreement to $417,699.32. The term of this agreement shall be from the original sixteen (16) month lease duration at $20,455.02 per month, to the extended lease duration of five (5) additional months at an adjusted rate of $18,083.77 per month. Payments and final payment shall coincide with original agreement.

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

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

VBS LEASING

By: _____

Darcy Dahlem
General Manager
3150 West Wigwam Ave.
Las Vegas, NV 89139

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____

James L. Buysse
Vice Chancellor
Administration and Finance

Date: _____