

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
Board of Trustees – Regular Meeting –  
June 21, 2011 – 6:00 p.m. – Room 101 – Student Services  
Moreno Valley College, 16130 Lasselle Street, Moreno Valley, California 92551

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

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

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

Any public 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.     Approval of Minutes – Regular/Committee Meetings of May 3, 2011  
          Special Governance Committee Meeting of May 11, 2011  
          Special Meeting of May 16, 2011  
          Special Meeting of May 17, 2011  
          Regular Meeting of May 17, 2011

- 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**

- 1.     Special Presentation – “Administration of Oath of Office to Student Trustee” – Chancellor Gregory W. Gray
      - 2.     Special Presentation – “Presentation of Spring 2011 Scholarship Award to Student Trustee” – Chancellor Gregory W. Gray
      - 3.     Special Presentation – “Presentation to Supervisor Marion Ashley” – Chancellor Gregory W. Gray

4. Special Presentation- “Leadership Academy” – Chancellor Gregory W. Gray

B. Resolution in Recognition of Brenda Davis – Resolution No. 67-10/11  
- Recommend approving a resolution recognizing Dr. Brenda Davis’ service to Norco College and the District.

**Recommended Action: Request for Approval**

C. Proposed Public Agency Retirement Services (PARS) Retirement Incentive – Resolution No. 56-10/11  
- Recommend approving the revised resolution to implement supplementary retirement plans.

**Recommended Action: Request for Approval**

D. California State Teachers’ Retirement System Retirement Incentive Program – Resolution No. 68-10/11  
-Recommend approving a resolution for the Early Retirement Incentive Program with CalSTRS.

**Recommended Action: Request for Approval**

E. Electronic Board Book  
- An informational report on moving from paper to electronic Board books will be discussed.

**Information Only**

III. Student Report

IV. Comments from the Public

V. Consent Items

A. Action

1. Personnel  
- Appointments and assignments of academic and classified employees.

a. Academic Personnel

1. Appointments

(a) Management

(b) Contract Faculty (None)

(c) Long-Term, Temporary Faculty

(d) Department Chairs and Stipends, Academic Year 2011-12

- e) Coordinator Assignments, Academic Year 2011-12
  - (f) Extra-Curricular Assignments, Academic Year 2011-12
  - (g) Extra-Curricular Assignments, Academic Year 2010-11
  - (h) Extra-Curricular Assignments, Academic Year 2009-10
2. Summer Coaching Compensation
  3. Notices of Employment – Tenured Faculty, Academic Year 2011-12
  4. Notices of Employment – Contract Faculty, Academic Year 2011-12
  5. Notices of Employment – Contract Faculty, Academic Years 2011-12 and 2012-13
  6. Notices of Employment – Categorically Funded Faculty, Academic Year 2011-12
  7. Academic Administrator Employment Contracts, Academic Years 2011-12 and 2012-13
  8. Academic Administrator Employment Contracts, Academic Year 2011-12
  9. Categorically Funded Academic Administrator Employment Contracts, Academic Year 2011-12
  10. Academic Rank
  11. Salary Reclassification
  12. Nursing Grant Compensation Stipends Spring 2011
  13. Request for Leave Under the California Family Rights Act (CFRA) and the Federal Family and Medical Leave Act (FMLA)
  14. Emeritus Awards, Administrators
  15. Emeritus Awards, Faculty

16. Separation(s)
  - b. Classified Personnel
    1. Appointments
      - (a) Management/Supervisory
      - (b) Management/Supervisory – Categorically Funded
      - (c) Classified/Confidential
      - (d) Classified/Confidential – Categorically Funded
    2. Requests for Leave Under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA)
    3. Positions Reclassified Due to Significant Job Content Changes
    4. Rescind Elimination of Positions Due to Lack of Funds
    5. Elimination of Positions Due to Lack of Funds
    6. District and RCCD Employees, Chapter 535, CSEA, MOU – College Safety and Police Dispatch - Transition into Community Service Coordinators (Newly Created) Positions and to the Police Records Clerk
    7. Requests for Temporary Reduced Workload During 4/10 Work Schedule
    8. Separation(s)
  - c. Other Personnel
    1. Substitute Assignments
    2. Short-term Positions
    3. Full-Time Students Employed Part-Time and Part-Time Students Employed Part-Time on Work Study
    4. Management Furloughs



2. Purchase Order and Warrant Report—All District Resources
  - Recommend approving/ratifying Purchase Orders, Purchase Order Additions, and District Warrant Claims issued by the Business Office.
  
3. Budget Adjustments
  - a. Budget Adjustments
    - Request approval of various budget transfers between major object codes within the approved budget concerning supplies, services, equipment and personnel as requested by administrative personnel; further recommend authorizing the making of necessary balancing transfers to various accounts and funds of the District.
  
  - b. Resolution(s) to Amend Budget
    1. Resolution to Amend Budget – Resolution No. 62-10/11 2010-2011 Resource 1080 Community Education
      - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
  
    2. Resolution to Amend Budget – Resolution No. 63-10/11 Riverside Aquatics Complex – Southern California Gas Company Energy Rebates
      - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
  
    3. Resolution to Amend Budget – Resolution No. 64-10/11 2010-2011 State Transition to Nursing Practice Program
      - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
  
    4. Resolution to Amend Budget – Resolution No. 65-10/11 2010-2011 Kaiser Permanente Grant for Dental Hygiene
      - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
  
  - c. Contingency Budget Adjustments
    - Recommend approving by a two-thirds vote, a budget transfer as presented.

4. Bid Awards

- a. Wheelock Stadium Synthetic Turf Replacement Project Utilizing the U.S. Communities Government Purchasing Alliance Contract No. 0139-08-TF-000-A  
- Recommend approving the purchase of synthetic turf using a competitively bid contract and the use of Measure C funds to the extent FEMA/CalEMA funds do not fully cover the costs of this project
- b. Food and Food Service Supply Purchases Utilizing the U.S. Communities Government Purchasing Alliance Contract No. 13924  
- Recommend approving the purchase of foods and food service supplies using a competitively bid contract.
- c. Award of Bid Ratification Bid Number 2010/11-36 – MVC Dental Education Center, Category 2 – Site Utilities Electrical  
- Recommend ratifying an award of bid for site utilities electrical.
- d. Award of Bid Ratification Number 2010/11-38 – MVC Dental Education Center, Category 4 – Dental Lab Casework.  
- Recommend ratifying an award of bid for dental lab casework.
- e. Award of Bid Ratification Bid Number 2010/11-45 – Culinary Arts Academy and District Office Building Project, Category 1 – Exterior/Interior Demolition  
- Recommend ratifying an award of bid for building interior and exterior demolition.
- f. Award of Bid Ratification Bid Number 2010/11-43 – Citrus Belt Savings & Loan Art Gallery, Category 7 – Mechanical (HVAC)  
- Recommend ratifying an award of bid for mechanical (HVAC) consisting of heating, ventilation and air-conditioning.
- g. Award of Bid Ratification Bid Number 2010/11-44 – Citrus Belt Savings & Loan Art Gallery, Category 9 – Electrical  
- Recommend ratifying an award of bid for electrical consisting of electrical, connections, cabling and equipment.

- h. Approval to Purchase Information Technology Goods and Services from Govplace, Utilizing the California Multiple Award Schedules (CMAS) Contract No. 3-111-70-0920L.
    - Recommend approving the purchase of information technology goods and services using CMAS Contract No. 3-11-70-0920L.
  - i. Bid Rejection Bid Number 2010/11-11 – MVC Learning Gateway Building Utility Relocation Project, Category 11 – Underground Plumbing and Pipeline
    - Recommend rejecting all bids for underground plumbing and pipeline, combining the scope of work with Building Plumbing category and re-bidding the project.
  - j. Bid Rejection Bid Number 2010/11-12 – MVC Learning Gateway Building Utility Relocation Project, Category 12 – Underground Electrical
    - Recommend rejecting all bids for underground electrical, combining the scope of work with Building Electrical category and re-bidding the project.
5. Out-of State Travel
- Recommend approving out-of-state travel requests.
6. Grants, Contracts and Agreements
- a. Contracts and Agreements Report Less than \$78,900 – All District Resources
    - Recommend ratifying the listing of the District’s contracts and agreements that are less than \$78,900, pursuant to Public Contract Code Section 20650.
  - b. Amendment to Song Brown Mental Health Special Project Agreement Contract No. 09-9068
    - Recommend accepting the term of the extension from the Office of Statewide Planning and Development.
  - c. Agreement with Office of Statewide Planning and Development
    - Recommend accepting the award from the Office of Statewide Planning and Development to pay salary and benefits for one full-time faculty.
  - d. Agreement with Cal State San Bernardino for Dispatch Services
    - Recommend approving the agreement for dispatch services.

- e. Agreement with Professional Personnel Leasing, Inc.
    - Recommend approving the amendment to the agreement to provide professional and administrative services to the President of Norco, and other College and District personnel in matters pertaining to financial and administrative services of Norco College.
  - f. Renewal of Agreement with County of Riverside, Sheriff's Department
    - Recommend approving the agreement for hourly rates plus work-related expenses.
  - g. Agreement for Childcare Program with the Child Care Amenity Group, National Pediatric Support Services, Inc., Alvord Unified School District and Riverside Community College District
    - Recommend approving the agreement reflecting name change to the document, minor edits, and use of Alvord designated kitchen space to meet state requirements.
7. Other Items
- a. Temporary Loans – Potential General Fund Cash Shortage Arising from State Apportionment Deferrals – Resolution No. 61-10/11
    - Recommend approving a resolution authorizing temporary loans for FY 2011-2012.
  - b. Temporary Loans – Potential Child Care Fund Cash Shortage – Resolution No. 66-10/11
    - Recommend approving a resolution authorizing temporary loans in FY 2011-2012.
  - c. Signature Authorization
    - Recommend each Trustee and administrators to sign documents as listed.
  - d. Surplus Property
    - Recommend declaring listed property as surplus; finding the property be sold on behalf of the District.

**Recommended Action: Request for Approval and Ratification**

B. Information

1. Monthly Financial Report  
- Informational report relative to financial activity for from July 1, 2010 through May 31, 2011.

**Information Only**

VI. Board Committee Reports

A. Governance Committee

1. Revised and New Board Policies – Second Reading  
- Recommend accepting Board Policies 3550 and 7250 for second reading.  
**Recommended Action: Request for Approval**

B. Teaching and Learning Committee

1. Academic Programs Abroad, Florence, Italy, Fall 2011  
- Recommend approving the agreement to provide educational services for the study abroad program.  
**Recommended Action: Request for Approval**
2. Proposed Curricular Changes  
- Recommend approving the curricular changes for inclusion in the catalog and in the schedule of class offerings.  
**Recommended Action: Request for Approval**
3. Substantive Change Proposal – Change in Location of Dental Programs  
- Recommend approving the substantive change proposal and authorize Moreno Valley College administration to forward the approved document to the ACCJC.  
**Recommended Action: Request for Approval**
4. Substantive Change Proposal – Distance Education (50% or more of a Program Offered through a Mode of Distance or Electronic Delivery)  
- Recommend approving the substantive change proposal and authorize Moreno Valley College administration to forward the approved document to the ACCJC.  
**Recommended Action: Request for Approval**

C. Planning and Operations Committee

1. 2013-2017 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals  
- Recommend approval of the Capital Construction Plans within the District and three Initial Project Proposals and four Final Project Proposals.

**Recommended Action: Request for Approval**

D. Facilities Committee

1. Moreno Valley College Dental Education Center – Award Bids for Construction Categories  
- Recommend approval to award bids for ten construction project categories; authorize the issuance of notices to proceed, permit project bid ratification at subsequent meeting; and authorize signing of associated agreements.

**Recommended Action: Request for Approval**

2. Learning Gateway Building at Moreno Valley College – Award Bids for Construction Categories  
- Recommend approval to award bids for twenty-one construction project categories; authorize the issuance of notices to proceed, permit project bid ratification at subsequent meeting; and authorize signing of associated agreements.

**Recommended Action: Request for Approval**

3. Consultant Services – Amendment No. 3 with facilities Planning and Consulting Services  
- Recommend approval of an amendment for additional services for the next fiscal year with facilities Planning and Consulting Services who assists with the District's planning needs and requirements to the California Community Colleges Chancellor's Office.

**Recommended Action: Request for Approval**

E. Resources Committee

1. Tentative Budget for 2011-2012 and Notice of Public Hearing on the 2011-2012 Budget  
- Recommend approving the District's 2011-2012 Tentative Budget and authorize forwarding a copy to the Riverside County Superintendent of Schools; announcing the budget will be available for public inspection beginning September 15, 2011 and a public hearing will be held at the Board's September 20, 2011 meeting followed by adoption of the 2011-2012 Final Budget. It is further recommended authorizing the Chancellor to sign a notice relative to these dates.

**Recommended Action: Request for Approval**

2. Network Operations Center at Moreno Valley College and Norco Operations Center at Norco College – Budget Augmentation  
- Recommend approving 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: Request for Approval**
3. Document Imaging Services and Software  
- Recommend approving the purchase of services and additional software utilizing the IT Upgrade project budget, Centrally Controlled Measure C funds.
4. Purchase District Web Server Upgrade Equipment from Dell Using Western States Contracting Alliance (WSCA) Agreement #B27160  
- Recommend approving the purchase of replacement servers utilizing WSCA Agreement #B27160 and using the IT Upgrade project budget, Centrally Controlled Measure C funds.  
**Recommended Action: Request for Approval**
5. Learning Gateway Building at Moreno Valley College – CM Amendment No. 1 with C.W. Driver  
- Recommend approving Amendment No 1 to a construction management services agreement.  
**Recommended Action: Request for Approval**
6. Groundwater Monitoring Wells – Disposition at Norco College – Tentative Project Budget  
- Recommend approving a tentative project budget.  
**Recommended Action: Request for Approval**
7. Riverside Nursing/Science Building Project – Design Amendment No. 7  
- Recommend approving Amendment No. 7 to an architectural services agreement.  
**Recommended Action: Request for Approval**
8. Wheelock Gymnasium, Seismic Retrofit at Riverside City College – Budget Augmentation and Amendments to Agreements  
- Recommend approving 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: Request for Approval**

VII. Administrative Reports

A. Vice Chancellors

1. 2011-2012 Moreno Valley College Catalog  
-Recommend approving the Moreno Valley College catalog as submitted.  
**Recommended Action: Request for Approval**
2. 2011-2012 Norco College Catalog  
- Recommend approving the Norco catalog as submitted.  
**Recommended Action: Request for Approval**
3. 2011-2012 Riverside City College Catalog  
- Recommend approving the Riverside City College catalog as submitted.  
**Recommended Action: Request for Approval**

B. Presidents

VIII. Academic Senate Reports

- A. Moreno Valley College
- B. Norco College
- C. Riverside City College/Riverside Community College District

IX. Bargaining Unit Reports

- A. CTA – California Teachers Association
- B. CSEA – California School Employees Association

X. Business from Board Members

- A. Board members will briefly share information about recent events/conferences they have attended since the last meeting.  
**Information Only**
- B. Board Self Evaluation – Reporting Out  
- Recommend approving the reporting out of the Board of Trustees Annual Self Evaluation.  
**Recommended Action: Request for Approval**

XI. Closed Session

- Pursuant to Government Code Section 54957, public employee discipline/dismissal/release.  
**Recommended Action: To be Determined**



- Pursuant to Government Code Section 54957(b)(1), Public employee, discipline/dismissal/release, Complaint #-1667688994

**Recommended Action: To be Determined**

- Pursuant to Government Code Section 54957.6, conference with Labor Negotiator; Agency Designated Representative: Brad Neufeld, Gresham Savage Nolan & Tilden; Unrepresented employee: Chancellor

**Recommended Action: To be Determined**

XII. Adjournment

MINUTES OF THE BOARD OF TRUSTEES REGULAR  
AND COMMITTEE MEETINGS OF THE GOVERNANCE,  
TEACHING AND LEARNING, PLANNING AND OPERATIONS,  
FACILITIES AND RESOURCES COMMITTEES  
OF MAY 3, 2011

President Green called the Board of Trustees meeting to order at 6:00 p.m., in Board Room AD122, O. W. Noble Administrative Center, Riverside City College, 4800 Magnolia Avenue, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal  
Mr. Sam Davis (left at 9:30 p.m.)  
Ms. Mary Figueroa  
Mrs. Janet Green  
Mr. Mark Takano (arrived at 6:20 p.m.)  
Mr. Alexis Amor, Student Trustee (left at 6:50 p.m.)

Staff Present

Dr. Gregory W. Gray, Chancellor  
Dr. James Buysse, Vice Chancellor, Administration and Finance  
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Services  
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Dr. Cynthia Azari, President, Riverside City College  
Dr. Brenda Davis, President, Norco College  
Dr. Tom Harris, Acting President, Moreno Valley College  
Ms. Chris Carlson, Chief of Staff  
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations  
Mr. Aaron Brown, Associate Vice Chancellor, Finance

Dr. Richard Davin, Academic Senate President, Riverside City College and District, led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

President Green opened the public hearing at 6:05 p.m. for comments.

PUBLIC HEARING – COLLECTIVE BARGAINING – PROPOSAL FOR EARLY RETIREMENT PLAN, RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION CTA/CCA/NEA, AND RIVERSIDE COMMUNITY COLLEGE DISTRICT EMPLOYEES, CHAPTER #535

No comments were made and the public hearing was adjourned at 6:06 p.m.

The Board adjourned to closed session at 6:07 p.m., pursuant to Government Code Section 54957.6, to confer with labor negotiator: Chancellor Gregory Gray.

CLOSED SESSION

The Board reconvened to open session at 7:00 p.m., announcing no action.

RECONVENED OPEN SESSION

Dr. Richard Mahon made comments regarding the budget and planning, Mr. Tom Donahue made supportive comments about the Turn N Burn Agreement on the agenda, Ms. Monique Childs addressed diminishing classes for students, Ms. Ashley Anderson made comments about the budget, and Ms. Rikki Hix addressed budget cuts.

COMMENTS FROM THE PUBLIC

Ms. Blumenthal, seconded by Ms. Figueroa, moved that the Board of Trustees approve the Memorandum of Agreement between Riverside Community College District and the Riverside Community College District Faculty Association CCA/CTA/NEA and authorize the Chancellor to sign the Agreement. Motion carried. (5 ayes)

MEMORANDUM OF AGREEMENT TO OFFER A SUPPLEMENTARY RETIREMENT PLAN

Ms. Blumenthal, seconded by Ms. Figueroa, moved that the Board of Trustees approve the Memorandum of Agreement between the Riverside Community College District and the Riverside Community College District Employees, Chapter #535, and authorize the Chancellor to sign the Agreement. Motion carried. (5 ayes)

MEMORANDUM OF AGREEMENT TO OFFER A SUPPLEMENTARY RETIREMENT PLAN

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the Supplementary Retirement Plan for Academic and Classified Management and Classified Confidential employees. Motion carried. (5 ayes)

SUPPLEMENTARY RETIREMENT PLAN OFFER FOR ACADEMIC AND CLASSIFIED MANAGEMENT AND CLASSIFIED CONFIDENTIAL EMPLOYEES

Dr. Davis, seconded by Ms. Figueroa, moved that the Board of Trustees approve Resolution No. 56-10/11, for the Agreement for Administrative Services with Phase II systems dba Public Agency Retirement Services to implement the supplementary retirement plans for faculty, classified, management and confidential employees, and authorize the Vice Chancellor, Administration and Finance, to sign implementing documents. Motion carried. (5 ayes)

PROPOSED PUBLIC AGENCY RETIREMENT SERVICES (PARS) RETIREMENT INCENTIVE – RESOLUTION NO. 56-10/11

The Governance Committee Chair Mary Figueroa convened the meeting at 7:00 p.m. Committee members in attendance: Chancellor Gregory Gray; Academic Senate Representatives: Dr. Sharon Crasnow (Norco College), Dr. Richard Davin (Riverside City College), and Mr. Sal Soto (Moreno Valley College); ASRCCD Representative: Mr. Courtney Davis (Moreno Valley College); CTA Representative: Dr. Dariush Haghghat (Riverside City College); CSEA Representative: Mr. Gustavo Segura; Confidential Representative: Ms. Debra Creswell.

## GOVERNANCE COMMITTEE

Ms. Adams led the review of Board Policies 3550 and 7250 that will be presented to the Board for first reading at the May 17<sup>th</sup> regular meeting. Discussion followed.

Revised and New Board Policies –  
First Reading

The committee reviewed the resolution declaring support to address issues and consumer protection practices concerning for-profit colleges and universities. Discussion followed.

Resolution No. 51-10/11 in  
Support of U.S. Congress and  
Department of Education to  
Address Issues and Consumer  
Protection Practices Concerning  
For-Profit Colleges and  
Universities

The committee and Board members discussed attendance at the conference in August 2011.

Attendance at ACCT 2011 New  
Trustees Governance Institute –  
August 3-5, 2011

The committee adjourned at 8:34 p.m.

The Teaching and Learning Committee Chair Sam Davis convened the meeting at 8:36 p.m. Committee members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services; Academic Senate Representatives: Ms. Patricia Avila and Dr. Richard Davin (Riverside City College), Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College); ASRCCD Representative: Mr. Courtney Davis (Moreno Valley College); CTA Representative: Mr. Mike Cluff (Norco College); CSEA Representative: Mr. Gustavo Segura (Moreno Valley College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Terry Welker.

## TEACHING AND LEARNING COMMITTEE

The committee reviewed the agreement to provide subcontract services under the Gates Foundation's CLIP Grant to assist in the development and implementation of a strategic communication plan, to share and report student success data, to align and improve the pathway to

Agreement with Riverside Unified  
School District

postsecondary success, and to assist in building the partnership into a sustainable initiative, that will be presented to the Board for approval at the May 17<sup>th</sup> regular meeting.

The committee reviewed the agreement to provide subcontract services under the Gates Foundation’s CLIP Grant to assist in the development and implementation of a strategic communication plan, to share and report student success data, to align and improve the pathway to postsecondary success, and to assist in building the partnership into a sustainable initiative, that will also be presented to the Board for approval at the May 17<sup>th</sup> regular meeting.

Agreement with Alvord Unified School District

Mr. Keeler, Director, Grants; Ms. Colleen Molko, Associate Director, Grants; and Mr. Gustavo Ocegüera, Associate Dean, Grants and College Support Programs/Project Director, led the committee review of the grant applications submitted and awards received thus far in the 2010-2011 fiscal year for information only. Discussion followed.

Grants Office Report

The committee adjourned at 9:12 p.m.

The Planning and Operations Committee Chair Janet Green convened the meeting at 9:13 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff; Academic Senate Representatives: Dr. Sharon Crasnow (Norco College), Dr. Richard Davin (Riverside City College), Mr. Sal Soto (Moreno Valley College); CTA Representative: Dr. Mike Cluff (Moreno Valley College); CSEA Representative: Mr. Gustavo Segura (Moreno Valley College) Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Henry Bravo.

PLANNING AND OPERATIONS COMMITTEE

Mr. Orin Williams led the committee review of the final Environmental Impact Report, the Mitigation Monitoring Plan/Report Plan, the Findings and Statement of Overriding Consideration, the proposed Resolution to certify the final EIR, prepared in compliance with the CEQA and State CEQA Guidelines, that will be presented to the Board for approval at the May 17<sup>th</sup> regular meeting. Discussion followed.

Market Street Properties – Certification of Environmental Impact Report – Resolution No. 47-10/11

Mr. Michael Stephens, Director, Construction, led the committee review of the agreement with Higginson + Cartozian Architects, Inc. for architectural engineering

Riverside City College Parking Structure Fall Deterrent – Project Design Presentation and Tentative

services for placement of fall deterrents at the Riverside City College parking structure. Discussion followed.

Budget Approval

The committee adjourned at 9:27 p.m.

The Facilities Committee Chair Virginia Blumenthal convened the meeting at 9:30 p.m. Committee members in attendance: Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning, Design and Construction; Academic Senate Representatives: Dr. Sharon Crasnow (Norco College), Dr. Richard Davin (Riverside City College), Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College); CTA Representatives: Mr. Mike Cluff (Norco College); Ms. Patricia Avila and Mr. Steve Brewster (Riverside City College); CSEA Representatives: Mr. Gustavo Segura and Ms. Angela Thomas (Moreno Valley College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Ralph Perez.

FACILITIES COMMITTEE

Mr. Orin Williams and Ms. Patricia Padilla, Padilla Associates, led the review of the information report about the District's Project Labor Agreement. Discussion followed.

Project Labor Agreement – Status Update

Mr. Dale Adams, Project Manager, Facilities Planning, Design and Construction, reviewed the Division of the State Architect Closeout project budget to close with certification all remaining uncertified projects for each of the three District colleges for information only. Discussion followed.

Division of the State Architect  
Project Closure – Updated Status Report

Mr. Winston Bao, Associate and Interior Designer, LPA Architects, reviewed for information only the design presentation information report on the Citrus Belt Savings and Loan Gallery project. Discussion followed.

Citrus Belt Savings and Loan  
Gallery Project – Design Presentation

Mr. Norm Godin, Vice President, Business Services, RCC, reviewed the agreement that will provide Turn-N-Burn Diving Boosters (TnB) with access to the Riverside Aquatics Complex for practice diving and related training, and will be presented to the Board for approval at the May 17<sup>th</sup> regular Board meeting. Discussion followed.

Facility Use Agreement with the  
Turn-N-Burn Diving Boosters

Committee adjourned at 10:18 p.m.

The Resources Committee Chair Mark Takano convened the meeting at 10:20 p.m. Committee members in attendance: Mr. Aaron Brown, Associate Vice Chancellor, Finance; Academic Senate Representatives: Dr. Richard Davin and Dr. Ward Schinke (Riverside City College) and Mr. Sal Soto (Moreno Valley College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Cid Tenpas.

## RESOURCES COMMITTEE

Mr. Williams led the committee review of the request for pre-approval of bid awards and issuing notices to proceed that will be presented to the Board for approval at the May 17<sup>th</sup> regular meeting. Discussion followed.

Market Street Properties –  
Recommendation to Award Bids  
for Construction Categories

Mr. Williams reviewed with the committee the change orders that will be presented for approval at the May 17<sup>th</sup> regular meeting. Discussion followed.

Nursing/Science Building Project  
at Riverside City College –  
Change Orders for Roy E.  
Whitehead and Advanced Systems

Mr. Godin introduced Ms. Stacy Weidner, Riverside City Store and Barnes & Noble Manager, and Ms. Denise Nakakihara, Regional Manager, Barnes & Noble, presented information about the District's Bookstores from Barnes & Noble College Booksellers. Discussion followed.

Bookstore Operations Update

The committee adjourned at 10:45 p.m.

Adjournment

The Board adjourned the meeting at 10:45 p.m.

ADJOURNMENT

MINUTES OF THE SPECIAL BOARD OF TRUSTEES  
GOVERNANCE COMMITTEE MEETING OF MAY 11, 2011

The Governance Committee Chair Mary Figueroa called the special Governance Committee Meeting to order at 6:10 p.m., in Conference Room 319, Spruce Street District Office, 1533 Spruce Street, Riverside, Riverside, California.

CALL TO ORDER

Committee Members Present:

Ms. Mary Figueroa  
Mr. Sal Soto  
Dr. Richard Davin

Staff and Guests Present:

Mr. Mark Takano, Vice President, Board of Trustees  
Ms. Chris Carlson, Chief of Staff, Chancellor's Office

The Committee and guests reviewed the resolution to address issues and consumer protection practices concerning for-profit colleges and universities – developing a version to be presented to the Board of Trustees at the regular meeting on May 17th. Separating some of the issues, another resolution was developed to support local community action and education to address issues and consumer protection practices concerning for-profit colleges and universities that will be introduced into the review process on May 17<sup>th</sup> at the regular Board meeting.

RESOLUTION NO. 51-10/11 IN  
SUPPORT OF U.S. CONGRESS  
AND DEPARTMENT OF  
EDUCATION ISSUES AND  
CONSUMER PROTECTION  
PRACTICES CONCERNING  
FOR-PROFIT COLLEGES AND  
UNIVERSITIES

The Committee adjourned at 9:12 p.m.

ADJOURNED



MINUTES OF THE SPECIAL BOARD OF TRUSTEES  
MEETING ON MAY 16, 2011

President Green called the special meeting of the Board of Trustees to order at 6:05 p.m., in the Embassy Room, Riverside Marriott, 3400 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal  
Dr. Samuel Davis  
Mr. Mary Figueroa  
Mrs. Janet Green  
Mr. Mark Takano (arrived at 6:15 p.m.)

Trustees Absent

Alexis Amor, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor

Guest(s) Present

Attorney Brad Neufeld, Gresham Savage Nolan & Tilden

The Board adjourned to closed session at 6:05 p.m., pursuant to Government code Section 54954.5, to consider Public Employee Performance Evaluation for the Position of Chancellor, and pursuant to Government Code Section 54957.6, to confer with labor negotiator; agency designated representative: Brad Neufeld, Gresham Savage Nolan & Tilden; unrepresented employee: Chancellor. The recommended action is to be determined

CLOSED SESSION

The Board reconvened to open session at 8:30 p.m., reporting no action, and adjourned the meeting.

RECONVENED TO OPEN  
SESSION/ADJOURNMENT

MINUTES OF THE SPECIAL BOARD OF TRUSTEES  
MEETING ON MAY 17, 2011

President Green did not call the special meeting to order at 5:00 p.m. due to a lack of quorum.

CALL TO ORDER

Trustees Present

Mrs. Janet Green  
Mr. Mark Takano

Trustees Absent

Ms. Virginia Blumenthal  
Dr. Sam Davis  
Ms. Mary Figueroa  
Alexis Amor, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor

The Board members who were present toured the Market Street properties until 5:45 p.m.

TOUR OF MARKET STREET  
PROPERTIES

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S REPORTS

Report No.: II-B

Date: June 21, 2011

Subject: Resolution in Recognition of Brenda Davis – Resolution No. 67-10/11

Background: A resolution has been prepared for the Board of Trustees to recognize Norco College President Brenda Davis for her many years of dedicated service. Dr. Davis's first major accomplishment at the District was to provide leadership culminating in the Associate Degree Nursing Program obtaining accreditation from the National League for Nursing in 1981, and she has served in numerous administrative capacities during her distinguished career with RCCD including Dean of Occupational Education, Dean of Grant and Contract Services, Provost, then the first President of the Norco Campus in March 2006. In January 2010, thanks to the leadership of Dr. Davis and the work of faculty, staff and administrators, the Accrediting Commission for Community and Junior Colleges granted accreditation to the institution, making Norco College California's 112<sup>th</sup> community college. Norco College continues to develop partnerships with local K-12 districts and four-year colleges and universities that have resulted in new resources such as the JFK Memorial High School and the affiliated Middle College High School Program located on the Norco College campus.

Dr. Davis, in partnership with her late husband, Dr. Bill Davis, dedicated themselves for nearly two decades to the students and community, giving of their time, resources and lives in such a way that will be forever remembered by the District and Norco College. Because of her outstanding contributions to Norco College and to the District and her exemplary service, Dr. Davis has been awarded the title of President Emeritus.

Recommended Action: It is recommended that the Board of Trustees approve Resolution No. 67-10/11 recognizing Norco College President Brenda Davis for her service to Norco College and to the District and expresses its congratulations upon her retirement as President of Norco College.

Gregory W. Gray  
Chancellor

Prepared by: Gregory W. Gray  
Chancellor

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 67-10/11

RESOLUTION FOR THE BOARD OF TRUSTEES  
IN RECOGNITION OF DR. BRENDA DAVIS, PRESIDENT OF NORCO COLLEGE

WHEREAS, Dr. Brenda Davis's distinguished career has spanned over 45 years as a professional nurse, educator, and college administrator; and

WHEREAS, Dr. Davis's first major accomplishment at Riverside Community College District was to provide leadership culminating in the Associate Degree Nursing program obtaining accreditation from the National League for Nursing in 1981; and

WHEREAS, Dr. Davis has served in numerous administrative capacities during her distinguished career with RCCD including Dean of Occupational Education, Dean of Grant and Contract Services, and Provost of the Norco Campus; and

WHEREAS, Dr. Davis was appointed as the first President of the Norco Campus in March 2006; and

WHEREAS, using her talents, experience, and professional and personal influence to expand the reputation of Norco Campus and then Norco College in the Norco, Corona, and larger western portion of the community college district, Riverside County, and the large Inland Southern California region; and,

WHEREAS, in leading and promoting Norco College, Dr. Davis built an inclusive, participatory college culture known for its strength, independence and innovation; and,

WHEREAS, in January 2010, thanks to the leadership of Dr. Davis and the work of faculty, staff and administrators, the Accrediting Commission for Community and Junior Colleges granted accreditation to the institution, making Norco College California's 112<sup>th</sup> community college; and

WHEREAS, Norco College continues to develop partnerships with local K-12 districts and four-year colleges and universities that have resulted in new resources such as the JFK Memorial High School and the affiliated Middle College High School Program located on the Norco College campus; and,

WHEREAS, Dr. Davis became an integral, respected force within the local community, earning various awards and recognitions that brought honor to Norco College and to the District; and,

WHEREAS, President Davis in partnership with her late husband, Dr. Bill Davis, dedicated themselves for nearly two decades to the students and community, giving of their time, resources and lives in such a way that will be forever remembered by the District and Norco College; and,

WHEREAS, because of her outstanding contributions to Norco College and to the District and her exemplary service, Dr. Davis has been awarded the title of President Emeritus:

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF TRUSTEES OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT HEREBY RECOGNIZES DR. BRENDA DAVIS FOR HER SERVICE TO NORCO COLLEGE AND TO THE DISTRICT AND EXPRESSES ITS CONGRATULATIONS UPON HER RETIREMENT AS PRESIDENT OF NORCO COLLEGE.

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RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S REPORTS

Report No.: II-C

Date: June 21, 2011

Subject: Proposed Public Agency Retirement Services (PARS) Retirement Incentive

Background: On May 3<sup>rd</sup>, 2011, the Board approved Resolution No. 56-10/11, PARS Supplementary Retirement Plan. This Resolution was approved to implement the proposed golden handshake for faculty, classified, management, and confidential staff. Attached for the Board's review and consideration is the revised resolution and the Agreement for Administrative Services between PARS and the District with additional attachments; Exhibit 1B, Fees for Services and Exhibit 1C, Data Requirements.

Recommended Action: It is recommended that the Board of Trustees approve the revised Resolution No. 56-10/11, for the attached Agreement for Administrative Services with Phase II Systems dba Public Agency Retirement Services with additional Exhibits 1B and 1C to implement the supplementary retirement plans for faculty, classified, management and confidential employees and authorize the Vice Chancellor, Administration and Finance to sign implementing documents.

Gregory W. Gray  
Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD RESOLUTION #56-10/11 (REVISED)

Retirement Incentive Program

WHEREAS it is determined to be in the best fiscal interest of the District and its employees to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to separate from District Service;

WHEREAS there is no cash option available to employees in lieu of this retirement incentive offer;

WHEREAS Public Agency Retirement Services (PARS) has made available to the District a Supplementary Retirement Plan, a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code;

WHEREAS the District, pursuant to applicable policy and/or a collective bargaining agreement, desires to adopt the Supplementary Retirement Plan and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board of Trustees of the District hereby adopts the PARS Supplementary Retirement Plan, as part of the District Retirement Program, effective May 3<sup>rd</sup>, 2011; and
2. The retirement incentive must meet the District's fiscal and operational objectives in order for the plan to go into effect. If these goals are not reached, the District may withdraw the retirement incentive. If the District withdraws the retirement incentive, resignations may be rescinded; and
3. The Board of Trustees of the District hereby appoints the Vice Chancellor, Administration & Finance, or his/her successor or his/her designee as the District's Plan Administrator; and
4. The District's PARS Plan Administrator is hereby authorized to execute the contracts, custodial agreement facilitating the payment of contributions to the 403(b) arrangement, and other legal documents related to a trust or the plan on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the plan and to maintain compliance of any relevant regulations issued.

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA  
COUNTY OF RIVERSIDE

Mary Figueroa, the Secretary of the Board of Trustees of the Riverside Community College District of Riverside County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on the 3<sup>rd</sup> of May, 2011, and passed by a \_\_\_\_\_ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this \_\_\_\_\_, 2011.

\_\_\_\_\_  
Secretary of the Board

## AGREEMENT FOR ADMINISTRATIVE SERVICES

This agreement (“Agreement”) is made this 3<sup>rd</sup> day of March, 2011, by and between Phase II Systems, a corporation organized and existing under the laws of the State of California, doing business as Public Agency Retirement Services (hereinafter “PARS”) and the Riverside Community College District (“Agency”).

WHEREAS, the Agency is desirous of retaining PARS to act as administrator to assist the Agency in the establishment of early retirement incentive programs through contributions to purchase an *IRC 403(b)* fixed annuity contract (the “Plan”), for the benefit of Agency’s eligible employees and their beneficiaries (“Participants”); and

WHEREAS, the Agency wishes for PARS to provide consulting, analytical, and administrative services necessary to implement the Plan; and

WHEREAS, in performance of the duties set forth hereinafter PARS shall designate from time to time a custodian and/or trustee to receive Employer Plan contributions (“Custodian”) designated for Participants; and

WHEREAS, in performance of the duties set forth hereinafter, PARS shall designate from time to time an insurance company for the purpose of paying Participants a specified amount of money on a regular basis over a specified period of time (“Insurance Company”) pursuant to the terms of the Plan.

NOW THEREFORE, the parties agree:

1. **Services.** PARS will provide the services pertaining to the Plan as described in the exhibit attached hereto as “Exhibit 1A” (“Services”) in a timely manner, subject to the further provisions of this Agreement.
2. **Fees for Services.** PARS will be compensated for performance of the Services as described in the exhibit attached hereto as “Exhibit 1B”.
3. **Payment Terms.** Payment for the Services will be remitted directly from contributions for the Plan that Agency has made to the Custodian unless otherwise stated in Exhibit 1B. In the event that the Agency chooses to make payment directly to PARS, it shall be the responsibility of the Agency to remit payment directly to PARS based upon an invoice prepared by PARS and delivered to the Agency. If payment is not received by PARS within thirty (30) days of the invoice delivery date, the balance due shall bear interest at the rate of 1.5% per month.
4. **Fees for Services Beyond Scope.** Fees for services beyond those specified in this Agreement will be billed to the Agency at the rates indicated in the PARS standard fee schedule in effect at the time the services are provided and shall be payable as described in Section 3 of this Agreement. Before any such services are performed, PARS will provide the Agency with written notice of the subject services, terms, and an estimate of the fees therefore.
5. **Information Furnished to PARS.** PARS will provide the Services contingent upon the Agency’s providing PARS the information specified in the exhibit attached hereto as “Exhibit 1C” (“Data”). It shall be the responsibility of the Agency to certify the accuracy, content and completeness of the Data so that PARS may rely on such information without further audit. It shall further be the responsibility of the Agency to deliver the Data to PARS in such a manner that allows for a reasonable amount of time

for the Services to be performed. Unless specified in Exhibit 1A, PARS shall be under no duty to question Data received from the Agency, to compute contributions made to the Plan, to determine or inquire whether contributions are adequate to meet and discharge liabilities under the Plan, or to determine or inquire whether contributions made to the Plan are in compliance with the Plan or applicable law. In addition, PARS shall not be liable for non-performance of Services if such non-performance is caused by or results from erroneous and/or late delivery of Data from the Agency. In the event that the Agency fails to provide Data in a complete, accurate and timely manner and pursuant to the specifications in Exhibit 1C, PARS reserves the right, notwithstanding the further provisions of this Agreement, to terminate this Agreement upon no less than ninety (90) days written notice to the Agency.

6. Suspension of Contributions. In the event contributions are suspended, either temporarily or permanently, prior to the complete discharge of PARS' obligations under this Agreement, PARS reserves the right to bill the Agency for Services under this Agreement at the rates indicated in PARS' standard fee schedule in effect at the time the services are provided, subject to the terms established in Section 3 of this Agreement. Before any such services are performed, PARS will provide the Agency with written notice of the subject services, terms, and an estimate of the fees therefore.
7. Records. During the term of this Agreement, and for a period of five (5) years after termination of this Agreement, PARS shall provide duly authorized representatives of the Agency access to all records and material relating to calculation of PARS' fees under this Agreement. Such access shall include the right to inspect, audit and reproduce such records and material and to verify reports furnished in compliance with the provisions of this Agreement. All information so obtained shall be accorded confidential treatment as provided under applicable law.
8. Confidentiality. Without the Agency's consent, PARS shall not disclose any information relating to the Plan except to duly authorized officials of the Agency and to parties retained by PARS to perform specific services within this Agreement. The Agency shall not disclose any information relating to the Plan to individuals not employed by the Agency without the prior written consent of PARS, except as such disclosures may be required by applicable law.
9. Independent Contractor. PARS is and at all times hereunder shall be an independent contractor. As such, neither the Agency nor any of its officers, employees or agents shall have the power to control the conduct of PARS, its officers, employees or agents, except as specifically set forth and provided for herein. PARS shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation and similar matters.
10. Indemnification. PARS and Agency hereby indemnify each other and hold the other harmless, including their respective officers, directors, employees, agents and attorneys, from any claim, loss, demand, liability, or expense, including reasonable attorneys' fees and costs, incurred by the other as a consequence of PARS' or Agency's, as the case may be, acts, errors, or omissions with respect to the performance of their respective duties hereunder.
11. Compliance with Applicable Law. The Agency shall observe and comply with federal, state and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding the administration of the Plan. PARS shall observe and comply with federal, state and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding Plan administrative services provided under this Agreement.



12. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event any party institutes legal proceedings to enforce or interpret this Agreement, venue and jurisdiction shall be in any state court of competent jurisdiction.
13. **Force Majeure.** When satisfactory evidence of a cause beyond a party's control is presented to the other party, and nonperformance was unforeseeable, beyond the control and not due to the fault of the party not performing, a party shall be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by such cause, including but not limited to: any incidence of fire, flood, acts of God, acts of terrorism or war, commandeering of material, products, plants or facilities by the federal, state or local government, or a material act or omission by the other party.
14. **Ownership of Reports and Documents.** The originals of all letters, documents, reports, and data produced for the purposes of this Agreement shall be delivered to, and become the property of the Agency. Copies may be made for PARS but shall not be furnished to others without written authorization from Agency.
15. **Designees.** The Agency, or their designee, shall have the authority to act for and exercise any of the rights of the Agency as set forth in this Agreement, subsequent to and in accordance with the written authority granted by the Governing Board of the Agency through adoption of a Resolution, a copy of which writing shall be delivered to PARS. Any officer of PARS, or his or her designees, shall have the authority to act for and exercise any of the rights of PARS as set forth in this Agreement.
16. **Notices.** All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of the notices in person or by depositing the notices in the U.S. mail, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:
  - (A) To PARS: PARS; 4350 Von Karman Avenue, Suite 100, Newport Beach, CA 92660; Attention: President
  - (B) To Agency: Riverside Community College District; 4800 Magnolia Avenue, Riverside, CA 92506; Attention: Vice Chancellor, Administration & FinanceNotices shall be deemed given on the date received by the addressee.
17. **Term of Agreement.** This Agreement shall remain in effect for the period beginning May 3<sup>rd</sup>, 2011 and ending May 2<sup>nd</sup>, 2016 ("Term"). This Agreement will continue unchanged for successive twelve-month periods following the Term unless either party gives written notice to the other party of the intent to terminate prior to ninety (90) days before the end of the Term.
18. **Amendment.** This Agreement may not be amended orally, but only by a written instrument executed by the parties hereto.
19. **Entire Agreement.** This Agreement, including exhibits, contains the entire understanding of the parties with respect to the subject matter set forth in this Agreement. In the event a conflict arises between the parties with respect to any term, condition or provision of this Agreement, the remaining terms, conditions and provisions shall remain in full force and legal effect. No waiver of any term or condition of this Agreement by any party shall be construed by the other as a continuing waiver of such term or condition.
20. **Attorney's Fees.** In the event any action is taken by a party hereto to enforce the terms of this Agreement, the prevailing party therein shall be entitled to receive its reasonable attorney's fees.

21. Counterparts. This Agreement may be executed in any number of counterparts, and in that event, each counterpart shall be deemed a complete original and be enforceable without reference to any other counterpart.
22. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
23. Effective Date. This Agreement shall be effective on the date first above written, and also shall be the date the Agreement is executed.
24. Further Acts. The Parties shall execute all such further and additional documents as shall be reasonable, convenient, necessary, or desirable to carry out the provisions of this Agreement, including but not limited to any Custodial Agreement and/or Trust Agreement as shall be required by PARS and/or the Custodian/Trustee.

AGENCY:

BY: \_\_\_\_\_

TITLE: Vice Chancellor, Administration & Finance

DATE: \_\_\_\_\_

PARS:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## EXHIBIT 1A

### SERVICES

PARS will provide the following services for the Riverside Community College District:

1. Plan Consultation Services:
  - (A) Meeting with Agency personnel to discuss the impact to the Agency of implementing a Plan;
  - (B) If appropriate, completing a fiscal analysis, based on data and assumptions provided by Agency, to determine the fiscal feasibility of a Plan;
  - (C) Meeting with Agency personnel to discuss the fiscal analysis and receive feedback on the analysis, data, and assumptions made;
  - (D) Making appropriate revisions to the fiscal analysis as directed by Agency.
2. Plan Installation Services:
  - (A) Meeting with Agency personnel to finalize plan provisions, implementation timelines, benefit communication strategies, data reporting and contribution submission requirements;
  - (B) Providing the necessary analysis and advisory services to finalize these elements of the Plan;
  - (C) Providing the documentation needed to establish the Plan for review by Agency legal counsel.
3. Plan Administration Services:
  - (A) Monitoring the receipt of Plan contributions made by the Agency to the Custodian, based upon information received from the Agency and the Custodian;
  - (B) Performing periodic accounting of custodial assets, including the allocation of employer contributions, payments to the Insurance Company, investment activity and expenses (if applicable), based upon information received from the Agency and/or Custodian;
  - (C) Acting as ongoing liaison between the Participant and the Agency in regard to the Plan, which shall include use by the Participants of toll-free telephone communication to PARS;
  - (D) Producing benefit illustrations and processing enrollments;
  - (E) Coordinating the processing of contribution payments to the Insurance Company pursuant to authorized written Agency certification of eligibility, authorized direction by the Agency, and the provisions of the Plan, and, to the extent possible, based upon Agency-provided Data;
  - (F) Coordinating actions with the Custodian as directed by the Plan Administrator within the scope of this Agreement.
4. PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice. In providing the services specified above, PARS will retain qualified professional service providers at its cost as it deems necessary if the service lies outside its area of expertise.
5. Any analysis provided by PARS is subject to the receipt of accurate information and assumptions as may be provided by Agency. The Agency is responsible for integrating the PARS analysis into any Agency budgetary analysis or decision-making processes. The fiscal projections in the PARS analysis are dependent upon future experience conforming to the assumptions used and the results will be altered to the extent that future experience deviates from these assumptions. It is certain that actual experience will not conform exactly to the assumptions used in the analysis.

EXHIBIT 1B  
FEES FOR SERVICES

PARS will be compensated for performance of Services, as described in Exhibit IA based upon the following schedule:

1. Upon implementation of the Plan associated with this Agreement, the Agency agrees to pay an administration fee equal to five and one-half percent (5.50%) of all premiums made by the Agency on behalf of Participants in the subject Plan, subject to a \$5,000.00 minimum per year for five years. Fees will be billed to the Custodian as contributions are made by the Agency, and it will be the responsibility of the Custodian to pay those fees from the custodial assets of the Plan.
2. In the event that the Plan associated with this Agreement is not implemented, the Agency agrees to pay a one-time fee equal to \$5,000.00. The fee will be billed to the Agency upon notice of cancellation of the Plan and it will be the responsibility of the Agency to pay this fee.

## EXHIBIT 1C DATA REQUIREMENTS

PARS will provide the Services under this Agreement contingent upon receiving the following information:

1. Fiscal Analysis Data (provided by Agency):
  - (A) Participant's Legal Name
  - (B) Participant's Position
  - (C) Participant's Birth Date
  - (D) Participant's Hire Date
  - (E) Participant's Contract Salary
  - (F) Years of Agency Service
  - (G) Completed Request for Information Form, including applicable Salary Schedules, Collective Bargaining Agreements, and Board Policies
  
2. Participant Data (provided by Agency):
  - (A) Participant's Legal Name
  - (B) Participant's Position
  - (C) Participant's Address
  - (D) Participant's Birth Date
  - (E) Participant's Hire Date
  - (F) Participant's Contract Salary
  - (G) Years of Agency Service
  - (H) Retirement Date
  
3. Executed Legal Documents (provided by Agency):
  - (A) Certified Board Resolution
  - (B) Addendum for Supplementary Retirement Plan/Execution Agreement
  - (C) Custodial Agreements/Disclosure Forms
  - (D) 403(b) Annuity Contracts & Disclosures
  
4. Completed Funding Documents (provided by Agency):
  - (A) Authorization to Pay Benefits Form
  
5. Completed Enrollment Forms (timely submitted by Participant):
  - (A) Correction Form
  - (B) Enrollment Form
  - (C) Beneficiary Designation Form
  - (D) Tax Withholding Form
  - (E) Proof of Age
  - (F) Letter of Resignation

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S REPORTS

Report No.: II-D

Date: June 21, 2011

Subject: California State Teachers' Retirement System Retirement Incentive Program

Background: The May 2011 Memorandum of Agreement between the District and the Faculty Association and the agreement for Academic Management regarding the early retirement incentive indicated that District Administration would pursue an early retirement incentive option with the California State Teachers Retirement System (CalSTRS) as an alternative to the PARS 75% option for mid-year retirements. The District has determined, pursuant to Education Code 22714, that because of impending curtailment of or changes in the manner of performing services, the best interest of the District would be served by encouraging certificated or academic employees to retire from service to result in a net savings to the District. The employees' resignation would be irrevocable; however, to protect employees the District guarantees that if the STRS option does not prove financially viable, employees who signed up would be given the opportunity to accept the PARS December 31 option or to rescind their retirement declaration.

Attached for the Board's review and consideration is Resolution No. 68-10/11, Retirement Incentive Program with CalSTRS. This Resolution has been prepared to implement the proposed early retirement incentive for members of CalSTRS who are eligible to retire. The retirement incentive program provides two years of service credit to eligible members. To receive the two years additional service credit, members must retire during the window period of November 1, 2011 to December 31, 2011 and notify Diversity and Human Resources of their retirement date by August 31, 2011.

Recommended Action: It is recommended that the Board of Trustees approve Resolution No. 68-10/11, for the Retirement Incentive Program with CalSTRS.

Gregory W. Gray  
Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD RESOLUTION #68-10/11

Retirement Incentive Program

BE IT RESOLVED by the governing Board of the Riverside Community College District and hereby ordered that:

WHEREAS Education Code section 22714, 22714.5, 44929, 44929.1, 87488, and 87488.1 provides that a school district may permit members of the California State Teachers' Retirement System who retire to receive up to two years of additional service credit at the time of retirement; and

WHEREAS the District shall pay to the California State Teachers' Retirement Fund an amount equal to the actuarial present value cost of the additional service credit, and a fee to cover administrative costs; and

WHEREAS the Riverside Community College District wishes to make this program available to members eligible for retirement;

NOW, THEREFORE, BE IT RESOLVED that this program is hereby adopted, and

NOW, THEREFORE, BE IT RESOLVED that this program is hereby adopted, and that the window period during which eligible employees may retire under this program is designated as November 1, 2011 through December 31, 2011.

BE IT FURTHER RESOLVED that in order to verify the individual cost savings, each STRS eligible member shall submit written application for retirement under the Golden Handshake to the District through Diversity and Human Resources by no later than August 31, 2011.

APPROVED AND ADOPTED THIS 21<sup>st</sup> day of June, 2011, by the Governing Board of the Riverside Community College District of Riverside County, California.

STATE OF CALIFORNIA  
COUNTY OF RIVERSIDE

Mary Figueroa, the Secretary of the Board of Trustees of the Riverside Community College District of Riverside County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on the 21<sup>st</sup> of June, 2011, and passed by a \_\_\_\_\_ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this \_\_\_\_\_, 2011.

\_\_\_\_\_  
Secretary of the Board

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S REPORTS

Report No.: II-E

DATE: June 21, 2011

Subject: Electronic Board Book

Background: Riverside Community College District has seven strategic themes, including Green Initiatives and a strategy to “Enhance RCCD’s organizational capacity and practices as a socially responsible institution of higher learning”. As such, in looking at the practices of the district, the twice-monthly Board book is a large, bulky, paper-based system that requires several staff-hours to create, re-create, update, duplicate and distribute. With a normal annual meeting schedule of the Board of Trustees it is conservatively estimated that more than \$10,000 of costs is attributed to the development and distribution of a paper-based board book.

As leaders, the Board expressed the desire to take their agendas and board books to a paperless, electronic environment. Converting to an E-environment is not as simple as posting Adobe Acrobat and MS Word documents to an accessible file.

Moving to an E-environment requires a paradigm shift. It requires changing both processes and features to ensure efficiency and functionality within an E-environment. Careful and deliberate planning and process development has ensued over the past few months that has included and integrated the myriad of personnel and offices necessary to ready the Board’s business for the Board meetings. This “village” of participants in this electronic conversion include Micro Computing, IMC, Web Development, Disabled Student Services, the Chancellor’s Office and key executive and administrative assistants throughout the district. Each has been a thoughtful and diligent participant in making this paradigm shift from paper to an E-board book environment possible.

Changing to an E-environment should be seen as an investment in a progressive and advancing institution. Benefits and advantages in taking this leap forward go well beyond the financial production savings. The aforementioned cost estimate does not include the back office process costs that will be greatly streamlined and result in more efficient use of staff time. An E-environment will provide a library feature, searchable archives, links to resource references, readily available and viewable electronic attachments, private annotations and notes (by Board members), auto processing of reports (by staff and administration), auto-archiving and many other features.

In pursuit of this endeavor, staff reviewed products and other agencies’ board books. It was determined that the district had capacity to develop an E-Board book in-house using Sharepoint with live files accessible 24/7 and housed at Acorn Technology. Additionally, with roll-out of the E-Board book, the same platform and technology is adaptable and can be enhanced and application of uses in the future can be pursued by the district. In short, as a district we can look towards additional applications of an E-environment in our other meetings, features, processes and applications.



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S REPORTS

Report No.: II-E

DATE: June 21, 2011

Subject: Electronic Board Book

Laptops have been procured for the Board to facilitate this transition, and will be provided at the June Board meeting. The process development by staff will be completed for the August Board meetings for implementation. Training sessions for the E-environment, changes and features will be provided by the end of July. A brief demonstration will be made at the June Board meeting using San Jose-Evergreen CCD as a model of an E-environment for their board book.

Information Only.

Gregory W. Gray  
Chancellor

Prepared by: Chris Carlson  
Chief of Staff

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: June 21, 2011

Subject: Academic Personnel

1. Appointments

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

The Chancellor recommends approval/ratification for the following appointments:

a. Management

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
NORCO COLLEGE			
Deborah DiThomas	Interim President	07/01/11-06/30/12	Contract

b. Contract Faculty  
(None)

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Discipline</u>	<u>Date</u>	<u>Placement</u>
MORENO VALLEY COLLEGE			
VISITING ASSISTANT PROFESSOR			
* Terrie Hawthorne	Counseling (Workforce Prep)	08/23/11	D-3
RIVERSIDE CITY COLLEGE			
VISITING ASSISTANT PROFESSOR			
Stephanie Canfield	Nursing	08/23/11	E-2
* Garth Schultz	Counseling (Student Financial Services)	Academic Year 2011-2012	D-4

Report No.: V-A-1-a

Date: June 21, 2011

Subject: Academic Personnel

1. Appointments – Continued

d. Department Chairs and Stipends, Academic Year 2011-12  
The individuals specified on the attached list.

e. Coordinator Assignments, Academic Year 2011-12  
The individuals specified on the attached list.

f. Extra-Curricular Assignments, Academic Year 2011-12  
The individuals specified on the attached list.

g. Extra-Curricular Assignments, Academic Year 2010-11  
Revisions/additions to the list submitted/approved by the Board of Trustees on June 15, 2010.

<u>Name</u>	<u>Activity</u>	<u>Effective</u>	<u>Stipend</u>
Stephen Kennedy	Director Automotive Programs (GM)	07/01/10	\$ 0
Brady Kerr	Director of Choir	05/01/11	\$376.50
Vonetta Mixson	Director of Choir	05/01/11	\$376.50

h. Extra-Curricular Assignments, Academic Year 2009-10  
Revision to the list submitted/approved by the Board of Trustees on June 16, 2009.

<u>Name</u>	<u>Activity</u>	<u>Effective</u>	<u>Stipend</u>
Stephen Kennedy	Director Automotive Programs (GM)	07/01/09 to 01/01/10	\$1461.00

2. Summer Coaching Compensation

It is recommended the Board of Trustees approve the employment/compensation to the coaches specified on the attached list during a portion of the months of July and August for the purpose of planning their respective seasons, following up on activities relating to enrollment of students, and to accomplish the other necessary tasks so vital to a successful athletic program. The compensation is in accordance with Board Policy 7130 and not to exceed the number of hours indicated.

3. Notices of Employment – Tenured Faculty, Academic Year 2011-12

It is recommended that the Board of Trustees, consistent with the provisions of Education Code Section 87609, approve notices of employment for the academic year 2011-12 for tenured faculty specified on the attached list.

4. Notices of Employment – Contract Faculty, Academic Year 2011-12

It is recommended that the Board of Trustees, consistent with the provisions of Education Code Section 87608, approve notices of employment for the academic year 2011-12 for contract faculty specified on the attached list.

Report No.: V-A-1-a

Date: June 21, 2011

Subject: Academic Personnel

5. Notices of Employment – Contract Faculty, Academic Years 2011-12 and 2012-13

The Board of Trustees, consistent with the provisions of Education Code Section 87608.5, employs contract faculty working under their second contract for the following two academic years. It is recommended the Board of Trustees approve notices of employment for the academic years 2011-12 and 2012-13 for contract faculty specified on the attached list.

6. Notices of Employment – Categorically Funded Faculty, Academic Year 2011-12

The Board of Trustees, consistent with the provisions of Education Code Section 87470, employs faculty, in programs and projects to perform services conducted under contract with public or private agencies, or other categorically funded projects of indeterminate duration. Employment may be for periods that are less than a full college year, and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of the Education Code respecting the termination of contract or regular employees.

It is recommended the Board of Trustees approve the notices of employment for the term of appointment indicated for the categorically funded faculty specified on the attached list.

7. Academic Administrator Employment Contracts, Academic Years 2011-12 and 2012-13

The Board of Trustees, consistent with the provisions of Education Code Section 72411, employs academic administrators by contract. It is recommended that the Board of Trustees approve the employment contracts on the attached list for academic years 2011-12 and 2012-13 and authorize the Vice Chancellor, Diversity and Human Resources to sign the contracts.

8. Academic Administrator Employment Contracts, Academic Year 2011-12

The Board of Trustees, consistent with the provisions of Education Code Section 72411, employs academic administrators by contract. It is recommended that the Board of Trustees approve the employment contracts on the attached list for academic year 2011-12 and authorize the Vice Chancellor, Diversity and Human Resources to sign the contracts.

Report No.: V-A-1-a

Date: June 21, 2011

Subject: Academic Personnel

9. Categorically Funded Academic Administrator Employment Contracts, Academic Year 2011-12

The Governing Board of Riverside Community College District, consistent with the provisions of Education Code Section 87470, employs academic administrators, in programs and projects to perform services conducted under contract with public or private agencies, or other categorically funded projects of indeterminate duration. Employment may be for periods that are less than a full college year, and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of the Education Code respecting the termination of contract or regular employees.

It is recommended that the Board of Trustees approve the employment contracts for the categorically funded academic administrators specified on the attached list and authorize the Vice Chancellor, Diversity and Human Resources to sign the contracts.

10. Academic Rank

Board Policy 4000 establishes guidelines for academic rank; and the Professional Growth and Sabbatical Leave Committee reviewed the following request for academic rank change for the 2011-2012 academic year.

It is recommended the Board of Trustees approve the 2011-2012 academic rank change as specified below.

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>
Dwight Lomayesva	Professor	History

11. Salary Reclassification

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

It is recommended the Board of Trustees grant a salary reclassification to the following faculty member effective July 1, 2011:

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Michael Estrada	G	H

Report No.: V-A-1-a

Date: June 21, 2011

Subject: Academic Personnel

12. Nursing Grant Compensation Stipends Spring 2011

Riverside Community College District is the recipient of the Nursing Faculty Recruitment and Retention Grant. The intent of this grant is to assist colleges in responding to a nursing shortage by increasing the number of qualified nursing faculty at California Community Colleges and recruit and retain qualified nursing faculty. Part of the funds of this grant are to be used as longevity or shift differential stipends paid to qualified faculty.

It is recommended the Board of Trustees approve payment as indicated to the nursing faculty specified below in accordance with the Nursing Faculty Recruitment and Retention Grant.

<u>Name</u>	<u>Compensation Amount</u>
LONGEVITY	
Alexander, Sharon	\$2,678.00
Anderson, Kimberly	\$1,785.00
Indermuehle, Denise	\$1,785.00
Vermillion, Amy	\$1,785.00
SHIFT DIFFERENTIAL	
Clement, Cherry	\$ 442.00
Cowart, Amy	\$1,108.00
Donovan, Carole	\$1,214.00
Jose, Jancy	\$ 361.00
Kang, Hannah	\$ 75.00
Maney, Trina	\$1,147.00
Mora, Rita	\$1,214.00
Valadez, AnneMarie	\$1,428.00

13. Request for Leave Under the California Family Rights Act (CFRA) and the Federal Family and Medical Leave Act (FMLA)

It is recommended the Board of Trustees approve/ratify the request for leave under the California Family Rights Act and/or the Federal Family and Medical Leave Act. A maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently, as indicated below, for the following employee:

<u>Name</u>	<u>Title</u>	<u>Leave Type</u>	<u>Effective Date/ Retroactive to:</u>
Susan Ingham	Associate Professor, English	FMLA/CFRA	May 11, 2011

Report No.: V-A-1-a

Date: June 21, 2011

Subject: Academic Personnel

14. Emeritus Awards, Administrators

It is recommended that the Board of Trustees award the title of Emeritus to the following individuals in recognition for many years of outstanding service at Riverside Community College District, effective the date of their retirement.

ADMINISTRATOR

Title

Lorraine Anderson

Dean Emeritus, Riverside City College

Patricia Bufalino

Dean Emeritus, Moreno Valley College

Daria Burnett

Dean Emeritus, Moreno Valley College

Brenda Davis

President, Emeritus, Norco College

Kristina Kauffman

Associate Vice Chancellor, Emeritus, District

Paula McCroskey

Dean Emeritus, Riverside City College

15. Emeritus Awards, Faculty

Board Policy and Administrative Procedure 4000 authorizes the rank of Professor Emeritus to any faculty member who has earned retirement. The Academic Senate recommends that the Board of Trustees award the title of Professor Emeritus to the following faculty and administrators who earned faculty tenure for their many years of outstanding service at Riverside Community College District, effective the date of their retirement.

NAME

MORENO VALLEY

Doug Beckstrom

Susan Ingham

NORCO

Brenda Davis

Edward Wales

RIVERSIDE CITY COLLEGE

Michael Chaks

Achinta Chatterjee

Joanne Dierdorff

Katheryn Farris

Alfred Parker

August Tedesco

Ronald Yoshino

John Young

Report No.: V-A-1-a

Date: June 21, 2011

Subject: Academic Personnel

16. Separation(s)

Board Policy 7350 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignation(s).

It is recommended the Board of Trustees approve the resignation of the individual(s) listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Beckstrom, Doug	Assoc Prof, Dental Tech	June 9, 2011	Retirement
Burnett, Daria	Dean, Student Supp Svcs	June 30, 2011	Retirement
Chaks, Michael	Assoc Prof, Accounting	June 10, 2011	Retirement
Chatterjee, Achinta	Assoc Prof, English	June 10, 2011	Retirement
Davis, Brenda	President (Norco College)	June 30, 2011	Retirement
Dierdorff, Joanne	Assoc Prof, Dance	June 10, 2011	Retirement
Farris, Katheryn	Assoc Prof, Phys Ed	June 10, 2011	Retirement
Ingham, Susan	Assoc Prof, English	June 30, 2011	Retirement
McCroskey, Paula	Dean, Counseling and SFP	June 29, 2011	Retirement
Parker, Alfred	Assoc Prof, History	June 10, 2011	Retirement
Tedesco, August	Asst Prof, Career and Tech Ed, Film/TV/Video	June 30, 2011	Retirement
Wales, Edward	Assoc Prof, Drafting	June 30, 2011	Retirement
Yoshino, Ronald	Assoc Prof, History	June 30, 2011	Retirement
Young, John	Assoc Prof, Economics	June 10, 2011	Retirement



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b

Date: June 21, 2011

Subject: Classified Personnel

1. Appointments

In accordance with Board Policy 2200, the Chancellor recommends approval for the following:

a. Management/Supervisory

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
MORENO VALLEY COLLEGE				
Jamie Clifton	Director, Enrollment Services	08/01/11	R-1	Reorganization

b. Management/Supervisory – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
MORENO VALLEY COLLEGE				
Lisa Chavez	Director, Student Support Services Grant (Part-time, 50%)	06/22/11	R-1	Appointment

c. Classified/Confidential  
(None)

d. Classified/Confidential – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
NORCO COLLEGE				
Monica Esparza	Grants Administrative Specialist (TRIO Programs)	07/05/11	I-1	Appointment
RIVERSIDE CITY COLLEGE				
Liem Nguyen	Accounting Clerk (Part-time, 50%)	06/23/11	E-1	Appointment

Subject: Classified Personnel

2. Requests for Leave Under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA)

It is recommended the Board of Trustees approve/ratify requests for leave under the California Family Rights Act and/or the Federal Family and Medical Leave Act. A maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently, as indicated below, for the following employees:

<u>Name</u>	<u>Title</u>	<u>Leave Type</u>	<u>Effective/ Retroactive to:</u>
Alvarez, Edward	Student Services Specialist	CFRA/FMLA	May 18, 2011
Chavez, Yamileth	Human Resources Specialist II	CFRA/FMLA	June 1, 2011

3. Positions Reclassified Due to Significant Job Content Changes

In accordance with Board Policy 7232, classified, confidential and management are provided an opportunity to participate in the classification review process. These requests for classification review were initiated by the employee or the manager in accordance with the provisions of the administrative procedure and recommended for reclassification by the District Classification Committee. The District Classification Committee is a representative group for classified, confidential and management personnel given the responsibility and authority to conduct the classification review process. Recommendations were forwarded to the Executive Cabinet for review and approval. Based on this process, it is recommended the Board of Trustees approve the salary grade changes and/or title reclassifications of those on the attached list effective July 1, 2011.

4. Rescind Elimination of Positions Due to Lack of Funds

On May 17, 2011, the Board approved the elimination of several positions due to lack of funds. Since then funds have been received for some of those positions so it is recommended the Board of Trustees approve the following actions:

<u>Rescind Elimination of Position Titles</u>	<u>District/College</u>
Emancipation Coach (5 positions, 5 FTE, Workforce & Resource Development)	Riverside/Norco/ Moreno Valley
Accounting Services Clerk (1 position, 1 FTE, Workforce & Resource Development)	Riverside
Administrative Assistant II (1 position, 1 FTE, Workforce & Resource Development)	Riverside
Clerk Typist (1 position, 1 FTE, Workforce & Resource Development)	Riverside
Computer Lab Specialist (1 position, 1 FTE, Workforce & Resource Development)	Riverside
Student Resource Specialist (1 position, 1 FTE, Workforce & Resource Development)	Riverside
Director, Workforce Prep Grants & Contracts (1 position, 1 FTE, Workforce & Resource Development)	Riverside

Subject: Classified Personnel

4. Rescind Elimination of Positions Due to Lack of Funds (Continued)

Rescind Reduction in Funding - Effective 7/1/11 (Funding Received at 100%)

Job Placement Technician (1 position, Reduction from 100% to 80%, Career & Tech Ed)	Riverside
Accounting Services Clerk (1 position, Reduction from 100% to 80%, Career & Tech Ed)	Riverside
Occupational Education Assistant (1 position, Reduction from 100% to 80%, Career & Tech Ed)	Riverside

Rescind Placement on 39-Month Reemployment List – Effective 7/1/11

<u>Name</u>	<u>Position Title</u>
Plumley, Sheryl	Accounting Services Clerk – 100%
Freeman, Cynthia	Accounting Services Clerk – 100%
Tapia, Sandra	Clerk Typist – 100%
Huskey, Morgan	Clerk Typist – 50%
Tetirick, Ted	Computer Lab Specialist – 100%
Wright, Michael	Director, Workforce Prep Grants & Contracts – 100%
Dech, Chris	Emancipation Coach – 100 %
Escalera, Anthony	Emancipation Coach – 100%
Johnson, Jeremy	Emancipation Coach – 100%
Ortega, Whitney	Emancipation Coach – 100%
Sattar, Sahib	Emancipation Coach – 100%
Cowgill, Barbara	Job Placement Technician – 100%

Rescind Placement on 39-Month Reemployment List – Effective 7/1/11

<u>Name</u>	<u>Position Title</u>
Anderson-McDade, Meriel	Occupational Education Assistant – 100%
Faulknerloser, Sheila	Student Resource Specialist – 100%

Rescind Reduction in Funding – Effective 7/1/11 (Funding received at 100%)

Cowgill, Barbara	Job Placement Technician (100% to 80%)
Anderson-McDade, Meriel	Occupational Education Assistant – (100% to 80%)

Rescind Bumping due to Seniority Rights – Effective 7/1/11

Freeman, Cynthia	From: Accounting Services Clerk – 100% - Riverside City College
	To: Accounting Services Clerk – 80% - Riverside City College (Effective 7/2/11)
Wohlk, Carol	From: Administrative Assistant II – 100% - Riverside City College (Workforce & Resource Development)
	To: Administrative Assistant II – 100% - Riverside City College (Student Financial Services)

Subject: Classified Personnel

4. Rescind Elimination of Positions Due to Lack of Funds (Continued)

Rescind Bumping due to Seniority Rights – Effective 7/1/11

Patterson, Rhonda	From: Clerk Typist – 100% - Riverside City College (Workforce & Resource Development)
	To: Clerk Typist – 100% - Moreno Valley (PSET)
Tapia, Sandra	From: Clerk Typist – 100% - Moreno Valley (PSET)
	To: Clerk Typist – 50% - Moreno Valley (PSET)
Huskey, Morgan	From: Clerk Typist – 50% - Moreno Valley (PSET)
	To: Clerk Typist – 48.75% - Riverside City College (Student Financial Services) (EOPS)
Jackson, Ariel	From: Outreach Specialist – 100% - Moreno Valley (EOPS)
	To: Outreach Specialist – 70% - Riverside City College (Career & Tech Ed)

Change to bumping due to Seniority Rights – Effective 7/1/11

Perez, Christel	From: Clerk Typist – 100% - Riverside City College (STEM)
	To: Administrative Assistant I - 48.75% - Norco College (CalWorks)

5. Elimination of Positions Due to Lack of Funds

Board Policy and Administrative Procedure 7110 authorizes the Vice Chancellor, Diversity and Human Resources, to perform personnel actions, subject to final approval by the Board of Trustees. The positions below are no longer needed due to discontinuation of categorical funds.

It is recommended the Board of Trustees approve the reduction in staffing through the elimination of these positions. These employees will be placed on the 39 month reemployment list for the position currently held.

Elimination of Positions - Effective 8/1/11

<u>Position Title</u>	<u>District/College</u>
Community Education Clerk (1 position, 1 FTE, Community Education Department)	Riverside

Reduction in Funding – Effective 9/14/11

Education Advisor (1 position, Reduction from 100% to 30%, Academic Support)	Riverside
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Subject: Classified Personnel

5. Elimination of Positions Due to Lack of Funds (Continued)

Placement on 39-Month Reemployment List

<u>Name</u>	<u>Position Title</u>
Reyes, Irene	Community Ed Clerk – 100% (Effective 8/1/11)
McCarthy, Tara	Education Advisor – 100% (Effective 9/14/11)

6. The Riverside Community College District (District) and the Riverside Community College District Employees, Chapter 535 of the California School Employees Association (CSEA) Memorandum of Understanding Concerning College Safety and Police Dispatch Positions Transition into Community Service Coordinators (Newly Created) Positions and to the Police Records Clerk

RCCD and CSEA agree to transition the current workforce of one (1) College and Safety Police Dispatch Coordinator and four (4) College and Safety Police Dispatcher Clerk positions, into four (4) newly created positions titled, Community Service Coordinator and into one Police Records Clerk position according to the terms of the Memorandum of Understanding. It is also understood and agreed, implementation of the transition from RCCD Safety and Police Dispatch to Cal State University San Bernardino Police Dispatch will take place within a thirty (30) day period beginning the first of the month following ratification and Board approval.

7. Requests for Temporary Reduced Workload During the 4/10 Work Schedule

The following classified employees have requested a temporary reduced workload during the 4/10 work schedule beginning June 13, 2011 through August 19, 2011. There will be no impact to employee medical benefits during this period;

It is recommended the Board of Trustees approve temporary reduced workloads beginning June 13, 2011 through August 19, 2011, for the following classified, confidential, and management employees:

BEGINNING JUNE 13, 2011 – AUGUST 19, 2011

<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
<b>DISTRICT</b>			
Crippin, Julie	Analyst/Programmer	100%	80%
Fuller, Tabitha	Academic Evaluations Specialist	100%	90%
Morris, April	Parking Administrative Clerk	100%	90%
<b>MORENO VALLEY COLLEGE</b>			
Brooks, Stefani	Administrative Assistant III	100%	90%
Davis, Lourdes	Student Services Technician	100%	80%
Gallardo, Mary	Instructional Department Specialist	100%	80%
Myers, Linda	Administrative Assistant II	100%	80%

Subject: Classified Personnel

## 7. Requests for Temporary Reduced Workload During the 4/10 Work Schedule (Continued)

BEGINNING JUNE 13, 2011 – AUGUST 19, 2011

<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
NORCO COLLEGE			
Maness, Maria	Matriculation Specialist	100%	90%
Stanley, Yolanda	Instructional Department Specialist	100%	90%

RIVERSIDE CITY COLLEGE

Alvarez, Rafael	Senior Tool Room Attendant	100%	80%
Boland, Angela	Health Services Specialist	100%	90%
Brosious, Nancy	Production Graphic Designer	100%	80%
Cave, Cindy	Clerk Typist	100%	80%
Dassow, Michelle	Student Services Technician	100%	90%
Delgadillo, Lupe	Matriculation Specialist	100%	90%
Garibay, Clara	Health Services Supervisor	100%	80%
Gilbertson, Beth	Administrative Assistant III	100%	90%
Hakenson, Sandra	Nursing Skills Laboratory Technician	100%	90%
Hernandez, Stefanie	Counseling Clerk I	100%	80%
Hwang, Chi-Chih	Library Systems/Network Coordinator	100%	80%
Langeveld, Ilse	Instructional Department Specialist	100%	90%
McCarthy, Tara	Educational Advisor	100%	80%
Pan, Ming	Lib Network/Multimedia Integration Spec	100%	80%
Rochin, Bernadette	Student Services Technician	100%	90%
Sanders, Richard	Senior Tool Room Attendant	100%	80%
Stackhouse, Stefanie	Instructional Department Specialist	100%	90%
Youngquist, Patrick	Food Service Worker III	100%	80%

BEGINNING JUNE 27, 2011 – AUGUST 19, 2011

<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
RIVERSIDE CITY COLLEGE			
Vargas, Rosalba	Student Services Technician	100%	90%

BEGINNING JULY 11, 2011 – AUGUST 19, 2011

<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
NORCO COLLEGE			
Wilson, Tanya	Administrative Assistant IV	100%	90%

Subject: Classified Personnel

## 8. Separation(s)

Board policy 7350 authorizes the Chancellor to officially accept the resignation of an employee, and the Chancellor has accepted the following resignation(s).

It is recommended the Board of Trustees approve/ratify the resignation of the individual(s) listed below:

<u>Name</u>	<u>Position</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Barrozo, Deborah	Tutorial Services Specialist	June 30, 2011	Retirement
Benson, Fred	Custodian	June 30, 2011	Retirement
Bowen, Richard	Maintenance Mechanic (Carpenter)	June 30, 2011	Retirement
Chambers, Ann	Administrative Assistant II	May 27, 2011	Retirement
Chavez, Maria	Executive Administrative Assistant	June 30, 2011	Retirement
Davis, Penny	Director, Foster and Kinship Care	June 30, 2011	Retirement
Davis, Shirley	Support Center Technician	June 30, 2011	Retirement
Diaz, Victoria	Gymnasium Attendant	June 30, 2011	Retirement
Erickson, Terri	Administrative Assistant IV	June 30, 2011	Retirement
Gonzalez, Mitchell	Groundsperson	June 30, 2011	Retirement
Holmes, Harriet	Clerk Typist	June 30, 2011	Retirement
Hunter, Cassandra	Administrative Assistant I	May 13, 2011	Non-Continuance of Probationary Period
Martin, Mary Lou	Cashier/Clerk	June 30, 2011	Retirement
Morton, Teresa	Administrative Assistant II	June 30, 2011	Retirement
Najar, Juan	Custodian	May 27, 2011	Non-Continuance of Probationary Period
Rey, Robert	Groundsperson	June 30, 2011	Retirement
Roberson, Sandra	Help Desk Support Technician	June 30, 2011	Retirement
Smith, Carmen	Outreach Specialist	June 30, 2011	Personal
Zambrano, Charlotte	Executive Administrative Assistant	June 30, 2011	Retirement

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-c

Date: June 21, 2011

Subject: Other Personnel

1. Substitute Assignments

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

2. Short-term Positions

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

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

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

4. Management Furloughs

Due to proposed solutions to the Fiscal Year (FY) 2011-12 budget gap, all managers and supervisors must take five furlough days during the FY 2011-12, which starts July 1. The salary schedule will be adjusted so that pay is reduced evenly during the year, equaling a total reduction of approximately 2% of the employee's annual salary based upon workdays defined for academic and classified employees. It is recommended that the Board of Trustees approve reductions to contract salaries and the salary schedule for FY 2011-12 as follows based on District workdays defined for academic and classified employees:

Academic managers 5/248 days or .02016%

Classified managers and supervisors 5/260 days or .01923%



Report No.: V-A-1-c

Date June 21, 2011

Subject: Classified Personnel

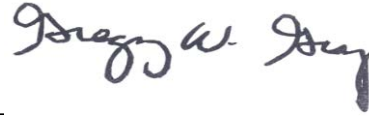
Submitted by:



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Melissa Kane  
Vice Chancellor, Diversity and Human  
Resources

Transmitted to the Board by:



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Gregory W. Gray  
Chancellor

Concurred by:



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Chris Carlson  
Chief of Staff/Executive Assistant to  
the Chancellor



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Ray Maghroori  
Vice Chancellor, Educational Services



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James Buysse  
Vice Chancellor, Administration and Finance  
and Finance

Concurred by:



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Cynthia Azari  
President, Riverside City College



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Brenda Davis  
President, Norco Campus



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Tom Harris  
Acting President, Moreno Valley Campus

DEPARTMENT CHAIRS AND STIPENDS  
 ACADEMIC YEAR 2011-12

		Chair Stipend	Additional Stipend
<b>MORENO VALLEY CAMPUS</b>			
Business and Information Systems Technology	Matthew Barboza	100%	
Assistant Chair	Jose Duran	0%	
Communications	Anna Marie Amezquita	100%	
Assistant Chair	Lori Ogata	0%	
Assistant Chair	Jeff Rhyne	0%	
Assistant Chair	Olga Dumer	0%	
Health, Human & Public Services	James Banks	100%	\$1,515
Assistant Chair	Lisa Hausladen	0%	
Assistant Chair	Kim Metcalfe	0%	
Assistant Chair	Mike Estrada	0%	
Humanities and Social Sciences	Gregory Elder	100%	
Assistant Chair	Fabian Biancardi	0%	
Assistant Chair	Rosario Mercado	0%	
Assistant Chair	Salvador Soto	0%	
Mathematics, Sciences and Physical Education	Kathleen Saxon	100%	
Assistant Chair	Stephen Wagner	0%	
Assistant Chair	James Namekata	0%	
Assistant Chair	Diane Marsh	0%	
Public Safety Education and Training	Natalie Hannum	100%	\$1,515
<b>NORCO CAMPUS</b>			
Arts, Humanities and World Languages	Dominique Hitchcock	50%	
Assistant Chair	Karin Skiba	50%	
Business, Engineering & Information Technologies	Judy Perry	50%	
Co-Chair	Patricia Worsham	50%	
Assistant Chair	Paul VanHulle	0%	
Communications	Melissa Bader	100%	
Assistant Chair	Margarita Shirinian	0%	
Mathematics and Sciences	Jason Rey	62%	
Assistant Chair	Joe Eckstein	19%	
Assistant Chair	Tim Wallstrom	19%	
Social and Behavioral Sciences	Peter Boelman	100%	
Assistant Chair	Alexis Gray	0%	
Assistant Chair	David Payan	0%	

DEPARTMENT CHAIRS AND STIPENDS  
 ACADEMIC YEAR 2011-12

RIVERSIDE CITY COLLEGE		Chair Stipend	Additional Stipend
Applied Technology	Paul O'Connell	67%	
Assistant Chair	Yuri Ulloa	33%	
Art	Steve Horn	100%	
Behavioral Sciences	Richard Davin	100%	
Business and Information Systems & Technology	Ron Pardee	40%	
Co-Chair	Janet Lehr	60%	
Chemistry	Daniel Bernier	100%	
Communication Studies	Joan Gibbons-Anderson	100%	
Cosmetology	Peter Westbrook	100%	
Counseling	Micheal Barnes	100%	
Early Childhood Education	Shari Yates	100%	
Economics, Geography, Political Science	Dariush Haghighat	100%	
English	Diane Solorzano	40%	\$1,515
Assistant Chair	Tucker Amidon	30%	
Assistant Chair	Carla Reible	30%	
History, Humanities, Philosophy	Kristi Woods	100%	
Assistant Chair	Rom Masterson	0%	
Library	Hayley Ashby	100%	
Life Sciences	John Rosario	33.3%	
Assistant Chair	Virginia White	33.3%	
Assistant Chair	Elisabeth Thompson-Eagle	33.3%	
Mathematics	Rogelio Ruiz	50%	
Assistant Chair	Marc Sanchez	50%	
Nursing	Kimberly Reimer	50%	\$757.50
Assistant Chair	Tammy VantHul	50%	\$757.50
Performing Arts (Dance)	Mark Haines	33.3%	
Assistant Chair (Theatre)	Jodi Julian	33.3%	
Assistant Chair(Music)	Charles Richard	33.3%	
Kinesiology	Steve Sigloch	100%	
Assistant Chair	Clara Lowden	0%	
Physical Science	Scott Blair	100%	
World Languages	Diana MacDougall	100%	
Assistant Chair	Dorothy Gaylor	0%	

COORDINATOR ASSIGNMENTS  
ACADEMIC YEAR 2011-12

Activity	Name
Assessment, Moreno Valley	Sheila Pisa
Assessment, Norco	Arend Flick
Assessment, Riverside	Jim Elton
Faculty Development, Moreno Valley	Dan Clark
Faculty Development, Norco	Sheryl Tschetter
Faculty Development, Riverside (Fall)	Jami Brown
Faculty Development, Riverside (Spring)	Amber Casolari
Honors Program, Moreno Valley	Christopher Rocco
Honors Program, Norco	Lyn Greene
Honors Program, Riverside (50%)	Kathleen Sell
Honors Program, Riverside (50%)	Thatcher Carter
International Education	Jan Schall
Math Lab, Moreno Valley	Fen Johnson
Math Lab, Norco	Bob Prior
Math Lab, Riverside (50%)	Ernesto Reyes
Math Lab, Riverside (50%)	Veasna Chiek
Performing and Fine Arts	Jasminka Knecht
Student Activities (Moreno Valley)	Frankie Moore
Student Activities (Norco)	Dimitrios Synodinos
Student Activities (Riverside)	Doug Graham
Student Activities (Riverside)	Deborah Hall
Vocational Outreach	Delores Middleton
Writing and Reading Center (Moreno Valley)	Jeff Rhyne
Writing and Reading Center (Norco)	Melissa Bader
Writing and Reading Center (Riverside)	Denise Kruiuzenga-Muro

EXTRA-CURRICULAR ASSIGNMENTS  
ACADEMIC YEAR 2011-12

Activity	Name
Head Baseball Coach	Dennis Rogers
Assistant Baseball Coach	Rudolph Arguelles
Assistant Baseball Coach	Rowlando Garza
Head Basketball Coach, Men	John Smith
Assistant Basketball Coach, Men	Anthony Tyson
Assistant Basketball Coach, Women	TBA
Head Cross Country Coach, Men	James McCarron
Assistant Football Coach	Daniel Lynds
Assistant Football Coach	Tom Nelson
Assistant Football Coach	Kevin Craft
Assistant Football Coach	John Bonaventura
Assistant Football Coach	Donald Johnson
Assistant Football Coach	Mike Richey
Assistant Football Coach	Londell Ramsey
Assistant Football Coach	Daniel Barlage
Assistant Football Coach	Christopher Cash
Assistant Football Coach	Michael Tohuv
Assistant Football Coach	James Kuk
Assistant Football Coach	Pene Talamaivao
Head Golf Coach	Steven Sigloch
Head Soccer Coach, Men	Francisco Melgarejo
Assistant Soccer Coach	Jose Moreno
Head Soccer Coach, Women	Lynsey Jalayer
Assistant Soccer Coach	Shayon Jayler
Head Fastpitch Coach	Michelle Daddona
Assistant Fastpitch Coach	Jose Ortega
Assistant Fastpitch Coach	Kristina Webb
Head Swimming Coach, Women	David Almquist
Head Swimming Coach, Men	Douglas Finfrock
Assistant Swimming Coach, Women	Sarah Quinte
Assistant Swimming Coach, Men	Thomas Borden
Assistant Diving Coach, Swim	James Adams
Head Tennis Coach, Men	William Elton
Head Tennis Coach, Women	Nikki Bonzoumet
Head Track Coach, Women	Damien Smith
Head Track Coach, Men	James McCarron
Assistant Track Coach	Duverick Wiley
Assistant Track Coach	Damien Smith
Assistant Track Coach	Scott Hutchison
Assistant Track Coach	Gregorey Magee
Assistant Track Coach	Abderrahmane Marcelli
Head Volleyball Coach	Monica Hayes-Trainer
Assistant Volleyball Coach	TBA

EXTRA-CURRICULAR ASSIGNMENTS  
ACADEMIC YEAR 2011-12

Activity	Name
Head Water Polo Coach, Men	Richard Hass
Head Water Polo Coach, Women	David Almquist
Assistant Water Polo Coach, Men	Jason Northcott
Assistant Water Polo Coach, Men	Douglas Finrock
Assistant Director of Athletics	Clara Lowden
Strength Coach	Daniel Lynds
Advisor to College Newspaper	Allan Lovelace
Auxiliary Unit	Gary Locke
Director of Marching Band	Gary Locke
Director of Jazz Band	Charlie Richard
Director of Choir	Dina Humble
Director of Choir (Vocal Jazz and Chamber)	John Byun
Director of Dance	Jo Dierdorff
Director of Dance	Rita Chenoweth
Director of Dance	Mark Haines
Director of Dance	Sofia Carreras
Director of Lighting Design	Mark Haines
Director of Performing Arts (Winds and Orchestra)	Kevin Mayse
Director of Performing Arts (Guitar)	Peter Curtis
Director, Automotive Programs (Ford Asset)	Yuri Ulloa
Director Automotive Programs (General Automotive)	Paul O'Connell
Director, Production Printing	Rich Finner
Director, Physical Science Stock Room	Terrance O'Neill
Director, Planetarium	Scott Blair
Director, Pep Squad	Rachelle Fawcett
Director, Program Review (District & Norco)	Jim Thomas
Director, Program Review (Moreno Valley)	Olga Dumer
Director, Program Review (Riverside) Fall only	Lewis Hall
Director, Theater	Jodi Julian
Director, Theater	David Nelson
Model United National Coach	Ward Schinke

## SUMMER COACHING COMPENSATION

Activity	Name	No. of Hours
Head Cross Country & Track Coach (M)	James McCarron	160
Head Cross Country & Track Coach (W)	Damien Smith	160
Head Volleyball Coach	Monica Hayes-Trainer	160
Head Baseball Coach	Dennis Rogers	160
Head Fastpitch Coach	Michelle Daddona	160
Head Swimming and Water Polo Coach (W)	David Almquist	160
Assistant Football Coach	Kevin Craft	90
Assistant Football Coach	Tracy Tabers	90
Assistant Football Coach	Daniel Lynds	90
Assistant Football Coach	Christopher Cash	90
Assistant Football Coach	John Bonaventura	90
Assistant Football Coach	Donald Johnson	90
Assistant Football Coach	Mike Richey	90
Assistant Football Coach	Londell Ramsey	90
Assistant Football Coach	Tom Nelson	90
Assistant Football Coach	James Kuk	90
Assistant Football Coach	Pene Talamaivao	90
Assistant Football Coach	Dan Barlage	90
Assistant Football Coach	Mike Tohui	90
Head Golf Coach	Steven Sigloch	80
Head Soccer Coach (M)	Francisco Melgarejo	80
Head Soccer Coach (W)	Lynsey Jalayer	80
Head Tennis Coach (M)	William Elton	80
Head Tennis Coach (W)	Nikki Bonzoumet	80
Head Water Polo Coach (M)	Richard Hass	80
Head Swimming Coach (M)	Douglas Finrock	80

NOTICES OF EMPLOYMENT  
TENURED FACULTY  
ACADEMIC YEAR 2011-12

Incumbent Name

Surekha Acharya

\* Sharon Alexander

Huda Aljord

Thomas Allen

David Almquist

Anna Marie Amezquita

Tucker Amidon

Khalil Andacheh

Kimberly Anderson

Kristine Anderson

Joe Anguiano

Rudolph Arguelles

Hayley Ashby

David Avalos

Patricia Avila

Melissa Bader

David Baker

Amy Balent

James Banks

Robert Baradaran

Matthew Barboza

Micheal Barnes

Rex Beck

Cindy Bendshadler

Daniel Bernier

Shailesh Bhatia

Debadarshi Bhattacharya

Fabian Biancardi

Scott Blair

Peter Boelman

Nikki Bonzoumet

Douglas Bowen

Linda Braiman

Kelly Brautigam

Steven Brewster

Celia Brockenbrough

Kathryn Brooks

Catherine Brotherton

Amanda Brown

Ellen Brown

Jami Brown

Scott Brown



NOTICES OF EMPLOYMENT  
TENURED FACULTY  
ACADEMIC YEAR 2011-12

Incumbent Name

Timothy Brown

William Brown

Larisa Broyles

Gregory Burchett

Sarah Burnett

Robert Burris

John Byun

Sofia Carreras

Thatcher Carter

Amber Casolari

Deborah Cazares

Stacey Cerwin-Bates

Rosina Chacon

James Cheney

Rita Chenoweth

\* Veasna Chiek

Jill Christiansen

Elisa Chung

Daniel Clark

Ross Clark

Michael Cluff

Marie Colucci

Diane Conrad

Gerald Cordier

John Coverdale

Kenneth Cramm

Sharon Crasnow

James Cregg

Michael Cryder

Peter Curtis

Michelle Daddona

Richard Davin

Leslie Dean

Joseph DeGuzman

Monica Delgadillo-Flores

Tamra Dibenedetto

Kelly Douglass

Sean Drake

Olga Dumer

Jose Duran

Damianita Dyogi

Joseph Eckstein

NOTICES OF EMPLOYMENT  
TENURED FACULTY  
ACADEMIC YEAR 2011-12

Incumbent Name

Gregory Elder  
Andres Elizalde  
William Elton  
Matthew Fast  
Evangeline Fawson  
Richard Finner  
Arend Flick  
Mary Flyr  
Robert Fontaine  
Sandra Fontana  
Gerard Forlenza  
Donald Foster  
Siobhan Freitas  
Janet Frewing  
Teresa Friedrich Finner  
George Gage  
Felipe Galicia  
Nancy Gall  
Carlos Garcia  
Steven Garcia  
Dorothy Gaylor  
Joan Gibbons-Anderson  
Travis Gibbs  
Cynthia Gobatie  
Douglas Graham  
Alexis Gray  
Bobbie Grey  
Edgar Ivan Gutierrez  
Monica Gutierrez  
Dariush Haghighat  
Mark Haines  
Barbara Hall  
Deborah Hall  
Lewis Hall  
Lisa Hausladen  
Scott Herrick  
Paul Herzig  
Dominique Hitchcock  
Cheryl Honore  
John Hopkins  
Stephen Horn  
Lin Howard

NOTICES OF EMPLOYMENT  
TENURED FACULTY  
ACADEMIC YEAR 2011-12

Incumbent Name

Lisa Howard

Lidia Hulshof

Dina Humble

Denise Indermuehle

Chie Ishihara

Ali Issa

Charlene Jeter

Robert Jew

Gary Jimenez

Brian Johnson

Fen Johnson

LaNeshia Judon

Jodi Julian

Terry Keiser

Kathryn Kelly

Stephen Kennedy

\* Rebecca Kessler

Ellen Kime-Hunt

Anita Kinser

Jasminka Knecht

Elena Kobzeva-Herzog

Lani Kreitner

Stephany Kyriakos

Mary Legner

Janet Lehr

Mark Lehr

Gloria Leifer Hartston

Jacqueline Lesch

Donna Lesser

Juliana Leung

Mark Lewis

Ellen Lipkin

Gary Locke

Dwight Lomayesva

Mark Longway

Rebecca Loomis

Allan Lovelace

Clara Lowden

Stephanie Lowry

Diana MacDougall

Richard Mahon

Deborah Makin

NOTICES OF EMPLOYMENT  
TENURED FACULTY  
ACADEMIC YEAR 2011-12

Incumbent Name

Diane Marsh

Dayna Mason

Romulus Masterson

Peter Matsos

Kevin Mayse

James McCarron

Scott McLeod

Michael McQuead

\* Gabriela Mendoza

Rosario Mercado

Kim Metcalfe

Delores Middleton

David Mills

Susan Mills

Carol Miter

Melvin Moncrieff

Barbara Moore

Frankie Moore

Paul Moores

Herbert Morales

Cynthia Morrill

Jodi Mowrey

Kathy Nabours

James Namekata

David Nelson

Lee Nelson

Lisa Nelson

Christopher Nollette

Sonya Nyrop

Paul O'Connell

Lorraine Ogata

Ana Marie Olaerts

Terrence O'Neill

Brit Osgood-Treston

Maria Pacheco

Ronald Pardee

\* LaTonya Parker

Bonnie Pavlis

David Payan

Larry Pena

Judy Perry

Samuel Pessah

NOTICES OF EMPLOYMENT  
TENURED FACULTY  
ACADEMIC YEAR 2011-12

Incumbent Name

Ann Pfeifle

Michele Pfenninger

William Phelps

Sheila Pisa

Robert Prior

Carol Quin

Bonavita Quinto-MacCallum

Rosa Ramos

Carla Reible

Miguel Reid

Kimberly Reimer

Jason Rey

Ernesto Reyes

Joseph Reynolds

Jeffrey Rhyne

Charles Richard

Richard Ries

Andy Robles

Christopher Rocco

Richard Rodman

Nicholas Rodriguez

Dennis Rogers

Clarence Romero

John Rosario

Rogelio Ruiz

Ronald Ruiz

Marc Sanchez

Christine Sandoval

Victor Sandoval

Rosemarie Sarkis

Kathleen Saxon

Janice Schall

Ward Schinke

\* Steven Schmidt

Donna Schutte

Kathleen Sell

Mark Sellick

John Seniguar

Margarita Shirinian

Steven Sigloch

Nicholas Sinigaglia

Karin Skiba

NOTICES OF EMPLOYMENT  
TENURED FACULTY  
ACADEMIC YEAR 2011-12

Incumbent Name

Kathy Slicer  
David Slocum  
Mitzi Sloniger  
Deborah Smith  
Heather Smith  
John Smith  
Diane Solorzano  
Salvador Soto  
Jason Spangler  
Susan St. Peters  
Paula Stafford  
Frank Stearns  
Charles Sternburg  
Walter Stevens  
Rachel Stone  
Takashi Suzuki  
Dimitrios Synodinos  
Rhonda Taube  
James Thomas  
Eric Thompson  
Oliver Thompson  
Elisabeth Thompson-Eagle  
Margaret Tjandra  
Adviye Tolunay Ryan  
Sandra Torre  
Phu Tran  
Leo Truttmann  
I-Ching Tsai  
Sheryl Tschetter  
Patricia Tutor  
Yuri Ulloa  
Paul Van Hulle  
Tammy VantHul  
Amy Vermillion  
Stephen Wagner  
Thomas Wagner  
Timothy Wallstrom  
Joanna Werner-Fraczek  
Peter Westbrook  
Pamela Whelchel  
Virginia White  
Ingrid Wicken

NOTICES OF EMPLOYMENT  
TENURED FACULTY  
ACADEMIC YEAR 2011-12

Incumbent Name

Micherri Wiggs  
Don Wilcoxson  
Edward Williams  
Cheryl Willie  
Beverly Wimer  
Kristi Woods  
Patricia Worsham  
Charles Wyckoff  
Sharon Yates  
Elizabeth Yglecias  
Gwendolyn Yount  
Valarie Zapata  
Gail Zwart

NOTICES OF EMPLOYMENT  
CONTRACT FACULTY  
ACADEMIC YEAR 2011-12

Incumbent Name

Nicole Abbate

Richard Gabriel

Vivian Harris

Marissa Iliscupidez

Karyn Magno

Shara Marshall

John Moore

Janice Muto



NOTICES OF EMPLOYMENT  
CONTRACT FACULTY  
ACADEMIC YEARS 2011-12 AND 2012-13

Incumbent Name

Nicole Capps  
Winston Chi  
Tami Comstock  
Stacie Eldridge  
Nicholas Franco  
Ravelle Lyn Greene  
Shannon Hammock  
Natalie Hannum  
Tonya Huff  
Joyce Kim  
William Kim  
James Knieriem  
Sabrina Kroetz  
Steve Park  
Debra Renfrow  
Kari Richards-Dinger  
Stanley Tyler  
Marc Wolpoff  
Alexander Ygloria

NOTICES OF EMPLOYMENT  
CATEGORICALLY FUNDED FACULTY  
ACADEMIC YEAR 2011-12

<u>Name</u>	<u>Term of Appointment</u>
Janet Leigh Cordery	07/01/11 – 06/30/12
Mary Fehn	07/01/11 – 06/30/12
Bonnie Montes	07/01/11 – 06/30/12
Cindy Ovard	07/01/11 – 06/30/12
Carmen Perches	07/01/11 – 06/30/12
Sylvia Stone	07/01/11 – 06/30/12
Jeffie Townsell	07/01/11 – 06/30/12

ACADEMIC ADMINISTRATOR EMPLOYMENT CONTRACTS  
ACADEMIC YEARS 2011-12 AND 2012-13

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
<b>MORENO VALLEY COLLEGE</b>			
Lisa Conyers	Vice President, Academic Affairs	07/01/11	AB-5
Wolde-Ab Isaac	Instructor/Dean, Health Sciences Prg	07/01/11	Z-5
Gregorio Sandoval	Vice President, Student Services	07/01/11	AB-5
Susan Tarcon	Director, Health Services	07/01/11	V-2
Cynthia Tenpas	Dean, Technology & Instructional Support Services	07/01/11	X-3
Ann Yoshinaga	Director, Public Safety Education & Training	07/01/11	T-3
<b>NORCO COLLEGE</b>			
Monica Green-Cochrane	Dean, Student Services	07/01/11	19-3
Lisa McAllister	Director, Health Services	07/01/11	V-3
Damon Nance	Dean, Technology & Learning Resources	07/01/11	X-3
Koji Uesugi	Associate Dean, Special Funded Programs	07/01/11	18-1
<b>RIVERSIDE CITY COLLEGE</b>			
Bernard Fradkin	Dean, Technology & Learning Resources	07/01/11	19-4
Virginia Hanson (McKee-Leone)	Dean, Instruction	07/01/11	Z-5
Renee Kimberling	Director, Health Services	07/01/11	V-5

ACADEMIC ADMINISTRATOR EMPLOYMENT CONTRACTS  
ACADEMIC YEAR 2011-12

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
Charles Tovares	Interim Dean, Instruction	07/01/11	Z-2
NORCO COLLEGE			
Diane Dieckmeyer	Interim Vice President, Academic Affairs	07/01/11	AB-5
Carol Farrar	Interim Dean, Instruction	07/01/11	Z-5
RIVERSIDE CITY COLLEGE			
Cecilia Alvarado	Interim Dean, Student Services	07/01/11	X-2
Joy Chambers	Dean, Enrollment Services	07/01/11	Y-2

CATEGORICALLY FUNDED ACADEMIC ADMINISTRATOR  
EMPLOYMENT CONTRACTS  
ACADEMIC YEAR 2011-12

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
Maureen Chavez	Associate Dean, Grants & College Support Programs	07/01-09/30/11	V-4
Jeanette LaPorte	Project Director, FIPSE Grant	07/01-09/30/11	T-2
NORCO COLLEGE			
Gregory Aycock	Dean, Student Success/Project Director, Title V	07/01-06/30/12	W-2
Kevin Fleming	Associate Dean, Career & Tech Ed	07/01-09/30/11	V-3
Gustavo Ocegüera	Associate Dean, Grants & College Support Programs	07/01-09/30/11	V-4
Daniela McCarson	Assistant Dean, CalWORKs & Special Funded Programs	07/01-06/30/12	R-2
RIVERSIDE CITY COLLEGE			
Jill Marks	Project Director, Gateway to College	07/01-06/30/12	17-4
Cynthia Taylor	Director, Community in Learning Partnership	07/01-06/30/12	R-4

POSITIONS RECLASSIFIED DUE TO  
SIGNIFICANT JOB CONTENT CHANGES  
(CLASSIFIED, CONFIDENTIAL, AND MANAGEMENT)

Board Report V-A-1-b-3  
June 21, 2011  
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Change in Grade and/or Title

Incumbent(s)

**RIVERSIDE CITY COLLEGE**

Assistant Cashier/Clerk

Elia Blount

Change in title to Auxiliary Business Services Specialist, Grade H

Auxiliary Business Services Clerk

Cyndie Valenzuela

Change in title to Auxiliary Business Services Specialist, Grade H

Clerk Typist

Cindy Cave

Change in title to Medical Office Receptionist, Grade F

Instructional Media Assistant

George Brucks

Change in title to Instructional Media Coordinator, Grade N

Library Clerk I

John Latham

Change in title to Library Catalog Clerk, Grade I

Student Financial Services Specialist

Linda Ammeraal

Change in title to Senior Financial Aid Advisor, Grade J

Student Financial Services Support Specialist

Sharice Fox

Change in title to Financial Aid Advisor, Grade H

Deanna Murrell

Student Financial Services Support Specialist

Elva Garcia

Change in title to Student Financial Services Accounting Specialist, Grade J

Student Services Technician

Santos Martinez

Change in title to Veterans Services Specialist, Grade N

**MORENO VALLEY COLLEGE**

College Receptionist

Andrew Graham

Change in title to Student Services Technician, Grade J

Library Clerk II

Mark Robinson

Change in title to Library Operations Assistant, Grade I

Student Financial Services Specialist

Melissa Contreras

Change in title to Senior Financial Aid Advisor, Grade J

POSITIONS RECLASSIFIED DUE TO  
SIGNIFICANT JOB CONTENT CHANGES  
(CLASSIFIED, CONFIDENTIAL, AND MANAGEMENT)

Change in Grade and/or Title

Incumbent(s)

**MORENO VALLEY COLLEGE (CONTINUED)**

Student Financial Services Support Specialist  
Change in title to Financial Aid Advisor, Grade H

Deborah Engel  
Tracy Jelensky

Director, Plant Operations & Maintenance  
Change in title to Director, Facilities, Grade S (Management)

Dale Barajas

**NORCO COLLEGE**

Instructional Technology Specialist  
Change in Grade from Grade K to Grade M

Jefferson Tiangco

Student Financial Services Specialist  
Change in title to Senior Financial Aid Advisor, Grade J

Ana Arriaza

Student Financial Services Support Specialist  
Change in title to Financial Aid Advisor, Grade H

Monique Hill

Director, Plant Operations & Maintenance  
Change in title to Director, Facilities, Grade S (Management)

Steven Monsanto

**DISTRICT**

Microcomputer Support Specialist  
Change in title to Information Technology Analyst, Grade O

Michael Angeles  
Kevin Elwood  
Theodore Gregory  
William Manges  
Louis McCarthy  
James Mitchell  
Timothy Ragusa  
Ronald Ricard  
Alan Wohlfarth

On-line Educational Development Specialist  
Change in title to Distance Education Support Specialist, Grade L

Vincent Alonzo  
William Moore

POSITIONS RECLASSIFIED DUE TO  
SIGNIFICANT JOB CONTENT CHANGES  
(CLASSIFIED, CONFIDENTIAL, AND MANAGEMENT)

Change in Title and Job Description/No Change in Grade

Incumbent(s)

**RIVERSIDE CITY COLLEGE**

Change in title from Microcomputer Support Technician to  
Microcomputer Support Specialist

Ernie Arellanes

Change in title from Production Printing Coordinator to  
Printing & Graphics Center Coordinator

Casandra Greene

**MORENO VALLEY COLLEGE**

Change in title from Maintenance Mechanic to  
Maintenance Mechanic (HVAC)

Gary Morris

Changes to Existing Job Description/No Change in Grade

Analyst/Programmer

Applications Support Technician

Business Systems Analyst

Cashier/Clerk

International Students & Program Specialist

Systems Administrator



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
RIVERSIDE COMMUNITY COLLEGE DISTRICT CLASSIFIED EMPLOYEES, CHAPTER 535  
MEMORANDUM OF UNDERSTANDING  
CONCERNING COLLEGE AND SAFETY POLICE DISPATCH POSITIONS TRANSITION  
INTO COMMUNITY SERVICE COORDINATORS (NEWLY CREATED) POSITIONS AND TO THE  
POLICE RECORDS CLERK  
June 1, 2011**

This Memorandum of Understanding (MOU) is entered into by The California School Employees Association, (CSEA) and its Chapter 535 and the Riverside Community College District (District). As a part of its terms it shall at minimum, embody the conditions prescribed by E.C. 88003.1. The parties further agree, to recognize as a part of this MOU, Attachment A and Attachment B.

It is understood, that in order to successfully transition the current workforce of one (1) College and Safety Police Dispatch Coordinator and four (4) College and Safety Police Dispatcher Clerk positions, into four (4) newly created positions titled, Community Service Coordinator and into one Police Records Clerk position the parties shall agree to the following terms:

It is agreed to establish four (4) Community Service Coordinator positions. The job description agreed upon is illustrated in Attachment A of this MOU. This classification and one Police Records Clerk position shall be offered to the affected employees in accordance with the terms of this MOU. It is agreed the affected unit members subject to this agreement, shall not serve a probationary period in the newly obtained positions.

It is agreed only the College and Safety Police Dispatch Coordinator and the College and Safety Police Dispatcher Clerks, shall have their salaries grandfathered at their current wage. It is further agreed, the newly established Community Service Coordinator position shall undergo the Classification Study Review process within 120 days from the signing of this MOU. Upon completion of the Classification Study Review process, the District agrees to compensate the employees at their new wage or at the grandfathered wage, whichever is higher. Should the Classification Study Review process result in a higher salary the new salary shall become effective from the date they assume the responsibilities of the Community Service Coordinator position.

It is agreed the affected unit members listed on Attachment B shall at minimum retain their current hours, pay, placement on the salary scale, vacation, holiday pay, sick leave, health and welfare benefits, retirement service credits and any other benefits they are entitled to.

The District agrees to utilize seniority as the basis for determining the selection of positions the current College and Safety Police Dispatch Coordinator and College and Safety Dispatch Clerks will transition into.

It is agreed the affected unit members listed on Attachment B shall suffer no loss in seniority. Therefore, the District agrees all hours worked in paid status (excluding overtime) in the classifications being eliminated, shall be retained as time served (seniority) in the positions the affected unit members will be transitioning into, as a result of this MOU.

If a vacancy should occur in a position that affects either the Police Records Clerk or the Community Service Coordinator position within one (1) year from the signing of this MOU, the District shall grant priority transfer rights to any of the remaining employees listed in Attachment B, who meet the minimum requirements for the position and shall determine the selection in accordance with their seniority.

It is also understood and agreed, implementation of the transition from RCCD Safety and Police Dispatch to Cal State University San Bernardino Police Dispatch will take place within a thirty (30) day period beginning the first of the month following ratification and Board approval.

The District agrees that in the event, Cal State University, San Bernardino or the District (either party) renders a decision to terminate their agreement to provide Dispatch Services to RCCD for any reason, the District shall provide 90 days advance written notification to CSEA Chapter 535 of the decision by either party to do so.

The District further agrees that in the event, RCCD restores dispatch service to "in-house (in-source) it shall first provide the affected unit members listed on Attachment B the option to return to their former positions before resorting to any other applicants. It is further agreed the affected employees shall have their hours, current pay, current placement on the salary scale, vacation, holiday pay, sick leave, health and welfare benefits, retirement service credits and any other benefits they are entitled to fully restored to them.

The District and CSEA agree to provide the affected unit members listed on Attachment B, any necessary training for the successful transition into their new positions. This training shall be made available during normal working hours and at the expense of the District.

This Memorandum of Understanding is contingent upon ratification by CSEA, Chapter 535 and adoption by the Riverside Community College District Board of Trustees.

Entered into on June 1, 2011

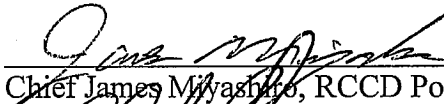
MOU Collectively Negotiated By:  
California School Employees Association Chapter 535  
And  
The Riverside Community College District

  
\_\_\_\_\_  
Melissa Kane, Vice Chancellor, DHR

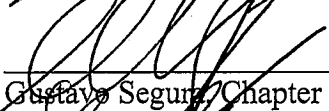
6-1-11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Art Alcaraz, Director, DHR

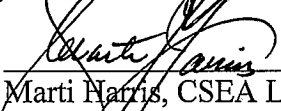
6-1-11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief James Miyashiro, RCCD Police

6-1-11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Gustavo Segura, Chapter President

6/1/11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Marti Harris, CSEA Labor Relations Rep.

June 1, 2011  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Louie McCarthy, Chief Negotiator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Eric Muehlebach, Chapter Vice Pres.

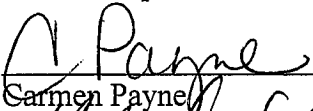
6/1/2011  
\_\_\_\_\_  
Date

  
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Clint Sandusky,

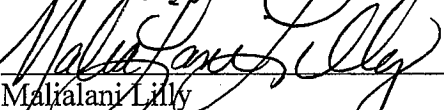
6/1/2011  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tamara Caponetto, Vice President

6/1/2011  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Carmen Payne

6/1/2011  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Malialani Lilly

June 1, 2011  
\_\_\_\_\_  
Date

**RIVERSIDE COMMUNITY COLLEGE DISTRICT CLASSIFIED EMPLOYEES, CHAPTER 535  
AND  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MEMORANDUM OF UNDERSTANDING  
CONCERNING THE TRANSITION OF COLLEGE AND SAFETY POLICE DISPATCH POSITIONS  
June 1, 2011  
ATTACHMENT A**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Community Service Coordinator

**BASIC FUNCTION:** Under the direct supervision of the area manager/supervisor, performs as a lead aide to enforce parking rules and regulations and observe and monitors the District properties by foot or vehicle. This position supports parking services and supports office functions within the police department which are typically indoor assignments. The administrative functions in the police department are indoor functions that involve clerical assignments. On occasion assignments may include working at all District Colleges and off-site locations.

**PROVIDES WORK OR LEADERSHIP DIRECTION TO:** Employees under the Community Service Aide I classification, and provide guidance to student workers.

**REPRESENTATIVE DUTIES:**

1. Enforce all parking rules and regulations of the District, and applicable parking laws listed in the California Vehicle Code, issue parking citations using department automated and non-automated citation systems.
2. Provides continual leadership to employees in the Community Service Aide I (CSA I) and student worker classifications, including the direction and assignment of these employees.
3. Participate in the training of staff and documents their training.
4. Subject to the approval of the area Manager/Supervisor in charge of the Parking Service operation, completes and maintains all schedules and special assignments for CSA I and student worker employees.
5. Provides special assignment deployment recommendations to the area manager/supervisor in charge of the Parking Service operation.
6. Provide assistance at special events, including but not limited to event security, traffic control and direction, information to guests, and other public services.
7. Coordinates and oversees the routine maintenance of all parking permit dispenser machines. May be required to communicate with vendors and/or private business representatives to facilitate the maintenance and/or purchase of equipment.
8. Completes necessary paperwork or electronic forms and obtains required approvals for additional maintenance of parking permit dispensers, parking division vehicles, and other equipment used by the parking services department.
9. Keeps accurate records and inventories of parking department equipment, including

- issued uniforms and equipment.
10. Provides written documentation detailing shift activities to the area manager or sergeant.
  11. Shall document and forward any and all information concerning complaints, policy or procedure violations, law violations, or other potential misconduct to the Manager or Sergeant.
  12. Receive inventory, and release lost and found property while maintaining accurate Microsoft Excel and Microsoft word records
  13. Issues temporary parking permits
  14. Receive completed parking administrative review forms and disperse to appropriate management or police personnel
  15. Responsible for the monthly ECB (Emergency Call Box) inspections and complete all related paper work
  16. Provides customer service and coordinates administrative tasks to the college community and other outside agencies at all district police stations and offices
  17. Use District administrative systems to look up persons who may need to be contacted for police related issues including but not limited to lost and found property or emergency notifications.
  18. Participates in District-provided in-service training programs.
  19. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
  20. Performs other duties, related to the position, as assigned.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Minimum of six months of parking enforcement or security experience is required. Experience working in a law enforcement department is desired.

**LICENSES/CERTIFICATES:** Must possess a valid California Driver's License and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. A valid CPR (Cardiopulmonary Resuscitation) card approved by the American Red Cross or American Heart Association is highly desirable.

**KNOWLEDGE OF:** District parking rules and regulations, California Vehicle Code parking laws, and RCCD Safety and Police Department procedures and guidelines. Proficient use of Microsoft Word and Microsoft Excel as well as other District computer administrative systems.

**ABILITY TO:** Learn and apply District rules and regulations, California Vehicle Code parking laws, and department procedures and guidelines to the work performed; communicate effectively both orally and in writing. Candidate must be able to effectively work with others.

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

**CONTACTS:** Co-workers, faculty, staff, administrators, students, the general public, officers and officials from outside law enforcement agencies, and other public agencies.

**PHYSICAL EFFORT:** Requires the ability to exert physical effort, such as walking, standing,

lifting and placing signs, barricades and related traffic control devices. Must be able to lift a minimum of 25 pounds.

**WORKING CONDITIONS:** Work includes indoor and outdoor environment; may be subject to working during evening hours, inclement weather, and potentially confrontational situations.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
RIVERSIDE COMMUNITY COLLEGE DISTRICT CLASSIFIED EMPLOYEES, CHAPTER 535  
MEMORANDUM OF UNDERSTANDING  
CONCERNING THE TRANSITION OF COLLEGE AND SAFETY POLICE DISPATCH POSITIONS  
June 1, 2011**

**ATTACHMENT B**

\*It is agreed the affected unit members listed on Attachment B shall suffer no loss in seniority. Therefore, the District agrees all hours worked in paid status (excluding overtime) in the classifications that are being eliminated, shall be retained as time served (seniority) in the positions the affected unit members will be transitioning into, as a result of this MOU.

**Nichell Scott-Williams**

9/12/01 – 10/16/01 50% College Safety & Police Dispatch Clerk\*  
10/17/01 – present 100% Safety & Police Dispatch Clerk\*

**Erik Williams**

6/25/02 – present 100% Safety & Police Dispatch Clerk\*

**Valeree Metroka**

4/23/08 – present 100% Safety & Police Dispatch Clerk\*

**Jose Dassow**

1/28/09 – present 100% Safety & Police Dispatch Clerk\*

---

**Eleanor Johnson**

3/22/06 – present 100% Safety & Police Dispatch Coordinator\*  
Employed with RCCD in other FT positions since 3/17/86

SUBSTITUTE ASSIGNMENTS

NAME                      POSITION                      DEPARTMENT                      DATE                      RATE  
 2010/2011 ACADEMIC YEAR

MORENO VALLEY COLLEGE

Goulsby, Sandra              Management, Sub.              Student Services              06/22/11-06/30/11              T-5

RIVERSIDE CITY COLLEGE

Wilch, Kevin                      Athletic Equp Mgr,Sub              Athletics                      05/31/11-06/30/11              \$18.51

NAME                      POSITION                      DEPARTMENT                      DATE                      RATE  
 2011/2012 ACADEMIC YEAR

MORENO VALLEY COLLEGE

Brock, Ryan                      Custodial Sub.                      Facilities                      07/01/11-06/30/12              \$15.45  
 Chin, Levi                      Custodial Sub.                      Facilities                      07/01/11-06/30/12              \$15.45  
 Flowers, LaToya              Custodial Sub.                      Facilities                      07/01/11-06/30/12              \$15.45  
 Goulsby, Sandra              Management, Sub.              Student Services              07/01/11-09/09/11              T-5  
 Hernandez, Iris                      Custodial Sub.                      Facilities                      07/01/11-06/30/12              \$15.45  
 Mabon, Theo                      Grounds Sub.                      Facilities                      07/01/11-06/30/12              \$16.89  
 Melville, Eric                      Custodial Sub.                      Facilities                      07/01/11-06/30/12              \$15.45  
 Plata, Guillermina              Custodial Sub.                      Facilities                      07/01/11-06/30/12              \$15.45  
 Ramirez, Maria                      Custodial Sub.                      Facilities                      07/01/11-06/30/12              \$15.45  
 Wardlow, Adrian                      Custodial Sub.                      Facilities                      07/01/11-06/30/12              \$15.45

RIVERSIDE CITY COLLEGE

Brown, Leslie                      Gallery Curator, Sub              Art                      08/29/11-10/31/11              \$23.61  
 Doran-Sheeran, Patricl              Accompanist, Sub              Performing Arts              08/29/11-10/31/11              \$24.55  
 Hartman, Gabriel              Accompanist, Sub              Performing Arts              08/29/11-10/31/11              \$24.55  
 Monks, Trevor                      Accompanist, Sub              Performing Arts              08/29/11-10/31/11              \$24.55  
 Nabours, Greg                      Accompanist, Sub              Performing Arts              08/29/11-10/31/11              \$24.55  
 Rader, Marilyn                      Accompanist, Sub              Performing Arts              08/29/11-10/31/11              \$24.55  
 Wilch, Kevin                      Mgr,Sub.                      Athletics                      07/01/11-01/31/12              \$18.51

TBA                      TBA                      TBA                      TBA                      TBA



## SHORT-TERM POSITIONS

AMENDED\*

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
2010/2011 ACADEMIC YEAR				
DISTRICT				
Backstrom, Riley	Lifeguard (Instructor)	Community Education	06/11/11-06/30/11	\$8.00
*Ballou, Alycia	Special Project Empl.	TriTech	06/27/11-06/30/11	\$0.00
Moreno, Gabino	Office Assistant II	Admin & Finance	06/07/11-06/30/11	\$10.50
*Napier, Napier	Special Project Empl.	TriTech	06/27/11-06/30/11	\$0.00
MORENO VALLEY COLLEGE				
*Brock, Ryan	Custodian Assistant	Facilities	06/27/11-06/30/11	\$12.50
*Chin, Levi	Custodian Assistant	Facilities	06/27/11-06/30/11	\$12.50
Fuller, Alesia	Special Project Empl.	Title V	01/26/11-05/31/11	\$0.00
Gadd, Brian	Special Project Empl.	Title V	01/26/11-05/31/11	\$0.00
Henderson, Jerome	Accompanist III	Office of Instruction	10/01/10-06/30/11	\$15.00
Hervey, Shannon	Special Project Empl.	Title V	02/01/11-05/31/11	\$0.00
Johnson, Tai	SI Leader	Basic Skills	06/22/11-06/30/11	\$12.00
*Melville, Eric	Custodian Assistant	Facilities	06/27/11-06/30/11	\$12.50
Monteon, Paulina	Special Project Empl.	Title V	01/26/11-05/31/11	\$0.00
*Munsel, James	SI Leader	Basic Skills	06/21/11-06/30/11	\$12.00
Murillo, Vannia	Tutor I	Writing & Reading	06/22/11-06/30/11	\$8.00
Myers, Bethany	Tutor I	Writing & Reading	06/22/11-06/30/11	\$8.00
Nelson, Brandy	Special Project Empl.	Title V	01/26/11-05/31/11	\$0.00
Nguyen, Ahn	Special Project Empl.	Title V	01/26/11-05/31/11	\$0.00
Papica, Raymond	Tutor III	Writing & Reading	06/22/11-06/30/11	\$9.25
Rodgers, Patina	Special Project Empl.	Title V	01/26/11-05/31/11	\$0.00
Samai, Selik	Tutor II	Writing & Reading	06/22/11-06/30/11	\$8.50
*Wardlow, Adrian	Custodian Assistant	Facilities	06/27/11-06/30/11	\$12.50
Wright, Jennifer	Special Project Empl.	Title V	01/26/11-05/31/11	\$0.00
NORCO COLLEGE				
*Acoff, Christina	Special Projects Empl.	Title V Cooperative	06/22/11-06/30/11	\$0.00
Aleman, Anthony	Laboratory Aide II	Title V Cooperative	06/22/11-06/30/11	\$10.00
Rubio Gonzalez, Lissette	UB College Mentor	TRIO Upward Bound	06/06/11-06/30/11	\$12.00
RIVERSIDE CITY COLLEGE				
Le, Hai Van	SI Leader	Nursing	06/15/11-06/30/11	\$12.00
Hanmer, Gina	Grant Project Tech.	RCC STEM Grant	06/22/11-06/30/11	\$20.00
Vazquez Rodriguez, Nereid	UB College Mentor	RCC Upward Bound	06/22/11-06/30/11	\$12.00

## SHORT-TERM POSITIONS

AMENDED\*

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
2011/2012 ACADEMIC YEAR				
DISTRICT				
Acevedo, Erica	Interpreter Apprentice	Disabled Student Svcs	07/01/11-06/30/12	\$11.00
*Alexander, Tameka	Interpreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Alton, Christina	Interpreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Auman, Allen	Interpreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
Backstrom, Riley	Lifeguard (Instructor)	Community Education	07/01/11-08/04/11	\$8.00
Backes, Robert	Detective/Investigator	Safety & Police	07/01/11-06/30/12	\$25.00
*Bain, Debra	Interpeter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Ballou, Alycia	Special Projects Empl.	TriTech	07/01/11-10/14/11	\$0.00
Bowser, Christine	Special Projects Empl.	Risk Management	07/01/11-12/30/11	\$0.00
*Creehan, Joseph	Interpeter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Cruz, Stephanie	Interpeter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Fero, Robert	Interpreter I	Disabled Student Svcs	07/01/11-06/30/12	\$18.00
*Gibbins, Alpin	Interpreter III	Disabled Student Svcs	07/01/11-06/30/12	\$27.00
*Granger, Jimmy	Intepreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Groves, Sara	Interpreter III	Disabled Student Svcs	07/01/11-06/30/12	\$27.00
Hopkins, Ye'Vell	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
*Hulsebus, Brittany	Interpreter I	Disabled Student Svcs	07/01/11-06/30/12	\$18.00
*Kelly, Shamica	Interpreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Killen, Laura	Intepreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Kimori, Hiroko	Interpreter III	Disabled Student Svcs	07/01/11-06/30/12	\$27.00
*Lovingood, Vanita	Intepreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Millan, Lynsey	Intepreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Minkler, Jack	Intepreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
*Morales, Tera	Interpreter I	Disabled Student Svcs	07/01/11-06/30/12	\$18.00
*Moyers, Jessica	Interpreter I	Disabled Student Svcs	07/01/11-06/30/12	\$18.00
*Napier, Napier	Special Projects Empl.	TriTech	07/01/11-08/26/11	\$0.00
*Partida, Henry	Interpreter I	Disabled Student Svcs	07/01/11-06/30/12	\$18.00
Piper, David	Reserve Officer	Safety & Police	07/01/11-06/30/12	\$15.65
Redfearn, Terry	Detective	Safety & Police	07/01/11-06/30/12	\$25.00
*Rodriguez, Christopher	Interpreter I	Disabled Student Svcs	07/01/11-06/30/12	\$18.00
*Romagnano-Dudley, Elise	Intepreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
Rowley, Antoinette	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Stanton, Kevin	Detective	Safety & Police	07/01/11-06/30/12	\$25.00
*Stout, Ann Marie	Intepreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
Taylor, Jeanine	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
*Taylor, Jessica	Intepreter II	Disabled Student Svcs	07/01/11-06/30/12	\$23.00
Torres, Vicky	Special Projects Empl.	PAC	07/01/11-12/31/11	\$0.00

SHORT-TERM POSITIONS

AMENDED\*

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
Valentines, Sylvia	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Wilbur, John	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
<b>MORENO VALLEY COLLEGE</b>				
Aguirre, Marisela	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
*Brock, Ryan	Custodian Assistant	Facilities	07/01/11-07/02/11	\$12.50
*Chin, Levi	Custodian Assistant	Facilities	07/01/11-07/02/11	\$12.50
Cohen, Lisa	Role Player	PSET	07/01/11-12/31/11	\$8.00
Custard, Curtis	Reserve Officer	Safety & Police	07/01/11-06/30/12	\$15.65
Johnson, Tai	SI Leader	Basic Skills	07/01/11-07/30/11	\$12.00
Kus, Rebecca	Role Player	PSET	07/01/11-12/31/11	\$8.00
Lee-Holguin, Holly	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Lopez, Andrew	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
*Melville, Eric	Custodian Assistant	Facilities	07/01/11-07/02/11	\$12.50
*Munsel, James	SI Leader	Basic Skills	07/01/11-07/30/11	\$12.00
Murillo, Vannia	Tutor I	Writing & Reading	07/01/11-07/28/11	\$8.00
Myers, Bethany	Tutor I	Writing & Reading	07/01/11-07/28/11	\$8.00
Papica, Raymond	Tutor III	Writing & Reading	07/01/11-07/28/11	\$9.25
Samai, Selik	Tutor II	Writing & Reading	07/01/11-07/28/11	\$8.50
*Wardlow, Adrian	Custodian Assistant	Facilities	07/01/11-07/02/11	\$12.50
<b>NORCO COLLEGE</b>				
Acoff, Christina	Special Projects Empl.	Title V Cooperative	07/01/11-08/26/11	\$0.00
Alamilla, Jose	SI Leader	Title V Cooperative	07/01/11-12/16/11	\$12.00
Aleman, Anthony	Lab Aide II	Title V Cooperative	07/01/11-12/16/11	\$10.00
Alexander, Kermit	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Duran, Yadira	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Huang, Tina	SI Leader	Title V Cooperative	07/01/11-12/16/11	\$12.00
Morris, Christopher	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Ochoa, Michael	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Olivas, Samantha	Puente Assistant	Counseling (Puente)	07/01/11-06/30/12	\$9.00
Richards, James	Reserve Police Officer	Safety & Police	07/01/11-06/30/12	\$15.65
Rubalcava, Ramon	SI Leader	Title V Cooperative	07/01/11-12/16/11	\$12.00
	Upward Bound			
Rubio Gonzalez, Lissette	College Mentor	TRIO Upward Bound	07/01/11-07/31/11	\$12.00
Sanchez, Denise	Registered Nurse I	Health Services	07/01/11-06/30/12	\$35.00
	Registered Nurse			
Swanson, Wendi	IV/Nurse Practitioner	Health Services	07/01/11-06/30/12	\$52.00
Younathan, Rebecca	SI Leader	Title V Cooperative	07/01/11-12/16/11	\$12.00

## SHORT-TERM POSITIONS

AMENDED\*

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE CITY COLLEGE				
Armenta, Charles				
Arteaga, Alejandra	Grant Facilitator	RCC Upward Bound	07/01/11-07/30/11	\$40.00
Ballard, Renata	Stage Technician IV	Performance Riverside	08/01/11-12/24/11	\$10.65
Barry, Russell	Registered Nurse II	Health Services	07/01/11-09/30/11	\$40.00
Berman, David	Stage Technician IV Grant Project	Performance Riverside	08/01/11-12/24/11	\$10.65
Bridges, Rainya	Educational Trainer II	RCC STEM Grant	07/01/11-09/30/11	\$35.00
Bridges, Rainya	STEM Mentor	RCC STEM Grant	07/01/11-07/31/11	\$12.50
Brooks-Passalacqua, Jana	Tutor IV	RCC STEM Grant	07/01/11-07/31/11	\$10.00
Cardoza, Alfred	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Cash, Christopher	Special Projects Empl.	CLIP	07/01/11-12/31/11	\$0.00
Chisholm, Keith	Asst Football Coach	Physical Education	07/01/11-08/31/11	\$3,898.00
Duran, Jackie	Stage Master Carpenter	Performance Riverside	08/01/11-12/24/11	\$17.00
Everley, Shannon	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
George, Colby	Stage Technician IV	Performance Riverside	08/01/11-12/24/11	\$10.65
Gill, Adam	Stage Technician VI	Performance Riverside	08/01/11-12/24/11	\$12.65
Gill, Adam	STEM Mentor	RCC STEM Grant	07/01/11-07/31/11	\$12.50
Gomez, Salvador	Tutor IV	RCC STEM Grant	07/01/11-07/31/11	\$10.00
Hanmer, Gina	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Harrison, Melvin	Grant Project Tech.	RCC STEM Grant	07/01/11-09/30/11	\$20.00
Hennager, David	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Hudgens, Ethan	Stage Technician II	Performance Riverside	08/01/11-12/24/11	\$9.55
Laroche, Matthew	Stage Technician VI	Performance Riverside	08/01/11-12/24/11	\$10.65
Le, Hai Van	Stage Technician II	Performance Riverside	08/01/11-12/24/11	\$9.55
Lopez, Victoria	SI Leader	Nursing	07/01/11-07/31/11	\$12.00
Markin, Grant	Special Projects Empl.	CLIP	07/01/11-12/31/11	\$0.00
Mora, Sergio	Stage Technician II	Performance Riverside	08/01/11-12/24/11	\$9.55
Pacheco, Vanessa	Grant Project Tech.	RCC STEM Grant	07/01/11-09/30/11	\$20.00
Perkio, Jacob	Stage Technician II	Performance Riverside	08/01/11-12/24/11	\$9.55
Placencia, Leidy Lorena	Special Projects Empl.	CLIP	07/01/11-12/31/11	\$0.00
Ramirez, Christopher	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Rios, Kathryn	Stage Technician IV	Performance Riverside	08/01/11-12/24/11	\$10.65
Rowley, Antoinette	Grant Project Tech.	RCC STEM Grant	07/01/11-09/30/11	\$20.00
Sanchez, Joseph	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Schultz, Jason	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Shelton, Scott	Stage Technician IV	Performance Riverside	08/01/11-12/24/11	\$10.65
Shelton, Jessica	Stage Technician II	Performance Riverside	08/01/11-12/24/11	\$9.55

SHORT-TERM POSITIONS

**AMENDED\***

Board Report V-A-1-c-2

June 21, 2011

Page 5 of 5

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
Shipp, Daniel	Stage Master Electrician	Performance Riverside	08/01/11-12/24/11	\$17.00
Six, Charissa	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Simpson, Kimberly	STEM Mentor	RCC STEM Grant	07/01/11-07/31/11	\$12.50
Trevino, Lee	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Uriarte, Rodrigo	Reserve Officer	Safety & Police	07/01/11-06/30/12	\$15.65
Vazquez Rodriguez, Nereid	CSO	Safety & Police	07/01/11-09/30/11	\$14.00
Vergara, Maria	UB College Mentor	RCC Upward Bound	07/01/11-07/31/11	\$12.00
Watson, Rachel	Special Projects Empl.	CLIP	07/01/11-12/31/11	\$0.00
Watson, Rachel	STEM Mentor	RCC STEM Grant	07/01/11-07/31/11	\$12.50
Wolgemuth, Aaron	Tutor IV	RCC STEM Grant	07/01/11-07/31/11	\$10.00
	Stage Technician IV	Performance Riverside	08/01/11-12/24/11	\$10.65

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

DISTRICT FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>MORENO VALLEY COLLEGE</b>				
Anguiano, Diana	Instructional Assistant	ECE	05/17/11	\$ 8.50
Hands, Chaketha	Instructional Assistant	ECE	05/17/11	\$ 8.50
Ogden, Nancy	Instructional Assistant	ECE	05/17/11	\$ 8.50
Elder, William	Tutor	Tutorial Services	06/09/11	\$ 8.25
<b>NORCO COLLEGE</b>				
Arzela, Graciela	Office Assistant	Trio	06/01/11	\$ 8.00
Hurtado, Mark	Food Services Worker	Food Services	05/13/11	\$ 8.00
Taione, Mele	Office Assistant	Assessment Center	05/18/11	\$ 8.00
<b>RIVERSIDE CITY COLLEGE</b>				
Alcaraz, Victor	Educational Assistant	Performing Arts / Music	05/16/11	\$ 8.00
Arias, Nohemi	Student Worker	International Student Ctr	05/16/11	\$ 8.00
King, Michael	MUN Assistant	Political Science	05/23/11	\$ 10.50
Kokkos, Dimitris	Student Worker	International Student Ctr	05/31/11	\$ 8.00
Lai, Peichen	Tutor	Tutorial Services	05/11/11	\$ 8.00
Li, Jiaxuan	Student Worker	International Student Ctr	05/11/11	\$ 8.00
Lin, Yingyi	Student Worker	International Student Ctr	05/23/11	\$ 8.00
Liu, Jia	Tutor	Tutorial Services	05/16/11	\$ 8.00
Ndreka, Redi	Student Worker	International Student Ctr	05/16/11	\$ 8.00
Padilla, Jose	Tutor	Math Learning Center	05/23/11	\$ 10.00
Roche, Colin	Tutor	Tutorial Services	05/16/11	\$ 8.00
Summerville, Hannah	Recital Assistant	Performing Arts / Music	05/16/11	\$ 8.00
Torres, Patricio	Tutor	Math Learning Center	05/23/11	\$ 10.00

CATEGORICAL FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>MORENO VALLEY COLLEGE</b>				
Op, Rammana	Student Ambassador	Outreach	06/03/11	\$ 8.00
<b>RIVERSIDE CITY COLLEGE</b>				
Gray, Manuel	Student Assistant	Student Financial Services	05/17/11	\$ 8.50

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-2

Date: June 21, 2011

Subject: Purchase Order and Warrant Report-All District Resources

Background: The attached Purchase Order and Warrant Report-All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$11,854,074 requested by District staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 174596-175967) totaling \$9,843,994 have been reviewed by the Business Office to verify that monies are available in the appropriate funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit program.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$11,854,074 and District Warrant Claims totaling \$9,843,994.

Gregory W. Gray  
Chancellor

Prepared by: Majd S. Askar  
Purchasing Manager

Report of Purchases-All Distruct Resources  
Purchases Over \$78,900  
5/01/11 thru 5/31/11

PO#	Department	Vendor	Description	Amount
C0003421	FPDC	Padilla & Associates, Inc	Culinary Arts Bldg/DO	\$ 225,000
P0028918	Health, Human & Public Services - Moreno Valley	Fitzpatrick Dental Equipment Inc	Dental Equipment RFP	140,302
P0028923	Facilities - Norco	Tangram	Equip Additional \$5000 >	256,118
Additions to Approved/Ratify Purchases of \$78,900 and Over				
C0002560	FPDC	Tilden-Coil Constructors, Inc	CM for Seismic Retrofit	153,102
C0002824	FPDC	Kar Construction, Inc	Nursing/Sciences Building Bid Award	542,412
C0002825	FPDC	Columbia Steel, Inc	Nursing/Sciences Building Bid Award	151,062
C0002826	FPDC	Inland Empire Architectural Specialties, Inc	Nursing/Sciences Building Bid Award	498,061
C0002925	FPDC	Kretschmar & Smith Inc	Nursing/Sciences Building Bid Award	111,550
C0002926	FPDC	Roy E Whitehead, Inc	Nursing/Sciences Building Bid Award	877,889
C0002927	FPDC	Dow Diversified, Inc	Nursing/Sciences Building Bid Award	1,838,350
C0002928	FPDC	Best Contracting Services, Inc	Nursing/Sciences Building Bid Award	83,777
C0002932	FPDC	Advanced Systems	Nursing/Sciences Building Bid Award	863,971
C0002935	FPDC	Continental Flooring Inc	Nursing/Sciences Building Bid Award	412,910
C0002936	FPDC	Elljay Acoustics, Inc	Nursing/Sciences Building Bid Award	186,111
C0002939	FPDC	Alpha Mechanical Heating & Air Conditioning,	Nursing/Sciences Building Bid Award	387,525
C0002940	FPDC	Interpipe Contracting, Inc	Nursing/Sciences Building Bid Award	454,183
C0002941	FPDC	BEC, Inc	Nursing/Sciences Building Bid Award	1,694,414
C0002943	FPDC	Communication Wiring Specialists, Inc	Nursing/Sciences Building Bid Award	196,465
C0003336	FPDC	DLR Group WWCOT	Moreno Valley Phase III-Design Services	549,173
Total				\$ 9,622,375
All Purchase Orders, Contracts, and Additions for the Period of 5/01/11 - 5/31/11				
Contracts- C3407 - C3427				\$ 571,859
Contract Additions- C1233 - C3336				
Purchase Orders- P28511 - P28964				1,578,396
Purchase Order Additions- P26211 - P28450				
Blanket Purchase Orders- B834 - B8360				81,444
Blanket Purchase Orders- B6778 - B8323				
Total				\$ 2,231,699
Grand Total				\$ 11,854,074



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments

Background: The 2010-11 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are underbudgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). Additionally, at the close of each fiscal year, it is necessary for the Board to grant authority to make necessary balancing transfers among the various accounts and funds of the district. The following budget transfers have been requested:

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to purchase furniture and provide for steam cleaning.		
From: VP, Business Services	Administrative Contingency	\$ 5,000
President	Administrative Contingency	10,000
VP, Career and Technical Programs	Administrative Contingency	10,000
To: Food Services	Equipment	18,620
Facilities	Repairs	6,380
R2. Transfer to provide for bee hive removal from the Quad.		
From: VP, Business Services	Classified Substitutes	\$ 12,400
To: Facilities	Professional Services	\$ 12,400
R3. Transfer to provide for printing receipt books.		
From: Auxiliary Business Services	Postage	\$ 2,000
To: Auxiliary Business Services	Copying and Printing	\$ 2,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R4. Transfer to purchase supplies and provide for copying and printing.		
From: Performing Arts	Rents and Leases	\$ 400
	Repairs	2,813
To: Performing Arts	Instructional Supplies	\$ 2,635
	Copying and Printing	578
R5. Transfer to purchase computer equipment. (Fund 12, Resource 1190)		
From: Basic Skills 2010/2011	Conferences	\$ 256
To: Basic Skills 2010/ 2011	Equipment	\$ 256
R6. Transfer to purchase supplies and computer equipment. (Fund 12, Resource 1190)		
From: CCRAA - Access to Success	Mileage	\$ 6,000
	Conferences	12,000
	Rents and Leases	11,000
To: CCRAA - Access to Success	Instructional Supplies	\$ 28,250
	Equipment	750
R7. Transfer to purchase computer equipment.		
From: World Languages	Instructional Supplies	\$ 760
	Comp Software Maint/Lic	2,540
To: World Languages	Equipment	\$ 3,300

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R8. Transfer to purchase supplies and computer equipment.		
From: Dean of Instruction	Administrative Contingency	\$ 3,171
To: Performing Arts	Instructional Supplies	\$ 1,267
	Other Transportation Supplies	50
	Theatre Supplies	1,000
Chemistry	Instructional Supplies	450
Physics	Instructional Supplies	110
Dean of Instruction	Equipment	294
R9. Transfer to purchase computer equipment.		
From: Learning Resource Center	Classified Perm PT	\$ 5,000
To: Learning Resource Center	Equipment	\$ 5,000
R10. Transfer to purchase a filing cabinet.		
From: Forensics Program	Periodicals/Magazines	\$ 403
To: Forensics Program	Equipment	\$ 403
R11. Transfer to purchase instructional supplies.		
From: Behavioral Science	Mileage	\$ 20
	License Fees	150
To: Behavioral Sciences	Instructional Supplies	\$ 170

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R12. Transfer to provide for short-term temporary help.		
From: Performance Riverside	Theatre Supplies	\$ 6,623
	Supplies	\$ 2,061
	Repair Parts	133
To: Performance Riverside	Short-Term Temporary Employee Benefits	\$ 8,500 317
R13. Transfer to provide for copying and printing. (Fund 11, Resource 1090)		
From: Performance Riverside	Travel Expenses	\$ 1,455
To: Performance Riverside	Copying and Printing	\$ 1,455
R14. Transfer to purchase supplies.		
From: Mathematics	Repairs	\$ 684
To: Mathematics	Instructional Supplies Supplies	\$ 637 47
R15. Transfer to provide for annual site licensing. (Fund 33, Resource 3300)		
From: Early Childcare Studies	Supplies	\$ 80
To: Early Childcare Studies	License Fees	\$ 80
R16. Transfer to provide for extended library hours during finals week.		
From: Library	Short-Term Temporary	\$ 6,888
To: Library	Academic PT Non-Instr	\$ 6,888

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R17. Transfer to provide for custodial and utility costs at Stokoe Innovative Learning Center.		
From: Innovative Learning Center	Supplies	\$ 16,708
	Short-Term Temporary	1,772
To: Innovative Learning Center	Other Services	\$ 18,480
R18. Transfer to purchase supplies.		
From: Student Financial Services	Conferences	\$ 667
To: Student Financial Services	Supplies	\$ 667
R19. Transfer to purchase computer equipment. (Fund 12, Resource 1190)		
From: SFAA - Augmentation	Classified Overtime	\$ 2,063
	Academic PT Non-Instr	316
To: SFAA - Augmentation	Equipment	\$ 2,379
R20. Transfer to provide for copying and printing. (Fund 12, Resource 1190)		
From: BFAP	Short-Term Temporary	\$ 3,365
To: BFAP	Copying and Printing	\$ 3,365
R21. Transfer to provide for student help. (Fund 12, Resource 1190)		
From: EOPS	Supplies	\$ 4,000
To: EOPS	Student Help - Non-Instr	\$ 4,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R22. Transfer to purchase computer equipment. (Fund 12, Resource 1190)		
From: EOPS CARE	Supplies	\$ 297
To: EOPS CARE	Equipment	\$ 297
R23. Transfer to provide for classified overtime and supplies.		
From: Student Services	Conferences	\$ 1,462
To: Student Services	Classified Overtime Supplies	\$ 485 977
R24. Transfer to provide for travel expenses. (Fund 12, Resource 1190)		
From: SSS Trio - Riverside	Short -Term Temporary	\$ 16,000
To: SSS Trio - Riverside	Travel Expenses	\$ 16,000
R25. Transfer to provide for conferences. (Fund 12, Resource 1190)		
From: FCCC Career Ladders	Employee Benefits Supplies	\$ 50 222
To: FCCC Career Ladders	Conferences	\$ 272
R26. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Riverside Co. Pre-Emancipation	Other Services	\$ 6,103
To: Riverside Co. Pre-Emancipation	Supplies	\$ 6,103

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R27. Transfer to reallocate the Riverside County Post-Emancipation Services grant budget. (Fund 12, Resource 1190)		
From: Riverside Co. Post-Emancipation	Instructional Supplies	\$ 3,858
To: Riverside Co. Post-Emancipation	Meeting Expenses	\$ 1,500
	Other Services	1,532
	Transportation/Bus Passes	826
R28. Transfer to reallocate the WIA/ARRA Community College Class Size Training grant budget. (Fund 12, Resource 1190)		
From: Workforce Preparation	Supplies	\$ 6,972
To: Workforce Preparation	Academic Special Project	\$ 6,094
	Classified FT	119
	Employee Benefits	759
R29. Transfer to reallocate the Gateway to College Tech Prep Demo grant budget. (Fund 12, Resource 1190)		
From: Gateway to College Tech Prep	Employee Benefits	\$ 21
	Supplies	2,006
	Food	2,007
	Copying and Printing	500
	Travel Expenses	1,479
	Other Services	287
	Equipment	224
To: Gateway to College Tech Prep	License Fees	\$ 224
	Transportation/Bus Passes	6,300

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R30. Transfer to reallocate the CalWORKs grant budget. (Fund 12, Resource 1190)		
From: CalWORKs	Classified FT	\$ 1,795
	Instructional Supplies	11,545
	Copying and Printing	1,268
	Comp Software Maint/Lic	417
	Other Services	8,732
To: CalWORKs	Academic PT Non-Instr	\$ 14,450
	Employee Benefits	1,180
	Equipment	8,127
R31. Transfer to complete a computer purchase.		
From: Facilities	Repair Parts	\$ 344
To: Facilities	Equipment	\$ 344
R32. Transfer to purchase instructional supplies, monitor, iPad, and iMac.		
From: Printing and Lithography	Rents and Leases	\$ 1,955
Printing and Lithography	Periodicals/Magazines	35
Other Communications	Repairs	462
Printing and Lithography	Repairs	171
Manufacturing and Industrial Tech	Repairs	770
Other Communications	Comp Software Maint/Lic	1,400
Other Communications	Equipment	3
Printing and Lithography	Comp Software Maint/Lic	2,486
To: Other Communications	Instructional Supplies	\$ 3
Printing and Lithography	Instructional Supplies	3,181
Manufacturing and Industrial Tech	Instructional Supplies	770
Printing and Lithography	Equipment	3,328



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R33. Transfer to purchase supplies.		
From: Transfer Center	Transportation	\$ 277
	Mileage	245
To: Transfer Center	Supplies	\$ 522
R34. Transfer to purchase supplies and furniture. (Fund 12, Resource 1070)		
From: Health Services	Doctors/Nurses	\$ 2,200
To: Health Services	Supplies	\$ 1,600
	Equipment	600
R35. Transfer to purchase computers and a mascot uniform.		
From: Athletics	Instructional Supplies	\$ 6,805
	Towel Service	223
To: Athletics	Equipment	\$ 7,028
 <u>Norco</u>		
N1. Transfer to reallocate the facilities budget.		
From: Facilities	Short-Term Temporary	\$ 4,612
To: Facilities	Repair Parts	\$ 969
	Repair Services	1,200
	License Fees	1,098
	Site Improvement	1,345

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N2. Transfer to purchase computer equipment.		
From: VP, Academic Affairs	Instructional Supplies	\$ 8,723
	Administrative Contingency	2,277
To: Dean of Instruction	Equipment	11,000
N3. Transfer to provide for a software license renewal.		
From: Communications	Copying and Printing	\$ 496
To: Communications	Comp Software Maint/Lic	\$ 496
N4. Transfer to purchase supplies and provide for copying and printing.		
From: President	Comp Software Maint/Lic	\$ 471
	Other Services	916
	Administrative Contingency	1,900
To: President	Copying and Printing	\$ 835
	Supplies	1,552
Student Services	Supplies	900
N5. Transfer to purchase instructional supplies, computer software license, computer equipment and a scantron machine.		
From: Dean of Instruction	Classified Perm PT - Instr	\$ 20,788
To: Dean of Instruction	Instructional Supplies	\$ 8,238
	Comp Software Maint/Lic	2,500
	Equipment	9,800
Dean of Instruction, Honors Program	Equipment	250

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N6. Transfer to purchase instructional supplies.		
From: Arts, Humanities & World Lang.	Rents and Leases	\$ 150
To: Arts, Humanities & World Lang.	Instructional Supplies	\$ 150
N7. Transfer to purchase instructional supplies.		
From: Math & Sciences	Repairs	\$ 3,200
To: Math & Sciences	Instructional Supplies	\$ 3,200
N8. Transfer to provide for student help, copying and printing, supplies, computers, a folding machine, and telephones.		
From: VP, Student Services	Administrative Contingency	\$ 13,085
To: VP, Student Services	Copying and Printing	\$ 718
	Supplies	6,500
	Equipment	1,669
Admissions & Records	Copying and Printing	282
	Supplies	1,274
Counseling	Student Help - Non-Instr	622
Student Financial Services	Equipment	2,020
N9. Transfer to purchase an ID camera and provide for Wells Fargo Bank card layout changes.		
From: Student Svcs, Wells Fargo Bank	Software	\$ 217
	Supplies	800
To: Student Svcs, Wells Fargo Bank	Other Services	\$ 800
	Equipment	217

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N10. Transfer to provide for rents and leases related to commencement.		
From: President	Equipment	\$ 45
Admissions & Records	Supplies	2,440
To: Admissions & Records	Rents and Leases	\$ 2,485
N11. Transfer to provide for cellular telephone expenses. (Fund 12, Resource 1070)		
From: Health Services	Equipment	\$ 1,500
To: Health Services	Cellular Telephone	\$ 1,500
N12. Transfer to purchase supplies and reference books and to provide for copying and printing.		
From: Admissions & Records	Classified Perm PT	\$ 3,583
	Student Help - Non-Instr	1,280
To: Admissions & Records	Supplies	\$ 4,436
	Copying and Printing	375
	Reference Books	52
N13. Transfer to purchase supplies and computer software licenses.		
From: Assessment Center	Classified Perm PT	\$ 221
	Short-Term Temporary	571
Counseling & Guidance	Academic PT Non-Instr	12,960
Learning Center/Tutorial	Classified Perm PT	3,582
	Student Help - Non-Instr	664
To: Assessment Center	Supplies	\$ 469
Counseling & Guidance	Comp Software Maint/Lic	12,960
Learning Center/Tutorial	Comp Software Maint/Lic	4,246
Transfer Center	Comp Software Maint/Lic	323

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N14. Transfer to purchase supplies and food. (Fund12, Resource 1190)		
From: SFAA Augmentation	Employee Benefits	\$ 382
	Conferences	\$ 101
	Equipment	387
To: SFAA Augmentation	Food	\$ 605
	Supplies	265
N15. Transfer to purchase supplies and book vouchers. (Fund 12, Resource 1190)		
From: EOPS	Employee Benefits	\$ 3,750
	Meeting Expenses	709
To: EOPS	Educational Supplies	\$ 3,750
	Book Grants	709
N16. Transfer to purchase supplies.		
From: Dean, Student Services	Student Help - Non-Instr	\$ 1,000
	Conferences	1,173
To: Dean, Student Services	Supplies	\$ 2,173
N17. Transfer to provide for memberships.		
From: Dean, Student Services	Supplies	\$ 375
To: Dean, Student Services	Memberships	\$ 375

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N18. Transfer to reallocate the DSPS budget. (Fund 12, Resource 1190)		
From: DSPS	Academic PT Non-Instr	\$ 7,419
To: DSPS - Riverside Campus	Tests	\$ 1,177
DSPS - Moreno Valley Campus	Tests	1,142
DSPS - Norco Campus	Tests	1,000
	Copying and Printing	750
	Supplies	3,000
	Comp Software Maint/Lic	350

N19. Transfer to reallocate the Matriculation grant budget. (Fund 12, Resource 1190)

From: Matriculation	Classified Perm PT	\$ 3,294
	Classified Substitutes	1,501
	Classified FT	875
	Short-Term Temporary	925
To: Matriculation	Employee Benefits	\$ 71
	Copying and Printing	5,000
	Food	341
	Conferences	317
	Equipment	866

Moreno Valley

M1. Transfer to purchase supplies.

From: Academic Senate	Mileage	\$ 28
To: Academic Senate	Supplies	\$ 28

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M2. Transfer to purchase instructional supplies, furniture and a portable projector. (Fund 12, Resource 1190)		
From: Workforce Preparation - TANF	Academic PT Non-Instr	\$ 5,000
To: Workforce Preparation - TANF	Instructional Supplies	\$ 807
	Equipment	4,193
M3. Transfer to reallocate the Cal Works grant budget. (Fund 12, Resource 1190)		
From: CalWORKs	Supplies	\$ 13,723
To: CalWORKs	Academic PT Non-Instr	9,825
	Classified Overtime	12
	Postage	10
	Comp Software Maint/Lic	323
	Fingerprints	213
	Equipment	3,340
M4. Transfer to reallocate the WIA/ARRA Community College Class Size Training grant budget. (Fund 12, Resource 1190)		
From: Workforce Preparation	Comp Software Maint/Lic	\$ 3,327
To: Workforce Preparation	Academic Special Project	\$ 2,596
	Employee Benefits	381
	Transportation/Bus Passes	350

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M5. Transfer to reallocate the President's budget.		
From: President	Consultants	\$ 11,191
	Conferences	3,587
	Administrative Contingency	1,428
To: Learning Resource Center	Equipment	\$ 581
Library	Instructional Media Material	6,000
	Books/New & Expd Library	5,191
Facilities	Supplies	650
	Custodial Supplies	3,784
M6. Transfer to purchase a computer and office chair.		
From: Facilities	Repair Parts	\$ 679
To: Facilities	Equipment	\$ 679
M7. Transfer to purchase supplies and a copy machine.		
From: Health, Human & Public Services	Other Services	\$ 1,634
To: Health, Human & Public Services	Supplies	\$ 1,531
	Equipment	103



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M8. Transfer to reallocate the WIA Allied Health Program Expansion grant budget. (Fund 12, Resource 1190)		
From: Health, Human & Public Services	Instructional Supplies	\$ 6,852
	Supplies	306
	Periodicals/Magazines	7,000
	Academic PT Teaching	10,000
	Academic PT Non-Instr	12,642
	Employee Benefits	9,694
To: Health, Human & Public Services	Classified Special Project	\$ 4,200
	Memberships	7,425
	Indirect Charges	1,017
	Comp Software Maint/Lic	2,447
	Equipment	31,405
M9. Transfer to reallocate the ARRA Allied Health Programs Stimulus Expansion Project, Phase II grant budget. (Fund 12, Resource 1190)		
From: Health, Human & Public Services	Academic PT Teaching	\$ 125,573
	Employee Benefits	15,003
To: Health, Human & Public Services	Instructional Supplies	\$ 53,057
	Equipment	87,239
	Advertising	280
M10. Transfer to purchase computers and a computer cart.		
From: Dean of Instruction	Short-Term Temporary	\$ 12,919
Business & Computer IS	Comp Software Maint/Lic	840
To: Business & Computer IS	Equipment	\$ 13,759

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M11. Transfer to purchase an incubator.		
From: Math, Science & Physical Ed	Instructional Supplies	\$ 1,700
To: Math, Science & Physical Ed	Equipment	\$ 1,700
M12. Transfer to install electrical outlets and purchase furniture, a storage shed and projectors.		
From: Public Safety, Education & Training	Instructional Supplies	\$ 5,600
	Periodicals/Magazines	94
	Consultants	3,147
	Repairs	1,519
	Repair Parts	599
To: Public Safety, Education & Training	Equipment	\$ 9,440
	Fixtures & Fixed Equipment	1,519
M13. Transfer to reallocate the Title V – Answering the Call: Expanding Access to Public Safety Programs grant budget. (Fund 12, Resource 1190)		
From: Public Safety Education & Training	Equipment	\$ 56,521
To: Public Safety Education & Training	Academic PT Non-Instr	\$ 6,449
	Classified FT Administrator	15,413
	Employee Benefits	7,600
	Instructional Supplies	15,000
	Supplies	12,000
	Cellular Telephone	59
M14. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: PSET – FIPSE	Equipment	\$ 430
To: PSET - FIPSE	Supplies	\$ 430

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M15. Transfer to provide for Medical Administrative Activities (MAA) administrative services. (Fund 33, Resource 3300)		
From: Early Childhood Studies	Student Help – Non-Instr	\$ 1,567
To: Early Childhood Studies	Other Services	\$ 1,567
M16. Transfer to purchase supplies.		
From: Counseling	Transportation	\$ 200
	Mileage	250
To: Counseling	Other Transp Supplies	\$ 200
	Supplies	250
M17. Transfer to reallocate the Matriculation grant budget. (Fund 12, Resource 1190)		
From: Matriculation	Academic Special Project	\$ 999
	Short-Term Temporary	2,264
	Classified Substitute	355
	Classified Special Project	4,800
	Student Help Non-Instr	2,885
	Classified Overtime	495
	Supplies	1,926
	Equipment	821
To: Matriculation	Employee Benefits	\$ 6,555
	Repairs	856
	Comp Software Maint/Lic	7,134

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M18. Transfer to provide for academic part-time non-instructional salaries.		
From: Student Activities	Classified Perm PT	\$ 5,088
Job Placement	Supplies	350
To: Student Activities	Academic PT Non-Instr	\$ 5,438
M19. Transfer to provide for repairs. (Fund 32, Resource 3200)		
From: Food Services	Produce	\$ 1,000
To: Food Services	Repairs	\$ 1,000
M20. Transfer to purchase ballistic vests.		
From: College Safety & Police	Other Services	\$ 900
To: College Safety & Police	Equipment	\$ 900
<u>District Office and District Support Services</u>		
D1. Transfer to purchase supplies.		
From: Educational Services	Professional Services	\$ 1,700
To: Evaluators	Supplies	\$ 1,700
D2. Transfer to provide for consulting services.		
From: Institutional Effectiveness	Supplies	\$ 2,000
To: Institutional Effectiveness	Consultants	\$ 2,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D3. Transfer to provide for audit services.		
From: Finance	Supplies	\$ 284
To: Finance	Audit Services	\$ 284
D4. Transfer to reallocate the Perkins Title I-C grant budget. (Fund 12, Resource 1190)		
From: CTE – Perkins Title I-C	Short-Term Temporary	\$ 6,351
	Instructional Aides, Hourly	267
	Employee Benefits	2,915
	Instructional Supplies	5,149
	Periodicals/Magazines	3,427
	Tests	16,642
	Copying and Printing	1,362
	Software	1,433
	Supplies	2,376
	Food	86
	Lecturers	2,930
	Professional Services	18,097
	Mileage	570
	Meeting Expenses	2,471
	Conferences	29,530
	Memberships	10
	Comp Software Maint/Lic	23,283
	License Fees	3,000
	Transportation	1,615
	Other Services	6,380
To: CTE – Perkins Title I-C	Academic Special Project	\$ 4,061
	Equipment	123,833

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D5. Transfer to purchase reference books. (Fund 12, Resource 1190)		
From: CTE – Perkins Title II Tech Prep	Meeting Expenses	\$ 3,000
	Professional Services	890
	Conferences	3,000
To: CTE – Perkins Title II Tech Prep	Reference Books	\$ 6,890
D6. Transfer to purchase computer equipment.		
From: Information Services	Short-Term Temporary	\$ 496
	Classified Overtime	5,290
	Reference Books	500
	Copying and Printing	500
	Software	500
	Supplies	2,500
	Telephone	2,500
	Comp Software Maint/Lic	1,310
	Other Supplies	1,688
To: Information Services	Computer Equipment	\$ 15,284
D7. Transfer to purchase food for TriTech workshops. (Fund 12, Resource 1190)		
From: TriTech SBDC	Meeting Expenses	\$ 500
To: TriTech SBDC	Food	\$ 500

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D8. Transfer to purchase instructional supplies. (Fund 12, Resource 1190)		
From: Customized Training Solutions	Academic Special Project	\$ 3,313
ARRA Logistics Grant	Supplies	463
To: Customized Training Solutions	Instructional Supplies	\$ 3,776
ARRA Logistics Grant		
D9. Transfer to provide for classified full time administrator and employee benefits. (Fund 12, Resource 1190)		
From: CITD	Other Services	\$ 20,200
To: CITD	Classified FT Administrator	\$ 16,000
	Employee Benefits	4,200
D10. Transfer to purchase computer equipment. (Fund 12, Resource 1050)		
From: College Safety and Police	Supplies	\$ 206
To: College Safety and Police	Computer Equipment	\$ 206
D11. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Matriculation	Short-Term Temporary	\$ 471
	Postage	135
	Mileage	28
To: Matriculation	Supplies	\$ 634

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: June 21, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D12. Transfer to purchase supplies.		
From: Evaluators	Mileage	\$ 502
	Conferences	635
To: Evaluators	Supplies	\$ 1,137
D13. Transfer to purchase supplies.		
From: Diversity & Human Resources	Advertising	\$ 3,000
To: Diversity & Human Resources	Supplies	\$ 3,000
D14. Transfer to purchase computers.		
From: Strategic Comm & Relations	Consultants	\$ 3,074
	Advertising	1,202
To: Strategic Comm & Relations	Equipment	\$ 4,276

Recommended Action: It is recommended that the Board of Trustees approve the budget transfers as presented. It is further recommended that the Board of Trustees authorize making the necessary balancing transfers among the various accounts and funds of the district.

Gregory W. Gray  
Chancellor

Prepared by: Aaron S. Brown  
Associate Vice Chancellor, Finance



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-1

Date: June 21, 2011

Subject: Resolution to Amend Budget - Resolution No. 62-10/11  
2010-2011 Resource 1080 Community Education

Background: The Community Education operation will experience an estimated increase in class revenue of \$188,959 over budgeted revenue by June 30, 2011. The additional revenue will be used to fund classroom training costs associated with additional community education classes.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$188,959 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray  
Chancellor

Prepared by: Dr. John Tillquist  
Dean, Economic Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 62-10/11

2010-2011 Resource 1080 Community Education

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$188,959 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 21, 2011.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 62-10/11  
 2010-2011 Resource 1080 Community Education**

Year	County	District	Date	Fund
11	33	07	6/21/2011	11

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
11	000	1080	0	0000	0000	8872	188,959 00	REVENUE
								EXPENDITURES
11	AXA	1080	0	6820	0000	2399	60,432 00	Classified Presenters
11	AXA	1080	0	6820	0000	3XXX	3,000 00	Employee Benefits
11	AXA	1080	0	6820	0000	4555	2,016 00	Copying and Printing
11	AXA	1080	0	6820	0000	4590	2,992 00	Supplies
11	AXA	1080	0	6820	0000	5198	108,697 00	Professional Services
11	AXA	1080	0	6820	0000	5630	4,672 00	Rents and Leases
11	AXA	1080	0	6820	0000	5649	7,150 00	Comp Software Maint/Lic
							188,959 00	TOTAL INCOME
							188,959 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-2

Date: June 21, 2011

Subject: Resolution to Amend Budget - Resolution No. 63-10/11  
Riverside Aquatics Complex - Southern California Gas Company Energy Rebates

Background: The Riverside Community College District has received funding in the form of energy rebates for the Riverside Aquatics Complex in the amount of \$144,900 from the Southern California Gas Company. The additional revenue will be used for the purchase of additional energy saving equipment; a building access and security system; and to off-set construction costs.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$144,900 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray  
Chancellor

Prepared by: Norm Godin  
Vice President Business Services, Riverside City College

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 63-10/11

Riverside Aquatics Complex - Southern California Gas Company Energy Rebates

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$144,900 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 21, 2011.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 63-10/11

Riverside Aquatics Complex - Southern California Gas Company Energy Rebates

Year	County	District	Date	Fund
11	33	07	6/21/2011	41

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
41	000	4160	0	0000	0846	8890	144,900 00	REVENUE
								EXPENDITURES
41	DDD	4160	0	7121	4846	6481	100,000 00	Equipment
41	DDD	4160	0	7121	0846	6219	44,900 00	New Buildings - Other
							144,900 00	TOTAL INCOME
							144,900 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-3

Date: June 21, 2011

Subject: Resolution to Amend Budget - Resolution No. 64-10/11  
2010-2011 State Transition to Nursing Practice Program

Background: The Riverside Community College District has received funding for the 2010-2011 State Transition to Nursing Practice Program in the amount of \$10,000 from the Golden West College Associated Students Trust (GWCAST). The Program is funded by a grant awarded to GWCAST from the California Community College Chancellor's Office. The funds will be used for salaries and benefits.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$10,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray  
Chancellor

Prepared by: Sandy Baker  
Dean, School of Nursing

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 64-10/11

2010-2011 State Transition to Nursing Practice Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$10,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 21, 2011.

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Clerk or Authorized Agent



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 64-10/11  
 2010-2011 State Transition to Nursing Practice Program**

Year	County	District	Date	Fund
11	33	07	6/21/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0270	8627	10,000 00	REVENUE
								EXPENDITURES
12	DWA	1190	0	1230	1270	1339	8,929 00	Acad FT Overload Summer
12	DWA	1190	0	1230	1270	3110	737 00	Employee Benefits
12	DWA	1190	0	1230	1270	3315	130 00	↓
12	DWA	1190	0	1230	1270	3510	64 00	↓
12	DWA	1190	0	1230	1270	3610	140 00	↓
							10,000 00	TOTAL INCOME
							10,000 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-4

Date: June 21, 2011

Subject: Resolution to Amend Budget - Resolution No. 65-10/11  
2010-2011 Kaiser Permanente Grant for Dental Hygiene

Background: The Riverside Community College District has received funding through the Riverside Community College District Foundation for the Moreno Valley College Dental Hygiene Program in the amount of \$20,000 from Kaiser Foundation Hospital, Riverside. The funds will be used for salaries and benefits and to purchase supplies to provide veterans and uninsured and low-income customers with dental care.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$20,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray  
Chancellor

Prepared by: Donna Lesser  
Director, Dental Hygiene Program

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 65-10/11

2010-2011 Kaiser Permanente Grant for Dental Hygiene

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$20,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 21, 2011.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 65-10/11  
 2010-2011 Kaiser Permanente Grant for Dental Hygiene**

Year	County	District	Date	Fund
11	33	07	6/21/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0269	8820	20,000 00	REVENUE
								EXPENDITURES
12	FHE	1190	0	1240	2269	1330	10,715 00	Acad PT Teaching Fall
12	FHE	1190	0	1240	2269	3110	885 00	Employee Benefits
12	FHE	1190	0	1240	2269	3315	155 00	
12	FHE	1190	0	1240	2269	3510	77 00	
12	FHE	1190	0	1240	2269	3610	168 00	
12	FHE	1190	0	1240	2269	4320	8,000 00	Instructional Supplies
							20,000 00	TOTAL INCOME
							20,000 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3-c

Date: June 21, 2011

Subject: Contingency Budget Adjustments

Background: The 2010-11 adopted budget represents our best estimate of anticipated expenditures necessary to address the educational needs of students pursuant to the District's mission, goals and objectives. New initiatives and projects and unanticipated needs may be identified subsequent to budget adoption, requiring that additional funds be established in the budget. The additional funds can be provided by transferring budget from available contingency balances. The following contingency budget adjustments have been requested:

<u>Program</u>	<u>Account</u>	<u>Amount</u>
1. Transfer to provide for the increase of the District's Design Standards project budget; approved by the Board of Trustees on April 19, 2011, Board Report No. VI-E-2. (Fund 41, Resource 4170)		
From: GO Bond Capital Project	Contingency	\$ 35,000
To: Facilities	District	\$ 35,000

Recommended Action: It is recommended that the Board of Trustees, by a two-thirds vote of the members, approve the contingency budget transfer as presented.

Gregory W. Gray  
Chancellor

Prepared by: Aaron S. Brown  
Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 21, 2011

Subject: Wheelock Stadium Synthetic Turf Replacement Project Utilizing the U.S. Communities Government Purchasing Alliance Contract No. 0139-08-TF-000/A

Background: Heavy storms in late December 2010 caused damage to the synthetic turf in Wheelock Stadium. The large amount of mud, silt and debris that flowed onto the field created a condition that is inconsistent with safety and impact attenuation design parameters.

Riverside City College (RCC) engaged the services of RH Landscape Architect-Planners and Higginson Cartozian Architects to assess the condition of the synthetic turf and to recommend a course of action to remediate the damage. Both firms concluded that the synthetic turf could not be repaired to satisfactorily mitigate potential safety issues and recommended that the entire field be removed and replaced with new synthetic turf and infill material.

On January 26, 2011, President Barrack Obama signed a disaster declaration for the December storms. The federal declaration permits reimbursement of qualifying costs up to 75% of the loss. In addition, the State also declared an emergency which permits reimbursement of 75% of the remaining 25% of qualifying costs. RCC and District staff have been working with Federal Emergency Management Agency (FEMA) and California Emergency Management Agency (CalEMA) representatives since March 2011 to file claims associated with the disaster.

At the request of FEMA representatives, the District obtained repair quotations from two vendors who specialize in synthetic turf. The scope of the repair work consists of removing mud, silt and infill, cleaning the turf and replacing infill material. Both vendors provided quotations on the removal of mud and silt but recommended against removal of the infill material, indicating that significant deterioration of the synthetic turf fibers would occur. In addition, neither vendor would guarantee that their repair efforts would mitigate safety and impact attenuation issues.

Based on the supporting documentation provided to FEMA field representatives and their own independent assessment, FEMA has recommended to their supervisors that the synthetic turf be replaced. We have been informed that recommendations from FEMA field representatives are significant in FEMA's decision making process regarding project funding; however, to date, we have not received final approval from FEMA.

RCC's administration also performed its own assessment, including an opinion from RCC's athletic trainer that the current condition of the synthetic turf poses an increased risk of injury to players, and has decided that the most appropriate course of action is to move forward with replacing the synthetic turf prior to the start of the 2011 football season. To meet this compressed timeline, RCC must move forward with the project post haste and before a final funding decision is made by FEMA. It is not known when that will occur. Because of the financial risk this poses, RCC has committed its Measure C allocation to the Wheelock Stadium Synthetic Turf Replacement Project to the extent FEMA/CalEMA funding is insufficient to fully fund the project.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: June 21, 2011

Subject: Wheelock Stadium Synthetic Turf Replacement Project Utilizing the U.S. Communities Government Purchasing Alliance Contract No. 0139-08-TF-000/A (continued)

The District obtained two quotations for the project as follows:

General Sports Turf, Inc. dba AstroTurf	\$ 378,640
Field Turf USA, Inc.	\$ 438,360

A competitive solicitation for synthetic turf was issued on behalf of U.S. Communities Government Purchasing Alliance, a nonprofit government purchasing cooperative. As a result, General Sports Turf, Inc. dba AstroTurf was awarded contract No. 0139-08-TF-000/A. U.S. Communities assists in reducing the cost of purchased goods and services for participating agencies by aggregating their purchasing power nationwide. Public Contract Code 20652 authorizes State and local agencies to piggyback on existing bids properly advertised and awarded by other public entities.

Staff recommends contracting with General Sports Turf, Inc. dba Astro Turf through use of U.S. Communities Government Purchasing Alliance Contract No. 0139-08-TF-000/A. The term of said contract is from January 10, 2008 through January 31, 2012, with an option to extend the term for one (1) additional year. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options 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 purchase of synthetic turf for Wheelock Stadium in the amount of \$378,640 from General Sports Turf, Inc. dba Astroturf, using competitively bid U.S. Communities Government Purchasing Alliance Contract No. 0139-08-TF-000/A and the use of RCC's Measure C allocation to the extent FEMA/CalEMA funds do not fully cover the costs of this project.

Gregory W. Gray  
Chancellor

Prepared by: Norm Godin, Vice President, Business Services  
Riverside City College

Ralph Perez, Director, Facilities/Operations & Maintenance  
Riverside City College

Majd S. Askar  
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b

Date: June 21, 2011

Subject: Food and Food Service Supply Purchases Utilizing the U.S. Communities  
Government Purchasing Alliance Contract No. 13924

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

A competitive solicitation was issued on behalf of U.S. Communities for food and food service supplies. Premier/U.S. Foodservice was awarded contract No. 13924. U.S. Foodservice is the primary distributor for the food service programs that Premier negotiates. Staff recommends use of U.S. Communities Government Purchasing Alliance Contract No. 13924. The term of the contract is from December 2010 through June 30, 2015. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract meets the needs of the District.

Recommended Action: It is recommended that the Board of Trustees approve the purchase of foods and food service supplies from Premier/U.S. Foodservice, using the competitively bid U.S. Communities Government Purchasing Alliance Contract No. 13924.

Gregory W. Gray  
Chancellor

Prepared by: Norm Godin, Vice President, Business Services  
Riverside City College

Cheryl Ruzak, Director, Food Service  
Riverside City College

Majd S. Askar  
Purchasing Manager



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-c

Date: June 21, 2011

Subject: Award of Bid Ratification Bid Number 2010/11-36 - MVC Dental Education Center, Category 2 - Site Utilities Electrical

Background: On March 15, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the Moreno Valley College Dental Education Center project consisting of four categories: Category 1 - Demolition/Grading; Category 2 - Site Utilities Electrical; Category 3 - Site Utilities Plumbing; and Category 4 - Lab Casework. The Board also authorized the issuance of Notices of Award for the four construction categories; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On May 4, 2011, the District received two (2) bids in response to an Invitation for Bid solicitation for Category 2 - Site Utilities Electrical, consisting of site electrical, new SCE service, conduits, structures, and low voltage. The bid results were as follows:

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
Morrow-Meadows Corporation	City of Industry	\$1,218,000
T Lindsay, Inc. dba Performance Electric	Apple Valley	\$1,387,000

On May 11, 2011, staff issued the Notice of Award to the lowest bidder, Morrow-Meadows Corporation, for the total bid amount of \$1,218,000. References for Morrow-Meadows Corporation were checked by District staff and found to be satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees ratify the award of Bid Number 2010/11-36 - MVC Dental Education Center, Category 2 - Site Utilities Electrical, in the total amount of \$1,218,000 to Morrow-Meadows Corporation.

Gregory W. Gray  
Chancellor

Prepared by: Majd S. Askar  
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-d

Date: June 21, 2011

Subject: Award of Bid Ratification Bid Number 2010/11-38 - MVC Dental Education Center, Category 4 - Dental Lab Casework

Background: On March 15, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the Moreno Valley College Dental Education Center project consisting of four categories: Category 1 - Demolition/Grading; Category 2 - Site Utilities Electrical; Category 3 - Site Utilities Plumbing; and Category 4 - Lab Casework. The Board also authorized the issuance of Notices of Award for the four construction categories; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On May 4, 2011, the District received two (2) bids in response to an Invitation for Bid solicitation for Category 4 - Dental Lab Casework, consisting of relocation of some existing casework. The bid results were as follows:

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
Dow Diversified, Inc.	Costa Mesa	\$624,996
ISEC, Inc.	Cypress	\$712,742

On May 12, 2011, staff issued the Notice of Award to the lowest bidder, Dow Diversified, Inc., for the total bid amount of \$624,996. References for Dow Diversified, Inc. were checked by District staff and found to be satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees ratify the award of Bid Number 2010/11-38 - MVC Dental Education Center, Category 4 - Dental Lab Casework, in the total amount of \$624,996 to Dow Diversified, Inc.

Gregory W. Gray  
Chancellor

Prepared by: Majd S. Askar  
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-e

Date: June 21, 2011

Subject: Award of Bid Ratification Bid Number 2010/11-45 - Culinary Arts Academy and District Office Building Project, Category 1 - Exterior/Interior Demolition

Background: On May 17, 2011, the Board of Trustees pre-approved bid award to the lowest responsive/responsible bidder for the Culinary Arts Academy and District Office Building project consisting of one category: Category 1 - Exterior/Interior Demolition of the Holyhood Hotel (corner property) and System Office Building. The Board also authorized the issuance of Notices of Award; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On April 5, 2011, the District received six (6) bids in response to an Invitation for Bid solicitation for Category 1 - Exterior/Interior Demolition consisting of interior and exterior demolition to the existing facility. The bid results were as follows:

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
US Demolition	Anaheim	\$347,500
Miller Environmental, Inc	Anaheim	\$352,000
Flores Sierra Contractors	Chula Vista	\$448,945
Janus Corporation	Norco	\$487,900
Doja, Inc.	Ontario	\$515,000
Specialized Environmental	Whittier	\$525,000

On May 26, 2011, staff issued the Notice of Award to the lowest bidder, US Demolition, for the total bid amount of \$347,500. References for US Demolition were checked by District staff and found to be satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees ratify the award of Bid Number 2010/11-45 - Culinary Arts Academy and District Office Building Project, Category 1 - Exterior/Interior Demolition, in the total amount of \$347,500 to US Demolition.

Gregory W. Gray  
Chancellor

Prepared by: Majd S. Askar  
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-f

Date: June 21, 2011

Subject: Award of Bid Ratification Bid Number 2010/11-43 - Citrus Belt Savings & Loan Art Gallery, Category 7 - Mechanical (HVAC)

Background: On May 17, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the Citrus Belt Savings & Loan Art Gallery project consisting of four categories: Category 1 - Exterior Demolition and New Façade; Category 3 - Interior and Exterior Improvements; Category 7 - Mechanical (HVAC); Category 9 - Electrical. The Board also authorized the issuance of Notices of Award; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On May 12, 2011, the District received eleven (11) bids in response to an Invitation for Bid solicitation for Category 7 - Mechanical (HVAC), consisting of heating, ventilation and air-conditioning. The bid results were as follows:

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
Arrowhead Mechanical	San Bernardino	\$297,000
Cool Air	Glendale	\$302,000
TMCI Inc.	San Bernardino	\$304,000
Ran Air	Huntington Beach	\$324,000
ACH Mechanical	Redlands	\$337,000
Christen Brothers Mechanical	Mira Loma	\$338,900
West Tech Mechanical, Inc.	Montclair	\$365,000
Comfort Conditioning Co., Inc.	Corona	\$369,000
Couts Heating & Cooling	Corona	\$376,700
Riverside Construction	Riverside	\$398,000
Air Masters	Santa Fe Springs	\$415,000

On June 1, 2011, staff issued the Notice of Award to the lowest bidder, Arrowhead Mechanical, for the total bid amount of \$297,000. References for Arrowhead Mechanical were checked by District staff and found to be satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees ratify the award of Bid Number 2010/11-43 - Citrus Belt Savings & Loan Art Gallery, Category 7 - Mechanical (HVAC), in the total amount of \$297,000 to Arrowhead Mechanical.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-f

Date: June 21, 2011

Subject: Award of Bid Ratification Bid Number 2010/11-43 - Citrus Belt Savings & Loan  
Art Gallery, Category 7 - Mechanical (HVAC) (continued)

Gregory W. Gray  
Chancellor

Prepared by: Majd S. Askar  
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-g

Date: June 21, 2011

Subject: Award of Bid Ratification Bid Number 2010/11-44 - Citrus Belt Savings & Loan Art Gallery, Category 9 - Electrical

Background: On May 17, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the Citrus Belt Savings & Loan Art Gallery project consisting of four categories: Category 1 - Exterior Demolition and New Façade; Category 3 - Interior and Exterior Improvements; Category 7 - Mechanical (HVAC); Category 9 - Electrical. The Board also authorized the issuance of Notices of Award; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On May 12, 2011, the District received eight (8) bids in response to an Invitation for Bid solicitation for Category 9 - Electrical, consisting of electrical, connections, cabling and equipment. The bid results were as follows:

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
West Coast Electric, Inc.	Beaumont	\$508,368
Safe Way	Colton	\$530,175
T. Lindsay, Inc.	Apple Valley	\$588,800
RDM Electric	Chino	\$625,215
Champion Electric	Riverside	\$642,000
Pacific Lighting	Beaumont	\$649,500
Daniel's Electrical Construction	Fontana	\$663,000
Rancho Pacific Electric, Inc.	Rancho Cucamonga	\$795,000

On June 1, 2011, staff issued the Notice of Award to the lowest bidder, West Coast Electric, Inc., for the total bid amount of \$508,368. References for West Coast Electric, Inc. were checked by District staff and found to be satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees ratify the award of Bid Number 2010/11-44 - Citrus Belt Savings & Loan Art Gallery, Category 9 - Electrical, in the total amount of \$508,368 to West Coast Electric, Inc.

Gregory W. Gray  
Chancellor

Prepared by: Majd S. Askar  
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-h

Date: June 21, 2011

Subject: Approval to Purchase Information Technology Goods and Services from Govplace, Utilizing the California Multiple Award Schedules (CMAS) Contract No. 3-11-70-0920L

Background: Riverside Community College District utilizes multiple vendors to support the District's efforts in providing information technology solutions.

The California Multiple Award Schedules (CMAS) offers a wide variety of products and services at prices which have been assessed to be fair, reasonable and competitive. CMAS contracts are established by the State of California, Department of General Services for use by all California State and Local Government agencies that are empowered to expend public funds for the acquisition of products and services. Public Contract Code 10298 authorizes state and local agencies to contract with suppliers awarded CMAS contracts without further competitive bidding.

Staff recommends use of the CMAS awarded contract number 3-11-70-0920L to purchase information technology goods and services from Govplace. The term of the contract is from May 16, 2011 through April, 30, 2016. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options 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 purchase of information technology goods and services from Govplace, utilizing CMAS Contract No. 3-11-70-0920L.

Gregory W. Gray  
Chancellor

Prepared by: Majd S. Askar  
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-i

Date: June 21, 2011

Subject: Bid Rejection Bid Number 2010/11-11 - MVC Learning Gateway Building Utility Relocation Project, Category 11 - Underground Plumbing and Pipeline

Background: On April 19, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the Moreno Valley College Learning Gateway Building Utility Relocation Project consisting of two categories: Category 11 - Underground Plumbing and Pipeline; and Category 12 - Underground Electrical. The Board also authorized the issuance of Notices of Award; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On May 31, 2011, the District received one (1) bid in response to an Invitation for Bid solicitation for Category 11 - Underground Plumbing and Pipeline for the underground utility relocation work. District staff reviewed the bid and found that it exceeded the anticipated budget. The District is recommending that the bid be rejected and that the scope of work be combined with Category 32- Building Plumbing, which is scheduled to bid in July 2011.

Recommended Action: It is recommended that the Board of Trustees reject all bids for Bid Category 11 - Underground Plumbing and Pipeline, combine the scope of work with Category 32 - Building Plumbing and re-bid the project.

Gregory W. Gray  
Chancellor

Prepared by: Bart Doering, Director of Construction  
Facilities, Planning, & Development

Majd S. Askar  
Purchasing Manager



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-j

Date: June 21, 2011

Subject: Bid Rejection Bid Number 2010/11-12 - MVC Learning Gateway Building Utility Relocation Project, Category 12 - Underground Electrical

Background: On April 19, 2011, the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the Moreno Valley College Learning Gateway Building Utility Relocation Project consisting of two categories: Category 11 - Underground Plumbing and Pipeline; and Category 12 - Underground Electrical. The Board also authorized the issuance of Notices of Award; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On May 26, 2011, the District received three (3) bids in response to an Invitation for Bid solicitation for Category 12 - Underground Electrical. Since the underground plumbing and pipeline work is integrally tied to the underground electrical work and District staff is recommending that the bid for Category 11 - Underground Plumbing and Pipeline be rejected, it will not benefit the District to start construction work without both trade categories working simultaneously. Also, new information has been received from Southern California Edison which will lower the price of the underground electrical scope of work.

The District is recommending that all bids for Category 12 - Underground Electrical be rejected and that the scope of work be combined with Category 34 - Building Electrical, which is scheduled to bid in July 2011.

Recommended Action: It is recommended that the Board of Trustees reject all bids for Bid Category 12 - Underground Electrical, combine the scope of work with Category 34 - Building Electrical and re-bid the project.

Gregory W. Gray  
Chancellor

Prepared by: Bart Doering, Director of Construction  
Facilities, Planning, & Development

Majd S. Askar  
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: June 21, 2011

Subject: Out-of-State Travel

Board Policy 6900 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles; It is recommended that out-of-state travel be granted to:

Retroactive:

- 1) Dr. Marilyn Martinez-Flores, dean of academic support, Riverside City College, to travel to Olympia, Washington, June 20-24, 2011, to attend the 2011 Summer Institute on Learning Communities/Faculty Resource. There is no cost to the District. (Employee failed to submit the request in time for the May Board meeting. Therefore, this travel request could not be included in the May Board report.)
- 2) Ms. Debbie Moon, dental hygiene adjunct faculty, Moreno Valley College, to travel to San Antonio, Texas, May 12-14, 2011, to attend the 12th Annual Dental Hygiene Clinical Teaching Workshop "Transformative Teaching and Learning Styles to Strategies." Estimated cost: \$1,255.00. Funding source: Perkins Dental Hygiene Program Grant funds. (Employee failed to submit the request in time for the May Board meeting. Therefore, this travel request could not be included in the May Board report.)
- 3) Dr. Heather Smith, associate professor, biology, Riverside City College, to travel to Edmonton, Canada, June 13-19, 2011, to attend the North American Colleges and Teachers of Agriculture Annual Meeting and United States Department of Agriculture National Institute of Food and Agriculture Project Directors meeting. There is no cost to the District. (The travel arrangements were not finalized until after the May Board meeting. Therefore, the travel request could not be included in the May Board report.)
- 4) Ms. Cindy Taylor, director, Communities Learning in Partnership (CLIP), Riverside City College, to travel to Seattle, Washington, June 15-17, 2011, to attend the Bill and Melinda Gates Foundation 3rd Annual Postsecondary Success Strategy Grantee Convening in connection with Completion Counts – a Riverside Learning Partnership. (The travel arrangements were not finalized until after the May Board meeting. Therefore, the travel request could not be included in the May Board report.)

Current:

*Moreno Valley College* (None)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: June 21, 2011

Subject: Out-of-State Travel (continued)

*Norco College*

- 1) Ms. Sarah Burnett, associate professor, early childhood education, to travel to New Orleans, Louisiana, July 11-13, 2011, to attend the 6th International Conference on Interdisciplinary Social Sciences to present a paper entitled "Balancing Disequilibrium." There is no cost to the District.
- 2) Ms. Hortencia Cuevas, program director, student services, to travel to Washington, D.C., September 25-28, 2011, to attend the Council for Opportunity in Education Annual Conference. Estimated cost: \$3,380.57. Funding sources: \$1,690.28 from Student Support Services fund; and \$1,690.29 from Student Support Services Realizing Individual Success through Education (RISE) Grant funds.
- 3) Ms. Hortencia Cuevas, program director, student services, to travel to Seattle, Washington, August 21-23, 2011, to attend the TRIO Training Priority #1. Estimated cost: \$994.84. Funding sources: \$497.42 from Student Support Services fund; and \$497.42 from Student Support Services Realizing Individual Success Through Education (RISE) Grant funds.
- 4) Ms. Maria Gonzalez, director, student financial services, to travel to Chicago, Illinois, August 21-26, 2011, to attend the Fundamentals of Title IV Administration – Department of Education Training. Estimated cost: \$1,911.02. Funding source: Financial Services Board Financial Assistance Program funds.

*Riverside City College*

- 1) Dr. Shelagh Camak, executive dean, workforce and resource development, to travel to Philadelphia, Pennsylvania, July 17-22, 2011, to attend the National Network Gateway to College Peer Learning Conference. There is no cost to the District. All costs to be paid by Gateway to College Charter School.
- 2) Dr. Dariush Haghghat, associate professor, political science, to travel to Washington, D.C., October 20-23, 2011, to attend the National Model United Nations Conference. Estimated cost: \$418.40. Funding source: the general fund.
- 3) Ms. Renee Kimberling, director, health services, to travel to Seattle, Washington, August 13-20, 2011, to attend the Family Medicine: Dermatology Review Cruise Conference. There is no cost to the District.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: June 21, 2011

Subject: Out-of-State Travel (continued)

- 4) Ms. Jill Marks, project director, Gateway to College, to travel to New York, New York, June 23-25, 2011, to attend the Pilot Phase of Study Meeting sponsored by the Gateway to College National Network in connection with Manpower Demonstration Research Corporation (MDRC) – Building Knowledge to Improve Social Policy. There is no cost to the District. All costs will be paid by Manpower Demonstration Research Corporation.
- 5) Ms. Jill Marks, project director, Gateway to College, to travel to Philadelphia, Pennsylvania, July 17-20, 2011, to attend the National Network Gateway to College Peer Learning Conference. There is no cost to the District. All costs to be paid by Gateway to College Charter School.
- 6) Mr. Mohammad Moghaddam, director, Hospitality and Culinary Arts Program, to travel to Grapevine, Texas, July 22-26, 2011, to attend the American Culinary Federation National Convention to participate in educational seminars and workshops. There is no cost to the District.
- 7) Dr. Ward Schinke, associate professor, political science, to travel to Washington, D.C., October 20-23, 2011, to accompany twelve (12) students participating in the National Model United Nations Conference. Estimated cost: \$14,405.80. Funding source: the general fund.
- 8) Ms. Aya Saito, international students and programs specialist, to travel to Tokyo, Nagoya, Sendai, Japan, June 23-July 3, 2011, for the international student recruitment trip. Estimated cost: \$2,762.50. Funding source: the general fund.

*Riverside Community College District*

- 1) Dr. Gregory W. Gray, Chancellor, to travel to Powell, Wyoming, August 19-21, 2011, to attend the Heart Mountain Dedication to raise awareness and support for fundraising purposes for the Mine Okubo Project. Estimated cost: \$1,320.00. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: June 21, 2011

Subject: Out-of-State Travel (continued)

- 2) Ms. Colleen Molko, associate director, grants, to travel to Washington, D.C., November 8-12, 2011, to attend the Council for Resource Development 45<sup>th</sup> Annual Conference. Estimated cost: \$2,689.58. Funding source: the general fund.

Gregory W. Gray  
Chancellor

Prepared by: Kathryn Tizcareno  
Administrative Assistant

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-6-a

Date: June 21, 2011

Subject: Contracts and Agreements Report Less than \$78,900-All District Resources

Background: On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$78,900. The attached listing of contracts and agreements under \$78,900 requested by campus and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. Unless otherwise noted, the period covered by the contract or agreement is within fiscal year 2010-2011. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

Recommended Action: It is recommended that the Board of Trustees ratify contracts totaling \$571,859.

Gregory W. Gray  
Chancellor

Prepared by: Majd S. Askar  
Purchasing Manager

Contracts and Agreements Report-All District Resources  
\$78,900 and Under  
5/01/11 thru 5/31/11

PO#	Department	Vendor	Business Location	Description	Amount
C0003407	Community & Economic Development	Behavioral Momentum Associates, LLC	Corona	Training & Development	\$ 1,500
C0003408	Academic Affairs	Adventureland Travel & Tours	Toluca Lake	Study Abroad In Italy	750
C0003409	Community & Economic Development	City of Corona	Corona	Veterans Economics & Business Development Summit	200
C0003410	Workforce Preparation	Bracy, Kevin	Elk Grove	Key Note Address	500
C0003411	Business Operations - Moreno Valley	Acorn Technology Corporation	Riverside	Server Storage	18,200
C0003412	Business Operations - Moreno Valley	Acorn Technology Corporation	Riverside	Managed It Services	13,950
C0003413	Campus Student Services - Norco	Forest Home, Inc	Forest Falls	Leadership Retreat CNUSD	3,630
C0003414	Facilities	River City Testing	Riverside	Quadrangle Basement Remodel Testing Services	2,000
C0003415	Facilities	Inland Inspections & Consulting	Riverside	Quad Basement Remodel Project Inspector	15,990
C0003417	Community & Economic Development	Gereau, Servando	Redlands	Training	2,800
C0003418	FPDC	Padilla & Associates, Inc	Santa Ana	Citrus Belt Savings & Loan	39,200
C0003419	Community & Economic Development	Rogers, Henry	Riverside	Training	4,000
C0003420	Community & Economic Development	Napoli, William	Alta Loma	Training	2,900
C0003422	Performance Riverside	Yorba Linda Spotlight Theater Company	Yorba Linda	Rental Set for Production of 'Nunsense'	1,363
C0003423	Facilities - Norco	Rite-Way Roof Corporation	Fontana	Remodel Projects	29,784
C0003424	Early Childhood Studies	Alvord Unified School District	Riverside	Facilities Use	35,229
C0003425	Workforce Preparation	Renowned Events LLC	Montclair	DJ and Photo Booth Services	1,000
C0003426	Campus Student Services - Norco	Forest Home, Inc	Forest Falls	Other Travel Expenses	1,260
C0003427	Campus Student Services - Norco	Forest Home, Inc	Forest Falls	Other Travel Expenses	1,260
N/A	Workforce Preparation	Goodwill Industries of Southern California	Los Angeles	Assist Students to Prepare and Interview for Employment	No Cost
N/A	FPDC	Old Riverside Foundation for Historic Preservation	Riverside	Removal of Historic Items	No Cost
N/A	Student Support Services-Moreno Valley	Val Verde Unified School District	Perris	Parking Lot Use for Commencement	No Cost
N/A	HHPS-Moreno Valley	Ehman Women's Center	Brawley	Clinical Training	No Cost
Additions to Approved/Ratify Contracts of \$78,900 and Under					
C0001233	Facilities	Barnhart, Inc	San Diego	Pre-Construction Services For Nursing/Science Building	77,402
C0001874	FPDC	Department of General Services	San Diego	Norco Soccer Field	25,659
C0001980	Board of Trustees	Community College League of California	Sacramento	Consulting Services	2,444
C0002697	Public Safety Education & Training	Department of California Highway Patrol	Sacramento	Classroom Space	17,378
C0002705	Academy / Criminal Services	Department of California Highway Patrol	Sacramento	Classroom Space	29,695
C0002742	Culinary Academy	Barry's Repair Service	Roland Heights	Maintain & Repair Equipment	13
C0002821	FPDC	Crew, Inc	Rancho Dominguez	Nursing/Sciences Building	16,800
C0002827	Facilities	JPI Development Group, Inc	Murrieta	Nursing/Sciences Building Bid Award	64,720
C0002881	FPDC	Cardinal Environmental Consultants, Inc	Tustin	Hazardous Materials Survey	18,500
C0002942	Facilities	Communication Wiring Specialists, Inc	San Diego	Nursing/Sciences Building	14,823
C0002955	Occupational Education	Corona - Norco Unified School District	Norco	CTE Collaborative Grant	26,434
C0002978	FPDC	CA Construction	Riverside	Stokoe Playground Improvements	26,300
C0003060	Chancellor's Office	Clayson Mann Yaeger & Hansen	Corona	Legal Services	3,500
C0003064	Chancellor's Office	Burke, Williams and Sorensen LLP	Los Angeles	Legal Services	15,000
C0003091	Institutional Effectiveness	Acorn Technology Corporation	Riverside	Managed It Services	1,300
C0003286	Economic Development	Plenum Revenue Group	Laguna Niguel	Consulting Services	9,625
C0003287	Economic Development	Kasle, Donald H	Dove Canyon	Consulting Services	9,350
C0003310	FPDC	HMC Architects	Ontario	District Design Standards	35,000
C0002702	FPDC	GKK Works	Irvine	Amends/Extends Date to 2/28/12	No Cost
C0003091	Institutional Effectiveness	Acorn Technology Corp	Riverside	Amends/Addds \$2400	2,400

Contracts and Agreements Report-All District Resources  
 \$78,900 and Under  
 5/01/11 thru 5/31/11

PO#	Department	Vendor	Business Location	Description	Amount
C0002373	FPDC	AVRP Studios, Inc	San Diego	Amends/Extends Date to 6/30/11	No Cost
C0002673	College Safety & Police	Credentials Solutions	Northfield, IL	Amends/Extends Date to 7/29/12	No Cost
N/A	Culinary Academy	Blue Mountain Two, LP	Irvine	Amends/Extends Date to 12/31/13	No Cost
N/A	FPDC	Facilities Planning & Program Services, Inc	Yorba Linda	Amends/Extends Date to 12/31/11	No Cost
N/A	Workforce Preparation	Riverside County Dept of Public Social Services	Riverside	Amends Wording Only	No Cost
				Total	\$ 571,859



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL SERVICES

Report No.: V-A-6-b

Date: June 21, 2011

Subject: Amendment to Song Brown Mental Health Special Project Agreement Contract No. 09-9068.

Background: This Agreement is to extend term of contract from June 30, 2010 to December 31, 2011 and reduce the total contract from \$99,808.00 to \$92,202.00.

Recommended Action: It is recommended that the Board of Trustees accepts the term of the extension from the Office of Statewide Planning and Development in the reduced amount of \$92,202.00.

Gregory W. Gray  
Chancellor

Prepared by: Tom Harris  
Acting President, Moreno Valley College

Delores Middleton  
Program Director, Physician Assistant Program

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED \_\_\_\_\_ Pages

AGREEMENT NUMBER <b>09-9068</b>	AMENDMENT NUMBER <b>A-1</b>
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and Contractor named below:  
 STATE AGENCY'S NAME  
 Office of Statewide Health Planning and Development  
 CONTRACTOR'S NAME  
 Riverside Community College
2. The term of this Agreement is 06/30/2010 through 12/31/2011
3. The maximum amount of this Agreement after this amendment is: \$92,202.00  
 Ninety-two thousand, two hundred two dollars and zero cents
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
  - A. Extend term of contract from 06/30/2010 – 06/29/2011 to 06/30/2010 – 12/31/2011
  - B. Reduce contract amount from \$99,808.00 to \$92,202.00
  - C. Replace Exhibit A, in its entirety with Exhibit A-I
  - D. Replace Exhibit B, in its entirety with Exhibit B-1.
  - E. Amendment is effective upon approval by DGS

All other terms and conditions shall remain the same.

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



<b>CONTRACTOR</b>		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Riverside Community College		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 4800 Magnolia Avenue Riverside, CA 92506		<input type="checkbox"/> Exempt per:
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME Office of Statewide Health Planning and Development		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Patty Nelson, SSMI Procurement and Contract Services Manager		
ADDRESS 400 R Street, Room 359 Sacramento, Ca 95811		

EXHIBIT A-1

SCOPE OF WORK

1. Contractor agrees to the following:
  - A. Under the direction of the Director of the Riverside Community Physician Assistant Program develop a mental health curriculum, and develop a six-month physician assistant fellowship for graduate physician assistants interested in a career in the mental health profession.
  - B. Submission of a progress report evaluating the program's effectiveness after one (1) year of the award date.
  - C. Submission of a complete final report including data outcomes on the special program at the end of the Contract period.
  - D. Budgeted personnel with anticipated duties:
    1. Special Program Faculty Member – Responsible to develop and make any necessary revisions to the mental health curriculum, develop admission criteria for candidates, and coordinate and monitor student activities.
    2. Graduate PA's (3) – Provide day-to-day cultural competent client/family centered mental health care to patients, under the physician's order, write drug orders or transmits a physician's drug order to manage, establish client and family partnership to individualize patient care that is effective, carry out approved psychological treatment to mental health patients, and participant in clinical and academic activities required in the program's curriculum.
2. OSHPD agrees to provide:
  - A. The Program Director of the Physician Assistant Training Program, the current fiscal year's master certification form and instructions by September 30<sup>th</sup> of the current fiscal year.
3. The program representatives during the term of this Contract will be:

State Agency: Office of Statewide Health Planning & Development	Training Program: Riverside Community College Physician Assistant Program
Name: Manuela Lachica Program Administrator	Name: Delores Middleton Program Director
Phone: (916) 326-3752	Phone: (951) 571-6166
Fax: (916) 322-2588	Fax: (951) 571-6221
E-mail: manuela.lachica@oshpd.ca.gov	E-mail: <a href="mailto:delores.middleton@rcc.edu">delores.middleton@rcc.edu</a>

EXHIBIT A-1

Direct all Contract inquiries to:

State Agency: OSHPD	Contractor: Riverside Community College
Section/Unit: Health Care Workforce and Community Development Division	Section/Unit: Physician Assistant Special Program
Attention: Melissa Omand Program Analyst	Attention: James Buysse Vice Chancellor Administrative & Finance
Address: 400 R Street Sacramento, CA 95811	Address: 4800 Magnolia Avenue Riverside, CA 92506
Phone: (916) 326-3753	Phone: (951) 222-8047
Fax: (916) 322-2588	Fax:
E-mail: <a href="mailto:Melissa.omand@oshpd.ca.gov">Melissa.omand@oshpd.ca.gov</a>	E-mail: <a href="mailto:jim.buysse@rcc.edu">jim.buysse@rcc.edu</a>

EXHIBIT B-1

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

**CONTRACT YEAR: 06-30-2010 to 12-31-2011**

**PERSONNEL SERVICES:**

**Total Reimbursement  
Not to Exceed:**

Special Program Faculty Member  
Salary & Benefits

\$0

Graduate PA's (3)  
Salary & fix charges

\$80,284

**OPERATING EXPENSES:**

Accreditation Review Commission  
(Fees and cost for PA accreditation)

\$5,088

Indirect Costs (8% maximum)

\$6,830

**Sub-Total for Contract Year: 06-30-2010 to 12-31-2011**

**\$92,202**

**Contract Total**

**\$92,202.00**

EXHIBIT B-1

**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. **Payment**

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

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

- D. All certifications must be submitted within 120 days after the Contract end date. If contractor fails to submit all certifications with 120 days after the Agreement has ended, the monies revert back to OSHPD.

2. **Budget Contingency Clause**

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL SERVICES

Report No. V-A-6-c

Date: June 21, 2011

Subject: Agreement with Office of Statewide Planning and Development

Background: Presented for the Board's review and consideration is an agreement with the Office of Statewide Planning and Development in the amount of \$100,000.00. Funds in this agreement will be paid towards the salary and benefits for one full time faculty position in the physician assistant program for the 2011-2012 academic year.

Recommended Action: It is recommended that the Board of Trustees accept the award from the Office of Statewide Planning and Development in the amount of \$100,000.00 to pay salary and benefits for one full time faculty.

Gregory W. Gray  
Chancellor

Prepared by: Tom Harris  
Interim President, Moreno Valley College

Delores Middleton  
Director, RCRMC/RCCD Physician Assistant Program

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER <b>11-2034</b>
REGISTRATION NUMBER

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

STATE AGENCY'S NAME

Office of Statewide Health Planning and Development (OSHDP)

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this Agreement is: 07/01/2011 through 06/30/2012  
 or upon DGS approval

3. The maximum amount of this Agreement is: \$ 100,000.00  
 One hundred thousand dollars and zero cents

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

Exhibit A – Scope of Work	01 page(s)
Exhibit B – Budget Detail and Payment Provisions	02 page(s)
Exhibit C* – General Terms and Conditions	GTC610
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	01 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	05 page(s)

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

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

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Riverside Community College District		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING James L. Buysse, Vice Chancellor, Administration & Finance		
ADDRESS 4800 Magnolia Avenue Riverside, CA 92506		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME OSHDP		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Patty Nelson, SSM I Procurement and Contract Services		
ADDRESS 400 R Street, Suite 359, Sacramento, Ca 95811		

Exempt per:



**EXHIBIT A**

**SCOPE OF WORK**

1. Contractor agrees to the following:
  - A. Under the direction of the Director of the Riverside County Regional Medical Center/Moreno Valley College Physician Assistant Program employ one (1) full time faculty position in an effort to maintain and/or expand the enrollment level of students for the 2011-2012 academic year.
  - B. Budgeted personnel with anticipated duties:
    1. Faculty Member – Responsible for providing clinical supervision to Year II students, facilitating one-on-one and group tutoring to at-risk students; providing lectures to Year I students; tracking academic progress of Year I and Year II student; coordinating community outreach activities; and provide instructional support to the program.
2. Submission of a complete final report including data outcomes for the program at the end of the Contract period.
3. OSHPD agrees to provide:
  - A. The Program Director of the Physician Assistant Program, the current fiscal year's (07-01-2011 to 06-30-2012) master certification form and instructions by September 30<sup>th</sup> of the fiscal year.
4. Direct all contract inquiries to:

Requesting Agency: OSHPD	Contracting Agency: Riverside Community College District
Name: Manuela Lachica, Program Director	Name: Jim Buysse, Ph.D.
Phone: (916) 326-3752	Phone: (951) 222-8047
Fax: (916) 322-2588	Fax: N/A
E-mail: <a href="mailto:manuela.lachica@oshpd.ca.gov">manuela.lachica@oshpd.ca.gov</a>	E-mail: <a href="mailto:jim.buysse@rcc.edu">jim.buysse@rcc.edu</a>

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

Requesting Agency: OSHPD	Training Program: RCRMC/Moreno Valley College
Section/Unit: Healthcare Workforce Development Division (HWDD)	Section/Unit: Physician Assistant Program
Attention: Melissa Omand, Program Analyst	Attention: Delores Middleton, Ed.D.
Address: 400 R Street, Room 330 Sacramento, CA 95811	Address: 16130 Lasselle Street Moreno Valley, CA 92551
Phone: (916) 326-3753	Phone: (951) 571-6166
Fax: (916) 322-2588	Fax: (951) 571-6221
E-mail: <a href="mailto:melissa.omand@oshpd.ca.gov">melissa.omand@oshpd.ca.gov</a>	E-mail: <a href="mailto:delores.middleton@rcc.edu">delores.middleton@rcc.edu</a>

**EXHIBIT B**

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

**CONTRACT YEAR: 07-01-2011 to 06-30-2012**

**PERSONNEL SERVICES:**

**Total Reimbursement  
Not to Exceed:**

Faculty Member  
Salary & Benefits

\$99,850

Indirect Costs (8% maximum)

\$150

**Total for Contract Year: 07-01-2011 to 06-30-2012**

**\$100,000.00**

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**Payment**

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

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

- D. All certifications must be submitted within 120 days after the Contract has ended (i.e., Contract ends June 30<sup>th</sup>, final certification is due by October 30<sup>th</sup>). If contractor fails to submit all certifications within 120 days after the Agreement has ended, the monies revert back to OSHPD.

**Budget Contingency Clause**

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

## EXHIBIT D

### SPECIAL TERMS AND CONDITIONS

#### 1. RESOLUTION OF CONTRACT DISPUTES:

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

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

#### 2. POTENTIAL SUBCONTRACTORS

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

#### 3. TRAVEL

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

EXHIBIT E

**ADDITIONAL PROVISIONS**

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

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

**EXHIBIT E**

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

**I. Contract Awards**

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

**II. Contract Terms**

- A. Funds must be expended during such months and in accordance with such provisions as are provided in the contract, which shall be in accordance with recommendations of the California Healthcare Workforce Policy Commission.
- B. Payment shall be made in arrears on the basis of amounts set forth by the Contractor with final certification submitted within 120 days of contract's end to the Healthcare Workforce Development Division. The certification shall include the name of the person employed under this contract, certification by the Program Director that the person was engaged in activities authorized by this Contract, and costs to the Contractor for the services for which reimbursement is sought. The required certification format shall be provided to the Contractor prior to the effective date of the Contract.

## EXHIBIT E

- C. Each Contract shall specify the total amount allowable under the Contract and allowable in each budget category authorized under the Contract, and shall be in accordance with recommendations of the California Healthcare Workforce Policy Commission.

### III. Accounting Records and Audits

#### A. Accounting

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

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

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

#### B. Record Retention and Audit

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

**EXHIBIT E**

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



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
COLLEGE SAFETY AND POLICE

Report No.: V-A-6-d

Date: June 21, 2011

Subject: Agreement with Cal State San Bernardino for Dispatch Services

Background: In 2009, the Chiefs of Police for Cal State Univ. San Bernardino (CSUSB) and RCCD met to discuss working jointly on mutual issues with regard to dispatch operations. At that time, CSUSB had just invested more than a million dollars on a new state-of-the-art dispatch center. Since 2009, many meetings have taken place wherein RCCD and CSUSB explored the possibility of CSUSB providing all dispatch services for RCCD, mainly because RCCD's dispatch equipment was at the end of its life and would require RCCD to spend several hundred thousand dollars to bring it up to date and maintain services. CSUSB currently provides all dispatch services for Chaffey CCD, and has offered its services to Mt. San Jacinto CCD, Victor Valley College, as well as other educational institutions in the area (negotiations are ongoing).

The advantages of outsourcing RCCD's dispatch services include 24/7 tracking availability of personnel, incidents and activity, state-of-the-art equipment, POST certified dispatch personnel, paperless report writing system, computer aided dispatching software, mobile computers for police vehicles, as well as an average annual budget savings of \$400,000. This would also bring RCCD into the 21<sup>st</sup> Century at minimal cost and enhanced services. Any employees displaced as a result of this agreement have been dealt with in an Agreement between CSEA and the District, which also appears on the agenda for the Board's consideration.

Attached is the contract with CSUSB for a period of five years. The cost is a one-time, up front fee of \$123,500 for software programs and vehicle equipment. An annual fee of \$88,652 includes dispatch services and monthly wireless connection. Funding Source: General Fund

Recommended Action: It is recommended that the Board of Trustees approve the Agreement with Cal State San Bernardino for dispatch services and authorize the Vice Chancellor, Administration and Finance to sign the Agreement.

Gregory W. Gray  
Chancellor

Prepared by: Jim Miyashiro, Chief of Police  
Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Ruth W. Adams, General Counsel

AGREEMENT FOR COMMUNICATION SERVICES  
BETWEEN THE RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND THE CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

THIS AGREEMENT is made and entered into by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter "RCC", and the CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO, hereinafter "CSUSB".

WHEREAS, the RCC operates a COLLEGE POLICE DEPARTMENT (hereinafter "Department") in accordance with the provisions of California Education Code sections 72330 et seq.; and

WHEREAS, in the operation of the Department the RCC has need of communication services, including but not limited to dispatch services; and

WHEREAS, the CSUSB, through its Police Department, has the ability to provide communication services to the DISTRICT on an ongoing basis; and

WHEREAS, the parties desire to enter into an agreement for the provision of such services; and

WHEREAS, the CSUSB has been providing such services to the RCC under an agreed arrangement since [August 2, 2010].

NOW THEREFORE THE PARTIES HERETO AGREE AS FOLLOWS:

**1. TERM**

1.1 Effective Date. This Agreement shall be effective on July 1, 2011 and shall remain in effect until June 30, 2016.

1.2 Termination. Except as otherwise specifically noted herein, either party may terminate this Agreement upon 90 days notice in writing to the other party. However the parties agree that in the event of such termination they will work together to insure that the transition away from this agreement does not have a detrimental impact on public safety.

**2. SCOPE OF SERVICE**

The CSUSB will provide communications services to the RCC as set forth in Attachment A. These services will be provided 24 hours daily, seven days a week, for every day of the year including Federal and State holidays.

**3. PROVISION OF SUPERVISION, LABOR, AND EQUIPMENT**

3.1 Supervision and Security. Supervision over the rendition of communication services, the standards of performance, and other matters incident to the performance of such services, shall remain with the CSUSB. Security of the host dispatch system shall remain with the CSUSB. The RCC agrees to comply with reasonable requests of the CSUSB relating to maintaining the security of the host dispatch system.

3.2 Labor and Equipment. For the purpose of performing said services, the CSUSB shall furnish and supply all labor, supervision, and equipment necessary to maintain the level of communications services to be rendered by it through the CSU SAN BERNARDINO police department. The RCC's payments hereunder are designed in part to compensate the CSUSB for such costs. However equipment which is to be used by employees of the RCC will at all times be the responsibility of the RCC.

3.3 Equipment Requirements. The RCC and CSUSB have consulted and agreed on the

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minimum required equipment which must be purchased by the RCC to allow the CSUSB to properly perform its obligations under this agreement. Said agreement is set forth in Attachment B to this agreement.

#### **4. COMPENSATION**

4.1 Payment Basis. The RCC shall reimburse the CSUSB the cost of rendering services hereunder as set forth on Attachment C. The RCC will be billed on a quarterly basis for the services rendered pursuant to this agreement. Payment will be due within 30 days after receipt of the CSUSB'S invoice.

#### **5. INDEMNIFICATION AND HOLD HARMLESS**

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

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

6. The Police Department of CSUSB currently provides dispatch services to CSUSB, as well as to Chaffey Community College District, at a level that exceeds, or is equivalent to, the dispatch services that are currently provided by RCC's Police Dispatch. CSUSB dispatch operators have all gone through required training for a dispatch operator and are POST certified and meet the continuous mandated training as required by POST.

7. CSUSB does not, and shall not, discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law.

#### **8. ADMINISTRATION**

The Department shall administer this Agreement on behalf of the RCC, and the CSUSB shall administer this Agreement on behalf of the California State University, San Bernardino.

#### **9. ALTERATION OF TERMS**

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

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**10. NOTICES**

Any notices required or desired to be served by either party upon the other shall be addressed to the respective parties as set forth below:

CSUSB

Jimmie Brown  
*Chief of Police*  
(909) 537-7138  
5500 University Pkwy.  
San Bernardino, CA 92407

RIVERSIDE COMMUNITY COLLEGE

Jim Miyashiro  
*Chief of Police*  
(951) 222-8586  
4800 Magnolia Avenue  
Riverside, CA 92506

or to such other addresses as from time to time may be designated by the respective parties.

**11. SEVERABILITY**

If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect.

**12. STANDARD OF CARE**

In performing the services required by this Agreement, the CSUSB and the RCC agree to use that degree of care and skill ordinarily exercised under similar circumstances required by this agreement.

**13. JURISDICTION AND VENUE**

This Agreement shall be construed under the laws of the State of California. In the event any action or proceeding is filed to interpret, enforce, challenge, or invalidate any term of this Agreement, venue shall lie only in the state or federal courts in or nearest to San Bernardino County.

**14. ENTIRE AGREEMENT**

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

IN WITNESS WHEREOF, the RCC, by approval of its Board of Trustees, has caused this agreement to be signed by its Vice Chancellor, Administration and Finance, and attested to by a qualified representative, and the CSUSB, by order of its Board of Trustees (*or other body*), has caused this agreement to be subscribed by its President, or designee, and sealed and attested by a qualified representative, on all the dates indicated below.

(SIGNATURES FOLLOW ON NEXT PAGE)

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RIVERSIDE COMMUNITY COLLEGE DISTRICT

Dated: \_\_\_\_\_

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

James L. Buysse, Vice Chancellor  
Administration and finance

ATTEST:

Jim Miyashiro  
Chief of Police, Riverside Community College District

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

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

Dated: \_\_\_\_\_

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

Name  
Title

ATTEST:

Jimmie Brown  
Chief Of Police, CSU San Bernardino Police

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

Kathy Hansen, Purchasing Director  
CSUSB

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

---

## **ATTACHMENT A**

The CSUSB will provide the following communication services pursuant to this agreement:

1. Radio Dispatch Services.  
24/7 Dispatcher for tracking agency personnel, incidents, and activities, and C.L.E.T.S. (California Law Enforcement Telecommunication System) access as permitted by law.
  2. Records and report management through RIMS software.  
The following includes: Property Room Bar Code software, Worth Data Bar Coding Equipment
  3. Radio connectivity to Dispatch console.
  4. Monitoring of all Fire/Security Alarms for RCC.
-

## ATTACHMENT B

The DISTRICT will be responsible for acquire the following equipment to allow implementation of this agreement:

1. (7) Mobile Data Computers.
2. Dymo Label Writer 440 and Dymo Labels #30256 (Property Bar Coding), as recommended by CAD/RMS vendor. (This equipment can be purchased at any office supply store.)
3. All Radio equipment related to replacement, upgrades or enhancements of their existing system.
4. Hardware needed for 9-1-1 connection from RCC to CSUSB dispatch center (either by 9-1-1 or 10 digit line).
5. Existing Radionics Receiver to be transferred to CSUSB.

Optional:

1. Paper Port (Standard) software for managing scanned documents - \$100.00  
<http://www.nuance.com/imaging/products/paperport.asp>



**MOU**

MEMORANDUM OF UNDERSTANDING

**ATTACHMENT C**

**CSU San Bernardino Police Department**

DATE: JUNE 1, 2011

5500 University Parkway, San Bernardino, CA 92407  
 Phone (909) 537-5165  
 Quotation Prepared by: Scott Kovach, Support Services  
 Supervisor e-mail: [skovach@csusb.edu](mailto:skovach@csusb.edu)  
 Phone (909) 537-7561 / Fax (909) 537-7499

TO Riverside Community College Police Department  
 Chief Jim Miyashiro  
 4800 Magnolia Avenue  
 Riverside, CA 92506  
 Phone (951) 222-8586  
[jim.miyashiro@rcc.edu](mailto:jim.miyashiro@rcc.edu)

SCOOP OF WORK	APPROXIMATE DELIVERY DATE	PAYMENT TERMS	
Dispatch Services	August 2, 2010	See #4	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL	
1	Dispatch	<ul style="list-style-type: none"> <li><b>Recurring Annual Cost</b></li> </ul> 24/7 Dispatcher for tracking agency personnel, incidents, and activity, and other related cost.		\$80,000	
7	MDC	Monthly Service for Verizon wireless, which will connect to CAD/RMS service at CSUSB PD.	\$1236	\$8,652	
1	VPN	VPN connection between sites using the CENIC network.	\$0	\$0	
7	MDC	<ul style="list-style-type: none"> <li><b>One Time Start-up Cost</b></li> </ul> EVDO - Verizon wireless Blue tree device through San Bernardino County network / (3) Antennas per vehicle and installation of equipment from SB County ISD Department.	\$500	\$3,500	
1	RIMS	CAD/RMS/CLETS/E911/Mobile/Property - Multi Agency License.	\$118,000	\$118,000	
1		Radio connectivity to Rialto (San Bernardino County ISD)	\$2,000	\$2,000	
				One-Time Start-up Cost	\$123,500
				<b>RECURRING - ANNUAL TOTAL</b>	<b>\$88,652</b>



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-6-e

Date: June 21, 2011

Subject: Agreement with Professional Personnel Leasing, Inc.

Background: On February 22, 2011 the Board of Trustees approved an agreement between Riverside Community College District and Professional Personnel Leasing, Inc. The contractor assigned Laurens K. Thurman to consult and advise the President of Norco College and other College and District personnel in matters pertaining to fiscal and budgetary management of the College, advise on the College's academic schedule and strategic plan from a fiscal perspective, serve as College liaison with District administrative services to advise the President and District officers on such matters as accounting, facilities planning and operations, custodial and other such services to be identified by the College President. The term of this agreement was from February 7, 2011 through August 31, 2011. Attached for the Board's review and consideration is an amendment to the terms of the agreement to extend the services until June 30, 2012. The amendment would extend the agreement by ten months at a cost to the District of \$143,232.50. The extension of this agreement will allow time for a full recruitment of a Vice President, Business Services for Norco College.

Recommended Action: It is recommended that the Board of Trustees approve the amendment to the agreement with Professional Personnel Leasing, Inc. to provide professional and administrative services to the President of Norco College and other College and District personnel in matters pertaining to the financial and administrative services of Norco College until June 30, 2012 at a cost of \$143,232.50.

Gregory W. Gray  
Chancellor

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

Brenda Davis  
President, Norco College

AMENDMENT TO AGREEMENT BETWEEN  
PROFESSIONAL PERSONNEL LEASING, INCORPORATED.

And

RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AMENDMENT is to the Agreement made and entered into on the 7th day of February, 2011, by and between Riverside Community College District (hereinafter "District") and Professional Personnel Leasing, Inc., a California Corporation (hereinafter "Contractor") to provide professional and administrative services to District.

Paragraph 8. Terms of Agreement of the original agreement is hereby amended to remain in full force and effect until June 30, 2012. This Agreement may be extended or canceled by mutual agreement of all parties hereto.

CONTRACT # RCCD020111

TAX ID # 33-0205012

PROFESSIONAL PERSONNEL LEASING, INCORPORATED.

DATED: June 1, 2011

By: \_\_\_\_\_  
Guy F. Lease, Ed.D.  
Executive Vice President-Chief Financial Officer  
PO Box 17457  
South Lake Tahoe, CA 96151  
Tel: 530 544-3973  
[guy.lease@gmail.com](mailto:guy.lease@gmail.com)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

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

By: \_\_\_\_\_  
James Buysse  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506  
Tel: 951-222-8047

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MORENO VALLEY COLLEGE

Report No.: V-A-6-f

Date: June 21, 2011

Subject: Renewal of Agreement with County of Riverside, Sheriff's Department

Background: Attached for the Board's review and consideration is a renewal of an existing agreement between Riverside Community College District and County of Riverside, on behalf of the Riverside County Sheriff's Department. The renewal contains an additional section under the term of the agreement should RCCD incur an increased cost by COUNTY for rendering services from the current rate of this agreement to a new rate of the renewed agreement. The Riverside County Sheriff's Department agrees to release two sergeants to serve as continuity officers in the Public Safety Education and Training Program at the Ben Clark Training Center. One sergeant will serve as the continuity training officer for the Basic Peace Officer Training Academy; the other will serve as the continuity training officer for the Modular Peace Officer Training Academy.

The rates charged by the County shall be established and approved annually by the County Board of Supervisors in the form of hourly rates for a Sheriff's Sergeant plus other work-related expenses as deemed appropriate by the District, for a total amount not to exceed \$379,330.00. The terms of the agreement shall be from July 1, 2011 through June 30, 2013.

Funding source: General Fund.

The renewal of this agreement has been reviewed by Ruth Adams, General Counsel.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from July 1, 2011 through June 30, 2013, for hourly rates plus work-related expenses, and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Gregory W. Gray  
Chancellor

Prepared by: Lisa Conyers  
Vice President, Academic Affairs

Cordell Briggs  
Dean, Public Safety Education and Training

AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT AND  
THE COUNTY OF RIVERSIDE

THIS AGREEMENT is made and entered into by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter "RCCD", and the COUNTY OF RIVERSIDE, on behalf of the Riverside County Sheriff's Department, hereinafter "COUNTY".

IT IS THEREFORE AGREED AS FOLLOWS:

ARTICLE 1. TERM

Section 1.01. The term of this agreement shall be from July 1, 2011 through June 30, 2013. In the event the parties intend to renew this agreement at the end of the term for a one year period, and the parties have not yet finalized a renewal agreement, the terms and conditions of this agreement will continue in full force and effect, on a month-to-month basis, until a new agreement can be completed, approved and signed by the parties.

Section 1.02. If RCCD should incur an increased cost by COUNTY for rendering services from the current rate in Section 3.01 of this agreement to a new rate of the renewed agreement, then RCCD shall pay retroactively the differential cost between the current rate of the expired agreement and the increased rate of the renewed agreement.

ARTICLE 2. SCOPE OF SERVICE

Section 2.01. COUNTY agrees to release two Sheriff's Department Sergeants; one to serve as Continuity Officer for the Basic Peace Officer Training Academy and one to serve as Continuity Officer for the Basic Peace Officer Modular Reserve Course in the Public Safety Education and Training program at Riverside Community College. The Continuity Officers shall meet minimum State qualifications to teach Administration of Justice courses; serve as teacher-counselor and advisor to students enrolled in this course; establish and maintain close liaison between student officers and participating agencies; coordinate instructor assignments in physical training, defense tactics, and academic areas; conduct the practical field problems; and coordinate facility use. It is understood that these positions will be committed to RCCD on a full-time basis (40 hours per week).

ARTICLE 3. PAYMENT AND COMPENSATION

Section 3.01. RCCD shall reimburse COUNTY the full cost of rendering services pursuant to this Agreement. Such cost shall be established and approved annually by the County Board of Supervisors in the form of an hourly rate for a Sheriff's Sergeant, and a mileage rate for any costs incurred through the use of COUNTY vehicles. Payment for services will be rendered upon receipt of an invoice by RCCD from COUNTY on a monthly basis. The current hourly rate for Sheriff's Sergeant is \$86.51 per hour. The current COUNTY mileage rate is \$0.85 per mile for a black and white vehicle and \$ 0.51 per mile for a plain vehicle. The COUNTY adjusts these rates annually and RCCD shall be notified when rate changes occur.

Section 3.02. It is mutually agreed that RCCD will compensate the Continuity Officer directly for mileage in non-COUNTY vehicles, travel expenses, per diem and other expenses on behalf of RCCD as deemed appropriate by RCCD for the term of this Agreement.

#### ARTICLE 4. COUNTY EMPLOYEE

Section 4.01. The assigned COUNTY employee shall remain an employee of COUNTY on special assignment to Riverside Community College for the purposes set forth in this Agreement, and shall not be considered an employee of RCCD.

#### ARTICLE 5. AGREEMENT ADMINISTRATION

Section 5.01. The Sheriff shall administer this Agreement on behalf of the County of Riverside. The RCCD Dean, Public Safety Education & Training and Office of Academic Affairs shall administer this Agreement on behalf of RCCD.

#### ARTICLE 6. VACATION AND HOLIDAY TIME

Section 6.01. Vacation time that has been approved by the Sheriff or his designee may be taken with reasonable notice to the Dean, Public Safety Education & Training, but shall not conflict with the development or presentation of the Administration of Justice's course schedule.

Section 6.02. Because RCCD and COUNTY holidays may not correspond, holiday time off will be taken in accordance with the RCCD calendar. If COUNTY holidays exceed RCCD holidays during the Agreement period, the excess day(s) shall be taken with reasonable notice to the Dean, but shall not conflict with the development or presentation of the Administration of Justice's course schedule.

#### ARTICLE 7. REVIEW AND SUPERVISION

Section 7.01. The Sheriff (or his designee) shall supervise the Continuity Officer. Said supervision will be coordinated with the Dean of Public Safety Education & Training.

#### ARTICLE 8. INDEMNIFICATION AND HOLD HARMLESS

Section 8.01. Indemnification by RCCD. RCCD shall indemnify and hold COUNTY, its officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of RCCD, its officers, agents, employees, volunteers, subcontractors, or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature arising out of the performance of this Agreement to the extent that such liability is imposed on COUNTY by the provisions of California Government Code Section 895.2 or other applicable law, and RCCD shall defend at its expense, including attorney fees, COUNTY, its officers, agents, employees and independent contractors in any legal action or claim of

any kind based upon such alleged acts or omissions.

Section 8.02. Indemnification by COUNTY. COUNTY shall indemnify and hold RCCD, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of COUNTY, its officers, agents, employees, volunteers, subcontractors, or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature arising out of the performance of this Agreement to the extent that such liability is imposed on RCCD by the provisions of California Government Code 895.2 or other applicable law, and COUNTY shall defend at its expense, including attorney fees, RCCD, its officers, agents, employees, and independent contractors in any legal action or claim of any kind, based upon such alleged acts or omissions.

#### ARTICLE 9. ALTERATION OF TERMS

Section 9.01. No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement, which is formally approved and executed by both parties.

#### ARTICLE 10. TERMINATION

Section 10.01. This agreement may be terminated by either party upon 180 days written notice to the other party.

#### ARTICLE 11. NOTICES

Section 11.01. Any notices required or desired to be served by either party upon the other shall be addressed to the respective parties as set forth below:

Riverside County:  
Stanley L. Sniff Jr., Sheriff-Coroner  
P.O. Box 512  
Riverside, CA 92502

RCCD:  
James L. Buysse, Vice Chancellor,  
Administration & Finance  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506-1299

Cordell A. Briggs, Dean  
Public Safety Education and Training  
Moreno Valley College at the  
Ben Clark Public Safety Training Center  
16791 Davis Avenue, Suite 200C  
Riverside, CA 92518

## ARTICLE 12. AUDIT

Section 12.01. The parties agree that their accountants/auditors, the Department of General Services, the Bureau of State Audits, or their designated representatives shall have the right to review and to copy records and supporting documentation pertaining to the performance of this Agreement. The parties agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. The parties agree to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the parties agree to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7 Pub. Contract Code §10115 et CCR Title 2, Section 1896).

## ARTICLE 13. COUNTY'S REPRESENTATIVE

Section 13.01. COUNTY hereby appoints the Sheriff or his designee at Ben Clark Training Center, as its authorized representative to administer this agreement.

## ARTICLE 14. RCCD'S REPRESENTATIVE

Section 14.01. RCCD hereby appoints the Dean of Public Safety Education and Training at Ben Clark Training Center, as its authorized representative to administer this agreement.

## ARTICLE 15. NON-DISCRIMINATION

Section 15.01. During the performance of this Agreement, Contractor and his subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement

ARTICLE 16. PARTIAL INVALIDITY

Section 16.01. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

ARTICLE 17. ENTIRE AGREEMENT

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

IN WITNESS WHEREOF, the duly authorized representative of the parties hereto have signed in confirmation of this Agreement of the dates indicated below.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Dated: \_\_\_\_\_

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

James L. Buysse, Vice Chancellor  
Administration and Finance

COUNTY OF RIVERSIDE

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

Bob Buster, Chairman  
Riverside County Board of Supervisors

ATTEST:

Name:

Title:

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



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RIVERSIDE CITY COLLEGE

Report No.: V-A-6-g

Date: June 21, 2011

Subject: Agreement for Childcare Program with the Child Care Amenity Group, the National Pediatric Support Services, Inc. (CCAG/NPSS), Alvord Unified School District and Riverside Community College District

Background: This Agreement represents an update to the Facilities Use and Lease Agreement between the parties which was originally approved by the Board at its December 14, 2010 meeting. Since December the Child Care Amenity Group/National Pediatric Support Services, Inc. (CCAG/NPSS) has occupied the space and is preparing for obtaining licensure and opening in July 2011. The changes in the agreement reflect a name change to the document, along with other minor edits and now reflects CCAG/NPSS' use of ALVORD designated kitchen space (see ARTICLE III) to meet the requirements of the State Child Care Licensing authority. CCAG/NPSS will offer childcare services at the Innovative Learning Center at Stokoe Elementary to the Community, therein creating community partnerships. This will also create an opportunity for future teachers to observe high quality preschool education and services.

The term of this Agreement is for a period of 36 months, which commenced on January 1, 2011 and ends on June 30, 2013 and may renew for subsequent three (3) year terms upon written agreement. There is no cost to the District; rather, the District will receive revenue from CCAG/NPSS in the approximate amount of \$74,376 in years two through three, depending on classroom usage. The revenue received will be used to support Riverside City College's Early Childhood Education program.

Recommended Action: It is recommended that the Board of Trustees approve the Agreement reflecting the name change to the document, along with other minor edits to reflect CCAG/NPSS' use of ALVORD designated kitchen space (see ARTICLE III) to meet the requirements of the State Child Care Licensing authority.

Gregory W. Gray  
Chancellor

Prepared by: Cynthia Azari  
President, Riverside City College

Bernard Fradkin  
Acting Vice President, Academic Affairs, Riverside City College

Marilyn Martinez-Flores  
Dean, Academic Support, Riverside City College

### **AGREEMENT FOR CHILDCARE PROGRAM**

This Agreement For Childcare Program (“Agreement”), dated for reference purposes as of June 16, 2011 (“Reference Date”), is made and entered into by and between The Child Care Amenity Group, Inc. (“CCAG”), the National Pediatric Support Services, Inc. (“NPSS”), the Riverside Community College District (“RCCD”), and the Alvord Unified School District (“ALVORD”). Throughout this document CCAG, NPSS, RCCD and ALVORD may be referred to individually as a “Party” and collectively as the “Parties.”

#### **RECITALS**

A. The Innovative Learning Center at the Phillip M. Stokoe Elementary School (“ILC”), which is located at 4501 Ambs Drive, Riverside, California, is a public educational facility, a portion of which is owned by ALVORD and a portion of which is owned by RCCD. ALVORD and RCCD have entered into that certain “Second Amended Agreement for Joint Use of Facilities” dated September 21, 2010 (“Joint Use Agreement”) to establish the terms and conditions for their joint use, operation and maintenance of the ILC, as well as for programs and services to be provided at the ILC by other public entities and third parties. The Joint Use Agreement serves as the guiding document with respect to the goals, relationships and programs, services and activities of ALVORD, RCCD and other public and non-public entities at the ILC.

B. A portion of the ILC was designed and constructed to be used for childcare purposes and in connection with RCCD’s Early Childhood Education programs (“Childcare Center”). The Childcare Center is depicted in Exhibit “A” attached hereto and includes eight studio set classrooms, a teacher’s workroom, private restrooms within each classroom, and front office space consisting of a site supervisor office and reception area, as well as an adjacent play area and equipment thereon. The Joint Use Agreement provides that ALVORD and RCCD may agree as to a third-party operator of the Childcare Center and as to the terms and conditions for such operation.

C. NPSS is a non-public provider of childcare-related programs and services, incorporated and registered to conduct business in the State of California (“State”) as entity number C1203260. CCAG is a 501(c)(3) non-profit corporation incorporated and registered in the State as entity number C2455642, which is in formal partnership with NPSS. Their partnership is such that CCAG provides the facilities, either through ownership, lease or otherwise, as well as the ongoing operational support, to each licensed child care center. NPSS’s role in the partnership is to provide the staff and professional management of the child care programs offered at each such child care center.

D. RCCD desires, in lieu of it directly operating the childcare programs at the ILC, that CCAG and NPSS be permitted to provide such programs. Subject to the provisions herein, ALVORD and RCCD intend and agree that CCAG and NPSS may use the Childcare Center to operate early childhood education and childcare programs for children between 6 weeks and 6 years of age, to serve families that potentially feed into the Phillip M. Stokoe Elementary School (the "Childcare Program"). Thus, this Agreement sets forth the terms and conditions for operation by CCAG and NPSS of the Childcare Program in the Childcare Center.

E. Subsequent to ALVORD and RCCD entering into the Joint Use Agreement, ALVORD completed construction of a multi-purpose facility at the ILC ("MPF"), which includes kitchen, food-preparation and food-service facilities that are adequate for serving ALVORD's students at the ILC. Prior to completion of the MPF, ALVORD had, on an interim basis, been using secondary food preparation facilities located adjacent to the Childcare Center in Room E-127 at the ILC ("Secondary Food Preparation Facilities") for such purposes.

F. Because ALVORD now is using the kitchen, food-preparation and food-service facilities located in the MPF, the Secondary Food Preparation Facilities now can be made available for use in connection with the Childcare Program or other educational programs at the ILC. CCAG and NPSS have requested that they be permitted to use the Secondary Food Preparation Facilities, and, subject to the terms and conditions set forth herein, ALVORD is amenable to permitting such use. Therefore, this Agreement also sets forth the terms and conditions for use by CCAG and NPSS of the Secondary Food Preparation Facilities, for purposes of the Childcare Program.

## **AGREEMENT**

**NOW**, in consideration of the foregoing Recitals and the respective rights and obligations of the Parties set forth herein, the Parties hereby agree as follows:

### **ARTICLE I**

#### **CCAG AND NPSS USE OF CHILDCARE CENTER**

**1.1 Authorized Uses.** Subject to all other provisions of this Agreement, CCAG and NPSS may use the spaces and areas at the ILC as described in this Article solely for purposes of operating and/or providing the Childcare Program.

**1.2 Permitted Users.** For purposes of this Agreement, the authorization for CCAG and NPSS to use the spaces and areas described in this Article shall be deemed to permit the presence and uses of such spaces and areas by: (i) NPSS's officers, administrators, teachers and volunteers (collectively, "NPSS Staff"); and (ii) NPSS's students, parents or

guardians of NPSS's students, potential enrollees in the Childcare Program and their parents or guardians, and representatives of any governmental, accreditation or similar agency or entity whose presence at the ILC is necessary in connection with the Childcare Program (collectively, "NPSS Visitors").

- 1.3 Administrative Areas.** CCAG and NPSS shall be entitled to exclusive use for purposes of the Childcare Program of the staff space, children's restroom, office and reception/lobby area described in Exhibit A hereto, which consists of a total of approximately 1520 square feet of space ("Administrative Areas").
- 1.4 Childcare Classrooms.** CCAG and NPSS shall be entitled to exclusive use for purposes of the Childcare Program of such number of classrooms in the Childcare Center ("Childcare Classrooms"), out of the total of eight (8) available, as determined by the ILC Coordinating Council (defined in the Joint Use Agreement) based on the requirements of the population to be served and subject to compliance with applicable requirements of the California Department of Social Services, Community Care Licensing Division.
- 1.5 Play Area.** NPSS shall have first priority use, pursuant to State licensing requirements and solely for purposes of the Childcare Program, of the portion of the adjacent play area that is fenced-in and on which RCCD has installed play equipment ("Play Area"). Shared use of that or any other play area at the ILC shall be subject to coordination and scheduling through the ILC Coordinating Council to prevent conflicts between the Childcare Program and ALVORD's programs and services.
- 1.6 Use and Parking of Vehicles.** NPSS Staff and NPSS Visitors are subject to and must comply with all provisions of Article VIII of the Joint Use Agreement relating to use and parking of vehicles at the ILC. For purposes of such provisions, the use and parking of vehicles at the ILC by NPSS Staff and NPSS Visitors shall be deemed and construed to be use and parking by RCCD or for RCCD purposes. Upon request from RCCD, the ILC Coordinating Council shall designate up to five parking spaces at the ILC, not including any of the Reserved Daytime Spaces (defined in the Joint Use Agreement), to be used during Childcare Center operating hours exclusively for purposes of dropping off and picking up Childcare Center students.
- 1.7 Common Areas.** NPSS shall have non-exclusive use of the common areas (defined in the Joint Use Agreement) as reasonably necessary for ingress and egress of NPSS Staff and NPSS Visitors in connection with the Childcare Program.
- 1.8 No Other Uses.** NPSS may not at any time or for any purpose use any of the spaces or areas at the ILC other than: (i) those that NPSS is permitted pursuant to this Article to

use (the "Premises"); and (ii) those that the ILC Coordinating Council authorizes NPSS to use.

**ARTICLE II**  
**CHILDCARE PROGRAM REQUIREMENTS**

- 2.1 Licensing.** NPSS, at its cost and expense, shall be solely responsible for obtaining and maintaining at all times while this Agreement is in effect any and all licenses and other approvals required by the State to operate the Childcare Program in the Childcare Center, and for compliance with any and all federal, State and other governmental requirements applicable to the Childcare Program.
- 2.2 Curriculum.** NPSS shall be responsible for providing a comprehensive curriculum plan that integrates California Preschool Learning Foundations and a transitional program for students in Pre-K to Kindergarten curriculum within local elementary schools; specifically transitional programs tailored to the Kindergarten programs at the Phillip M. Stokoe Elementary School. The curriculum plan is subject to approval by RCCD and the ILC Coordinating Council.
- 2.3 Teacher Requirements.** All Childcare Center teachers must complete a minimum of 12 units equivalent to the Associate Teacher level of the State Child Development permit. There must be a staff development plan in place for professional growth and staff must maintain some form of individualized developmental profiles for children served so that assessment based lesson planning is modeled for RCCD college students.
- 2.4 Observation.** NPSS will allow RCCD employees and its students of Early Childhood Education and Teacher Preparation programs, and/or other future identified partners to observe and film, for educational purposes, NPSS Staff and students. Observation shall be conducted in the observation corridors of the Childcare Center except for those students, pursuant to program curriculum, who are serving internships. Those students will be observing in the Childcare Center classrooms and will have been fingerprinted and/or had background checks done prior to entering the classrooms, pursuant to curriculum requirements and the Joint Use Agreement. NPSS is solely responsible for informing and notifying families of such purposes and obtaining parental consent for said observation and filming. Hours during which such observation and filming is to occur are subject to change upon agreement between RCCD and NPSS.
- 2.5 Hours of Operation.** NPSS hours of operation during which it makes childcare services available pursuant to the Childcare Program will be based on the needs of the clientele it serves, and NPSS must provide written notice to the other two Parties as far in

advance as reasonably possible prior to any change in operating hours.

Notwithstanding the foregoing or anything else, NPSS must offer the Childcare Program services each day, not including any Saturdays or Sundays, that the Phillip M. Stokoe Elementary School is open and conducting elementary-school classes, between the hours of 7:30 a.m. and 4:30 p.m., or as otherwise determined by the ILC Coordinating Council.

- 2.6 Services for Low-Income Families.** So that the Childcare Program's services, to the extent possible, can be made available to low-income families, parents and guardians, NPSS shall make reasonable attempts to secure federal and State funds for such purposes. In no event shall ALVORD be subject to or bound by any requirement of, related to, or arising from any federal or State grant or other funding unless and until the requirement has been disclosed to ALVORD in writing and ALVORD has consented to be bound by or subject to such requirement, which consent ALVORD may grant, deny or condition in its reasonable discretion.
- 2.7 ILC Coordinating Council.** NPSS, CCAG and the Childcare Program shall be subject to the decisions and recommendations of ILC Coordinating Council regarding services, programs or activities that are conducted, offered or sponsored at the ILC, and CCAG and NPSS must otherwise comply with the requirements of Article IV of the Joint Use Agreement. Subject to Section 11.3 herein, the RCCD-appointed members on the ILC Coordinating Council shall represent CCAG's and NPSS's interests.
- 2.8 Consistency with ILC Mission.** Consistent with Section 1.4 of the Joint Use Agreement, although CCAG and NPSS are not public entities, neither CCAG nor NPSS must suffer or permit any of the services, programs, or activities that it offers at the ILC to conflict or interfere with the educational mission and purposes of the ILC.

### **ARTICLE III**

#### **CCAG AND NPSS USE OF SECONDARY FOOD PREPARATION FACILITIES**

- 3.1 Scope of Use and Compliance with Laws.** On and after the Reference Date, CCAG and NPSS may use the Secondary Food Preparation Facilities, including the refrigerator and freezer owned by ALVORD and located therein, but solely in connection with the Childcare Program. CCAG and NPSS must in all respects comply with any and all laws, regulations, rules and other governmental requirements applicable to the Secondary Food Preparation Facilities, the operation of the Secondary Food Preparation Facilities, and, in connection therewith, service of food, beverages and other things, including, without limitation, health-related and safety-related requirements, and requirements for inspection by any governmental entity with competent jurisdiction.

- 3.2 Condition of Secondary Food Preparation Facilities.** The Parties acknowledge and agree that, as of the Reference Date and to the best of their respective knowledge, the Secondary Food Preparation Facilities are in good condition and working order. However, CCAG and NPSS shall be deemed and construed to take the Secondary Food Preparation Facilities in an “as is” and “with all faults” condition, except to the extent that any subsequent negligence or willful misconduct of either ALVORD or RCCD creates any un-healthy or un-safe condition of, in, or at the Secondary Food Preparation Facilities. CCAG and/or NPSS must promptly notify ALVORD, in writing, whenever maintenance or repair of the Secondary Food Preparation Facilities is required or advisable.
- 3.3 Modifications, Fixtures and Equipment.** Except as permitted in accordance with this Agreement, neither CCAG nor NPSS may modify the Secondary Food Preparation Facilities, including, without limitation, installation fixtures therein or thereto. Except upon written consent from ALVORD, neither CCAG nor NPSS may install any cooking or other food-preparation or food-service equipment at or in the Secondary Food Preparation Facilities. Notwithstanding any such consent, CCAG and NPSS, and no other Party, shall be jointly and severally responsible and liable for ensuring that no such equipment creates any health or safety hazard, and CCAG and NPSS must maintain any such equipment in good working order and condition.
- 3.4 CCAG and NPSS Operations.** CCAG and NPSS shall be jointly and severally responsible and liable for operating the Secondary Food Preparation Facilities in a manner that does not result in any illness of any person, injury to any person, damage to any property, un-healthy condition, or un-safe condition; provided that, if the active negligence or willful misconduct of either ALVORD or RCCD is a contributory cause, the Parties shall be responsible and liable on a comparative basis. The requirements of this Section shall be deemed and construed to apply, not as a limitation, to any equipment installed at or in the Secondary Food Preparation Facilities pursuant to Section 3.3 herein. In connection with any such injury, damage or condition, and except to the extent of any comparative liability of the Parties, CCAG and NPSS each hereby waive and release any and all claims against ALVORD and/or RCCD, whether known, unknown or foreseeable as of the Reference Date. With respect to such waiver and release, CCAG and NPSS each hereby also specifically waives the benefit of California Civil Code Section 1542, which provides as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF

EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR."

- 3.5 Maintenance Fee.** Within five days after the Reference Date and each anniversary of the Reference Date thereafter, CCAG and/or NPSS shall pay a maintenance fee to ALVORD in the amount of \$500 ("Annual Maintenance Fee"). CCAG and NPSS shall be jointly and severally liable for payment of the Annual Maintenance Fee. Each Annual Maintenance Fee shall be subject to increase based on any increase over the then-most recent full 12-month period, as reported by the U.S. Department of Labor, Bureau of Labor Statistics, in the Consumer Price Index - All Urban Consumers for the Los Angeles-Riverside-Orange County metropolitan statistical area, not seasonally adjusted, base period 1982-84=100. ALVORD may expend any or all of each such Annual Maintenance Fee for maintenance of the Secondary Food Preparation Facilities or equipment located therein that ALVORD owns, or may accumulate any two or more Annual Maintenance Fees for use for such purposes, or, if not used for such purposes, ALVORD may expend such funds for any lawful purpose.

#### **ARTICLE IV TERM OF AGREEMENT**

- 4.1 Initial Term.** The initial term of this Agreement shall be a period of three years, commencing on July 1, 2010, and ending on June 30, 2013, unless sooner terminated as provided for in this Agreement.
- 4.2 Extensions.** The initial term may be extended or renewed for one or more additional terms, as agreed by the Parties in writing.

#### **ARTICLE V CCAG PAYMENTS FOR USE OF FACILITIES**

- 5.1 Payment Amounts and Timing.**
- 5.1.1 Administrative Areas.** The amount payable by CCAG to RCCD for use of the Administrative Areas shall be \$.50 per square foot, for a total of \$760.00 per month. CCAG's obligation to make payments pursuant to this Subsection shall commence on January 1, 2011.
- 5.1.2 Childcare Classrooms.** The amount payable by CCAG to RCCD for each Childcare Classroom that it uses in accordance with Section 1.4 herein shall be \$335.00 per month. CCAG shall be responsible for paying such amount only for the Childcare Classrooms that it so uses. CCAG's obligation to make payments pursuant to this



Subsection shall commence on the first day of the month following licensure (for example, if licensure is received during the month of November, then payment begins on December 1).

**5.1.3 Utilities, Maintenance and Custodial.** The amount payable by CCAG, to RCCD on account of utilities (i.e., water, gas and electricity), maintenance and custodial services consumed or provided in connection with the Childcare Program shall be a total of \$2,758 per month, based on maximum capacity. This total monthly amount reflects the following associated monthly costs: \$1,986 for custodial; \$57 for custodial supplies and \$715 for utilities. Maximum capacity is based on percentage of total square footage at the ILC (excluding Play Area) utilized by NPSS, when NPSS is operating at full capacity. CCAG's monthly payment hereunder will begin immediately upon occupancy and be pro-rated based on the percentage of square footage they actually occupy until they reach maximum capacity, or six (6) months after receipt of licensure, whichever comes earlier, at which time the full amount of \$2,758 will be due each month. The total amount may increase or decrease annually, to reflect actual costs of such services. RCCD shall provide CCAG and NPSS with 30-day advance written notice of any such cost adjustments.

**5.2 Billing.** Each month, RCCD shall invoice CCAG for amounts due and all payments will be due within thirty (30) days of receipt of invoice. RCCD will charge 2% interest on all past due invoices.

**5.3 Affect on RCCD Payment Obligations.** Nothing in this Agreement shall be deemed or construed to limit, condition or otherwise modify RCCD's obligations to pay or reimburse ALVORD for M&O Costs and/or other costs in accordance with the Joint Use Agreement.

## **ARTICLE VI STANDARDS OF BEHAVIOR**

**6.1 Reasonable Care.** Each of CCAG and NPSS must use reasonable care to ensure that, in connection with the Childcare Program or CCAG and/or NPSS's use of the facilities at the ILC, no item is brought onto or kept in, at, on or around the Childcare Center or other portions of the ILC, and nothing is done in, at, on or around the Childcare Center or other portions of the ILC, that will in any way increase or adversely affect the existing rate or coverage of fire or other insurance covering any portion of the ILC, whether such insurance is maintained by RCCD, ALVORD, or any other party.

- 6.2 Compliance with Laws.** Neither CCAG nor NPSS shall engage in, suffer or permit any use of the Childcare Center or other portions of the ILC, or operate the Childcare Program in any manner, that violates or otherwise is inconsistent with any applicable provisions of the California Education Code or other federal, State or local law or other governmental requirements, including, without limitation, any requirements for licensing and requirements imposed in connection with governmental approvals for operation of the Childcare Program.
- 6.3 Controlled Substances.** Neither smoking, nor possession or consumption of alcoholic beverages or other controlled substances (not including prescription medicines), is allowed on or at the ILC.
- 6.4 Applicable Standards, Policies and Directives.** In addition to any other requirements of this Agreement relating to standards of behavior and decorum at the ILC, NPSS Staff and NPSS Visitors shall be subject to and must comply with all requirements of Article V of the Joint Use Agreement.

## **ARTICLE VII SAFETY AND SECURITY**

- 7.1 Fingerprinting and Background Checks.** Notwithstanding anything to the contrary, NPSS shall be subject to and must comply with the provisions of Subsections (c), (d) and (e) of Section 6.2 of the Joint Use Agreement with respect to any and all of the NPSS Staff.
- 7.2 Additional Requirements.** NPSS shall also be subject to and must comply with all requirements of: (i) Sections 6.1, 6.5, and 6.6 of the Joint Use Agreement; and (ii) Article VII, excluding Sections 7.8 and 7.10, of the Joint Use Agreement.
- 7.3 Identification Badges.** Notwithstanding anything to the contrary in Article VII of the Joint Use Agreement, each and every member of the NPSS Staff must wear an identification badge issued by RCCD. Such badges will initially be issued free of charge, but a fee of \$25.00 will be charged for replacement of each lost or stolen badge.
- 7.4 Visitor Sign-In and Identification.** For purposes of NPSS compliance with the requirements of Subsection (a) of Section 7.9 of the Joint Use Agreement for NPSS to require that its visitors sign-in and wear (and return) identification badges, ALVORD shall make visitor sign-in sheets and identification badges available at the entrance to the Childcare Center as depicted on Exhibit A hereto.

- 7.5 Campus Security.** Security services and/or assistance will be available as provided in Section 6.7 of the Joint Use Agreement. In addition, RCCD will provide a Community Service Officer during the hours of RCCD operation, who will monitor the area occupied by NPSS, while on the premises. However, nothing, whether in this Agreement, the Joint Use Agreement or elsewhere, shall be deemed or construed to constitute a guarantee of the safety or security of any person or property.

**ARTICLE VIII  
REAL AND PERSONAL PROPERTY**

- 8.1 Furniture and Equipment.** CCAG and NPSS shall be responsible for supplying any and all furniture, materials, supplies and other personal property necessary or convenient for NPSS to operate the Childcare Program, including, without limitation, any and all student desks and chairs, teacher/administrator desks and chairs, changing stations, tables, office equipment, curriculum supplies, and any movable playground equipment such as tricycles, toys, etc. Sand boxes will not be allowed on or at the ILC.
- 8.2 IT Infrastructure.** The cabling infrastructure for internet and telephone access is provided in the Childcare Center. CCAG and NPSS shall be responsible for providing its own telephones, telephone service, and computer systems for use at the Childcare Center.
- 8.3 Ownership of Real Property.** Notwithstanding anything to the contrary, ALVORD has and shall at all times retain its fee estate in the Childcare Center, Play Area, and other portions of the ILC that ALVORD owns ("ALVORD Property"), and nothing in this Agreement shall be deemed or construed to result in either CCAG or NPSS having any lease-hold or other estate or interest in the ALVORD Property.
- 8.4 Inspection of Premises.** Regardless of whether CCAG and NPSS have exclusive use of any portion of the Childcare Center, Play Area or other space or area at the ILC, ALVORD and/or RCCD and/or their contractors and consultants shall have the right at any and all times to inspect any or all of the ILC. Such inspections shall be conducted so as to not unreasonably disturb or interfere with CCAG's and/or NPSS's services, programs or activities in connection with the Childcare Program. As provided in Article VII of the Joint Use Agreement, neither CCAG nor NPSS may change any locks or keys for the spaces and areas at the ILC, but, if either does, ALVORD and/or RCCD may enter any such space or area by any convenient means. To the extent any damage results from any such entry, ALVORD shall repair the damage as provided in the Joint Use Agreement and CCAG and/or NPSS shall be jointly and severally liable for reimbursing ALVORD for all costs of such repairs.

- 8.5 Modifications to Real Property.** Under no circumstances may CCAG or NPSS demolish, remove, modify, repair, replace or add improvements to the Childcare Center or other portions of the ILC without the express written consent of ALVORD and RCCD, which ALVORD and RCCD in their sole discretion may grant, deny or condition. The foregoing shall be construed to require ALVORD's and RCCD's consent for attachment of any equipment or other thing, regardless of whether intended to be a fixture, to any wall, floor, ceiling, cabinet, fixture or other surface or element of any building or other improvement, using any bolts, screws, lag-screws, nails, adhesives or other method of attachment that may cause any damage, hole, or mark either initially or upon removal of the equipment or other thing. Any and all such work approved must be performed in accordance with all applicable laws, codes, ordinances and other governmental requirements. This Section shall be deemed and construed to apply to any work necessary to install a clothes washer and/or dryer in the Childcare Center.
- 8.6 Fixtures.** In the event CCAG or NPSS desires to attach any fixture to any of the real property at the ILC, ALVORD may condition its consent pursuant to Section 8.5 herein on its approval of the means and method of attaching such thing and its affect, if any, on the structural integrity of the real property. If ALVORD reasonably determines that any adverse affect on structural integrity is possible, NPSS must provide plans and/or specifications for the attachment, stamped and signed by a qualified and licensed architect or engineer, sufficient to ensure continued structural integrity of the real property. Such architect or engineer either must certify that approval of the attachment by the California Department of General Services, Division of State Architect ("DSA") is not required, or must obtain any necessary DSA approval.
- 8.7 Liens and Other Encumbrances.** Neither CCAG nor NPSS may, under any circumstances: (i) encumber ALVORD's fee estate in the ALVORD Property, including, without limitation, by means of any mortgage, deed of trust, or any other device or instrument; (ii) attempt to, sell, assign, sublease, lease, or otherwise transfer, dispose of or convey any portion of or interest in the ALVORD Property; (iii) suffer or permit to be filed or enforced against any portion of the ALVORD Property any statutory lien for labor or materials (including without limitation any mechanic's or materialmen's lien); or (iv) suffer or permit any claim for damages arising from or out of their use of, or activities on, the ALVORD Property. CCAG and/or NPSS must pay or cause to be paid on a timely basis all bills or claims which could give rise to any such statutory lien or claim for damages. If any such statutory or other lien is filed or asserted against any portion of the ALVORD Property, CCAG and NPSS shall be jointly and severally responsible for causing the same to be fully discharged, by payment, bonding or otherwise, within fifteen days of such filing or assertion, and upon any failure to do so, ALVORD shall have

the right to do so, by payment, bonding or otherwise. CCAG and NPSS shall be jointly and severally responsible for reimbursing to ALVORD all costs and expenses that it incurs in connection with obtaining any such release or discharge, including but not limited to attorneys' fees and expenses. The failure by ALVORD to post or record any notice of non-responsibility or other notice shall not in any manner adversely affect or negate either CCAG's or NPSS's obligations pursuant to this Section or any rights that ALVORD may have in regard thereto.

**8.8 Hazardous Materials.** Neither CCAG nor NPSS, acting for itself or through any contractor, consultant or other person, shall under any circumstances: (i) bring any Hazardous Materials onto any portion of the ILC; or (ii) spill, release or otherwise discharge any Hazardous Materials in, on, under or in the vicinity of the ILC. For purposes of the foregoing, "Hazardous Materials" means any hazardous, explosive, radioactive or toxic substance, material or waste that is regulated by any local governmental authority, the State, or the United States, including, without limitation, any material or substance that is regulated, defined or listed as: (i) a "hazardous waste," "extremely hazardous waste," "restricted hazardous waste," "hazardous substance," "hazardous material," "pollutant" or "contaminant" under any law, rule, regulation, ordinance or court or administrative ruling, notice, order or decision; (ii) a petroleum or a petroleum derivative; (iii) a flammable explosive; (iv) a radioactive material; (v) a polychlorinated biphenyl; or (vi) asbestos, an asbestos derivative or an asbestos containing material. So long as the same are used in accordance with all applicable laws and regulations, the presence on or at the ILC of gasoline, diesel fuel, and common vehicle lubricants and other fluids in the enclosed tanks, hydraulic systems, or other manufactured items (e.g., lead-acid battery) integral to passenger vehicles driven onto and/or parked at the ILC shall not constitute a violation of the foregoing prohibition.

**8.9 Surrender of Premises.** Upon the expiration or termination of this Agreement, CCAG and NPSS must quit and surrender the Childcare Center, Play Area and other portions of the ILC that it is authorized to use pursuant to this Agreement, and at such time those premises must be in a condition at least as good as existed on the date CCAG and/or NPSS first entered in and upon the ILC property pursuant to this Agreement, less ordinary wear and tear.

## **ARTICLE IX MAINTENANCE AND REPAIR**

**9.1 Maintenance of Childcare Center.** ALVORD shall be responsible for maintaining the Childcare Center, including, without limitation, providing custodial services, as provided in the Joint Use Agreement. The Parties acknowledge that good building-maintenance

practices may require that ALVORD operate heating, ventilation and air-conditioning in Childcare Classrooms not then being used for purposes of the Childcare Program. Custodial services shall include, without limitation, providing paper towels, toilet paper, soap, cleaning supplies and equipment, *et cetera*, for the Childcare Center. ALVORD shall provide custodial services and otherwise maintain the Childcare Center as provided in the Joint Use Agreement. To the extent ALVORD consents to providing custodial or other services for the Childcare Center that are in excess of what ALVORD normally would provide, RCCD must reimburse ALVORD for the full costs of such excess services, as provided in the Joint Use Agreement. RCCD, CCAG and/or NPSS may contract (whether, as applicable, by force account or with an outside vendor) for custodial services in excess of what ALVORD provides only upon ALVORD's advance written consent, which consent ALVORD in its reasonable discretion may grant, deny or condition, including, without limitation, imposing conditions for bonding and/or fingerprinting and criminal-history background checks.

**9.2 *Repair of Childcare Center.*** ALVORD shall be responsible for repairing any and all damage to the Childcare Center, Play Area and other portions of the ILC, regardless of the cause of the damage, as provided in the Joint Use Agreement. NPSS must immediately notify RCCD and ALVORD of any and all damage to the Childcare Center, Play Area, or other portions of the ILC, of which NPSS becomes aware.

**9.3 *CCAG and NPSS Personal Property.*** CCAG and NPSS, at their own cost and expense, shall be responsible for maintaining and repairing any and all computers, copiers, printers, facsimile machines and other non-building systems, equipment and other personal property that CCAG and/or NPSS owns, leases or otherwise has provided for use at the Childcare Center, Play Area or other portions of the ILC, regardless of the cause of any damage.

**9.4 *Responsibility for Repair Costs.*** CCAG and NPSS shall be jointly and severally responsible for the costs to repair any and all damages to any of the facilities, fixtures, equipment or grounds at the ILC caused by or resulting from any act of CCAG, NPSS, any NPSS Staff or NPSS Visitor, or any other person who is present at the ILC as a result or consequence of any service, program or activity conducted, offered or sponsored by CCAG or NPSS. CCAG and NPSS, on a joint and several basis, shall be solely responsible for any damage arising from the installation and/or use in the Childcare Center of a clothes washer and/or dryer. If damage occurs to an item or thing during any period when the item or thing was controlled by CCAG and/or NPSS, or was being used by or for purposes of CCAG and/or NPSS, there shall be a rebuttable presumption that the use resulted in the damage and that CCAG and NPSS are responsible for the cost to repair the item or thing. In the event any damage to the facilities, fixtures, equipment or

grounds at the ILC is the result of any cause other than the foregoing, including without limitation, any natural cause (e.g., storm, wildfire, earthquake, et cetera), or if the Parties reasonably are unable to determine the cause of any damage, CCAG and NPSS shall be jointly and severally responsible for the cost incurred in repairing the damage. Except in the event of an emergency or when immediate repairs are necessary to prevent additional damage to property or injury to any person, the Parties shall confer and agree as to the cause of any damage and estimated cost to repair such damage prior to undertaking any repairs.

## **ARTICLE X INSURANCE COVERAGE**

- 10.1 *Applicable Requirements.*** Notwithstanding that Article XII of the Joint Use Agreement by its terms applies to ALVORD and RCCD, each of CCAG and NPSS shall, except as provided in this Article X, be subject to and must comply with all requirements of Article XII of the Joint Use Agreement.
- 10.2 *Minimum Coverage Limits.*** Each Liability Policy (defined in the Joint Use Agreement) maintained by CCAG and NPSS must have coverage limits of not less than one million dollars per occurrence and three million dollars aggregate. Each Vehicle Policy (defined in the Joint Use Agreement) maintained by CCAG and NPSS must have coverage limits of not less than five-hundred thousand dollars per occurrence and one million dollars aggregate.
- 10.3 *Other Requirements.*** Neither CCAG nor NPSS may maintain the insurance required by this Article X through self-insurance or through a joint-powers insurance cooperative. Any and all deductibles or self-insured retentions applicable to CCAG's or NPSS's Liability Policy or Vehicle Policy must be reasonable and are subject to approval in advance by ALVORD and RCCD, but in no event may any deductible or retention amount exceed two and one-half percent of the applicable per-occurrence coverage limit. CCAG and NPSS must have all required insurance in effect, and must provide Certificates of Insurance (defined in the Joint Use Agreement) to ALVORD and RCCD, prior to entering in or on the ILC for any purposes of this Agreement. CCAG and NPSS must maintain the required insurance in effect at all times that this Agreement remains in effect.
- 10.4 *Failure to Maintain Insurance.*** Any failure by CCAG or NPSS to obtain and maintain, in full accordance with this Article X, the insurance coverage that it is required to obtain and maintain pursuant to this Article X shall be deemed a material breach by it of its obligations pursuant to this Agreement.

**10.5 Insurance Not a Limitation on Liability.** Neither any insurance coverage to be maintained by CCAG or NPSS in accordance with this Article X, nor any proceeds thereof, shall be deemed or construed to limit CCAG's and/or NPSS's liability or responsibility pursuant to this Agreement, in connection with the Childcare Program, or otherwise.

**ARTICLE XI  
INDEMNIFICATION AND DEFENSE**

**11.1 General Indemnification Requirements.** Except as provided in this Article XI, each Party, with respect to any and all claims, demands, actions, governmental proceedings, judgments, damages, costs, expenses (including, without limitation, attorneys' fees and expenses), and other liabilities of any nature arising from any act(s) or omission(s) of such Party in connection with this Agreement, shall indemnify, defend, and hold-harmless the other Parties and, as applicable, their respective governing boards, governing board members, officers, employees and agents, and each of them, as provided in Article XI of the Joint Use Agreement. For purposes of this Article XI, and notwithstanding that Article XI of the Joint Use Agreement by its terms applies only to ALVORD and RCCD, the provisions of Article XI of the Joint Use Agreement shall be construed to apply to and require compliance by each of CCAG and NPSS with its provisions.

**11.2 Requirements Applicable to Observation of Students and Others.**

**11.2.1 Indemnification of RCCD, CCAG and NPSS.** Notwithstanding Section 11.1 herein or anything else that may be construed to the contrary, CCAG, NPSS and RCCD (as "Indemnitor") each shall indemnify, defend and hold-harmless the other (as "Indemnitee") and, as applicable, its governing board, governing board members, officers, employees and agents, and each of them, from and against, any and all claims, demands, actions, governmental proceedings, judgments, damages, costs, expenses (including, without limitation, attorneys' fees and expenses), and other liabilities of any nature arising from any negligence or willful misconduct of the Indemnitor or, as applicable, its governing board, governing board members, officers, employees or agents in connection with the observation, filming, or photographing of any student or other person as described in Section 2.4 herein, including, without limitation: (i) any failure to obtain consent, informed consent or complete consent for any such activities; (ii) any release or failure to adequately secure or protect any film, photographs or other depictions or records relating to or arising from such activities; and (iii) any misuse or other adverse consequences of any such depictions or records. However, to the extent the negligence and/or willful misconduct of two or more of CCAG, NPSS and RCCD, or those for whom they are responsible pursuant to this Section, contribute to



any such liability, then CCAG, NPSS and RCCD shall be responsible and liable on a comparative basis.

**11.2.2 Indemnification of ALVORD.** Notwithstanding Section 11.1 herein or anything else that may be construed to the contrary, CCAG, NPSS and RCCD, on a joint and several basis, shall be solely responsible for, and shall indemnify, defend and hold-harmless ALVORD and its governing board, governing board members, officers, employees and agents (each an "ALVORD Agent"), and each of them, from and against, any and all claims, demands, actions, governmental proceedings, judgments, damages, costs, expenses (including, without limitation, attorneys' fees and expenses), and other liabilities of any nature related to or arising from the observation, filming, or photographing of any student or other person as described in Section 2.4 herein, including, without limitation: (i) any failure to obtain consent, informed consent or complete consent for any such activities; (ii) any release or failure to adequately secure or protect any film, photographs or other depictions or records relating to or arising from such activities; and (iii) any misuse or other adverse consequences of any such depictions or records. However, none of CCAG, NPSS and RCCD shall be liable pursuant to this Section to the extent any such liability results solely from the active negligence or willful misconduct of ALVORD or any of the ALVORD Agents.

**11.3 Requirements Applicable to Disputes Between RCCD, CCAG and/or NPSS.**

Notwithstanding Section 11.1 herein or anything else that may be construed to the contrary, CCAG, NPSS and RCCD, on a joint and several basis, shall be solely responsible for, and shall indemnify, defend and hold-harmless ALVORD and the ALVORD Agents, and each of them, from and against, any and all claims, demands, actions, governmental proceedings, judgments, damages, costs, expenses (including, without limitation, attorneys' fees and expenses), and other liabilities of any nature related to or arising from any disputes between RCCD, CCAG, and NPSS, including, without limitation, any disputes arising from RCCD representation of CCAG and/or NPSS on the ILC Coordinating Council as described in Section 2.7 herein.

**11.4 Defense of ALVORD and RCCD.** Any defense by CCAG and/or NPSS of ALVORD and/or any of the ALVORD Agents, and/or of RCCD and/or any of RCCD's governing board, governing board members, officers, employees or agents, pursuant to this Article XI must be by qualified and experienced legal counsel reasonably acceptable to, as applicable, ALVORD or RCCD, but selected and retained at CCAG's and/or NPSS's sole cost and expense. CCAG's and NPSS's obligations pursuant to this Section include the obligation to reimburse to ALVORD and/or RCCD the costs they may incur in having their own legal counsel monitor and, as necessary, participate in any such defense.

**ARTICLE XII**  
**DEFAULT, OPPORTUNITY TO CURE, AND DISPUTE RESOLUTION**

**12.1 Events of Default.** Each of the following events with respect to a Party shall be deemed a default by such Party in regard to its obligations pursuant to this Agreement (each an "Event of Default"):

- (i) The Party fails, within the time required, to pay any undisputed or unexcused payment due or asserted to be due to another Party, or any undisputed or unexcused portion of a payment due or asserted to be due to another Party pursuant to this Agreement; or
- (ii) The Party fails to perform or observe any covenant, condition or agreement to be performed or observed by such Party pursuant to this Agreement, and such failure materially and adversely affects another Party's rights; or
- (iii) In the case of CCAG and NPSS, any activity by either of them at the ILC substantially and adversely disturbs or interferes with, or, after being asked to stop, repeatedly disturbs or interferes with, any other service, program or activity authorized to be conducted, offered or sponsored at the ILC; or
- (iv) Any statement, representation or warranty by the Party and set forth in this Agreement is determined to be intentionally misleading or erroneous in any material respect and materially and adversely affects another Party's rights; or
- (v) The Party makes any general assignment for the benefit of creditors, any voluntary or involuntary petition for bankruptcy or for reorganization pursuant to federal bankruptcy law is filed and not withdrawn or dismissed within sixty days of filing, a court of competent jurisdiction appoints a trustee or receiver to manage or control all or substantially all of the Party's assets, all or substantially all of the Party's assets are subject to attachment, execution or other judicial seizure, or a court of competent jurisdiction determines that such Party has become insolvent or unable to pay its debts when due.

**12.2 Notice and Opportunity to Cure.** If a Party is alleged to be responsible for an Event of Default ("Defaulting Party"), any other Party ("Non-Defaulting Party") may provide written notice thereof to the Defaulting Party, specifying in reasonable detail the nature and extent of the alleged default ("Notice of Default"). The Defaulting Party must cure the Event of Default: (i) within a reasonable time or within such time as specified in the

Notice of Default in the case of a default creating a dangerous condition or situation; (ii) within fourteen days after receipt of the Notice of Default in the case of a monetary default (i.e., failure to pay money or secure the payment of money); or (iii) within thirty days after receipt of the Notice of Default in the case of any other default. If the Defaulting Party fails to complete a cure within the time required by this Section, the Non-Defaulting Party in its discretion may initiate the dispute resolution provisions set forth in Section 12.3 herein. The giving of a Notice of Default and the period for cure of the Event of Default in accordance with this Section 12.2 shall be a condition precedent to the Non-Defaulting Party exercising any available remedy in response to the Event of Default. Nothing herein shall be construed to prohibit the Defaulting Party from disputing that an Event of Default has occurred.

### **12.3 Dispute Resolution.**

**12.3.1 Disputes Involving All of the Parties.** If a dispute that arises out of or relates to this Agreement ("Dispute") reasonably involves or includes all of the Parties, the Dispute shall be resolved as provided in Section 13.6 of the Joint Use Agreement, and each of CCAG and NPSS shall be responsible for compliance with substantive and procedural requirements of that Section. In such event, Subsection (c) of Section 13.5, and Sections 13.7 and 13.8, of the Joint Use Agreement shall apply not only to ALVORD and RCCD, but also to CCAG and NPSS.

**12.3.2 Disputes Involving Only RCCD and NPSS or CCAG.** If a Dispute reasonably involves or includes only RCCD and NPSS or CCAG, the Dispute shall be resolved as provided in Section 13.6 of the Joint Use Agreement, and CCAG and NPSS shall be responsible for compliance with substantive and procedural requirements of that Section. In such event, Subsection (c) of Section 13.5, and Sections 13.7 and 13.8, of the Joint Use Agreement shall apply to RCCD, NPSS and CCAG.

**12.3.3 Disputes Involving Only ALVORD and NPSS or CCAG.** If a Dispute reasonably involves or includes only ALVORD and NPSS and/or CCAG, the Dispute may be resolved in any manner as permitted by law and this Agreement, and each such Party shall be entitled to any and all rights and defenses as permitted by law and this Agreement. In no event shall RCCD be deemed or construed to be involved in a Dispute between ALVORD and NPSS and/or CCAG merely because the Childcare Program may be considered as being conducted under the auspices of, or in connection with any programs of, RCCD.

**12.3.4 Disputes Involving Only ALVORD and RCCD.** If a Dispute involves or includes only ALVORD and RCCD, and not NPSS or CCAG, the Dispute shall be resolved as provided in Article XIII of the Joint Use Agreement. In no event shall NPSS or CCAG be deemed or construed to be involved in a Dispute between ALVORD and RCCD merely because the Childcare Program may be considered as being conducted under the auspices of, or in connection with any programs of, RCCD.

**ARTICLE XIII  
EARLY TERMINATION OF AGREEMENT**

- 13.1 Discretionary Termination by RCCD, NPSS or CCAG.** Any of NPSS, CCAG or RCCD may terminate this Agreement by giving written notice of termination to the other Parties, no later than March 1 of any particular school year, to be effective as of the end of such school year. For purposes of the foregoing, a school year shall be deemed to commence on July 1 in any particular year and to end on the following June 30.
- 13.2 Termination Due to Termination of Joint Use Agreement.** In the event, for whatever reason, the Joint Use Agreement is terminated, the terminating party, or ALVORD if the termination did not result from an action by ALVORD or RCCD, shall give written notice to CCAG and NPSS that this Agreement is thereby terminated effective thirty days from the date of such notice. In such event, ALVORD, CCAG and NPSS may agree to enter into a separate written agreement to provide for continued use of the Childcare Center by CCAG and/or NPSS.
- 13.3 Termination by ALVORD or RCCD for CCAG or NPSS Breach.** If, after notice and opportunity to cure as provided in this Agreement, CCAG or NPSS fails to cure any Event of Default within the required time and to ALVORD's and RCCD's reasonable satisfaction, either ALVORD or RCCD may terminate this Agreement by providing written notice of termination to all other Parties, which termination shall be effective immediately upon receipt by them or as of a later date that may be specified in the notice.
- 13.4 Removal of CCAG and NPSS Property.** Within thirty days of the effective date of the expiration (without extension or renewal) or earlier termination of this Agreement, CCAG and NPSS must remove any and all of their personal property from the Childcare Center. ALVORD and RCCD, without any liability or responsibility to CCAG or NPSS, will jointly agree to, or if they cannot so agree, ALVORD will, keep, give away, sell or otherwise dispose of any and all personal property that remains at or in the Childcare Center or other portions of the ILC after such 30-day period, regardless of whether such

property is owned by, or was originally controlled or brought to the ILC by, CCAG, NPSS, RCCD or any other person or entity.

**ARTICLE XIV**  
**INTERPRETATION OF AGREEMENT**

- 14.1 Incorporation of Recitals.** Each of the Recitals set forth in this Agreement, and Exhibit A referenced herein and attached hereto, are hereby incorporated as effective and operative provisions of this Agreement.
- 14.2 Applicability of Joint Use Agreement.** This Agreement and CCAG's and NPSS's abilities and rights to use the facilities at the ILC as permitted pursuant to this Agreement are subject to all provisions of the Joint Use Agreement and any and all actions taken and/or determinations made by ALVORD and/or RCCD pursuant to the Joint Use Agreement. By entering into this Agreement, each of CCAG and NPSS represents and warrants that it has read and understands the Joint Use Agreement, and each agrees that, except as expressly provided herein, the Joint Use Agreement shall apply to CCAG, NPSS and the Childcare Program, and that it shall comply with the applicable requirements of the Joint Use Agreement.
- 14.3 Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the Parties with respect to use of facilities at the ILC by CCAG and NPSS. This Agreement supersedes and replaces all prior negotiations, understandings, discussions and agreements, written or oral, with respect to such subject matter, except as they are included in this Agreement. With respect solely to matters expressly addressed in this Agreement, in the event of a conflict between any provision of this Agreement and any provision of the Joint Use Agreement, the provision set forth in this Agreement shall govern, but otherwise this Agreement shall not be deemed or construed to supersede the Joint Use Agreement.
- 14.4 Interpretation.** In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly and no ambiguity shall be resolved against any Party on the premise that it or its attorneys were responsible for drafting this Agreement or any provision herein. The captions or headings set forth in this Agreement are for convenience only and in no way define or limit the scope or intent of any Articles, Sections, Subsections or other provisions herein. Unless specified otherwise, any reference in this Agreement to an Article, Section, Subsection, or other provision shall be construed as a reference to a provision of this Agreement. Where required by context in this Agreement, any reference in the singular sense shall include the plural,

and any reference in the plural sense shall include the singular. Except as expressly provided in this Agreement, any reference in this Agreement to a period of days shall be construed to mean a period of consecutive calendar days, not business or work days.

- 14.5 Time is of the Essence.** Time is of the essence with respect to each and every obligation of the Parties pursuant to this Agreement. Notwithstanding the foregoing, the Parties may agree in writing to extend any time period for performance of an obligation that is set forth in this Agreement.
- 14.6 Severability.** If any Article, Section, Subsection, or other provision of this Agreement is held by a court of competent jurisdiction to be illegal, null or void, or in violation of public policy, the remaining provisions herein shall not be affected thereby.
- 14.7 Governing Law/Venue.** This Agreement and all rights and obligations arising out of it shall be construed in accordance with the laws of the State, and any litigation, arbitration, mediation or other proceeding arising from this Agreement must be initiated and conducted only in the County of Riverside.
- 14.8 Waiver.** In order to be enforceable, any waiver by a Party of any right set forth in this Agreement must be in writing and signed by a duly-authorized representative of such Party. The failure of any Party to require performance of any term, condition, restriction, or provision herein, in any certain instance or on any particular occasion, shall not be deemed a waiver of any right to require such performance, with respect to that or any future breach of the same or any other term, condition, restriction or provision herein.
- 14.9 Representation by Independent Counsel.** Each Party acknowledges and agrees that, in negotiating and entering into this Agreement, it has been represented by independent legal counsel of its own choice and that it has executed this Agreement with the consent of and/or upon the advice of its legal counsel.
- 14.10 No Third-Party Beneficiaries.** The Parties have entered into this Agreement solely for their own benefit, and no third-party shall be entitled, directly or indirectly, to base any claim or to have any right arising from, or related to, this Agreement.

**ARTICLE XV  
MISCELLANEOUS PROVISIONS**

- 15.1 Agreement is Public Record.** Each of CCAG and NPSS acknowledges that this Agreement is a public record within the meaning of the California Public Records Act, Government Code Section 6250 *et seq.*, and that it may be disclosed as permitted by law.
- 15.2 Parties to Comply With Law.** In taking any action pursuant to, in performance of, or in connection with this Agreement, each Party, at its own cost and expense, must comply with all applicable federal, State and local laws, ordinances, rules and regulations, either now in effect or that may hereinafter be promulgated or enacted.
- 15.3 Assignment/Delegation.** Except as provided herein, no Party may assign any of its rights, or delegate any of its obligations, pursuant to this Agreement without the express written consent of the other Parties. ALVORD, without need for consent of the other Parties, may assign this Agreement to another public educational entity in the event of a reorganization of school districts pursuant to Education Code Sections 35500 *et seq.* or 35700 *et seq.*
- 15.4 Independent Contractors.** CCAG and NPSS are independent contractors and neither shall be deemed or construed to be a partner, employee, general agent or general representative of either ALVORD or RCCD. Any and all NPSS Staff shall at all times be subject to the exclusive direction and control of NPSS with respect to the performance of their respective duties. (However, the foregoing shall not be deemed or construed to prohibit or limit ALVORD's or RCCD's rights to enforce applicable standards of behavior or similar requirements or controls.) NPSS shall pay or otherwise be responsible for all wages, salaries and other amounts due to, or on account of, any and all of the NPSS Staff. NPSS shall be responsible for all reporting and other obligations with respect to the NPSS Staff, including, but not limited to, social security taxes, income tax withholdings, unemployment insurance, and workers' compensation insurance.
- 15.5 Responsibility for Taxes and Other Charges.** CCAG and NPSS, on a joint and several basis, shall be solely responsible for and must pay all taxes, assessments, fees, and other charges of any type or nature that are levied in connection with use by either of any of the facilities at the ILC, including, without limitation, any personal property and/or income taxes attributable to such use or to the Childcare Program. Because the ILC is public property that is exempt from property taxes, entering into this Agreement may result in the assessment of "possessory interest" or similar taxes pursuant to Revenue and Taxation Code Section 107 *et seq.* or other applicable law, and CCAG and NPSS shall at all times be responsible for paying any and all such possessory interest or similar taxes. Should CCAG and/or NPSS under the terms of this Agreement be eligible for tax

exempt status granted by the County of Riverside, RCCD and ALVORD shall reasonably cooperate with CCAG and/or NPSS in filing exemption notices with Riverside County.

**15.6 Notices.** All notices and demands required or permitted to be given pursuant to this Agreement must be in writing, must be addressed as provided in this Section, and must be delivered by: (i) personal delivery, signature of recipient on electronic or other receipt required; (ii) registered or certified U.S. Mail, postage prepaid, signature on return receipt required; or (iii) FedEx, U.P.S. or other reliable overnight delivery service, signature of recipient on electronic or other receipt required. Any such notice shall be deemed given or served only upon actual receipt by the addressee, and acceptance by an employee or other representative of the addressee shall be deemed to be receipt by the addressee. No Party or any of its representatives shall attempt to avoid receipt of notice, including, without limitation, by refusing to accept any notice or to sign any required receipt. This Section shall not be deemed or construed to apply to: (i) day-to-day communications between two or more of the Parties that are necessary or convenient for administration of this Agreement; or (ii) service of process in accordance with any applicable law or rule of court. Any Party that sends a notice to another Party must send copies of that notice to all other Parties. A Party may change the name of its representative, or its address to which notices should be sent, by giving notice in accordance with this Section. As applicable, notices must be addressed as follows:

If to NPSS: Dr. Sheri A. Senter  
National Pediatric Support Services, Inc.  
150 Paularino Avenue, D-179  
Costa Mesa, CA 92626

If to CCAG: Gary Nobbe  
The Child Care Amenity Group, Inc.  
150 Paularino Avenue, Suite 184  
Costa Mesa, CA 92626

If to RCCD: Dr. Marilyn Martinez-Flores  
Dean, Academic Support  
Riverside Community College District  
4800 Magnolia Ave.  
Riverside, CA 92506

If to ALVORD: Alvord Unified School District  
Attention: Superintendent  
10365 Keller Avenue



Riverside, CA 92505

**15.7 Non-Discrimination.** Each Party agrees that, in connection with this Agreement:

There shall be no discrimination against or segregation of any person or group of persons, on account of race, color, creed, ethnicity, national origin, ancestry, religion, gender, sexual orientation, age, disability, or marital status, in the use, occupancy or enjoyment of the Childcare Center, Play Area or other portions of the ILC that NPSS is authorized to use pursuant to this Agreement.

**15.8 Amendment.** This Agreement may be modified or amended only by duly-authorized written agreement(s) of all Parties.

**15.9 Counterparts.** This Agreement may be executed in any number of counterparts each of which shall be deemed an original and all of which shall constitute one and the same agreement with the same effect as if all Parties had signed the same signature page. Counterpart signature pages may be combined to physically form one or more copies of this Agreement including original signatures of all the Parties.

**15.10 Authority of Parties to Enter Into Agreement.** Each Party hereby represents and warrants to the other Parties that it has the full right and authority to enter into this Agreement and to perform the obligations that it hereby undertakes.

**15.11 Authority of Signatories.** Each individual that has signed this Agreement on behalf of a Party hereby represents and warrants that he or she has been duly authorized by such Party to sign, and thereby bind such Party to, this Agreement.

**IN WITNESS WHEREOF,** the Parties have executed this Agreement as evidenced by the signatures of their duly-authorized representatives below.

***Alvord Unified School District***

By: \_\_\_\_\_  
Wendel W. Tucker, Ph.D.  
Superintendent

***Riverside Community College District***

By: \_\_\_\_\_  
James L. Buysse, Vice Chancellor,  
Administration and Finance

***The Child Care Amenity Group, Inc.***

By: \_\_\_\_\_  
Gary Nobbe, Executive Director,  
CEO

***National Pediatric Support Services, Inc.***

By: \_\_\_\_\_  
Sheri A. Senter, Chief Executive  
Officer

***EXHIBIT "A"***

***Depiction of Childcare Area and Play Area***

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: June 21, 2011

Subject: Temporary Loans - Potential General Fund Cash Shortage Arising from State Apportionment Deferrals - Resolution No. 61-10/11

Background: The State steadily increased the annual apportionment deferral level imposed on California community colleges from \$200 million in FY 2004-2005 to \$832 million in FY 2010-2011.

The Governor's January budget proposal for FY 2011-2012 called for additional apportionment deferrals of \$129 million in FY 2011-2012 which, if enacted, would result in total apportionment deferrals of \$26.6 million for the District.

The Governor's May Revision budget proposal calls for reducing apportionment deferrals by \$350 million from the January proposed level. If enacted, apportionment deferrals for the District would be approximately \$18.3 million for FY 2011-2012.

The District again will experience cash flow shortfalls and/or deficits periodically during FY 2011-2012 due to the apparent permanency of apportionment deferrals as a State budget balancing strategy along with the State's annual inability to adopt a timely budget. As a means of mitigating the impact of these events, the Board authorized issuance of a Tax Revenue Anticipation Note (TRAN) in March 2011.

In prior years, the Board has also authorized temporary loans from Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) to provide staff with additional flexibility in managing cash flow. Staff is again seeking authorization from the Board to temporarily borrow an amount not to exceed \$5,000,000 from Fund 41 (Resource 4130) and an amount not to exceed \$6,000,000 from Fund 61 (Resources 6100 and 6110) to cover cash deficits in the Unrestricted and Restricted Operating Funds (Funds 11 and 12) should the need arise during fiscal year 2011-2012.

Recommended Action: It is recommended that the Board of Trustees approve Resolution No. 61-10/11 authorizing temporary loans for FY 2011-2012 from Fund 41 (Resource 4130 - La Sierra Capital) in an amount not to exceed \$5,000,000 and an amount not to exceed \$6,000,000 from Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) to cover cash deficits in the Unrestricted and Restricted Operating Funds (Funds 11 and 12) as needed to mitigate cash shortages arising from apportionment deferrals and a potential late State budget, including interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer, with said loans to be repaid to Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) from the District's apportionment allocations.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: June 21, 2011

Subject: Temporary Loans - Potential General Fund Cash Shortage Arising from State  
Apportionment Deferrals - Resolution No. 61-10/11 (continued)

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

RESOLUTION FOR TEMPORARY LOANS

RESOLUTION No. 61-10/11

Temporary Loans - Potential General Fund Cash Shortage Arising  
from State Apportionment Deferrals

WHEREAS the State of California has imposed deferred apportionment payments on the District; and

WHEREAS the deferred apportionment payments create the potential for cash flow shortages in the District's Unrestricted and Restricted Operating Funds (Funds 11 and 12) which would negatively impact the District's ability to meet its financial obligations; and

WHEREAS the governing board of the Riverside Community College District has determined that temporary loans to the Unrestricted and Restricted Operating Funds (Funds 11 and 12) in the aggregate amount not to exceed \$11,000,000 may be necessary for purposes of cash flow during fiscal year 2011-2012; and

WHEREAS the governing board of the Riverside Community College District has determined that sufficient funds exist in Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) to provide temporary loans.

NOW, THEREFORE, BE IT RESOLVED that temporary loans in the aggregate amount not to exceed \$11,000,000 to the Unrestricted and Restricted Operating Funds (Funds 11 and 12) from Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) be approved, with said loans to be repaid with interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 21, 2011.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-7-b

Date: June 21, 2011

Subject: Temporary Loans - Potential Child Care Fund Cash Shortage - Resolution  
No. 66-10/11

Background: It is anticipated that the Child Care Fund may experience periods of cash flow shortages during the fiscal year 2011-2012 primarily due to timing differences between when revenues are received and when disbursements are made. Disbursements are made relatively consistently each month, whereas revenues are received more sporadically throughout the year.

A significant source of child care revenues, State Child Care Tax Bailout, is tied to the State Budget. If an approved State Budget is delayed, as it has been in past few years, this source of funding will also be delayed.

Staff is seeking authorization to temporarily borrow an amount not to exceed \$100,000 from Fund 11, Resource 1000 (Unrestricted Operating Fund) to cover short-term cash deficits in Fund 33, Resource 3300 (Child Care) should the need arise.

Recommended Action: It is recommended that the Board of Trustees approve Resolution No. 66-10/11 authorizing temporary loans in FY 2011-2012 from Fund 11, Resource 1000 (Unrestricted General Operating) to Fund 33, Resource 3300 (Child Care) in the aggregate amount not to exceed \$100,000 as needed to mitigate cash shortages arising from the timing of cash receipts and cash disbursements, including interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer, with said loans to be repaid to Fund 11, Resource 1000 from the subsequent cash receipts received in the Child Care Fund.

Gregory W. Gray  
Chancellor

Prepared by: Aaron S. Brown  
Associate Vice Chancellor, Finance

Bill J. Bogle, Jr.  
Controller

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION FOR TEMPORARY LOANS

RESOLUTION No. 66-10/11

Temporary Loans - Potential Child Care Fund Cash Shortage

WHEREAS the timing of child care cash receipts and disbursements create the potential for cash flow shortages in Fund 33, Resource 3300 (Child Care); and

WHEREAS the timing of when a significant source of revenue for the child care operation (Child Care Tax Bailout) is dependent on the adoption of a State budget, which has often been delayed; and

WHEREAS District operating support transfers previously used to mitigate cash flow timing differences in Fund 33, Resource 3300 (Child Care) have been eliminated for FY 2011-2012; and

WHEREAS the governing board of Riverside Community College District has determined that sufficient funds exist in Fund 11, Resource 1000 (Unrestricted Operating Fund) to provide temporary loans.

NOW, THEREFORE, BE IT RESOLVED that temporary loans in the aggregate amount not to exceed \$100,000 to Fund 33, Resource 3300 (Child Care Fund) from Fund 11, Resource 1000 (Unrestricted Operating Fund) be approved, with said loans to be repaid with interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 21, 2011.

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Clerk or Authorized Agent



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-7-c

Date: June 21, 2011

Subject: Signature Authorization

Background: Education Code Sections 81655, 85232 and 85233 specify that authorization can be given to designated District administrators to sign orders drawn on District funds and notices of employment.

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

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

Gregory W. Gray	Chancellor
James L. Buysse	Vice Chancellor, Administration and Finance
Reza Maghroori	Provost/Vice Chancellor, Educational Services
Melissa Kane	Vice Chancellor, Diversity and Human Resources
Aaron S. Brown	Associate Vice Chancellor, Finance
Bill J. Bogle, Jr.	Controller

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

Orin Williams	Associate Vice Chancellor, Facilities Planning and Development	Change Orders
Arturo Alcaraz	Director, Diversity and Human Resources	Self-Insurance Funds and Section 125 Plan - Wire Transfer Documents
Khaled Khalil	Payroll Manager	Salary Payment Orders, Notices of Employment, Vendor Warrant Orders, and Purchase Orders

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-7-c

Date: June 21, 2011

Subject: Signature Authorization (continued)

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

Majd Askar	Purchasing Manager	Purchase Orders
John Tillquist	Dean, Economic Development	Customized Solutions and Community Education Professional Services Agreements

Gregory W. Gray  
Chancellor

Prepared by: Aaron S. Brown  
Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-7-d

Date: June 21, 2011

Subject: Surplus Property

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

Recommended Action: It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

Gregory W. Gray  
Chancellor

Prepared by: Bill J. Bogle, Jr.  
Controller

## Surplus Property

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR	VX720	P005025058	015298
1	GATEWAY	MONITOR	VX720	P005024842	015304
1	GATEWAY	MONITOR	VX720	P005024807	015307
1	GATEWAY	MONITOR	VX720	P005025035	015312
1	GATEWAY	MONITOR	VX720	P005024820	015315
1	GATEWAY	MONITOR	VX720	P005025012	015378
1	GATEWAY	CPU	E4200-600	0017733958	014510
1	GATEWAY	MONITOR	VX700	P002220087	014785
1	DELL	MONITOR	1501	TW-0532OU-47800-014-LOUY	014627
1	DELL	MONITOR	1501	TW-0532OU-47800-014-LOV1	014631
1	GATEWAY	MONITOR	EV700	MIABJA489601	014880
1	GATEWAY	MONITOR	EV700	MIABJA004168	014904
1	GATEWAY	MONITOR	EV700	MIABJA086214	014924
1	GATEWAY	MONITOR	EV700	MIABJA087250	014936
1	GATEWAY	CPU	E3200-550	0014411671	014026
1	GATEWAY	CPU	E3200-550	0014411673	014404
1	GATEWAY	CPU	EV700	MIABJ5281877	014383
1	GATEWAY	MONITOR	EV700	MIABJ5282456	014385
1	GATEWAY	MONITOR	EV700	MIABJ5282994	014387
1	GATEWAY	MONITOR	EV700	MIABJ5268879	014405
1	GATEWAY	MONITOR	EV700	17004A907411	014481
1	PHILIPS	TV	PA7027	19270364	014185
1	SHARP	VCR	XA-705	908720131	014167
1	SHARP	DVD PLAYER	DV-770U	003711200	015133
1	SHARP	DVD PLAYER	DV-770U	003711354	015134
1	SHARP	DVD PLAYER	DV-770U	003711374	015135
1	HP	SCANNER	5300CSE	TW9C410824	015530
1	GATEWAY	MONITOR	VX700	P912171821	012793
1	GATEWAY	MONITOR	FPD1570	KUL5033D00745	016862
1	GATEWAY	MONITOR	FPD1570	KUL5033D00844	016865
1	GATEWAY	MONITOR	FPD1570	KUL5033D00837	016879
1	GATEWAY	MONITOR	FPD1570	KUL5033D00731	016882
1	HP	SCANNER	6300	SG9916303	015863
1	HP	SCANNER	6300	SG99F161VN	015864
1	GATEWAY	CPU	E3100-300	0008696550	010418
1	GATEWAY	CPU	E3100-300	0008696558	010298
1	GATEWAY	MONITOR	EV700	17004A160221	010275
1	GATEWAY	MONITOR	EV700	17004A158495	011759
1	GATEWAY	MONITOR	FPD1570	KUL5033D05987	017766
1	GATEWAY	MONITOR	FPD1570	KUL5033D05976	017787
1	GATEWAY	MONITOR	FPD1570	KUL5033D05968	017764

## Surplus Property

1	HP	SCANNER	6300	SGOAS260QQ	017979
1	HP	SCANNER	6300	SGOB126008	017977
1	MACINTOSH	CPU	G4	SG00406BHNZ	014482
1	MACINTOSH	CPU	G4	SG004415HNZ	014602
1	MACINTOSH	CPU	G4	XB0023BCHNG	014499
1	GATEWAY	LAPTOP	SOLO 9300	0018500244	015062
1	GATEWAY	MONITOR	FPD1570	KUL5033D05998	017721
1	GATEWAY	MONITOR	FPD1570	KUL5033D06688	017712
1	GATEWAY	MONITOR	FPD1570	KUL5033D05972	017707
1	HP	PRINTER	LJ6P	USCD061047	010152
1	GATEWAY	CPU	e3110	0009877337	020474
1	HP	PRINTER	LJ5M	USHC113882	011447
1	DELL	CPU	OPGX110	3I3JKH9	020585
1	PANASONIC	VCR	AG7500	358001	020359
1	GATEWAY	CPU	E3100	00246500561	023668
1	GATEWAY	CPU	E4200	0113997486	013673
1	GATEWAY	CPU	E4200	0113997468	013683
1	GATEWAY	CPU	E4200	0113997476	013689
1	GATEWAY	CPU	E4200	0013997462	013691
1	GATEWAY	CPU	E4200	0013997474	013693
1	GATEWAY	CPU	P4	0005654011	020571
1	SHARP	FAX MACHINE	FO6550	80101398	013145
1	GATEWAY	CPU	P5-166	0006549033	012833
1	CLONE	CPU	P2	FST9308762	020368
1	GATEWAY	CPU	E4200	0065406990	012486
1	GATEWAY	CPU	E3200	0011650090	012065
1	HP	PRINTER	LJ5M	JPKG027216	011751
1	FELLOWES	SHREDDER	480CC	40811	023647
1	GATEWAY	CPU	E4200	0026975840	019074
1	HP	PRINTER	LJ5M	USKC138098	011444
1	HP	PRINTER	LJ5M	USKC138032	011445
1	GATEWAY	CPU	E3100	0046500066	010203
1	HP	PRINTER	LJ5M	USKC138044	012725
1	GATEWAY	MONITOR	VX720	P005024859	015336
1	HP	PRINTER	LJ5P	USHB166653	008722
1	GATEWAY	CPU	E3200	0011220621	012045
1	GATEWAY	CPU	E3200	00045647710	012047
1	SHARP	VCR	XA-705	908720205	014156
1	FORD	VAN	FORD VAN	1FBJS31GXLHA72507	027216
1	FORD	VAN	FORD VAN	1FBJS31GXIIHA72510	027217
1	GATEWAY	CPU	E4200	0013695003	013110
1	GATEWAY	CPU	P5-166	0005690060	020536

## Surplus Property

1	GATEWAY	MONITOR	FPD1570	KUL5033D06693	017724
1	HP	PRINTER	2100TN	USGR030579	014478
1	HP	PRINTER	LJ5M	JPKI004303	009528
1	HP	PRINTER	1100AXI	USGL001179	015066
1	GATEWAY	MONITOR	FPD1570	KUL5033D00742	016885
1	HP	SCANNER	6300	SGOAS260P8	017975
1	GATEWAY	MONITOR	FPD1570	KUL5033D05979	017714
1	GATEWAY	MONITOR	FPD1570	KUL5033D06707	017710

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: June 21, 2011

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for the period July 1, 2010 through May 31, 2011. The report presents the current year adopted budget, revised budget and year-to-date actual financial activity along with prior year actual financial information for comparison purposes.

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RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: June 21, 2011

Subject: Monthly Financial Report (continued)

Information Only.

Gregory W. Gray  
Chancellor

Prepared by: Bill J. Bogle, Jr.  
Controller



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MAY 31, 2011**

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

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

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 138,537,689	\$ 141,356,700	\$ 141,356,700	\$ 113,335,207
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	0	3,390,000	3,390,000	0
District Bookstore (Resource 1110)	<u>303,000</u>	<u>350,426</u>	<u>350,426</u>	<u>87,607</u>
Total Revenues	<u>\$ 138,840,689</u>	<u>\$ 145,097,126</u>	<u>\$ 145,097,126</u>	<u>\$ 113,422,814</u>
Expenditures				
Academic Salaries	\$ 65,646,759	\$ 64,566,885	\$ 64,687,929	\$ 57,937,426
Classified Salaries	31,072,446	32,118,327	31,798,512	27,631,648
Employee Benefits	26,632,748	29,367,497	29,394,784	24,586,357
Materials & Supplies	1,854,577	2,313,618	2,401,803	1,871,616
Services	11,883,115	15,777,951	15,306,816	11,514,567
Capital Outlay	972,227	840,552	1,394,986	492,800
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	654,220	665,157	665,157	488,584
Federal Work Study (Resource 1190)	175,303	199,621	199,621	106,641
Instr. Equipment Match (Resource 1190)	9,002	13,002	13,002	13,002
Performance Riverside (Resource 1090)	193,257	0	0	0
ARRA Stimulus Backfill (Resource 1190)	454,608	73,434	73,434	58,361
General Fund Backfill (Resource 1190)	<u>1,319,977</u>	<u>1,354,474</u>	<u>1,354,474</u>	<u>743,517</u>
Interfund Transfer to:				
Resource 3200	0	0	0	0
Resource 3300	372,761	0	0	0
Resource 6100	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>187,500</u>
Total Expenditures	<u>\$ 141,491,000</u>	<u>\$ 147,540,518</u>	<u>\$ 147,540,518</u>	<u>\$ 125,632,019</u>
Revenues Over (Under) Expenditures	\$ (2,650,311)	\$ (2,443,392)	\$ (2,443,392)	\$ (12,209,205)
Beginning Fund Balance	<u>13,822,759</u>	<u>11,172,448</u>	<u>11,172,448</u>	<u>11,172,448</u>
Ending Fund Balance	<u>\$ 11,172,448</u>	<u>\$ 8,729,056</u>	<u>\$ 8,729,056</u>	<u>\$ (1,036,757)</u>
Ending Cash Balance				<u>\$ 11,485,435</u>

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

**Fund 12, Resource 1050 - Parking**

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,130,642	\$ 2,144,000	\$ 2,144,000	\$ 1,958,799
Expenditures				
Classified Salaries	\$ 1,072,224	\$ 1,251,866	\$ 1,251,866	\$ 959,797
Employee Benefits	335,245	379,071	379,071	308,424
Materials & Supplies	39,302	76,700	73,149	37,237
Services	299,137	396,910	382,027	232,941
Capital Outlay	64,139	236,999	255,433	129,088
Total Expenditures	\$ 1,810,047	\$ 2,341,546	\$ 2,341,546	\$ 1,667,487
Revenues Over (Under) Expenditures	\$ 320,595	\$ (197,546)	\$ (197,546)	\$ 291,312
Beginning Fund Balance	306,710	627,305	627,305	627,305
Ending Fund Balance	\$ 627,305	\$ 429,759	\$ 429,759	\$ 918,617
Ending Cash Balance				\$ 932,319

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
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**FOR THE PERIOD ENDED MAY 31, 2011**

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

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

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,656,047	\$ 1,690,000	\$ 1,690,000	\$ 1,318,168
Expenditures				
Academic Salaries	\$ 257,055	\$ 343,722	\$ 329,143	\$ 293,215
Classified Salaries	546,126	536,316	589,649	395,631
Employee Benefits	183,250	216,418	216,664	153,300
Materials & Supplies	101,521	141,725	157,578	112,431
Services	194,789	407,943	343,104	213,500
Capital Outlay	23,574	45,447	55,433	33,401
Total Expenditures	\$ 1,306,315	\$ 1,691,571	\$ 1,691,571	\$ 1,201,478
Revenues Over (Under) Expenditures	\$ 349,732	\$ (1,571)	\$ (1,571)	\$ 116,690
Beginning Fund Balance	<u>1,673,008</u>	<u>2,022,740</u>	<u>2,022,740</u>	<u>2,022,740</u>
Ending Fund Balance	<u>\$ 2,022,740</u>	<u>\$ 2,021,169</u>	<u>\$ 2,021,169</u>	<u>\$ 2,139,430</u>
Ending Cash Balance				<u>\$ 2,091,208</u>

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

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 766,381	\$ 725,800	\$ 725,800	\$ 763,634
Expenditures				
Academic Salaries	\$ 4,300	\$ 4,272	\$ 4,272	\$ 3,916
Classified Salaries	301,501	271,186	271,186	278,956
Employee Benefits	74,089	78,531	78,531	67,224
Materials & Supplies	4,696	3,200	3,200	2,517
Services	411,145	363,276	363,276	346,434
Total Expenditures	\$ 795,731	\$ 720,465	\$ 720,465	\$ 699,047
Revenues Over (Under) Expenditures	\$ (29,350)	\$ 5,335	\$ 5,335	\$ 64,587
Beginning Fund Balance	(61,340)	(90,690)	(90,690)	(90,690)
Ending Fund Balance	\$ (90,690)	\$ (85,355)	\$ (85,355)	\$ (26,103)
Ending Cash Balance				\$ (22,889)

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

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 679,890	\$ 921,691	\$ 946,691	\$ 754,611
Intrafund Transfer from General Operating (Resource 1000)	<u>193,257</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 873,147</u>	<u>\$ 921,691</u>	<u>\$ 946,691</u>	<u>\$ 754,611</u>
Expenditures				
Classified Salaries	\$ 312,362	\$ 324,894	\$ 324,894	\$ 286,447
Employee Benefits	112,526	122,948	122,948	104,958
Materials & Supplies	25,088	28,200	29,655	25,633
Services	<u>385,311</u>	<u>445,649</u>	<u>444,194</u>	<u>380,910</u>
Total Expenditures	<u>\$ 835,287</u>	<u>\$ 921,691</u>	<u>\$ 921,691</u>	<u>\$ 797,948</u>
Revenues Over (Under) Expenditures	\$ 37,860	\$ 0	\$ 25,000	\$ (43,337)
Beginning Fund Balance	<u>(768,842)</u>	<u>(730,982)</u>	<u>(755,982)</u>	<u>(755,982)</u>
Ending Fund Balance	<u>\$ (730,982)</u>	<u>\$ (730,982)</u>	<u>\$ (730,982)</u>	<u>\$ (799,319)</u>
Ending Cash Balance				<u>\$ (790,513)</u>

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

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 826,496	\$ 802,394	\$ 802,394	\$ 574,984
Expenditures				
Services	\$ 43,751	\$ 43,760	\$ 43,760	\$ 32,928
Interfund Transfer to Food Services (Resource 3200)	529,809	425,753	425,753	319,315
Intrafund Transfer to General Operating (Resource 1000)	303,000	350,426	350,426	87,606
Total Expenditures	\$ 876,560	\$ 819,939	\$ 819,939	\$ 439,849
Revenues Over (Under) Expenditures	\$ (50,064)	\$ (17,545)	\$ (17,545)	\$ 135,135
Beginning Fund Balance	96,799	46,735	46,735	46,735
Ending Fund Balance	\$ 46,735	\$ 29,190	\$ 29,190	\$ 181,870
Ending Cash Balance				\$ 181,870

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

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 211,494	\$ 156,400	\$ 156,400	\$ 40,390
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 2,595	\$ 897
Classified Salaries	66,418	33,801	33,801	31,414
Employee Benefits	22,936	13,169	13,266	11,634
Materials & Supplies	3,840	7,200	7,200	2,563
Services	130,731	86,676	83,984	24,965
Total Expenditures	\$ 223,925	\$ 140,846	\$ 140,846	\$ 71,473
Revenues Over (Under) Expenditures	\$ (12,431)	\$ 15,554	\$ 15,554	\$ (31,083)
Beginning Fund Balance	83,604	71,173	71,173	71,173
Ending Fund Balance	\$ 71,173	\$ 86,727	\$ 86,727	\$ 40,090
Ending Cash Balance				\$ 44,103

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

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

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,758,909	\$ 1,738,700	\$ 1,738,700	\$ 677,304
Expenditures				
Services	\$ 133,533	\$ 200,200	\$ 200,200	\$ 160,446
Capital Outlay	147,066	4,190,484	4,440,484	747,413
Total Expenditures	\$ 280,599	\$ 4,390,684	\$ 4,640,684	\$ 907,859
Revenues Over (Under) Expenditures	\$ 1,478,310	\$ (2,651,984)	\$ (2,901,984)	\$ (230,555)
Beginning Fund Balance	7,564,112	9,042,422	9,042,422	9,042,422
Ending Fund Balance	\$ 9,042,422	\$ 6,390,438	\$ 6,140,438	\$ 8,811,867
Ending Cash Balance				\$ 8,361,867



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

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 21,557,659	\$ 27,629,612	\$ 33,466,889	\$ 16,743,621
Intrafund Transfers from				
General Operating (Resource 1000)				
For CITD Grant	17,029	0	0	0
For CITD Statewide Leadership Grant	24,576	0	0	0
For CITD HUB FP3	2,378	0	0	0
For DSP&S	1,289,005	1,085,618	726,328	549,755
For EOPS	258,954	247,807	210,999	161,317
For Federal Work Study	177,603	199,621	199,621	106,641
For Instructional Equipment	9,002	13,002	13,002	13,002
For Matriculation	702,961	637,884	637,905	496,793
For Middle College High School	90,972	103,310	90,231	68,763
For Emancipation Services	40,631	18,446	18,446	13,835
Total Revenues	<u>\$ 24,170,770</u>	<u>\$ 29,935,300</u>	<u>\$ 35,363,421</u>	<u>\$ 18,153,727</u>
Expenditures				
Academic Salaries	\$ 4,142,733	\$ 5,717,109	\$ 5,961,604	\$ 3,734,395
Classified Salaries	8,334,839	9,301,595	10,045,851	7,418,728
Employee Benefits	3,386,757	3,952,647	4,265,328	3,105,202
Materials & Supplies	1,638,151	2,932,600	2,841,675	766,022
Services	4,272,025	5,296,668	6,216,048	2,407,855
Capital Outlay	2,061,270	2,101,978	3,418,987	982,646
Scholarships	33,572	0	0	0
Student Grants (Financial, Book, Meal, Transportation)	301,423	632,703	2,613,928	538,819
Total Expenditures	<u>\$ 24,170,770</u>	<u>\$ 29,935,300</u>	<u>\$ 35,363,421</u>	<u>\$ 18,953,667</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (799,940)
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (799,940)</u>
Ending Cash Balance				<u>\$ (884,461)</u>

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

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,605,079	\$ 2,270,715	\$ 2,270,715	\$ 1,701,939
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>529,809</u>	<u>425,753</u>	<u>425,753</u>	<u>319,315</u>
Total Revenues	<u>\$ 2,134,888</u>	<u>\$ 2,696,468</u>	<u>\$ 2,696,468</u>	<u>\$ 2,021,254</u>
Expenditures				
Classified Salaries	\$ 765,199	\$ 975,654	\$ 966,328	\$ 740,980
Employee Benefits	319,147	447,827	445,903	286,181
Materials & Supplies	815,271	1,139,447	1,129,415	862,870
Services	199,941	260,590	276,987	241,498
Capital Outlay	<u>3,133</u>	<u>0</u>	<u>4,885</u>	<u>960</u>
Total Expenditures	<u>\$ 2,102,691</u>	<u>\$ 2,823,518</u>	<u>\$ 2,823,518</u>	<u>\$ 2,132,489</u>
Revenues Over (Under) Expenditures	\$ 32,197	\$ (127,050)	\$ (127,050)	\$ (111,235)
Beginning Fund Balance	<u>144,909</u>	<u>177,106</u>	<u>177,106</u>	<u>177,106</u>
Ending Fund Balance	<u>\$ 177,106</u>	<u>\$ 50,056</u>	<u>\$ 50,056</u>	<u>\$ 65,871</u>
Ending Cash Balance				<u>\$ 60,660</u>

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Child Care was established to manage the finances of the District's child care centers at all three colleges.

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,357,833	\$ 1,343,169	\$ 1,343,169	\$ 891,732
Interfund Transfer from General Operating (Resource 1000)	<u>372,761</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 1,730,594</u>	<u>\$ 1,343,169</u>	<u>\$ 1,343,169</u>	<u>\$ 891,732</u>
Expenditures				
Academic Salaries	\$ 1,040,869	\$ 757,308	\$ 757,308	\$ 550,354
Classified Salaries	370,982	230,157	230,157	142,280
Employee Benefits	256,477	164,960	164,960	116,528
Materials & Supplies	58,519	44,542	45,562	30,117
Services	78,019	70,041	64,921	29,981
Capital Outlay	<u>649</u>	<u>2,672</u>	<u>6,772</u>	<u>1,494</u>
Total Expenditures	<u>\$ 1,805,515</u>	<u>\$ 1,269,680</u>	<u>\$ 1,269,680</u>	<u>\$ 870,754</u>
Revenues Over (Under) Expenditures	\$ (74,921)	\$ 73,489	\$ 73,489	\$ 20,978
Beginning Fund Balance	<u>115,138</u>	<u>40,217</u>	<u>40,217</u>	<u>40,217</u>
Ending Fund Balance	<u>\$ 40,217</u>	<u>\$ 113,706</u>	<u>\$ 113,706</u>	<u>\$ 61,195</u>
Ending Cash Balance				<u>\$ 67,734</u>

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

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

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 10,959,353	\$ 40,044,855	\$ 40,282,855	\$ 16,683,675
Expenditures				
Services	\$ 0	\$ 94,900	\$ 0	\$ 0
Capital Outlay	<u>11,921,211</u>	<u>39,949,955</u>	<u>40,282,855</u>	<u>22,460,316</u>
Total Expenditures	<u>\$ 11,921,211</u>	<u>\$ 40,044,855</u>	<u>\$ 40,282,855</u>	<u>\$ 22,460,316</u>
Revenues Over (Under) Expenditures	\$ (961,858)	\$ 0	\$ 0	\$ (5,776,641)
Beginning Fund Balance	<u>961,858</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (5,776,641)</u>
Ending Cash Balance				<u>\$ (5,776,641)</u>

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Non-State Funded Capital Outlay Projects was established to account for financial activities related to the acquisition or construction of major capital projects that are funded from non-state revenue sources.

**Fund 41, Resource 4120 - Non-State Funded Capital Outlay Projects**

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 7	\$ 1,662,076	\$ 1,662,076	\$ 2
Expenditures				
Capital Outlay	\$ 0	\$ 1,661,076	\$ 1,661,076	\$ 456,120
Total Expenditures	\$ 0	\$ 1,661,076	\$ 1,661,076	\$ 456,120
Revenues Over (Under) Expenditures	\$ 7	\$ 1,000	\$ 1,000	\$ (456,118)
Beginning Fund Balance	545	552	552	552
Ending Fund Balance	\$ 552	\$ 1,552	\$ 1,552	\$ (455,566)
Ending Cash Balance				\$ (455,566)

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

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 152,598	\$ 100,000	\$ 100,000	\$ 42,902
Expenditures				
Services	\$ (6,462)	\$ 50,000	\$ 48,850	\$ 21,142
Capital Outlay	98,083	1,543,535	1,544,685	78,930
Interfund Transfer to General Operating (Resource 1000)	0	3,390,000	3,390,000	0
Total Expenditures	\$ 91,621	\$ 4,983,535	\$ 4,983,535	\$ 100,072
Revenues Over (Under) Expenditures	\$ 60,977	\$ (4,883,535)	\$ (4,883,535)	\$ (57,170)
Beginning Fund Balance	12,263,980	12,324,957	12,324,957	12,324,957
Ending Fund Balance	\$ 12,324,957	\$ 7,441,422	\$ 7,441,422	\$ 12,267,787
Ending Cash Balance				\$ 11,817,787

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General Obligation Bond Funded Capital Outlay Projects was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

**Fund 41, Resource 4160 - General Obligation Bond Funded Capital Outlay Projects**

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 6,629,828	\$ 900,000	\$ 1,412,277	\$ 341,757
Proceeds from General Obligation Bond Series D	0	113,000,000	3,000,000	0
Total Revenues	<u>\$ 6,629,828</u>	<u>\$ 113,900,000</u>	<u>\$ 4,412,277</u>	<u>\$ 341,757</u>
Expenditures				
Classified Salaries	\$ 212,038	\$ 352,111	\$ 352,111	\$ 237,053
Employee Benefits	87,313	167,381	167,381	95,943
Materials & Supplies	0	0	0	442
Services	368,345	2,499,337	2,325,333	536,703
Capital Outlay	29,217,534	145,888,254	41,519,294	9,744,107
Total Expenditures	<u>\$ 29,885,230</u>	<u>\$ 148,907,083</u>	<u>\$ 44,364,119</u>	<u>\$ 10,614,248</u>
Revenues Over (Under) Expenditures	\$ (23,255,402)	\$ (35,007,083)	\$ (39,951,842)	\$ (10,272,491)
Beginning Fund Balance	<u>68,004,405</u>	<u>44,749,003</u>	<u>43,746,726</u>	<u>43,746,726</u>
Ending Fund Balance	<u>\$ 44,749,003</u>	<u>\$ 9,741,920</u>	<u>\$ 3,794,884</u>	<u>\$ 33,474,235</u>
Ending Cash Balance				<u>\$ 33,635,006</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MAY 31, 2011**

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

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

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget *	Year to Date Activity
Revenues	\$ 0	\$ 0	\$ 40,000	\$ 14,185
Proceeds from General Obligation Bond Series D	0	0	7,700,000	7,699,279
Total Revenues	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,740,000</u>	<u>\$ 7,713,464</u>
Expenditures				
Classified Salaries	\$ 0	\$ 0	\$ 0	\$ 0
Employee Benefits	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Capital Outlay	0	0	7,478,605	237,133
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,478,605</u>	<u>\$ 237,133</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 261,395	\$ 7,476,331
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 261,395</u>	<u>\$ 7,476,331</u>
Ending Cash Balance				<u>\$ 7,476,331</u>

\* The budget associated with Capital Appreciation Bond funded projects as shown above was established in the accounting records in December 2010 by transferring budget from Resource 4160.



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MAY 31, 2011**

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

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

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget*	Year to Date Activity
Revenues	\$ 0	\$ 0	\$ 500,000	\$ 184,858
Proceeds from General Obligation Bond				
Series D	<u>0</u>	<u>0</u>	<u>102,300,000</u>	<u>102,300,000</u>
Total Revenues	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 102,800,000</u>	<u>\$ 102,484,858</u>
Expenditures				
Classified Salaries	\$ 0	\$ 0	\$ 0	\$ 0
Employee Benefits	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	402,276	219,195
Capital Outlay	<u>0</u>	<u>0</u>	<u>100,388,637</u>	<u>10,420,391</u>
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 100,790,913</u>	<u>\$ 10,639,586</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 2,009,087	\$ 91,845,272
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 2,009,087</u>	<u>\$ 91,845,272</u>
Ending Cash Balance				<u>\$ 91,845,272</u>

\* The budget associated with Build America Bond funded projects as shown above was established in the accounting records in December 2010 by transferring budget from Resource 4160.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MAY 31, 2011**

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

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,962,650	\$ 4,890,000	\$ 4,890,000	\$ 4,884,751
Interfund transfer from General Operating (Resource 1000)	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>187,500</u>
Total Revenue	<u>\$ 5,212,650</u>	<u>\$ 5,140,000</u>	<u>\$ 5,140,000</u>	<u>\$ 5,072,251</u>
Expenditures				
Classified Salaries	\$ 163,955	\$ 177,465	\$ 177,465	\$ 122,663
Employee Benefits	58,514	63,983	63,983	46,546
Materials & Supplies	1,852	3,200	3,200	29,463
Services	4,902,593	5,606,885	5,606,885	5,228,147
Capital Outlay	<u>3,978</u>	<u>40,000</u>	<u>40,000</u>	<u>96,481</u>
Total Expenditures	<u>\$ 5,130,892</u>	<u>\$ 5,891,533</u>	<u>\$ 5,891,533</u>	<u>\$ 5,523,300</u>
Revenues Over (Under) Expenditures	\$ 81,758	\$ (751,533)	\$ (751,533)	\$ (451,049)
Beginning Fund Balance	<u>1,671,197</u>	<u>1,752,955</u>	<u>1,752,955</u>	<u>1,752,955</u>
Ending Fund Balance	<u>\$ 1,752,955</u>	<u>\$ 1,001,422</u>	<u>\$ 1,001,422</u>	<u>\$ 1,301,906</u>
Ending Cash Balance				<u>\$ 3,770,353</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MAY 31, 2011**

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

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

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,551,863	\$ 1,809,492	\$ 1,809,492	\$ 1,615,045
Expenditures				
Classified Salaries	\$ 78,645	\$ 89,220	\$ 89,220	\$ 53,282
Employee Benefits	29,943	33,188	33,188	21,109
Materials & Supplies	0	300	300	0
Services	1,418,714	1,404,100	1,404,100	815,089
Total Expenditures	\$ 1,527,302	\$ 1,526,808	\$ 1,526,808	\$ 889,480
Revenues Over (Under) Expenditures	\$ 24,561	\$ 282,684	\$ 282,684	\$ 725,565
Beginning Fund Balance	772,518	797,079	797,079	797,079
Ending Fund Balance	\$ 797,079	\$ 1,079,763	\$ 1,079,763	\$ 1,522,644
Ending Cash Balance				\$ 4,376,451

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MAY 31, 2011**

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

**Associated Students of RCCD**

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 709,781</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 645,622</u>
Expenditures				
Materials & Supplies	<u>\$ 677,880</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 554,248</u>
Total Expenditures	<u>\$ 677,880</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 554,248</u>
Revenues Over (Under) Expenditures	\$ 31,901	\$ 0	\$ 0	\$ 91,374
Beginning Fund Balance	<u>898,134</u>	<u>930,035</u>	<u>930,035</u>	<u>930,035</u>
Ending Fund Balance	<u><u>\$ 930,035</u></u>	<u><u>\$ 930,035</u></u>	<u><u>\$ 930,035</u></u>	<u><u>\$ 1,021,409</u></u>
Ending Cash Balance				<u><u>\$ 2,048,438</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MAY 31, 2011**

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

**Student Financial Aid**

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 36,424,698	\$ 38,193,303	\$ 38,193,303	\$ 47,998,558
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 36,424,698	\$ 38,193,303	\$ 38,193,303	\$ 48,059,099
Total Expenditures	\$ 36,424,698	\$ 38,193,303	\$ 38,193,303	\$ 48,059,099
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (60,541)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ (60,541)
Ending Cash Balance				\$ 31,858

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MAY 31, 2011**

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

**RCCD Development Corporation**

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1	\$ 0	\$ 0	\$ 2
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 20
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 20
Revenues Over (Under) Expenditures	\$ 1	\$ 0	\$ 0	\$ (18)
Beginning Fund Balance	<u>16,239</u>	<u>16,240</u>	<u>16,240</u>	<u>16,240</u>
Ending Fund Balance	<u>\$ 16,240</u>	<u>\$ 16,240</u>	<u>\$ 16,240</u>	<u>\$ 16,222</u>
Ending Cash Balance				<u>\$ 16,222</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-A-1

Date: June 21, 2011

Subject: Revised and New Board Policies – Second Reading

Background: In keeping with our current process of updating our Board Policies and Administrative Procedures, the items below come before the Board for second reading.

General Institution

3550 – Drug Free Environment – This is a revision of the Policy that was previously adopted on March 17, 2009.

Human Resources

7250 – Educational Administrators and Retreat Rights – This is a new Policy for the District.

Recommended Action: It is recommended that the Board of Trustees approve Board Policies 3550 and 7250.

Gregory W. Gray  
Chancellor

Prepared by: Ruth W. Adams, Esq.  
General Counsel

**Riverside Community College District Policy**

**No. 3550**

**General Institution  
DRAFT**

**BP 3550 DRUG FREE ENVIRONMENT**

**References:**

Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g;  
34 C.F.R. Sections 86.1 et seq.;  
Drug Free Workplace Act of 1988, 41 U.S.C. Section 702  
***Health and Safety Code Section 11362.79***

The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, ***including medical marijuana***, is prohibited in/***on*** all facilities/***property*** under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal. In cases where there is a reasonable belief that a violation of law has occurred, cases may be reported to the appropriate law enforcement agency for investigation and prosecution.

The Chancellor shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

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Date Adopted: March 17, 2009  
(Replaces RCCD Policies 3115/4115)

***Revised:***



**BP 7250 EDUCATIONAL ADMINISTRATORS and RETREAT RIGHTS**

**References:**

Education Code Sections 72411 et seq., 87002(b), 87454 and 87457-87460; California Code of Regulations, Title 5, Sections 53420 and 53430  
Government Code Sections 3540.1(g) and (m);  
Wong v. Ohlone College (2006), 137 Cal.App.4th 1379, 40 Cal.Rptr.3d 923.

**An administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.**

**Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.**

***Educational administrators shall be in possession of the following minimum qualifications for service:***

- 1. Possession of a master's degree; and***
- 2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; and***
- 3. Minimum qualifications in a Faculty Subject Area (FSA) at the time of hire.***

**Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation and benefits shall be set by the Board of Trustees upon recommendation by the Chancellor.**

**EDUCATIONAL ADMINISTRATOR ACADEMIC RETREAT RIGHTS**

**I. Tenured Educational Administrators**

***In accordance with Education Code Section 87454, an educational administrator whose administrative assignment is terminated and who has acquired faculty tenure within the District shall have the right to be reassigned to a regular faculty position, provided the reason for the termination of the administrative***

**assignment is other than dismissal for cause pursuant to Education Code Section 87732 and in accordance with the following provisions:**

- 1. The retreating administrator will be placed on the salary schedule in accordance with the procedure agreed upon by the district and the faculty association (collective bargaining unit).**
- 2. The administrator's original established service area or the service area in which the administrator did the majority of his or her teaching while a faculty member will be used to determine discipline placement.**
- 3. The administrator will not replace a regular (tenured) or contract (tenure-track) faculty member in the affected discipline unless the cause for reassignment is a reduction in force.**

**For situations other than a lay-off or non-renewal of contract, the administrator shall make a formal request for a faculty position to the Chancellor. The Chancellor will notify the College Academic Senate President and the College President of the request. The College Academic Senate President will notify members of the affected discipline and the Academic Senate at the affected College of the request. The members of the affected discipline, College Academic Senate and College President may provide their recommendations regarding placement to the Chancellor for his/her consideration.**

**In situations regarding a lay-off or non-renewal of contract (other than for cause), Section 87454 of the Education Code shall apply.**

## **II. Non-tenured Educational Administrators**

**An educational administrator whose administrative assignment is terminated and who does not have faculty tenure within the District shall have the right to become a first-year probationary faculty member, provided the reason for the termination of the administrative assignment is other than dismissal for cause pursuant to Education Code Section 87732 and in accordance with the following provisions:**

- 1. The administrator meets minimum qualifications for the requested faculty position, as specified in the list of disciplines as adopted by the Board of Governors of the California Community Colleges, and other such qualifications as may be required in accordance with the collective bargaining agreement between the District and the District Faculty Association.**
- 2. The administrator has completed at least two years of satisfactory service within the District, including any prior service as a faculty**

*member.*

- 3. The administrator was hired by the District on or after July 1, 1990.*
- 4. The administrator is not replacing a regular (tenured) faculty member or a contract (tenure-track) faculty member.*
- 5. A position for the retreating administrator must be available within the District. This position shall have been properly created by the strategic planning committee and will have been appropriately allocated, budgeted, vetted and prioritized in accordance with the prevailing procedures on the affected College.*
- 6. The retreating administrator will be placed on the salary schedule in accordance with the procedure agreed upon by the district and the faculty association (collective bargaining unit).*

*The administrator shall present a formal request for a faculty position to the Chancellor. If a position is available in the requesting administrator's discipline, the Chancellor will notify the District Academic Senate President and the President of the College at which the available position exists. Upon notification of the request, the District Academic Senate President shall notify the Academic Senate President of the affected College and all members of the affected discipline.*

*The affected college's Academic Senate President will work with the discipline to form a committee consisting of three (3) discipline members and the department chair serving as an ex-officio (non-voting) member of the committee. If and only if the department chair is also a member of the affected discipline, then the committee will consist of three members (the two discipline members and the department chair). If the affected college does not have sufficient discipline members to form a committee of this size, the college Academic Senate President shall recruit members from a closely related discipline.*

*The committee shall meet to review the administrator's request and to assess the administrator's academic and teaching competencies. As a minimum, all requesting administrators will be required to present a demonstration of competence in teaching or equivalent for the committee. The review process shall be similar to, but no more stringent than, that used by the discipline when hiring new faculty with the aim of assessing the retreating administrator's appropriateness for a tenure-track position within the discipline.*

*The committee shall make its recommendation to the affected College's Academic Senate within 30 days from the date of the request. The Senate shall*

***take the recommendation forward to the Chancellor and the Board of Trustees as soon as practicable after receipt of the recommendation.***

***The process shall further require that the governing board shall provide the College Academic Senate with an opportunity to present its views to the governing board before the board makes a determination and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87358.***

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***NOTE: This policy is legally required.***

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-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

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## 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 hors 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**

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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*

More than 60 days prior to departure  
46 to 60 days prior to departure  
22 to 45 days prior to departure  
21 days or fewer prior to departure

*Cancellation Fees*

\$250  
25% of the program fee plus \$250  
50% of the program fee plus \$250  
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

INDEMNITY & HOLD HARMLESS  
Florence: Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-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.

<u>Required Courses (31.5 units)</u>		<u>Units</u>
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
<u>Electives 1 (7.5 units)</u>		
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.

<u>Required Courses (12 units)</u>		<u>Units</u>
CAT-36A	Legal Office Procedures I	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.: VI-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 operator 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

## Substantive Change Proposal 10

- 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



## Substantive Change Proposal 11

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**

## Substantive Change Proposal 12

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.

## Substantive Change Proposal 14

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

## Substantive Change Proposal 17

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

### 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**



## Substantive Change Proposal 20

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

## Substantive Change Proposal 21

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	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



### 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

May 19 2011  
 16:02  
 LOCATION: MOV  
 TERM : 11FAL

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

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

May 19 2011  
16:02

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	11:15AM 08/29/11 12:20PM 12/16/11 08:00AM 08/29/11 11:00AM 12/16/11	30	2.00	6	6	0	0
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	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	1.50	6	6	0	0
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	1.50	6	6	0	0
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	1.50	6	6	0	0
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	1.50	6	6	0	0
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	40	0	0
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	2.00	12	12	0	0
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	2.00	12	12	0	0
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	2.50	5	5	0	0

SECTION AVAILABILITY REPORT  
 OPEN AND CLOSED SECTIONS BY LOCATION  
 GLOBAL

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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 Lesser, Donna E. Van Holland, Denise M.	DEC CLIN WEL DEC 3 WEL	T TH	01:00PM 08/29/11 06:00PM 12/16/11 01:00PM 08/29/11 05:00PM 12/16/11	30 35	2.50	5	5	0	0
DEH-10A-28216	Pre-Clinical Dental Hygiene Lesser, Donna E. Snitker, Nicole S.	DEC CLIN WEL DEC 3 WEL	T TH	01:00PM 08/29/11 06:00PM 12/16/11 01:00PM 08/29/11 05:00PM 12/16/11	30 35	2.50	5	5	0	0
DEH-10A-28217	Pre-Clinical Dental Hygiene Lesser, Donna E. Schoepflin, LeAnn H.	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	5	0	0
DEH-10A-28218	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	5	0	0
DEH-10A-28790	Pre-Clinical Dental Hygiene Lesser, Donna E. Creske, Mary J.	DEC CLIN WEL DEC 3 WEL	T TH	01:00PM 08/29/11 06:00PM 12/16/11 01:00PM 08/29/11 05:00PM 12/16/11	30 35	2.50	5	5	0	0
DEH-11-28219	Principles of Dental Hygiene Lesser, Donna E.	DEC 3 WE	M	03:30PM 08/29/11 05:30PM 12/16/11	35	2.00	30	30	0	0
DEH-12A-28220	Principles of Oral Radiology Lesser, Donna E.	DEC 3 WE	W	08:00AM 08/29/11 09:10AM 12/16/11	35	1.00	30	30	0	0
DEH-12B-28221	Oral Radiology Laboratory Lesser, Donna E.	DEC 3 WEL	M	09:00AM 08/29/11 12:00PM 12/16/11	35	1.00	5	5	0	0
DEH-12B-28222	Oral Radiology Laboratory Lesser, Donna E. Snitker, Nicole S.	DEC 3 WEL	M	09:00AM 08/29/11 12:00PM 12/16/11	35	1.00	5	5	0	0
DEH-12B-28223	Oral Radiology Laboratory Lesser, Donna E. Snitker, Nicole S.	DEC RAD WEL	T	09:00AM 08/29/11 12:00PM 12/16/11	30	1.00	5	5	0	0
DEH-12B-28224	Oral Radiology Laboratory Lesser, Donna E.	DEC RAD WEL	T	09:00AM 08/29/11 12:00PM 12/16/11	30	1.00	5	5	0	0
DEH-12B-28791	Oral Radiology Laboratory Lesser, Donna E. Snitker, Nicole S.	DEC 1 WEL	F	09:00AM 08/29/11 12:00PM 12/16/11	35	1.00	5	5	0	0

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LOCATION: MOV  
TERM : 11FAL

SECTION AVAILABILITY REPORT  
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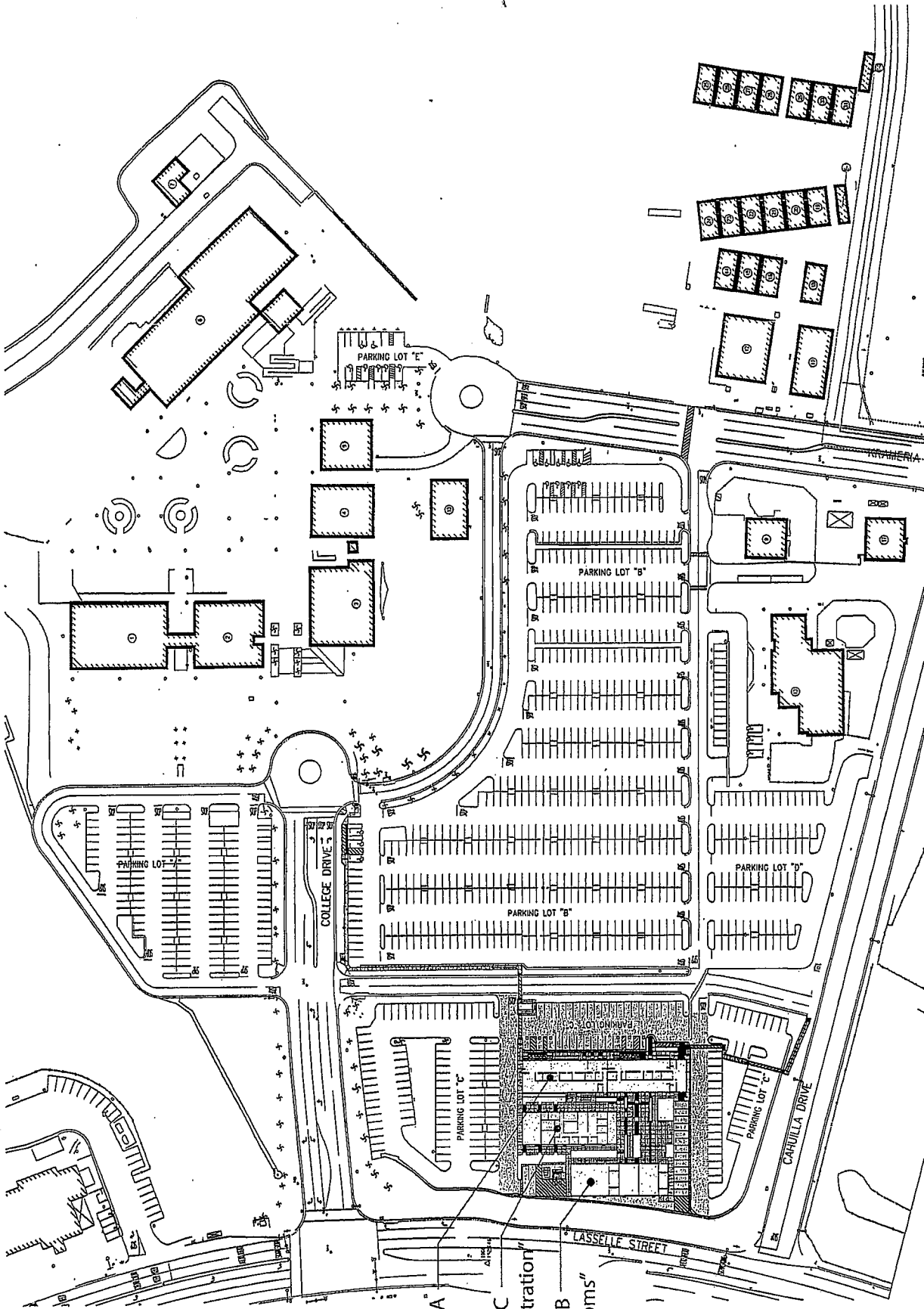
Course Section	Title/ Faculty Members	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Used Cap	Wait Avail
DEH-12B-28792	Oral Radiology Laboratory Lesser, Donna E. Moon, Deborah A.	DEC 1 WEL	F	09:00AM 08/29/11 12:00PM 12/16/11	35	1.00	5	0	5
DEH-13-28225	Infection 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	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	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	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	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	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	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	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	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	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	17

SECTION AVAILABILITY REPORT  
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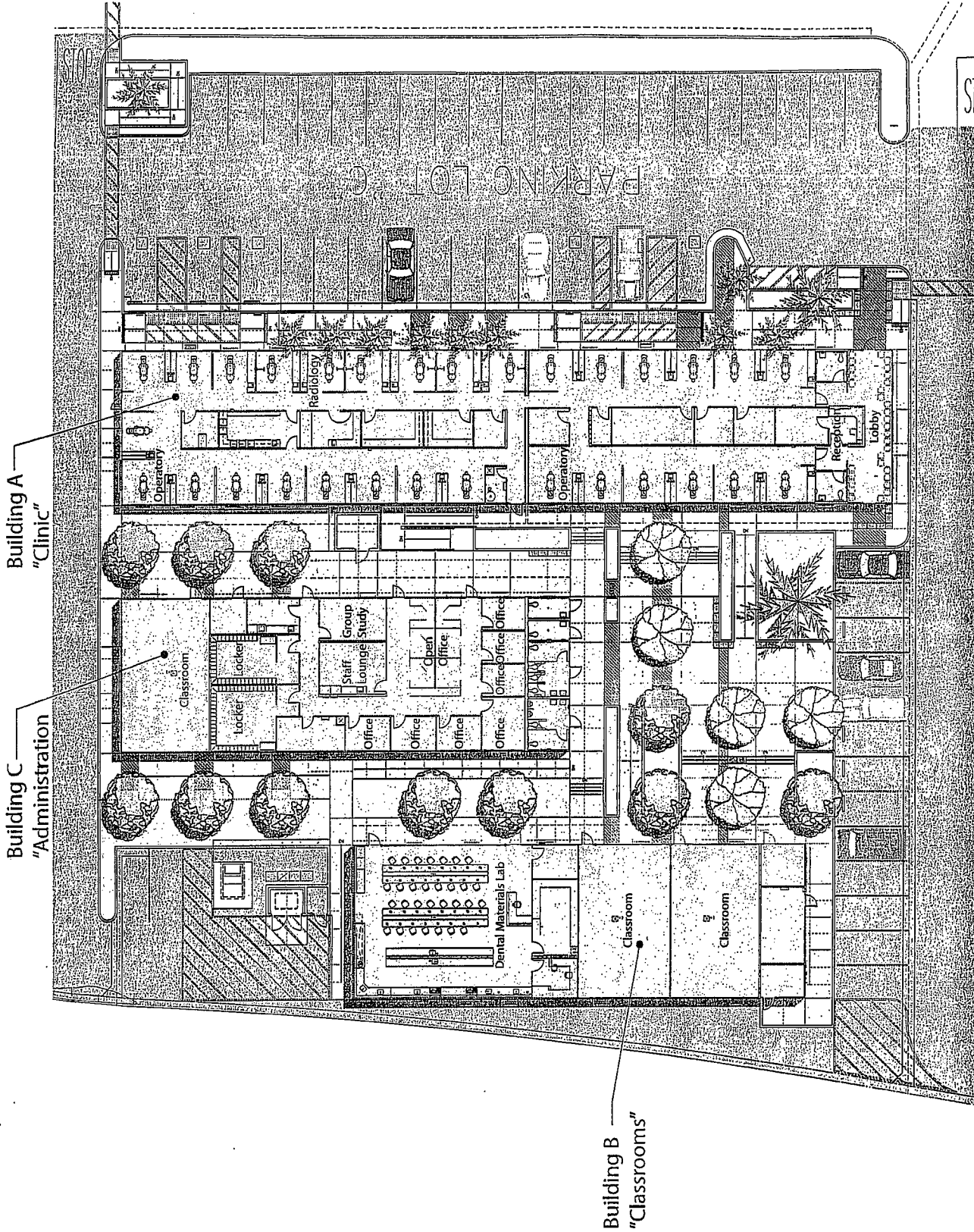
LOCATION: MOV  
 TERM : 11FAL

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 Lesser, Donna E.	DEC 2 WE DEC 2 WEL	F	10:20AM 08/29/11 12:30PM 12/16/11	35	2.50	12	12	0	12
DEH-32-28235	Dental Materials Lesser, Donna E.	DEC 2 WE DEC 2 WEL	F	01:20PM 08/29/11 03:30PM 12/16/11	35	2.50	12	12	0	12
DEH-33-28236	Periodontology Lesser, Donna E.	DEC 2 WE	W	09:00AM 08/29/11 10:10AM 12/16/11	35	1.00	17	17	0	17
DEH-34-28237	Community Dental Health Ed Lesser, Donna E.	DEC 2 WE	TH	10:30AM 08/29/11 11:40AM 12/16/11	35	1.00	17	17	0	17
DEH-35-28238	Comm Den Hlth Ed Practicum Lesser, Donna E.	DEC 2 WE DEC 2 WEL	TH	09:00AM 08/29/11 09:40AM 12/16/11	35	1.00	17	17	0	17
DEH-36-28239	Research Methodology Lesser, Donna E.	DEC 2 WE	TH	09:50AM 08/29/11 11:30AM 12/16/11	35	2.00	17	17	0	17
DEH-37-28240	Nutrition in Dentistry Lesser, Donna E. Van Holland, Denise M.	DEC 2 WE	M	10:30AM 08/29/11 11:40AM 12/16/11	35	1.00	17	17	0	17
DEN-75A-28846	Complete Denture Tech I	DEC LAB LEC DEC LAB LAB DEC LAB LAB	M	08:00AM 08/29/11 10:15AM 10/17/11	30	3.00	16	16	0	16
DEN-75B-28847	Complete Denture Techniques	DEC LAB LEC DEC LAB LAB DEC LAB LAB	M	08:00AM 10/24/11 10:15AM 12/12/11	30	3.00	16	16	0	16
DEN-79A-28243	Crown and Bridge Techniques	DEC LAB LEC DEC LAB LAB DEC LAB LAB	W	10:20AM 10/24/11 04:00PM 12/12/11	30	3.00	16	16	0	16
			W	08:00AM 08/31/11 10:15AM 10/19/11	30	3.00	16	16	0	16
			W	10:20AM 08/31/11 04:00PM 10/19/11	30					
			TH	08:00AM 09/01/11 04:00PM 10/20/11	30					

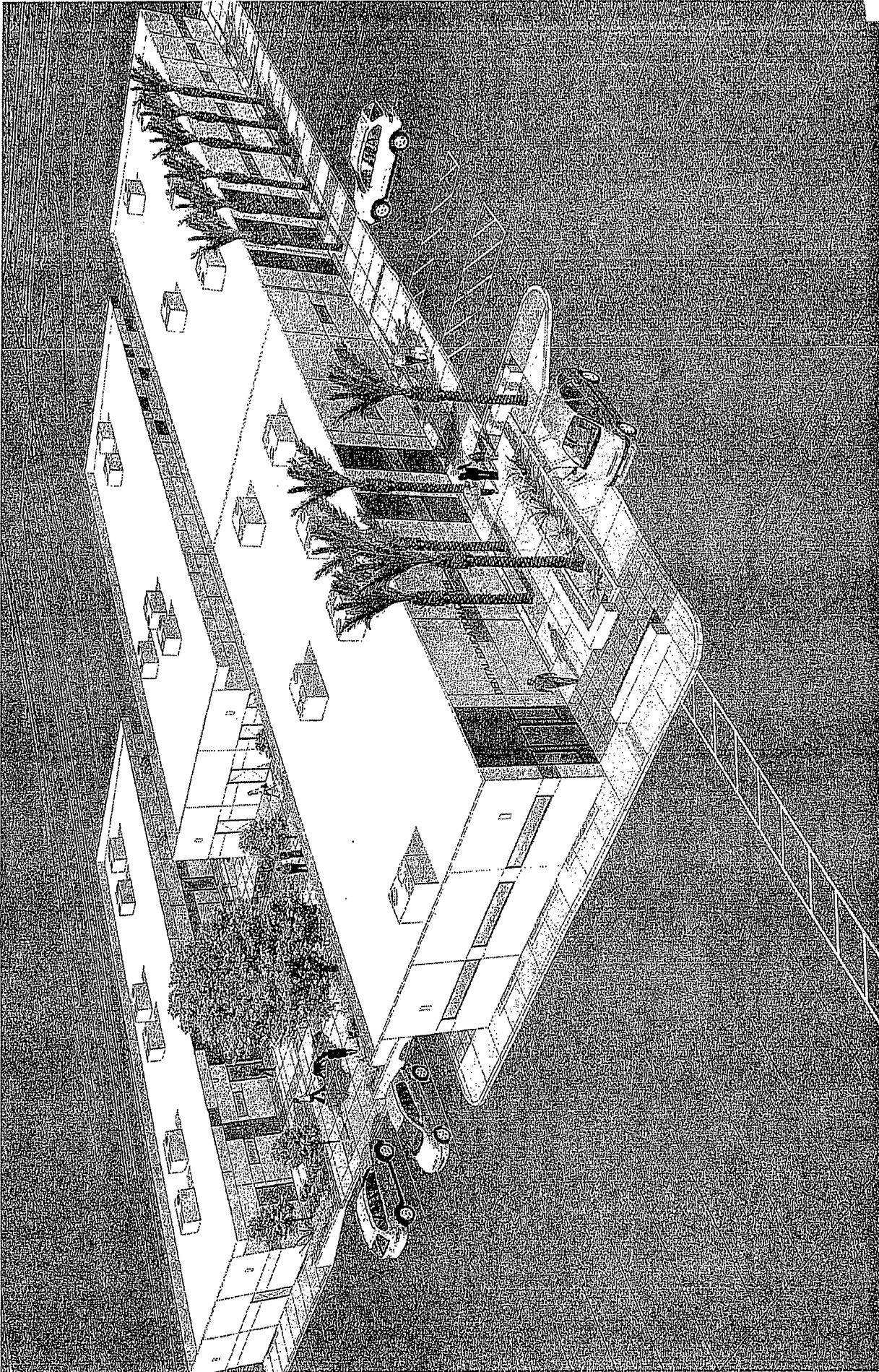


Building A  
"Clinic"  
Building C  
"Administration"  
Building B  
"Classrooms"

Moreno Valley College Dental Education Center  
Riverside Community College District







Moreno Valley College Dental Education Center  
Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-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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Evidence of Institutional Support to Demonstrate the Continuance of Quality Standards	5
<ul style="list-style-type: none"><li>• Evidence of Sufficient and Qualified Faculty, Management and Support Staff</li><li>• Evidence of Appropriate Equipment and Facilities, including Adequate Control over an Off-Campus Site</li><li>• Evidence of Fiscal Resources including the Initial and Long-Term Amount and Sources of Funding for the Proposed Change</li><li>• Plan for Monitoring Achievement of the Desired Outcomes of the Proposed Change</li></ul>	
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## **List of Proposal Participants**

**Dr. Lisa Conyers, Vice President of Academic Affairs**

**Dr. Carlos Tovaes, 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
<i>(option)</i>	
▣ Add phones in classrooms .....	incl.
▣ Evaluate Moodle as new hosted and managed LMS platform .....	\$0
▣ Replace Adobe Contribute with SharePoint as web CMS .....	\$0
▣ Reimplement 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 servers 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 affords 12 of 18 units to be taken online, and the Educational Paraprofessional Certificate affords 18 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

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:

**Business Administration Certificate**

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

**Educational Paraprofessional Certificate**

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





MVC Distance Education Courses in Relation to Degree and Transfer Requirements

# Sheet1

	A	B	C	D	E	F
1	<b>Associate of Arts</b>		Riverside	Norco	Moreno Valley	as of: Mar '11
2	<b>Administration and Info Sys Included Discipline and Courses</b>					
3	Subject	Course	OL=Online HY=Hybrid			
4	<i>Required</i>					
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	<i>Electives</i>					
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	<b>Communications, Media &amp; Languages Included Disciplines &amp; Courses</b>					
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	<b>Fine &amp; Applied Arts Included Disciplines &amp; Courses</b>				
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	<b>Humanities, Philosophy &amp; Arts Included Disciplines &amp; Courses</b>					
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				
	<b>Physical Ed, Health &amp; Wellness Included</b>					
146	<b>Disciplines &amp; Courses</b>					
147	<i>Required</i>					
148	Health Sci	n/a				
149	Physical Ed/academic courses	PHP 4	OL	OL	OL	
150		PHP 36	OL			
151	<i>Electives</i>					
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	<b>Social &amp; Behavioral Studies Included Disciplines &amp; Courses</b>					
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	<b>Associate of Science</b>					
193	<b>Math &amp; Science Included Disciplines &amp; Courses</b>					
194	<i>Required</i>					
195	Math	MAT 11	HY	HY		
196	Physical Sci	n/a				
197	Life Sci	n/a				

<b>198</b>	<i>Electives</i>					
<b>199</b>	Anatomy & Physiology	n/a				
<b>200</b>	Anthropology	ANT 1	OL	OL		

# Sheet1

	A	B	C	D	E	F	G	
1	<b>Transfer Requirements</b>		Riverside	Norco	Moreno Valley	as of:	Mar '11	
2	<b>A. English Language, Communication &amp; Critical Thinking</b>							
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>B. Scientific Inquiry &amp; Quantitative Reasoning</b>							
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	<b>C. Arts &amp; Humanities</b>							
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	<b>D. Social Sciences</b>					
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	<b>E. Lifelong Learning &amp; Self Development</b>						
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	<b>U.S. History, Constitution &amp; Govt</b>						
91		HIS 6	OL		OL		
92		HIS 7	OL		OL		
93		HUM 16	OL				
94		POL 1	OL	OL/HY	OL/HY		
95	<b>1. English Comm</b>						
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	<b>2. Math Concepts</b>						
100	Math	MAT 11	HY	HY			
101	<b>3. Arts &amp; Humanities</b>						
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	<b>4. Social &amp; Behavioral Sci</b>							
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	<b>5. Physical &amp; Biological Sci</b>						
161	Physical Sci	GEG 1			HY		
162		GEG 1L			HY		
163	Biological Sci	ANT 1	OL	OL			
164		PSY 2	OL	HY			
165	<b>6. Language Other Than English</b>						
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	<b>CSU Graduation Requirement- U.S History, Constitution &amp; American Ideals</b>						
185		HIS 6	OL		OL		
186		HIS 7	OL		OL		
187		HUM 16	OL				
188		POL 1	OL	OL/HY	OL/HY		
189							
190							
191							
192							
193							
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200							

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	<u>13,721</u>
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**

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

### **2009-2010 Distance Education Courses Gross Revenue**

2009-2010 revenue from 4504.01 FTES (unit/hrs. x enr./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
<b>Total expenses.....</b>	<b>\$4,452,479</b>

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

**APPENDIX A**

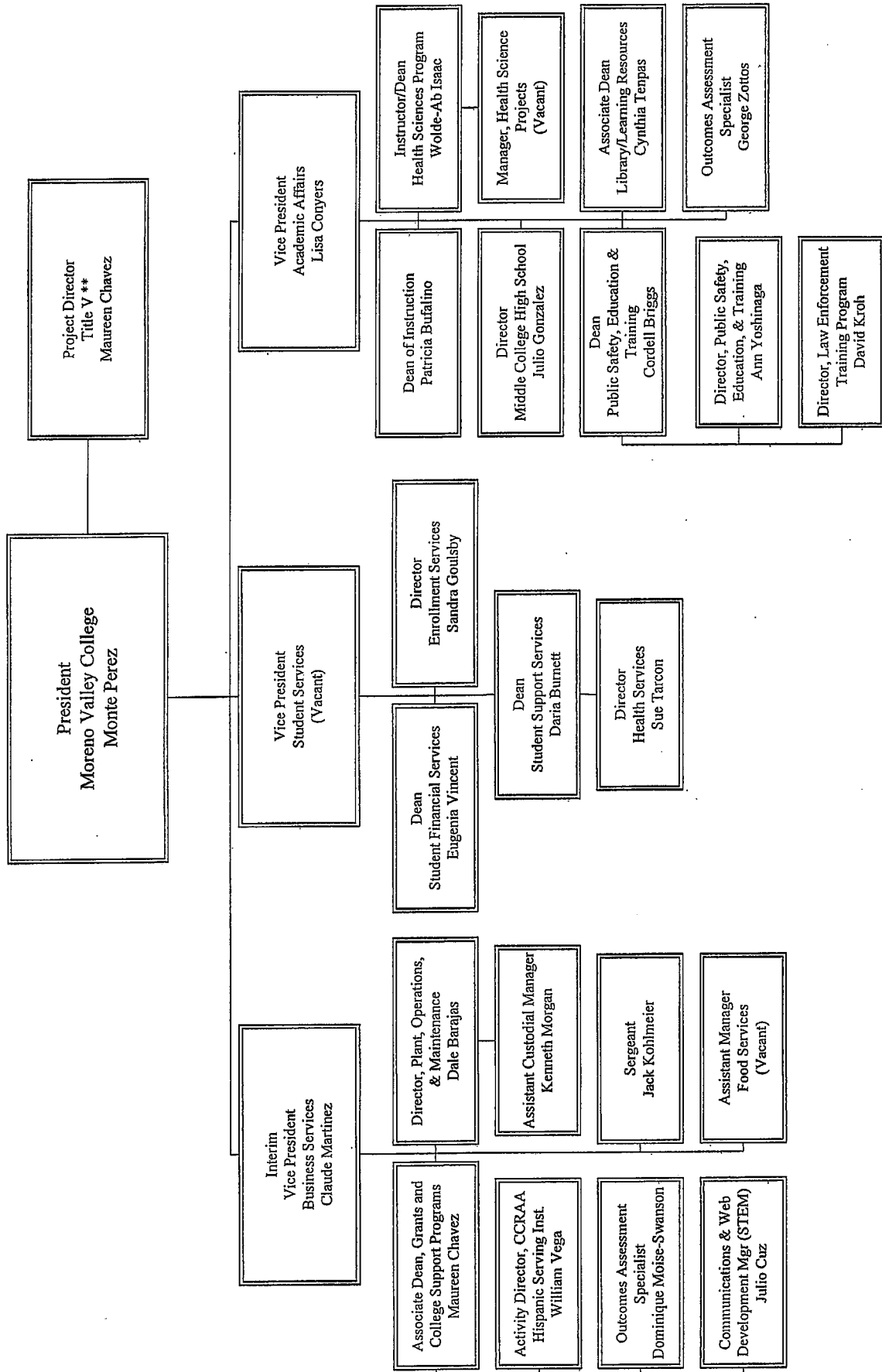
The following is a detailed view of the course offerings, enrollment data, FTES and related revenue for the distance education courses offered at RCCD during the last AY (enrollments are based on first census - C-1):

**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

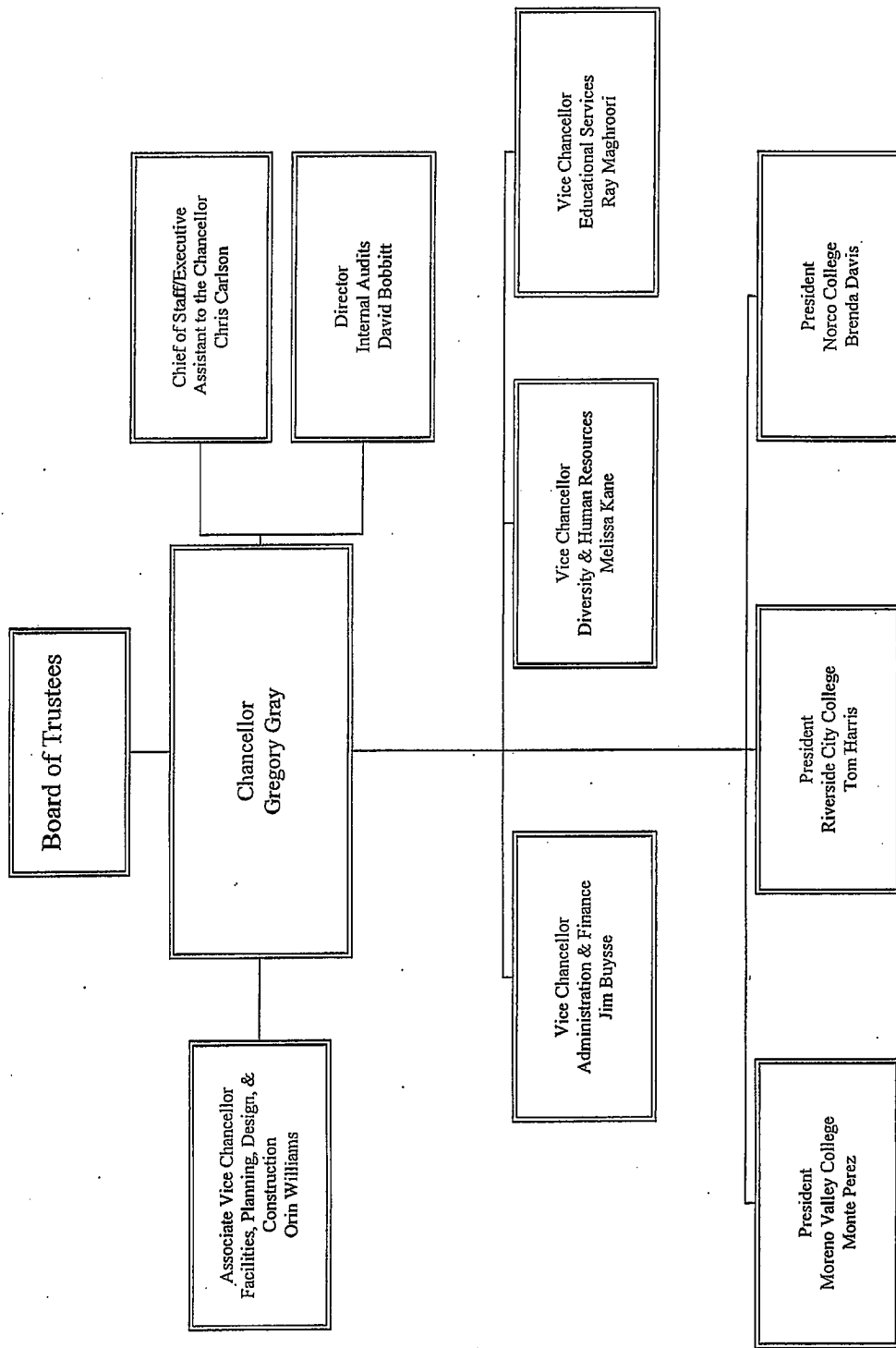
## Moreno Valley College



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

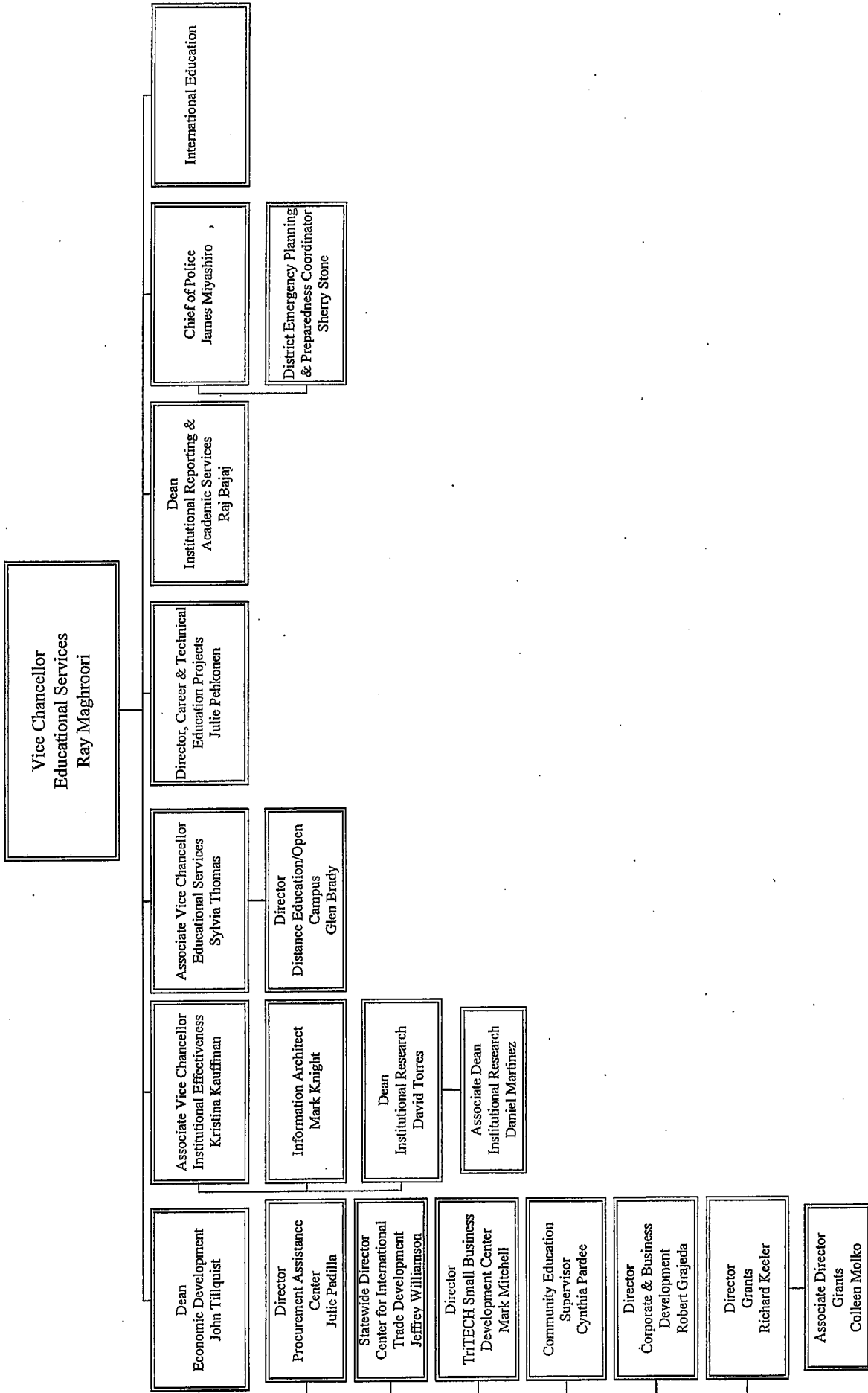


# Riverside Community College District Chancellor



# 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	FTEF	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%	616.87	34.93	19,868.51	568.95	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	0.50	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%	58.17%	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.: VI-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 District's 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	Source	Schedule of Funds						
				2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
	ASF	Total Cost								
1	Industrial Technology, Phase III 0	2009/2010 \$18,943,000 \$9,675,000	State NonState	Norco College						
2	NETWORK OPERATIONS CENTER (NO 1,500	2011/2012 \$3,013,000	NonState	Moreno Valley College (E)	\$280,000					
3	Wheelock Gymnasium, Seismic Retrofit 5,943	2011/2012 \$9,165,000 \$7,450,000	State NonState	Riverside City College						
4	Nursing / Science Building 49,458	2011/2012 \$44,895,000 \$11,945,000	State NonState	Riverside City College						
5	MORENO VALLEY COLLEGE DENTAL E 5,227	2011/2012 \$9,500,000	NonState	Moreno Valley College (E)	\$209,000					
6	QUAD BASEMENT REMODEL 1,024	2011/2012 \$467,000	NonState	Riverside City College						
7	CITRUS BELT PROJECT 2011/2012	\$4,000,000	NonState	Riverside District Administrative Office* (E)	\$200,000					
8	PH III-STUDENT ACADEMIC SERVICES 23,518	2012/2013 \$15,101,000 \$5,393,000	State NonState	Moreno Valley College						
9	NORCO OPERATIONS CENTER (PBX/M 19,081	2012/2013 \$8,835,000	NonState	Norco College (C)(E)	\$7,728,000					
10	LEARNING GATEWAY BUILDING 2012/2013	\$29,800,000	NonState	Moreno Valley College						
11	SECONDARY EFFECTS PROJECT (IT P 2012/2013	\$16,009,000	NonState	Norco College						
12	ADA TRANSITION PLAN & IMPLEMENT 2012/2013	\$6,917,000	NonState	Riverside District Administrative Office* (W)	\$350,000	(C)(E) \$6,317,000				
13	UTILITY INFRASTRUCTURE UPGRADE 2012/2013	\$7,000,000	NonState	Riverside District Administrative Office* (W)	\$247,000	(C)(E) \$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

**District Projects Priority Order**

Riverside CCD

No.	Project	Occupancy		Source	Schedule of Funds						
		ASF	Total Cost		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 11,945				Riverside City College						
			2013/2014		(C)						
			\$23,739,000	NonState	\$22,079,000						
17	RIVERSIDE SCHOOL FOR THE ARTS 56,567				Riverside City College						
			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 39,770				Norco College						
			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 32,707				Moreno Valley College						
			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 21,824				Riverside City College						
			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 14,386				Riverside City College						
			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 41,319				Moreno Valley College						
			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) 17,152				Moreno Valley College						
			2016/2017			(P)(W)	(C)(E)				
			\$20,993,000	State		\$1,662,000	\$19,331,000				
25	VISUAL AND PERFORMING ARTS CEN 43,160				Norco College						
			2017/2018			(P)(W)	(C)(E)				
			\$32,353,000	State		\$2,236,000	\$30,117,000				
26	CENTER FOR HUMAN PERFORMANCE 1,600				Norco College						
			2016/2017			(P)(W)	(C)(E)				
			\$7,659,000	State		\$631,000	\$7,028,000				

**District Projects Priority Order**

Riverside CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				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  
FACILITIES COMMITTEE

Report No.: VI-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.: VI-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 25 – Glazing
Category 14 – Grading/Demo	Category 26 – Drywall, Plaster, & Insulation
Category 15 – AC Paving	Category 27 – Tile
Category 16 – Site Concrete & Site Pavers	Category 28 – Acoustical Ceilings
Category 19 – Landscaping & Site Furnishings	Category 29 – Flooring
Category 20 – Misc/Structural Metals	Category 30 – Painting
Category 21 – Casework	Category 31 – Misc Specialties
Category 22 – Flashing, Sheet Metal & Metal Panels	Category 32 – Plumbing
Category 23 – Waterproofing/Roofing	Category 33 – Mechanical
Category 24 – Doors, Frames, and Hardware	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. VI-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

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Eric Mittlestead  
CEO  
352 Atwood Drive  
Exeter, CA 93221

By: \_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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.: VI-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.: VI-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**

<u>Fund / Resource</u>	<u>Fund Name</u>	<u>Adopted Budget 2010-2011</u>	<u>Tentative Budget 2011-2012</u>
	<u>District</u>		
<u>General Funds</u>			
<u>Unrestricted - Fund 11</u>			
<u>Resource</u>			
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	<u>227,573</u>	<u>197,465</u>
	Total Unrestricted General Funds	<u>157,821,669</u>	<u>151,144,957</u>
<u>Restricted - Fund 12</u>			
<u>Resource</u>			
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	<u>29,935,300</u>	<u>27,175,178</u>
	Total Restricted General Funds	<u>47,200,466</u>	<u>45,210,684</u>
	Total General Funds	<u>205,022,135</u>	<u>196,355,641</u>
<u>Special Revenue - Funds 32 &amp; 33</u>			
<u>Resource</u>			
3200	Food Services	2,873,574	2,334,080
3300	Child Care	<u>1,383,386</u>	<u>1,461,556</u>
	Total Special Revenue Funds	<u>4,256,960</u>	<u>3,795,636</u>

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

<u>Fund / Resource</u>	<u>Fund Name</u>	<u>Adopted Budget 2010-2011</u>	<u>Tentative Budget 2011-2012</u>
<u>Capital Projects - Fund 41</u>			
<u>Resource</u>			
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	<u>212,781,443</u>	<u>153,890,348</u>
<u>Internal Service - Fund 61</u>			
<u>Resource</u>			
6100	Health and Liability Self-Insurance	6,892,954	6,427,016
6110	Workers Compensation Self Insurance	<u>2,606,571</u>	<u>3,177,568</u>
	Total Internal Service Funds	<u>9,499,525</u>	<u>9,604,584</u>
	<b>Total District Funds</b>	<b><u>\$ 431,560,063</u></b>	<b><u>\$ 363,646,209</u></b>
<u>Expendable Trust and Agency</u>			
<u>Student Financial Aid Accounts</u>			
	Student Federal Grants	\$ 36,193,303	\$ 48,795,050
	State of California Student Grants	<u>2,000,000</u>	<u>1,900,000</u>
	Total Student Financial Aid Accounts	<u>38,193,303</u>	<u>50,695,050</u>
<u>Other Account</u>			
	Associated Students of RCC	<u>1,630,035</u>	<u>1,759,973</u>
	<b>Total Expendable Trust and Agency</b>	<b><u>\$ 39,823,338</u></b>	<b><u>\$ 52,455,023</u></b>
	<b>Grand Total</b>	<b><u>\$ 471,383,401</u></b>	<b><u>\$ 416,101,232</u></b>

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	<u>6,300</u>	
Total Federal Income		222,677
State General Apportionment		
General Apportionment	94,511,808	
Enrollment Fee Waiver Administration	164,000	
Homeowner's Prop Tax Exemption	<u>461,000</u>	
Total State General Apportionment		95,136,808
Other State Income		
Lottery	3,300,000	
Part-Time Faculty Compensation	<u>614,200</u>	
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	<u>295,000</u>	
Total Local Income		35,011,100
Other/Incoming Transfers		
Sales - Obsolete Equipment	13,000	
Indirect Costs Recovery	500,000	
From Resource 4130	<u>2,735,982</u>	
Total Other/Incoming Transfers		<u>3,248,982</u>
Total Income		\$ <u>137,533,767</u>
Total Available Funds		\$ <u>148,719,818</u>

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

TENTATIVE OPERATING BUDGET  
 2011-2012

Object Code

1100	Regular Full-Time Teaching	\$ 27,753,615	
1200	Regular Full-Time Non-Teaching	12,164,373	
1300	Part-Time Hourly Teaching and Overload	20,666,538	
1400	Part-Time Hourly Non-Teaching	<u>918,765</u>	
	Total Academic Salaries		\$ 61,503,291
2100	Regular Full-Time and Part-Time Classified	27,191,187	
2200	Regular Full-Time Instructional aides	2,427,973	
2300	Student Help Non-Instructional and Classified Overtime	680,157	
2400	Student Help Instructional Aides	<u>227,387</u>	
	Total Classified Salaries		30,526,704
3000	Employee Benefits		30,519,447
4000	Books and Supplies		2,318,973
5000	Services and Operating Expenditures		15,307,096
6000	Capital Outlay		772,112
7300	Interfund Transfers		
	To Resource 4130	678,000	
	To Resource 6100	<u>250,000</u>	
	Total Interfund Transfers		928,000
8999	Intrafund Transfers		
	Bookstore (Resource 1110)	(156,527)	
	Performance Riverside (Resource 1090)	730,982	
	General Fund Backfill	1,068,618	
	College Work Study (Resource 1190)	429,408	
	DSP&S (Resource 1190)	<u>665,157</u>	
	Total Intrafund Transfers		<u>2,737,638</u>
	Total Resource 1000 Expenditures Excluding Contingency		\$ 144,613,261
7900	*Contingency / Reserve		<u>4,578,934</u>
	Total Resource 1000 Expenditures Including Contingency / Reserves		<u>\$ 149,192,195</u>
	Resource Deficit	\$	(472,377)

\* The Resource 1000 Contingency was calculated using 3% as a budget balancing strategy instead of the 5% required by Board Policy 7080. The Contingency takes into account the TAF for all Resources comprising Unrestricted Fund 11 (1000, 1080, 1090, 1110, 1170) and factoring in the deficit for Resource 1080.

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	<u>2,089,460</u>	
Total Local Income		<u>2,100,370</u>
Total Available Funds (TAF)		<u>\$ 2,844,892</u>

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	<u>100,000</u>
	Total Expenditures	2,347,070
7900	* Contingency/Reserve	<u>497,822</u>
	Total Resource 1050 Expenditures Including Contingency/Reserves	<u>\$ 2,844,892</u>

\* 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	<u>125,417</u>	
Total Local Income		<u>1,481,831</u>
Total Available Funds (TAF)		<u>\$ 3,530,320</u>

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	<u>45,447</u>
	Total Expenditures	1,805,620
7900	* Contingency/Reserves	<u>1,724,700</u>
	Total Resource 1070 Expenditures Including Contingency/Reserves	<u>\$ 3,530,320</u>

\* 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		<u>800</u>	
Total Local Income			<u>732,348</u>
Total Available Funds (TAF)		\$	<u>646,993</u>

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		<u>363,276</u>
	Total Expenditures		732,348
7900	* Contingency/Reserves		<u>-</u>
	Total Resource 1080 Expenditures Including Contingency/Reserves	\$	<u>732,348</u>
	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	<u>730,982</u>	
Total Income		<u>1,652,673</u>
Total Available Funds (TAF)		<u>\$ 921,691</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 333,828
3000	Employee Benefits	138,030
4000	Book and Supplies	28,200
5000	Services and Operating Expenditures	<u>421,633</u>
	Total Expenditures	921,691
7900	Contingency/Reserves	<u>-</u>
Total Resource 1090 Expenditures Including Contingency/Reserves		<u>\$ 921,691</u>
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		<u>5,000</u>	
Total Local Income			<u>629,800</u>
Total Available Funds (TAF)		\$	<u>658,990</u>

EXPENDITURES

Object Code

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

\* 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		<u>149,254</u>	
Total Local Income			<u>149,454</u>
Total Available Funds (TAF)		\$	<u>197,465</u>

EXPENDITURES

Object Code

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

\* 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	<u>1,565,000</u>	
Total Local Income		<u>1,673,800</u>
Total Available Funds (TAF)		<u>\$ 11,660,294</u>

EXPENDITURES

Object Code

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

\* 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	<u>290,060</u>	
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	<u>8,109</u>	
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	<u>187</u>	
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)	<u>1,068,618</u>	
Total Interfund and Intrafund Transfers		2,163,183
Total Income		<u>27,175,178</u>
Total Available Funds		<u>\$ 27,175,178</u>

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

TENTATIVE OPERATING BUDGET  
2011-2012

<u>Object Code</u>		<u>Expenditures</u>
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	<u>                  -</u>
Total Resource 1190 Expenditures Including Contingency / Reserves		<u>\$ 27,175,178</u>



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

TENTATIVE OPERATING BUDGET  
2011-2012

INCOME

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

EXPENDITURES

Object Code

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

\* 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		<u>2,500</u>	
Total Local Income			<u>1,231,558</u>
Total Income			<u>1,382,988</u>
Total Available Funds (TAF)		\$	<u><u>1,461,556</u></u>

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		<u>127,613</u>
	Total Expenditures		1,389,314
7900	* Contingency/Reserves		<u>72,242</u>
Total Resource 3300 Expenditures Including Contingency/Reserves			\$ <u><u>1,461,556</u></u>

\* 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		<u>11,299,510</u>	
Total State Income			<u>16,873,768</u>
Total Available Funds (TAF)		\$	<u>16,873,768</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$	<u>16,873,768</u>
	Total Expenditures		16,873,768
7900	Contingency/Reserves		<u>-</u>
Total Resource 4100 Expenditures Including Contingency/Reserves		\$	<u>16,873,768</u>

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		\$	<u>555</u>
Federal Income	\$	89,280	
Local Income		<u>1,000</u>	
Total Income			<u>90,280</u>
Total Available Funds		\$	<u>90,835</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$	<u>89,280</u>
	Total Expenditures		89,280
7900	Contingency/Reserves		<u>1,555</u>
Total Resource 4120 Expenditures Including Contingency/Reserves		\$	<u>90,835</u>

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	<u>678,000</u>	
Total Income		<u>737,000</u>
Total Available Funds (TAF)		<u>\$ 9,644,012</u>

EXPENDITURES

Object Code

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

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	<u>275,000</u>
Total Available Funds (TAF)	<u>\$ 33,672,720</u>

EXPENDITURES

Object Code

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

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	<u>35,000</u>
Total Available Funds (TAF)	<u>\$ 7,191,170</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$ <u>6,901,312</u>
	Total Expenditures	6,901,312
7910	Contingency	<u>289,858</u>
	Total Resource 4170 Expenditures Including Contingency/Reserves	<u>\$ 7,191,170</u>

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	<u>400,000</u>
Total Available Funds (TAF)	<u>\$ 86,417,843</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$ <u>85,557,665</u>
	Total Expenditures	85,557,665
7910	Contingency	<u>860,178</u>
	Total Resource 4180 Expenditures Including Contingency/Reserves	<u>\$ 86,417,843</u>



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

TENTATIVE OPERATING BUDGET  
2011-2012

INCOME

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

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	<u>40,000</u>
	Total Expenditures	5,813,232
7900	Contingency/Reserves	<u>613,784</u>
	Total Resource 6100 Expenditures Including Contingency/Reserves	<u>\$ 6,427,016</u>

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	<u>1,714,000</u>	
Total Local Income		<u>1,734,000</u>
Total Available Funds (TAF)		<u>\$ 3,177,568</u>

EXPENDITURES

Object Code

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

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	<u>1,500,000</u>		
Total Federal Income			<u>48,795,050</u>
Total Available Funds (TAF)		\$	<u>48,795,050</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers	\$	<u>48,795,050</u>
	Total Student Federal Grants	\$	<u>48,795,050</u>

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	<u>1,900,000</u>
Total Available Funds (TAF)	<u>\$ 1,900,000</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers	\$ <u>1,900,000</u>
	Total State of California Student Grants	<u>\$ 1,900,000</u>

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	<u>12,000</u>	
Total Local Income		<u>700,000</u>
Total Available Funds (TAF)		<u>\$ 1,759,973</u>

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	<u>77,000</u>	
	Total Expenditures		\$ 700,000
	Contingency		<u>1,059,973</u>
	Total ASRCC Accounts		<u>\$ 1,759,973</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-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, however later the project budget was revised to \$8,834,625 at the request of the 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 \$8,914,625 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 the 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.: VI-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 16<sup>th</sup> 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.: VI-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.: VI-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, 2010 to February 1, 2011. 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 April 1, 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, 2010 to February 1, 2011.

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

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

C.W. DRIVER

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

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

James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-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.: VI-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

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

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

James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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
<b>TOTAL</b>	<b>\$30,670.00</b>

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-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.: VI-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.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

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

James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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

## Exhibit I



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
<b>Total:</b> .....	<b>\$</b>	<b>330,000</b>

#### **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



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 15 weeks. 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
<b>Total: .....</b>	<b>\$</b>	<b>230,130</b>

**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

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

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

James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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: first 4 overtime hours Monday-Friday, excluding any Holiday  
(1½ x hourly rate) and first 12 hours on Saturday, excluding any Holiday  
Double-time hours: all hours over 12 on Monday-Saturday  
(2 x hourly rate) 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
<b>ESTIMATED TOTAL</b>	<b>\$54,696.00</b>

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

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Darcy Dahlem  
General Manager  
3150 West Wigwam Ave.  
Las Vegas, NV 89139

By: \_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GOVERNANCE COMMITTEE

Report No.: VI-A-1

Date: June 21, 2011

Subject: Revised and New Board Policies – Second Reading

Background: In keeping with our current process of updating our Board Policies and Administrative Procedures, the items below come before the Board for second reading.

General Institution

3550 – Drug Free Environment – This is a revision of the Policy that was previously adopted on March 17, 2009.

Human Resources

7250 – Educational Administrators and Retreat Rights – This is a new Policy for the District.

Recommended Action: It is recommended that the Board of Trustees approve Board Policies 3550 and 7250.

Gregory W. Gray  
Chancellor

Prepared by: Ruth W. Adams, Esq.  
General Counsel

**Riverside Community College District Policy**

**No. 3550**

**General Institution  
DRAFT**

**BP 3550 DRUG FREE ENVIRONMENT**

**References:**

Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g;  
34 C.F.R. Sections 86.1 et seq.;  
Drug Free Workplace Act of 1988, 41 U.S.C. Section 702  
***Health and Safety Code Section 11362.79***

The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, ***including medical marijuana***, is prohibited in/***on*** all facilities/***property*** under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal. In cases where there is a reasonable belief that a violation of law has occurred, cases may be reported to the appropriate law enforcement agency for investigation and prosecution.

The Chancellor shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

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Date Adopted: March 17, 2009  
(Replaces RCCD Policies 3115/4115)

***Revised:***



**Riverside Community College District Policy**

**No. 7250**

**DRAFT**

**BP 7250 EDUCATIONAL ADMINISTRATORS and RETREAT RIGHTS**

**References:**

Education Code Sections 72411 et seq., 87002(b), 87454 and 87457-87460; California Code of Regulations, Title 5, Sections 53420 and 53430  
Government Code Sections 3540.1(g) and (m);  
Wong v. Ohlone College (2006), 137 Cal.App.4th 1379, 40 Cal.Rptr.3d 923.

**An administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.**

**Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.**

***Educational administrators shall be in possession of the following minimum qualifications for service:***

- 1. Possession of a master's degree; and***
- 2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; and***
- 3. Minimum qualifications in a Faculty Subject Area (FSA) at the time of hire.***

**Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation and benefits shall be set by the Board of Trustees upon recommendation by the Chancellor.**

**EDUCATIONAL ADMINISTRATOR ACADEMIC RETREAT RIGHTS**

**I. Tenured Educational Administrators**

***In accordance with Education Code Section 87454, an educational administrator whose administrative assignment is terminated and who has acquired faculty tenure within the District shall have the right to be reassigned to a regular faculty position, provided the reason for the termination of the administrative***

**assignment is other than dismissal for cause pursuant to Education Code Section 87732 and in accordance with the following provisions:**

- 1. The retreating administrator will be placed on the salary schedule in accordance with the procedure agreed upon by the district and the faculty association (collective bargaining unit).**
- 2. The administrator's original established service area or the service area in which the administrator did the majority of his or her teaching while a faculty member will be used to determine discipline placement.**
- 3. The administrator will not replace a regular (tenured) or contract (tenure-track) faculty member in the affected discipline unless the cause for reassignment is a reduction in force.**

**For situations other than a lay-off or non-renewal of contract, the administrator shall make a formal request for a faculty position to the Chancellor. The Chancellor will notify the College Academic Senate President and the College President of the request. The College Academic Senate President will notify members of the affected discipline and the Academic Senate at the affected College of the request. The members of the affected discipline, College Academic Senate and College President may provide their recommendations regarding placement to the Chancellor for his/her consideration.**

**In situations regarding a lay-off or non-renewal of contract (other than for cause), Section 87454 of the Education Code shall apply.**

## **II. Non-tenured Educational Administrators**

**An educational administrator whose administrative assignment is terminated and who does not have faculty tenure within the District shall have the right to become a first-year probationary faculty member, provided the reason for the termination of the administrative assignment is other than dismissal for cause pursuant to Education Code Section 87732 and in accordance with the following provisions:**

- 1. The administrator meets minimum qualifications for the requested faculty position, as specified in the list of disciplines as adopted by the Board of Governors of the California Community Colleges, and other such qualifications as may be required in accordance with the collective bargaining agreement between the District and the District Faculty Association.**
- 2. The administrator has completed at least two years of satisfactory service within the District, including any prior service as a faculty**

*member.*

- 3. The administrator was hired by the District on or after July 1, 1990.*
- 4. The administrator is not replacing a regular (tenured) faculty member or a contract (tenure-track) faculty member.*
- 5. A position for the retreating administrator must be available within the District. This position shall have been properly created by the strategic planning committee and will have been appropriately allocated, budgeted, vetted and prioritized in accordance with the prevailing procedures on the affected College.*
- 6. The retreating administrator will be placed on the salary schedule in accordance with the procedure agreed upon by the district and the faculty association (collective bargaining unit).*

*The administrator shall present a formal request for a faculty position to the Chancellor. If a position is available in the requesting administrator's discipline, the Chancellor will notify the District Academic Senate President and the President of the College at which the available position exists. Upon notification of the request, the District Academic Senate President shall notify the Academic Senate President of the affected College and all members of the affected discipline.*

*The affected college's Academic Senate President will work with the discipline to form a committee consisting of three (3) discipline members and the department chair serving as an ex-officio (non-voting) member of the committee. If and only if the department chair is also a member of the affected discipline, then the committee will consist of three members (the two discipline members and the department chair). If the affected college does not have sufficient discipline members to form a committee of this size, the college Academic Senate President shall recruit members from a closely related discipline.*

*The committee shall meet to review the administrator's request and to assess the administrator's academic and teaching competencies. As a minimum, all requesting administrators will be required to present a demonstration of competence in teaching or equivalent for the committee. The review process shall be similar to, but no more stringent than, that used by the discipline when hiring new faculty with the aim of assessing the retreating administrator's appropriateness for a tenure-track position within the discipline.*

*The committee shall make its recommendation to the affected College's Academic Senate within 30 days from the date of the request. The Senate shall*

***take the recommendation forward to the Chancellor and the Board of Trustees as soon as practicable after receipt of the recommendation.***

***The process shall further require that the governing board shall provide the College Academic Senate with an opportunity to present its views to the governing board before the board makes a determination and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87358.***

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***NOTE: This policy is legally required.***

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-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

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## 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 hors 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**

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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*

More than 60 days prior to departure  
46 to 60 days prior to departure  
22 to 45 days prior to departure  
21 days or fewer prior to departure

*Cancellation Fees*

\$250  
25% of the program fee plus \$250  
50% of the program fee plus \$250  
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

INDEMNITY & HOLD HARMLESS  
Florence: Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-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.

<u>Required Courses (31.5 units)</u>		<u>Units</u>
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
<u>Electives 1 (7.5 units)</u>		
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.

<u>Required Courses (12 units)</u>		<u>Units</u>
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.: VI-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 operator 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

## Substantive Change Proposal 10

- 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



## Substantive Change Proposal 11

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**

## Substantive Change Proposal 12

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.

## Substantive Change Proposal 14

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

## Substantive Change Proposal 17

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

### 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**



## Substantive Change Proposal 20

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

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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	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



### 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

May 19 2011  
 16:02  
 LOCATION: MOV  
 TERM : 11FAL

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

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SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

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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	11:15AM 08/29/11 12:20PM 12/16/11 08:00AM 08/29/11 11:00AM 12/16/11	30	2.00	6	6	0	0
DEA-21-28858	Intro Radiology	DEC RAD WE DEC RAD WEL	W	11:15AM 08/29/11 12:20PM 12/16/11 05:00PM 08/29/11 08:00PM 12/16/11	30	2.00	0	0	0	0
DEA-22-28208	Intro Supervised Externship Hulshof, Lidia M.	DEC 1 WE DEC 1 WEL	T	12:40PM 10/24/11 01:40PM 12/13/11 08:00AM 10/24/11 12:00PM 12/13/11	35	1.50	6	6	0	0
DEA-22-28209	Intro Supervised Externship Hulshof, Lidia M.	DEC 1 WE DEC 1 WEL	T	12:40PM 10/24/11 01:40PM 12/13/11 08:00AM 10/24/11 12:00PM 12/13/11	35	1.50	6	6	0	0
DEA-22-28210	Intro Supervised Externship Hulshof, Lidia M.	DEC 1 WE DEC 1 WEL	T	12:40PM 10/24/11 01:40PM 12/13/11 08:00AM 10/24/11 12:00PM 12/13/11	35	1.50	6	6	0	0
DEA-22-28857	Intro Supervised Externship Eversull, Laura R.	DEC 1 WE DEC 1 WEL	T	12:40PM 10/26/11 01:40PM 12/14/11 01:00PM 10/26/11 04:00PM 12/14/11	35	1.50	6	6	0	0
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	40	0	0
DEA-24-28212	Dental Materials Hulshof, Lidia M.	DEC LAB WE DEC LAB WEL	F	08:30AM 08/29/11 09:40AM 12/16/11 09:45AM 08/29/11 12:55PM 12/16/11	30	2.00	12	12	0	0
DEA-24-28213	Dental Materials Hulshof, Lidia M.	DEC LAB WE DEC LAB WEL	F	08:30AM 08/29/11 09:40AM 12/16/11 09:45AM 08/29/11 12:55PM 12/16/11	30	2.00	12	12	0	0
DEH-10A-28214	Pre-Clinical Dental Hygiene Lesser, Donna E.	DEC CLIN WEL DEC CLIN WEL	T	08:00AM 08/29/11 12:00PM 12/16/11 01:00PM 08/29/11 06:00PM 12/16/11	30	2.50	5	5	0	0

SECTION AVAILABILITY REPORT  
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GLOBAL

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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 Lesser, Donna E. Van Holland, Denise M.	DEC CLIN WEL DEC 3 WEL	T TH	01:00PM 08/29/11 06:00PM 12/16/11 01:00PM 08/29/11 05:00PM 12/16/11	30 35	2.50	5	5	0	0
DEH-10A-28216	Pre-Clinical Dental Hygiene Lesser, Donna E. Snitker, Nicole S.	DEC CLIN WEL DEC 3 WEL	T TH	01:00PM 08/29/11 06:00PM 12/16/11 01:00PM 08/29/11 05:00PM 12/16/11	30 35	2.50	5	5	0	0
DEH-10A-28217	Pre-Clinical Dental Hygiene Lesser, Donna E. Schoepflin, LeAnn H.	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	5	0	0
DEH-10A-28218	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 05:00PM 12/16/11	30 30	2.50	5	5	0	0
DEH-10A-28790	Pre-Clinical Dental Hygiene Lesser, Donna E. Creske, Mary J.	DEC CLIN WEL DEC 3 WEL	T TH	01:00PM 08/29/11 06:00PM 12/16/11 01:00PM 08/29/11 05:00PM 12/16/11	30 35	2.50	5	5	0	0
DEH-11-28219	Principles of Dental Hygiene Lesser, Donna E.	DEC 3 WE	M	03:30PM 08/29/11 05:30PM 12/16/11	35	2.00	30	30	0	0
DEH-12A-28220	Principles of Oral Radiology Lesser, Donna E.	DEC 3 WE	W	08:00AM 08/29/11 09:10AM 12/16/11	35	1.00	30	30	0	0
DEH-12B-28221	Oral Radiology Laboratory Lesser, Donna E.	DEC 3 WEL	M	09:00AM 08/29/11 12:00PM 12/16/11	35	1.00	5	5	0	0
DEH-12B-28222	Oral Radiology Laboratory Lesser, Donna E. Snitker, Nicole S.	DEC 3 WEL	M	09:00AM 08/29/11 12:00PM 12/16/11	35	1.00	5	5	0	0
DEH-12B-28223	Oral Radiology Laboratory Lesser, Donna E. Snitker, Nicole S.	DEC RAD WEL	T	09:00AM 08/29/11 12:00PM 12/16/11	30	1.00	5	5	0	0
DEH-12B-28224	Oral Radiology Laboratory Lesser, Donna E.	DEC RAD WEL	T	09:00AM 08/29/11 12:00PM 12/16/11	30	1.00	5	5	0	0
DEH-12B-28791	Oral Radiology Laboratory Lesser, Donna E. Snitker, Nicole S.	DEC 1 WEL	F	09:00AM 08/29/11 12:00PM 12/16/11	35	1.00	5	5	0	0

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LOCATION: MOV  
TERM : 11FAL

SECTION AVAILABILITY REPORT  
OPEN AND CLOSED SECTIONS BY LOCATION  
GLOBAL

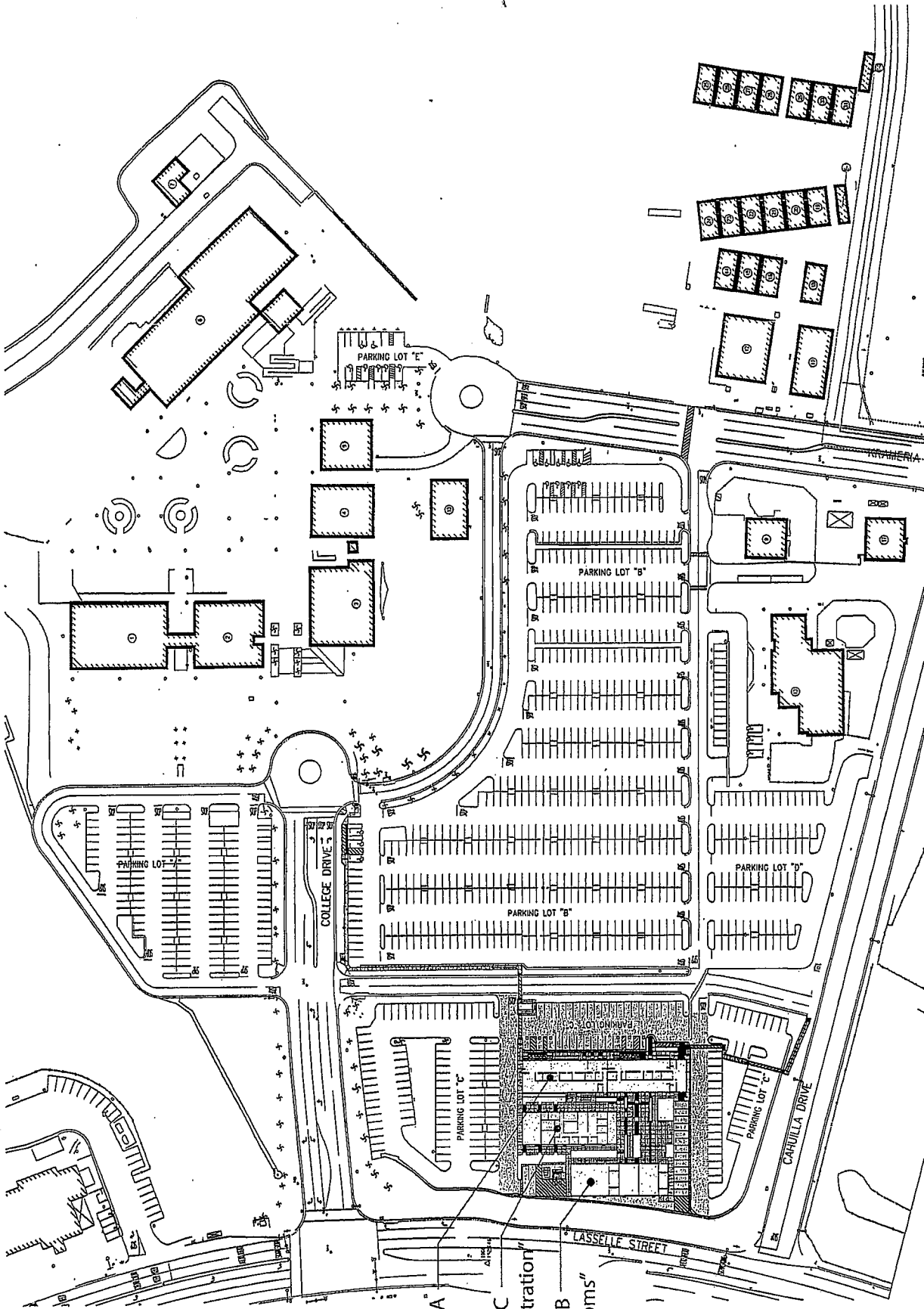
Course Section	Title/ Faculty Members	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Used Cap	Wait Avail
DEH-12B-28792	Oral Radiology Laboratory Lesser, Donna E. Moon, Deborah A.	DEC 1 WEL	F	09:00AM 08/29/11 12:00PM 12/16/11	35	1.00	5	0	5
DEH-13-28225	Infection 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	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	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	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	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	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	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	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	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	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	17

SECTION AVAILABILITY REPORT  
 OPEN AND CLOSED SECTIONS BY LOCATION  
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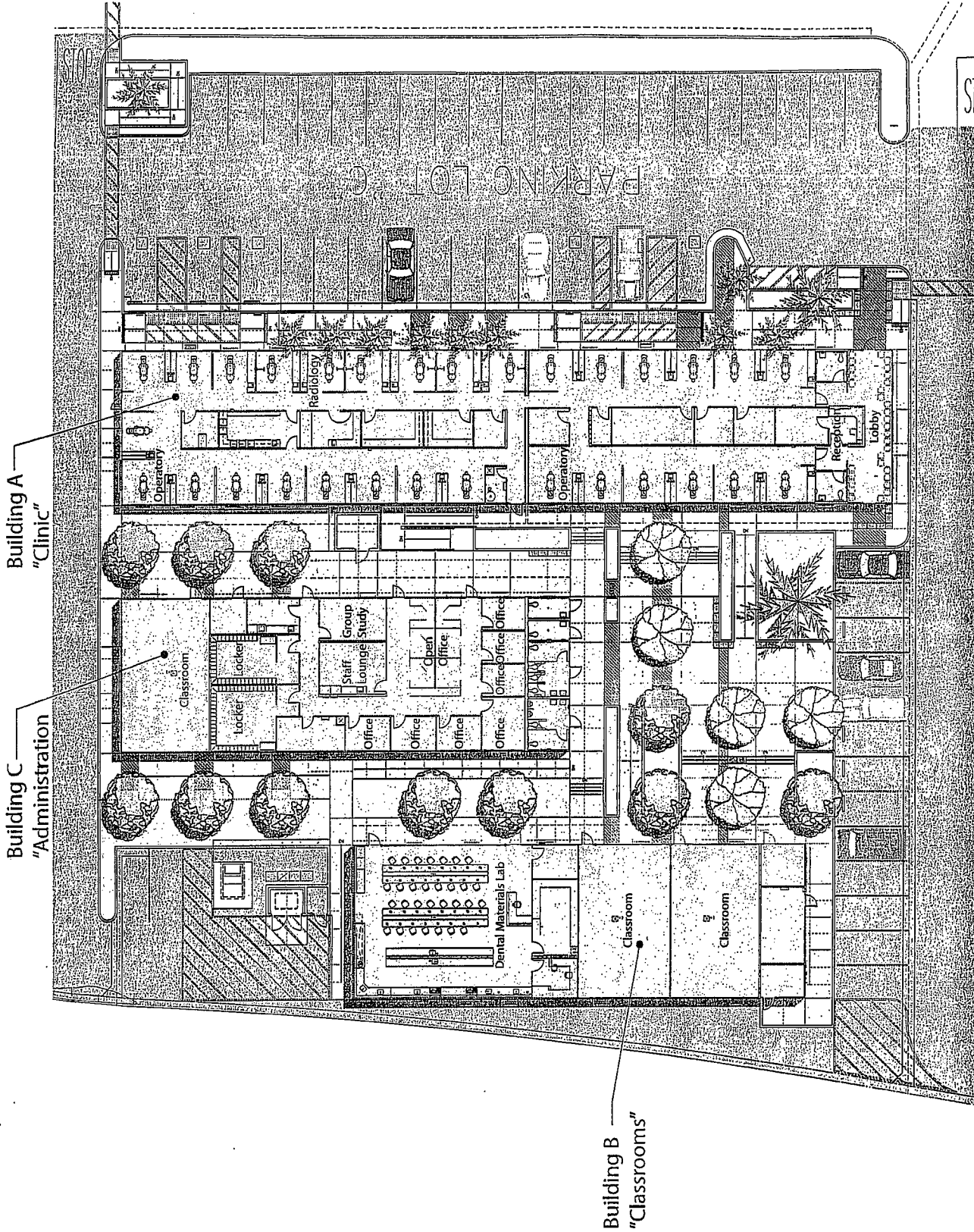
LOCATION: MOV  
 TERM : 11FAL

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 Lesser, Donna E.	DEC 2 WE DEC 2 WEL	F	10:20AM 08/29/11 12:30PM 12/16/11	35	2.50	12	12	0	0
DEH-32-28235	Dental Materials Lesser, Donna E.	DEC 2 WE DEC 2 WEL	F	01:20PM 08/29/11 03:30PM 12/16/11	35	2.50	12	12	0	0
DEH-33-28236	Periodontology Lesser, Donna E.	DEC 2 WE	W	09:00AM 08/29/11 10:10AM 12/16/11	35	1.00	17	17	0	0
DEH-34-28237	Community Dental Health Ed Lesser, Donna E.	DEC 2 WE	TH	10:30AM 08/29/11 11:40AM 12/16/11	35	1.00	17	17	0	0
DEH-35-28238	Comm Den Hlth Ed Practicum Lesser, Donna E.	DEC 2 WE DEC 2 WEL	TH	09:00AM 08/29/11 09:40AM 12/16/11	35	1.00	17	17	0	0
DEH-36-28239	Research Methodology Lesser, Donna E.	DEC 2 WE	TH	09:50AM 08/29/11 11:30AM 12/16/11	35	2.00	17	17	0	0
DEH-37-28240	Nutrition in Dentistry Lesser, Donna E. Van Holland, Denise M.	DEC 2 WE	M	10:30AM 08/29/11 11:40AM 12/16/11	35	1.00	17	17	0	0
DEN-75A-28846	Complete Denture Tech I	DEC LAB LEC DEC LAB LAB DEC LAB LAB	M	08:00AM 08/29/11 10:15AM 10/17/11 10:20AM 08/29/11 04:00PM 10/17/11 08:00AM 08/30/11 04:00PM 10/18/11	30	3.00	16	16	0	0
DEN-75B-28847	Complete Denture Techniques	DEC LAB LEC DEC LAB LAB DEC LAB LAB	M	08:00AM 10/24/11 10:15AM 12/12/11 10:20AM 10/24/11 04:00PM 12/12/11 08:00AM 10/25/11 04:00PM 12/13/11	30	3.00	16	16	0	0
DEN-79A-28243	Crown and Bridge Techniques	DEC LAB LEC DEC LAB LAB DEC LAB LAB	W	08:00AM 08/31/11 10:15AM 10/19/11 10:20AM 08/31/11 04:00PM 10/19/11 08:00AM 09/01/11 04:00PM 10/20/11	30	3.00	16	16	0	0

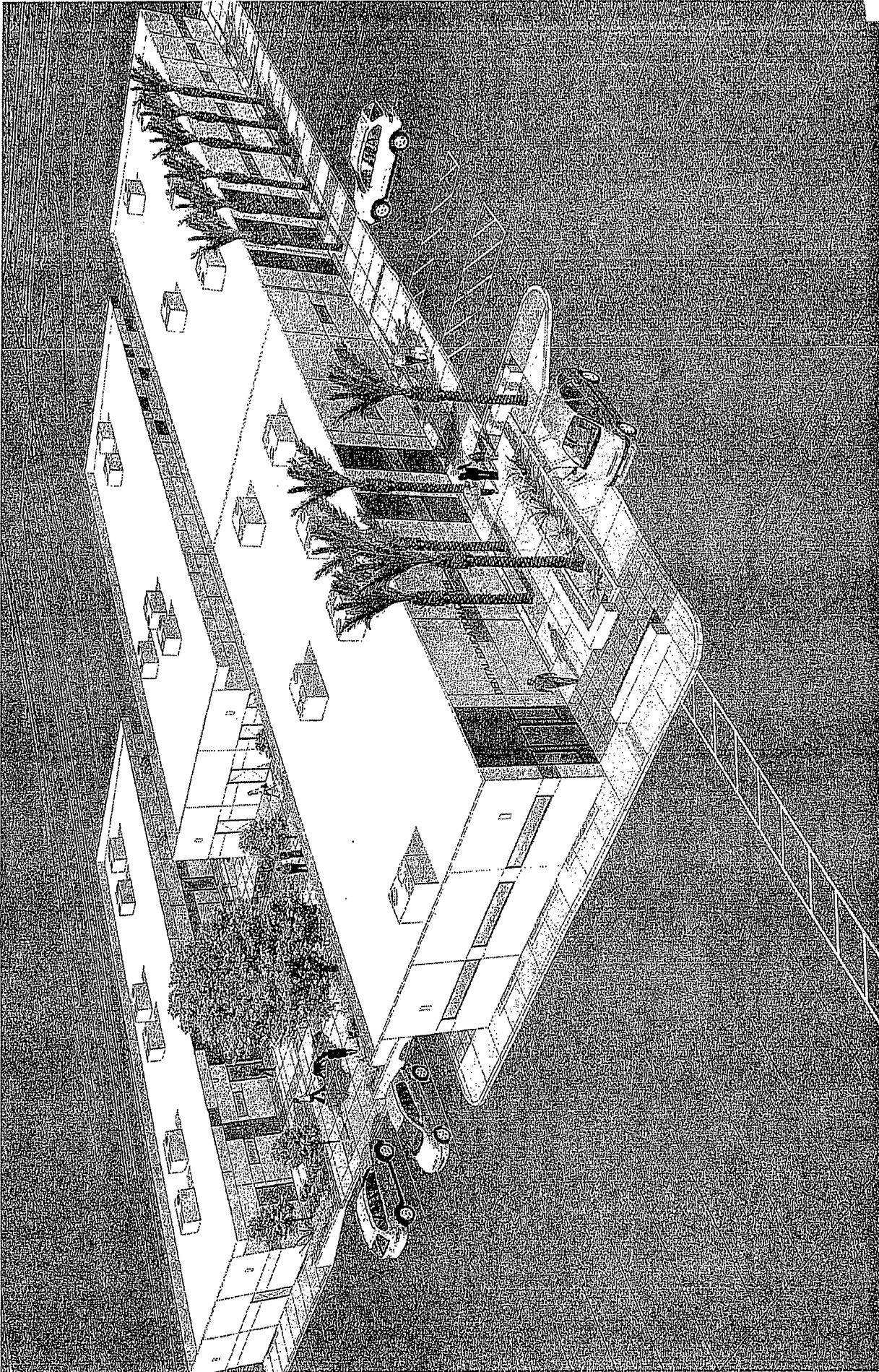


Building A  
"Clinic"  
Building C  
"Administration"  
Building B  
"Classrooms"

Moreno Valley College Dental Education Center  
Riverside Community College District







Moreno Valley College Dental Education Center  
Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-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 Tovaes, 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. Reestablish 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
<i>(option)</i>	
▣ Add phones in classrooms .....	incl.
▣ Evaluate Moodle as new hosted and managed LMS platform .....	\$0
▣ Replace Adobe Contribute with SharePoint as web CMS .....	\$0
▣ Reimplement 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 servers 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 affords 12 of 18 units to be taken online, and the Educational Paraprofessional Certificate affords 18 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

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:

**Business Administration Certificate**

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

**Educational Paraprofessional Certificate**

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





MVC Distance Education Courses in Relation to Degree and Transfer Requirements

# Sheet1

	A	B	C	D	E	F
1	<b>Associate of Arts</b>		Riverside	Norco	Moreno Valley	as of: Mar '11
2	<b>Administration and Info Sys Included Discipline and Courses</b>					
3	Subject	Course	OL=Online HY=Hybrid			
4	<i>Required</i>					
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	<i>Electives</i>					
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	<b>Communications, Media &amp; Languages Included Disciplines &amp; Courses</b>					
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	<b>Fine &amp; Applied Arts Included Disciplines &amp; Courses</b>				
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	<b>Humanities, Philosophy &amp; Arts Included Disciplines &amp; Courses</b>					
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				
	<b>Physical Ed, Health &amp; Wellness Included</b>					
146	<b>Disciplines &amp; Courses</b>					
147	<i>Required</i>					
148	Health Sci	n/a				
149	Physical Ed/academic courses	PHP 4	OL	OL	OL	
150		PHP 36	OL			
151	<i>Electives</i>					
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	<b>Social &amp; Behavioral Studies Included Disciplines &amp; Courses</b>					
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	<b>Associate of Science</b>					
193	<b>Math &amp; Science Included Disciplines &amp; Courses</b>					
194	<i>Required</i>					
195	Math	MAT 11	HY	HY		
196	Physical Sci	n/a				
197	Life Sci	n/a				

<b>198</b>	<i>Electives</i>					
<b>199</b>	Anatomy & Physiology	n/a				
<b>200</b>	Anthropology	ANT 1	OL	OL		

# Sheet1

	A	B	C	D	E	F	G	
1	<b>Transfer Requirements</b>		Riverside	Norco	Moreno Valley	as of:	Mar '11	
2	<b>A. English Language, Communication &amp; Critical Thinking</b>							
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>B. Scientific Inquiry &amp; Quantitative Reasoning</b>							
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	<b>C. Arts &amp; Humanities</b>							
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	<b>D. Social Sciences</b>					
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	<b>E. Lifelong Learning &amp; Self Development</b>						
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	<b>U.S. History, Constitution &amp; Govt</b>						
91		HIS 6	OL		OL		
92		HIS 7	OL		OL		
93		HUM 16	OL				
94		POL 1	OL	OL/HY	OL/HY		
95	<b>1. English Comm</b>						
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	<b>2. Math Concepts</b>						
100	Math	MAT 11	HY	HY			
101	<b>3. Arts &amp; Humanities</b>						
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	<b>4. Social &amp; Behavioral Sci</b>							
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	<b>5. Physical &amp; Biological Sci</b>						
161	Physical Sci	GEG 1			HY		
162		GEG 1L			HY		
163	Biological Sci	ANT 1	OL	OL			
164		PSY 2	OL	HY			
165	<b>6. Language Other Than English</b>						
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	<b>CSU Graduation Requirement- U.S History, Constitution &amp; American Ideals</b>						
185		HIS 6	OL		OL		
186		HIS 7	OL		OL		
187		HUM 16	OL				
188		POL 1	OL	OL/HY	OL/HY		
189							
190							
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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	<u>13,721</u>
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**

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

### **2009-2010 Distance Education Courses Gross Revenue**

2009-2010 revenue from 4504.01 FTES (unit/hrs. x enr./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
<b>Total expenses.....</b>	<b>\$4,452,479</b>

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

**APPENDIX A**

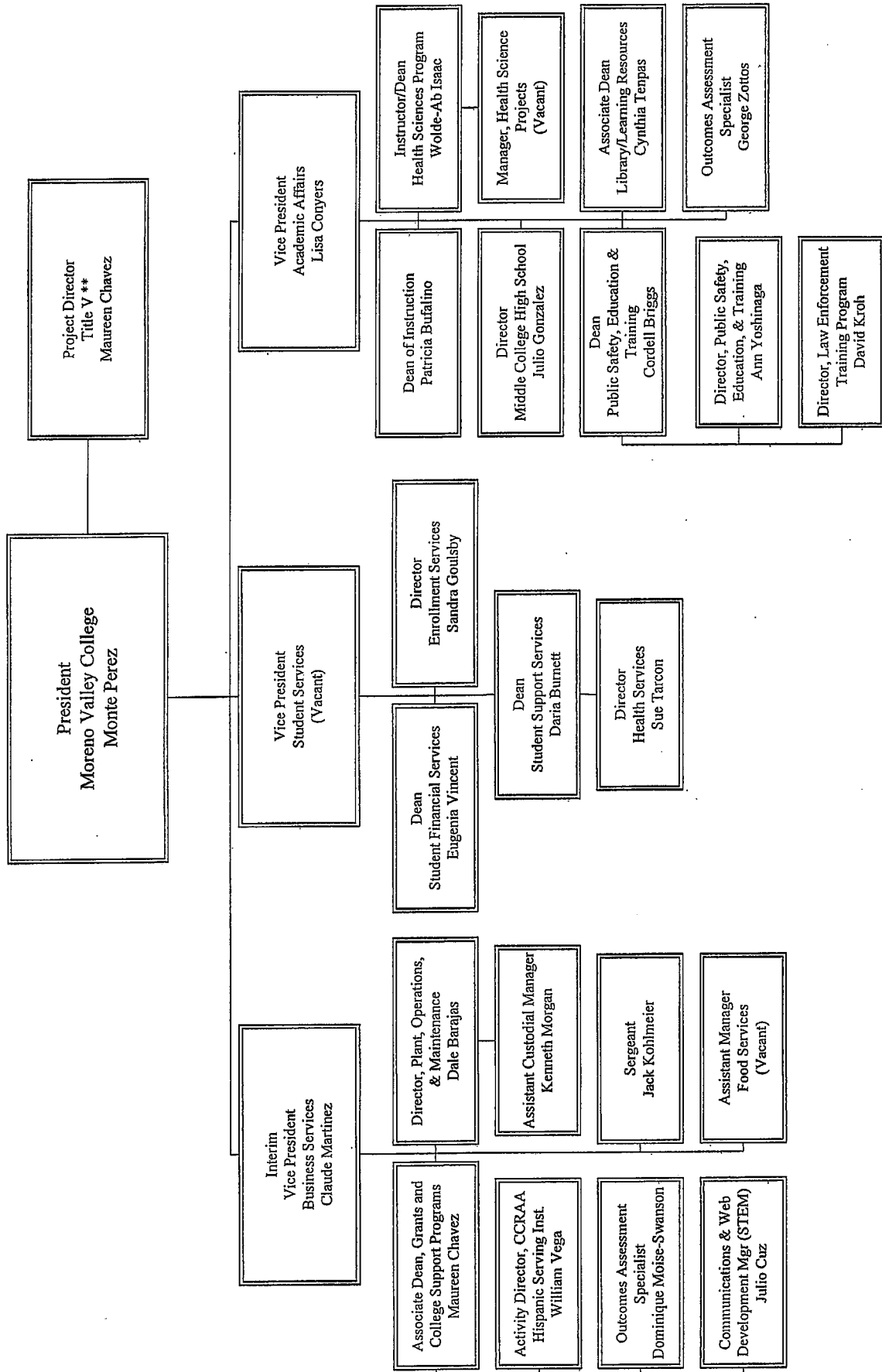
The following is a detailed view of the course offerings, enrollment data, FTES and related revenue for the distance education courses offered at RCCD during the last AY (enrollments are based on first census - C-1):

**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

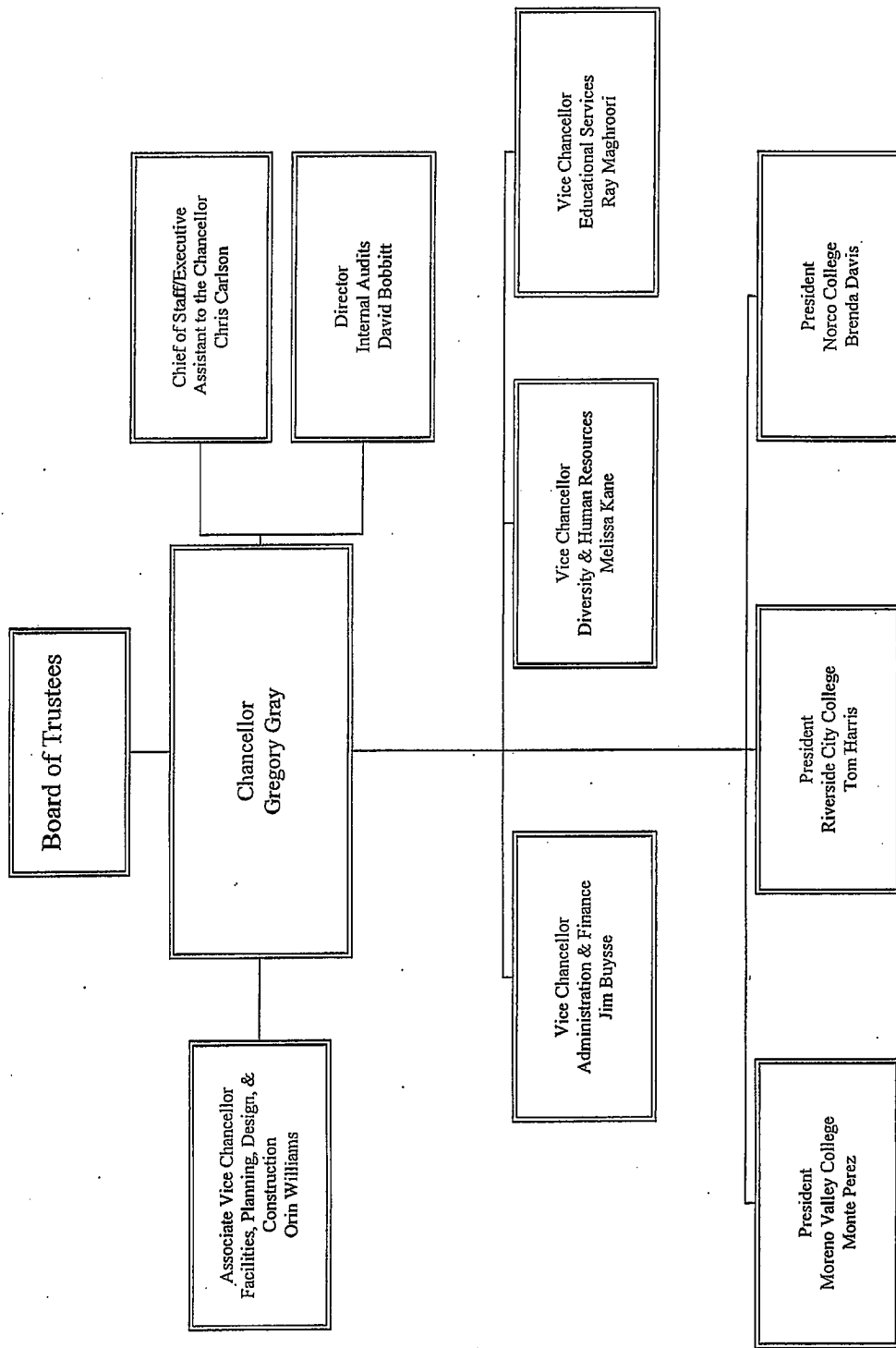
## Moreno Valley College



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

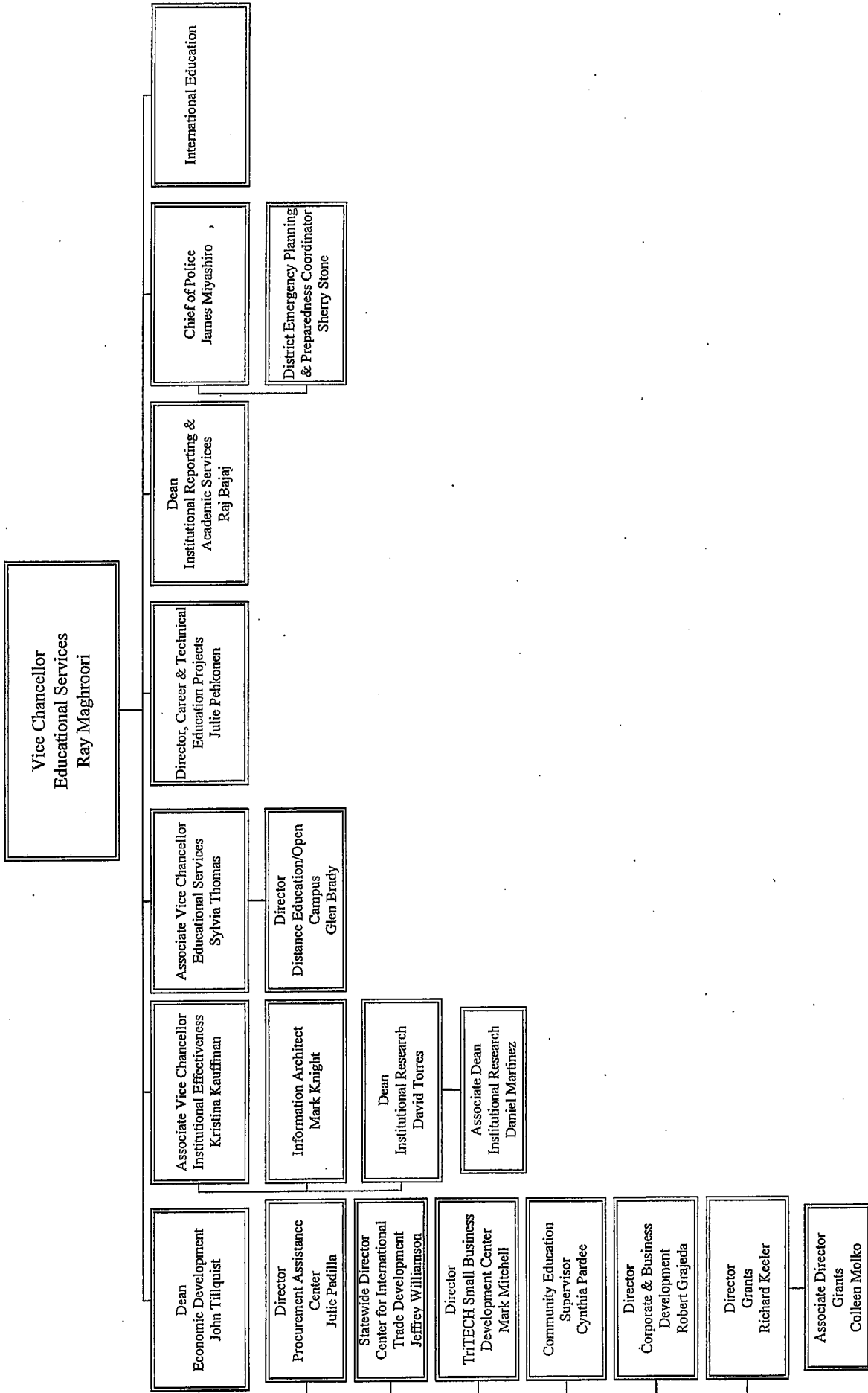


# Riverside Community College District Chancellor



# 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	FTEF	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%	616.87	34.93	19,868.51	568.95	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	0.50	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%	58.17%	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.: VI-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 District's 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	Source	Schedule of Funds						
				2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
	ASF	Total Cost								
1	Industrial Technology, Phase III 0	2009/2010 \$18,943,000 \$9,675,000	State NonState	Norco College						
2	NETWORK OPERATIONS CENTER (NO 1,500	2011/2012 \$3,013,000	NonState	Moreno Valley College (E)	\$280,000					
3	Wheelock Gymnasium, Seismic Retrofit 5,943	2011/2012 \$9,165,000 \$7,450,000	State NonState	Riverside City College						
4	Nursing / Science Building 49,458	2011/2012 \$44,895,000 \$11,945,000	State NonState	Riverside City College						
5	MORENO VALLEY COLLEGE DENTAL E 5,227	2011/2012 \$9,500,000	NonState	Moreno Valley College (E)	\$209,000					
6	QUAD BASEMENT REMODEL 1,024	2011/2012 \$467,000	NonState	Riverside City College						
7	CITRUS BELT PROJECT 2011/2012	\$4,000,000	NonState	Riverside District Administrative Office* (E)	\$200,000					
8	PH III-STUDENT ACADEMIC SERVICES 23,518	2012/2013 \$15,101,000 \$5,393,000	State NonState	Moreno Valley College						
9	NORCO OPERATIONS CENTER (PBX/M 19,081	2012/2013 \$8,835,000	NonState	Norco College (C)(E)	\$7,728,000					
10	LEARNING GATEWAY BUILDING 2012/2013	\$29,800,000	NonState	Moreno Valley College						
11	SECONDARY EFFECTS PROJECT (IT P 2012/2013	\$16,009,000	NonState	Norco College						
12	ADA TRANSITION PLAN & IMPLEMENT 2012/2013	\$6,917,000	NonState	Riverside District Administrative Office* (W)	\$350,000	(C)(E) \$6,317,000				
13	UTILITY INFRASTRUCTURE UPGRADE 2012/2013	\$7,000,000	NonState	Riverside District Administrative Office* (W)	\$247,000	(C)(E) \$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

**District Projects Priority Order**

Riverside CCD

No.	Project	Occupancy		Source	Schedule of Funds						
		ASF	Total Cost		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 11,945				Riverside City College						
			2013/2014		(C)						
			\$23,739,000	NonState	\$22,079,000						
17	RIVERSIDE SCHOOL FOR THE ARTS 56,567				Riverside City College						
			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 39,770				Norco College						
			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 32,707				Moreno Valley College						
			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 21,824				Riverside City College						
			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 14,386				Riverside City College						
			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 41,319				Moreno Valley College						
			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) 17,152				Moreno Valley College						
			2016/2017			(P)(W)	(C)(E)				
			\$20,993,000	State		\$1,662,000	\$19,331,000				
25	VISUAL AND PERFORMING ARTS CEN 43,160				Norco College						
			2017/2018			(P)(W)	(C)(E)				
			\$32,353,000	State		\$2,236,000	\$30,117,000				
26	CENTER FOR HUMAN PERFORMANCE 1,600				Norco College						
			2016/2017			(P)(W)	(C)(E)				
			\$7,659,000	State		\$631,000	\$7,028,000				

**District Projects Priority Order**

Riverside CCD

No.	Project	Occupancy	Source	Schedule of Funds								
				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  
FACILITIES COMMITTEE

Report No.: VI-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.: VI-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 25 – Glazing
Category 14 – Grading/Demo	Category 26 – Drywall, Plaster, & Insulation
Category 15 – AC Paving	Category 27 – Tile
Category 16 – Site Concrete & Site Pavers	Category 28 – Acoustical Ceilings
Category 19 – Landscaping & Site Furnishings	Category 29 – Flooring
Category 20 – Misc/Structural Metals	Category 30 – Painting
Category 21 – Casework	Category 31 – Misc Specialties
Category 22 – Flashing, Sheet Metal & Metal Panels	Category 32 – Plumbing
Category 23 – Waterproofing/Roofing	Category 33 – Mechanical
Category 24 – Doors, Frames, and Hardware	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. VI-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

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Eric Mittlestead  
CEO  
352 Atwood Drive  
Exeter, CA 93221

By: \_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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.: VI-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.: VI-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**

<u>Fund / Resource</u>	<u>Fund Name</u>	<u>Adopted Budget</u> <u>2010-2011</u>	<u>Tentative Budget</u> <u>2011-2012</u>
	<u>District</u>		
<u>General Funds</u>			
<u>Unrestricted - Fund 11</u>			
<u>Resource</u>			
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	<u>227,573</u>	<u>197,465</u>
	Total Unrestricted General Funds	<u>157,821,669</u>	<u>151,144,957</u>
<u>Restricted - Fund 12</u>			
<u>Resource</u>			
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	<u>29,935,300</u>	<u>27,175,178</u>
	Total Restricted General Funds	<u>47,200,466</u>	<u>45,210,684</u>
	Total General Funds	<u>205,022,135</u>	<u>196,355,641</u>
<u>Special Revenue - Funds 32 &amp; 33</u>			
<u>Resource</u>			
3200	Food Services	2,873,574	2,334,080
3300	Child Care	<u>1,383,386</u>	<u>1,461,556</u>
	Total Special Revenue Funds	<u>4,256,960</u>	<u>3,795,636</u>

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

<u>Fund / Resource</u>	<u>Fund Name</u>	<u>Adopted Budget 2010-2011</u>	<u>Tentative Budget 2011-2012</u>
<u>Capital Projects - Fund 41</u>			
<u>Resource</u>			
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	<u>212,781,443</u>	<u>153,890,348</u>
<u>Internal Service - Fund 61</u>			
<u>Resource</u>			
6100	Health and Liability Self-Insurance	6,892,954	6,427,016
6110	Workers Compensation Self Insurance	<u>2,606,571</u>	<u>3,177,568</u>
	Total Internal Service Funds	<u>9,499,525</u>	<u>9,604,584</u>
	<b>Total District Funds</b>	<b><u>\$ 431,560,063</u></b>	<b><u>\$ 363,646,209</u></b>
<u>Expendable Trust and Agency</u>			
<u>Student Financial Aid Accounts</u>			
	Student Federal Grants	\$ 36,193,303	\$ 48,795,050
	State of California Student Grants	<u>2,000,000</u>	<u>1,900,000</u>
	Total Student Financial Aid Accounts	<u>38,193,303</u>	<u>50,695,050</u>
<u>Other Account</u>			
	Associated Students of RCC	<u>1,630,035</u>	<u>1,759,973</u>
	<b>Total Expendable Trust and Agency</b>	<b><u>\$ 39,823,338</u></b>	<b><u>\$ 52,455,023</u></b>
	<b>Grand Total</b>	<b><u>\$ 471,383,401</u></b>	<b><u>\$ 416,101,232</u></b>

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	<u>6,300</u>	
Total Federal Income		222,677
State General Apportionment		
General Apportionment	94,511,808	
Enrollment Fee Waiver Administration	164,000	
Homeowner's Prop Tax Exemption	<u>461,000</u>	
Total State General Apportionment		95,136,808
Other State Income		
Lottery	3,300,000	
Part-Time Faculty Compensation	<u>614,200</u>	
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	<u>295,000</u>	
Total Local Income		35,011,100
Other/Incoming Transfers		
Sales - Obsolete Equipment	13,000	
Indirect Costs Recovery	500,000	
From Resource 4130	<u>2,735,982</u>	
Total Other/Incoming Transfers		<u>3,248,982</u>
Total Income		\$ <u>137,533,767</u>
Total Available Funds		\$ <u>148,719,818</u>

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

TENTATIVE OPERATING BUDGET  
 2011-2012

Object Code

1100	Regular Full-Time Teaching	\$ 27,753,615	
1200	Regular Full-Time Non-Teaching	12,164,373	
1300	Part-Time Hourly Teaching and Overload	20,666,538	
1400	Part-Time Hourly Non-Teaching	<u>918,765</u>	
	Total Academic Salaries		\$ 61,503,291
2100	Regular Full-Time and Part-Time Classified	27,191,187	
2200	Regular Full-Time Instructional aides	2,427,973	
2300	Student Help Non-Instructional and Classified Overtime	680,157	
2400	Student Help Instructional Aides	<u>227,387</u>	
	Total Classified Salaries		30,526,704
3000	Employee Benefits		30,519,447
4000	Books and Supplies		2,318,973
5000	Services and Operating Expenditures		15,307,096
6000	Capital Outlay		772,112
7300	Interfund Transfers		
	To Resource 4130	678,000	
	To Resource 6100	<u>250,000</u>	
	Total Interfund Transfers		928,000
8999	Intrafund Transfers		
	Bookstore (Resource 1110)	(156,527)	
	Performance Riverside (Resource 1090)	730,982	
	General Fund Backfill	1,068,618	
	College Work Study (Resource 1190)	429,408	
	DSP&S (Resource 1190)	<u>665,157</u>	
	Total Intrafund Transfers		<u>2,737,638</u>
	Total Resource 1000 Expenditures Excluding Contingency		\$ 144,613,261
7900	*Contingency / Reserve		<u>4,578,934</u>
	Total Resource 1000 Expenditures Including Contingency / Reserves		<u>\$ 149,192,195</u>
	Resource Deficit	\$	(472,377)

\* The Resource 1000 Contingency was calculated using 3% as a budget balancing strategy instead of the 5% required by Board Policy 7080. The Contingency takes into account the TAF for all Resources comprising Unrestricted Fund 11 (1000, 1080, 1090, 1110, 1170) and factoring in the deficit for Resource 1080.

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	<u>2,089,460</u>	
Total Local Income		<u>2,100,370</u>
Total Available Funds (TAF)		<u>\$ 2,844,892</u>

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	<u>100,000</u>
	Total Expenditures	2,347,070
7900	* Contingency/Reserve	<u>497,822</u>
	Total Resource 1050 Expenditures Including Contingency/Reserves	<u>\$ 2,844,892</u>

\* 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	<u>125,417</u>	
Total Local Income		<u>1,481,831</u>
Total Available Funds (TAF)		<u>\$ 3,530,320</u>

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	<u>45,447</u>
	Total Expenditures	1,805,620
7900	* Contingency/Reserves	<u>1,724,700</u>
	Total Resource 1070 Expenditures Including Contingency/Reserves	<u>\$ 3,530,320</u>

\* 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		<u>800</u>	
Total Local Income			<u>732,348</u>
Total Available Funds (TAF)		\$	<u>646,993</u>

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		<u>363,276</u>
	Total Expenditures		732,348
7900	* Contingency/Reserves		<u>-</u>
	Total Resource 1080 Expenditures Including Contingency/Reserves	\$	<u>732,348</u>
	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	<u>730,982</u>	
Total Income		<u>1,652,673</u>
Total Available Funds (TAF)		<u>\$ 921,691</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 333,828
3000	Employee Benefits	138,030
4000	Book and Supplies	28,200
5000	Services and Operating Expenditures	<u>421,633</u>
	Total Expenditures	921,691
7900	Contingency/Reserves	<u>-</u>
Total Resource 1090 Expenditures Including Contingency/Reserves		<u>\$ 921,691</u>
	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		<u>5,000</u>	
Total Local Income			<u>629,800</u>
Total Available Funds (TAF)		\$	<u>658,990</u>

EXPENDITURES

Object Code

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

\* 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		<u>149,254</u>	
Total Local Income			<u>149,454</u>
Total Available Funds (TAF)		\$	<u>197,465</u>

EXPENDITURES

Object Code

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

\* 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	<u>1,565,000</u>	
Total Local Income		<u>1,673,800</u>
Total Available Funds (TAF)		<u>\$ 11,660,294</u>

EXPENDITURES

Object Code

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

\* 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	<u>290,060</u>	
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	<u>8,109</u>	
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	<u>187</u>	
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)	<u>1,068,618</u>	
Total Interfund and Intrafund Transfers		2,163,183
Total Income		<u>27,175,178</u>
Total Available Funds		<u>\$ 27,175,178</u>

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

TENTATIVE OPERATING BUDGET  
2011-2012

<u>Object Code</u>		<u>Expenditures</u>
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	<u>                  -</u>
Total Resource 1190 Expenditures Including Contingency / Reserves		<u>\$ 27,175,178</u>



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

TENTATIVE OPERATING BUDGET  
 2011-2012

INCOME

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

EXPENDITURES

Object Code

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

\* 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		<u>2,500</u>	
Total Local Income			<u>1,231,558</u>
Total Income			<u>1,382,988</u>
Total Available Funds (TAF)		\$	<u><u>1,461,556</u></u>

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		<u>127,613</u>
	Total Expenditures		1,389,314
7900	* Contingency/Reserves		<u>72,242</u>
Total Resource 3300 Expenditures Including Contingency/Reserves			\$ <u><u>1,461,556</u></u>

\* 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		<u>11,299,510</u>	
Total State Income			<u>16,873,768</u>
Total Available Funds (TAF)		\$	<u>16,873,768</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$	<u>16,873,768</u>
	Total Expenditures		16,873,768
7900	Contingency/Reserves		<u>-</u>
Total Resource 4100 Expenditures Including Contingency/Reserves		\$	<u>16,873,768</u>

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		\$	<u>555</u>
Federal Income	\$	89,280	
Local Income		<u>1,000</u>	
Total Income			<u>90,280</u>
Total Available Funds		\$	<u>90,835</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$	<u>89,280</u>
	Total Expenditures		89,280
7900	Contingency/Reserves		<u>1,555</u>
Total Resource 4120 Expenditures Including Contingency/Reserves		\$	<u>90,835</u>

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	<u>678,000</u>	
Total Income		<u>737,000</u>
Total Available Funds (TAF)		<u>\$ 9,644,012</u>

EXPENDITURES

Object Code

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

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	<u>275,000</u>
Total Available Funds (TAF)	<u>\$ 33,672,720</u>

EXPENDITURES

Object Code

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

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	<u>35,000</u>
Total Available Funds (TAF)	<u>\$ 7,191,170</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$ <u>6,901,312</u>
	Total Expenditures	6,901,312
7910	Contingency	<u>289,858</u>
	Total Resource 4170 Expenditures Including Contingency/Reserves	<u>\$ 7,191,170</u>

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	<u>400,000</u>
Total Available Funds (TAF)	<u>\$ 86,417,843</u>

EXPENDITURES

Object Code

6000	Capital Outlay	<u>\$ 85,557,665</u>
	Total Expenditures	85,557,665
7910	Contingency	<u>860,178</u>
	Total Resource 4180 Expenditures Including Contingency/Reserves	<u>\$ 86,417,843</u>



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

TENTATIVE OPERATING BUDGET  
2011-2012

INCOME

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

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	<u>40,000</u>
	Total Expenditures	5,813,232
7900	Contingency/Reserves	<u>613,784</u>
	Total Resource 6100 Expenditures Including Contingency/Reserves	<u>\$ 6,427,016</u>

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	<u>1,714,000</u>	
Total Local Income		<u>1,734,000</u>
Total Available Funds (TAF)		<u>\$ 3,177,568</u>

EXPENDITURES

Object Code

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

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	<u>1,500,000</u>		
Total Federal Income			<u>48,795,050</u>
Total Available Funds (TAF)		\$	<u>48,795,050</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers	\$	<u>48,795,050</u>
	Total Student Federal Grants	\$	<u>48,795,050</u>

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	<u>1,900,000</u>
Total Available Funds (TAF)	<u>\$ 1,900,000</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers	\$ <u>1,900,000</u>
	Total State of California Student Grants	<u>\$ 1,900,000</u>

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	<u>12,000</u>	
Total Local Income		<u>700,000</u>
Total Available Funds (TAF)		<u>\$ 1,759,973</u>

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	<u>77,000</u>	
	Total Expenditures		\$ 700,000
	Contingency		<u>1,059,973</u>
	Total ASRCC Accounts		<u>\$ 1,759,973</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-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, however later the project budget was revised to \$8,834,625 at the request of the 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 \$8,914,625 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 the 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.: VI-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 16<sup>th</sup> 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.: VI-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.: VI-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, 2010 to February 1, 2011. 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 April 1, 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, 2010 to February 1, 2011.

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

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

C.W. DRIVER

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

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

James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-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.: VI-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

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

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

James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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
<b>TOTAL</b>	<b>\$30,670.00</b>

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-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.: VI-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.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

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

James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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

Exhibit I



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
<b>Total:</b> .....	<b>\$</b>	<b>330,000</b>

**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

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

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

By: \_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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: first 4 overtime hours Monday-Friday, excluding any Holiday  
(1½ x hourly rate) and first 12 hours on Saturday, excluding any Holiday  
Double-time hours: all hours over 12 on Monday-Saturday  
(2 x hourly rate) 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
<b>ESTIMATED TOTAL</b>	<b>\$54,696.00</b>

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

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Darcy Dahlem  
General Manager  
3150 West Wigwam Ave.  
Las Vegas, NV 89139

By: \_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

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

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BUSINESS FROM BOARD MEMBERS

Report No.: X-B

Date: June 21, 2011

Subject: Board Self Evaluation – Reporting Out

Background: At the May 17, 2011 regular Board meeting and at a special Board retreat held June 8, 2011, the Board of Trustees conducted their annual self-evaluation. Prior to the meetings, each Board member was provided with an evaluation packet that included BP 2745-Board Self Evaluation, a self-assessment tool, a compilation of Board presentations, and a summary of Board activities for the previous 12 months. Additionally, a summary and reporting of 2010 outcomes were included in the packet along with an overview of progress on the goals set for 2010.

The assessment tool and summary were categorized into the several dimensions of effectiveness contained within the Board's policy. The Chancellor's Office compiled an aggregated evaluation sheet with a summary of the aggregated findings, similar to what was conducted in 2009 and 2010. Additionally, a comparative analysis over the past years was included, as the self assessment tool was the same one used in 2009 and 2010, and provided a comparative analysis versus a stagnate position.

At the retreat, the Board discussed the board self-evaluation survey results, and reviewed what the board determined to be their strengths as a board and discussed in detail areas of improvement and plans for achieving improvement as a board. They also reviewed the goals from the prior year and progress achieved.

The board, during its self evaluation at the June 8, 2011 special Board meeting established the following objectives for themselves for this next 12-month period of board self-evaluation.

1. Continue to address and support transformation into a three-college district.
2. Strive for a positive, synergistic board of trustees that recognizes respects and capitalizes on the uniqueness of each trustee, and that leverages and positions the board for the overall advancement of the district.
3. Supports the role of the Chancellor and actions of the board as a whole, to fulfill the greater mission of the District and to continually stay focused on our core mission.
4. Set policy and direction for the District, support Chancellor in advancing and executing them, and monitor the implementation through the CEO evaluation process.
5. Participate appropriately as a board and clearly focus efforts on supporting and advancing district planning as it faces 2016 and its next century of service. (Note, participation included contributing to broad vision development and setting criteria for planning, e.g. that budgeting is linked to planning)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BUSINESS FROM BOARD MEMBERS

Report No.: X-B

Date: June 21, 2011

Subject: Board Self Evaluation – Reporting Out

6. Address the budget and stewardship of the district and the fiscal paradigm community colleges within the state face; including the right sizing of the district, advocacy of new funding model(s), and efficiencies.
7. Support the development of standards, policies and protocols that lead to efficiencies and sound resource development and implementation, including continued support for the Chancellor’s role in resource development.
8. Support programs, policies and investments that advance the district and its operations into sustainable practices, such as the e-board book, LEED certified development and other policy measures.
9. Assure leadership and policy matters are undertaken and aligned with the District Strategic Plan Themes of Student Access; Student Success; Service to Community; System Effectiveness; Financial Resource Development; Organizational and Professional Development; and Green Initiatives.
10. Support and facilitate relationships with local schools, industries and businesses, to collaborate in providing a better educational continuum and for “making life better” in our community, including (a) possible joint meeting(s) with school boards on focused topics of common interest.
11. Monitor student success and achievement of all student populations and review data and reports that provide perspective and trend analysis to support programs, operations and policy matters. Monitoring shall include attention to and support for efforts to close the “achievement gap” of under-prepared and represented students.

Information only.

Gregory W. Gray  
Chancellor

Prepared by: Chris Carlson  
Chief of Staff

## BOARD SELF-EVALUATION SUMMARY REVIEW

At the retreat, the Board discussed the board self-evaluation survey results, including:

### Strengths

Highlights of the board's strengths are:

- A commitment to students and student learning as evidenced by the number and quality of agenda items and discussions related to student learning and programs, and that the budget reflects a priority for student learning.
- Board has been unified in supporting recommendations from the administration on budgeting process and reductions.
- The board relies on data in making decisions
- Decision-making is transparent
- The board consists of members with diverse backgrounds, representing different segments and values in the community. Members truly appreciate the unique contributions each makes to the board.
- Board members are committed to listening to and respecting each other.
- Members represent the District well in the community and have many community links.
- Members are strong advocates for community colleges at the state and national levels.
- The board's committee structure provides ample opportunity to gather information from stakeholders.

### Areas to Consider for Improvement

Highlights of the areas the board considers for improvement are:

- Committee meetings to assure substantive discussion, participation and review.
- Board Dynamics and Interpersonal Communication was explored, in depth.  
Discussion included:
  - the importance and value of collaboration,
  - how to disagree without causing personal rifts,
  - the importance of open communication,
  - the principle of supporting a board decision and balancing that with responding to community interests, and
  - the necessity to present a unified voice and direction for District employees.  
It was noted that the decisions the board makes during the transition into a three-college district during these difficult financial times will have a long-lasting influence on the future, and that the board must maintain its unity and visionary focus.
- Board Operations was discussed including the role of the Board President to be the spokesperson for the Board and provided feedback as requested by the present and past Presidents of the Board. The value and role of being the primary contact for the Chancellor was reinforced, as was the need for all trustees to receive information equally and contribute to board priorities and agendas.



## Board Goals

The board reviewed its progress on the 2010-2011 board goals. Comments included:

- Significant progress was made on the transformation to a three college district.
- The board's is deeply committed to diversity, and heard reports on specific programs related to equal opportunity.
- Members particularly noted and appreciated the Chancellor's efforts in resource development.
- Progress on the School for the Arts continues, although is constrained by the budget situation. Planning for it is integrated into the district planning process.
- The board has maintained a unified voice in budget oversight.

In June 2010, when the board reported out the result of the 2010 Self Assessment, what the Board planned as objectives. Below is the list of 2010 objectives along with a narrative response as to each objective since the 2010 Board Self Evaluation.

- Continue to provide leadership, in its appropriate role, in the continued development of the three accredited college district.
  - *Board this year accepted a district reorganization as embodied in the report "The Shape of the Future"*
- Support an environment at RCCD which embraces supports and celebrates its diversity, equality and equal employment opportunities, and will monitor progress and advancement in these areas.
  - *Board continues to celebrate diversity and equality, through support of policies and procedures of employment practices, and student support programs such as TRIO and Ujima and others.*
- Support and share the work and efforts of developing outside resources to the District, primarily through the work and support of Riverside Community College District Foundation; and will work with and support the foundation and chancellor in advancing a campaign that furthers the needs and opportunities of the district.
  - *Board continues to support and accept grants, work of the foundation and the advancement of campaign. This is evident through their engagement in the community, work with the foundation, and advocacy at the state and federal levels.*
- Support Riverside School for the Arts, and advancement of the District in arts and media.
  - *Board supports and is part of the task force on School of the Arts, and appreciates the \$5 million gift for the school.*
- Continue to advance the mission of the Innovative Learning Center at Stokoe, and supports the Center's evolution to fulfill its unique agenda, and support measures that advance the operational agenda.
  - *Board has visited Stokoe, and is knowledgeable of the site, its programs and progress. The committee of the board for Stokoe will be convening in the near future.*

- Advance the fiscal accountability of the District, and will assure that a balanced budget is passed for 2010-2011, and implemented, accordingly.
  - *Board has adopted and overseen fiscal stewardship of its annual budget, and planning according to budget.*
- Continue to support the existing relationships and partnerships of the district, and look to build new collaborations that further the role and mission of the District; inclusive of their relationships as trustees and the board, as a whole.
  - *Board has approved agreements for the advancement of Community Learning in Partnership (CLIP) and other programs with K-12 partners.*
- Continue to support student success and encourage the development of programs that advance the success of students, in the multitude platforms and means utilized.
  - *Board has supported programs and operational changes for the advancement of student success and has reviewed data to assure proper planning within the district to address student success.*

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
OF MAY 17, 2011

President Green called the regular meeting of the Board of Trustees to order at 6:00 p.m., in Board Room AD122, O. W. Noble Administrative Center, Riverside City College, 4800 Magnolia Avenue, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal  
Mr. Sam Davis  
Ms. Mary Figueroa  
Mrs. Janet Green  
Mr. Mark Takano  
Mr. Alexis Amor, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor  
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources  
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Dr. Cynthia Azari, President, Riverside City College  
Dr. Brenda Davis, President, Norco College  
Ms. Chris Carlson, Chief of Staff  
Mr. Aaron Brown, Associate Vice Chancellor, Administration and Finance  
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations  
Dr. Lisa Conyers, Vice President, Educational Services, Moreno Valley College  
Dr. Sharon Crasnow, President, Academic Senate, Norco College  
Dr. Richard Davin, President, Academic Senate, Riverside City College and District  
Dr. Travis Gibbs, President, Academic Senate, Moreno Valley College

Student Trustee Alexis Amor led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

President Green opened the public hearing at 6:02 p.m. for comments.

PUBLIC HEARING – MARKET STREET PROPERTIES – CERTIFICATION OF ENVIRONMENTAL IMPACT REPORT – RESOLUTION NO. 47-10/11

No comments were made and the public hearing was adjourned at 6: 03 p.m.

Ms. Figueroa, seconded by Dr. Davis, moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee meeting of April 5, 2011. Motion carried. (4 ayes, 1 abstention [Blumenthal])

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF APRIL 5, 2011

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the regular meeting of April 19, 2011. Motion carried. (5 ayes)

MINUTES OF THE REGULAR MEETING OF APRIL 19, 2011

CHANCELLOR'S REPORTS

Presentations

Dr. Azari introduced Mr. Rich Finner, Associate Professor, Applied Digital Media and Printing, and Director, RCCD Printing and Graphics Center, who recognized the Riverside City College students who were winners at the State Skills USA Conference.

Special Presentation – “Recognition of SkillsUSA Students” – Dr. Cynthia Azari, President, Riverside City College

Chancellor Gray introduced Ms. Marylin Jacobsen, Director, Center for International Students and Programs, RCC, who recognized the international students attending Riverside City College.

Special Presentation – “International Students Program” – Chancellor Gregory W. Gray

Chancellor Gray introduced Ms. Jan Schall, Associate Professor, Sociology, who recognized the faculty and students who participated in the Study Abroad Program in China, Spring 2011.

Special Presentation – “Study Abroad – China” – Chancellor Gregory W. Gray

Mr. Amor presented the report about recent and future student activities at Moreno Valley College and Norco College. ASRCC President Italia Garcia presented the report about recent and future student activities at Riverside City College.

STUDENT REPORT

Student Italia Garcia spoke about AB 540 student issues; Ms. Ashley Anderson spoke about classes; Ms. Meghan Sheeran spoke about class cuts; Mr. Edison Van Vlimmeren talked about communication and lack of foresight; Mr. Nick Lotorto spoke about the international student program; Mr. George Escutia, Jr. spoke about student trustees; Mr. Wade Thompson talked about class cuts; Ms. Jan Schall spoke about the golden handshake; Ms. Jasmine Gonzales spoke about class cuts; Mr. Nick Byron addressed for-profit colleges.

COMMENTS FROM THE PUBLIC

CONSENT ITEMS

Action

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees:

Approve the amended listed academic and classified appointments, and assignment and salary adjustments; (Appendix No. 65)

Academic and Classified Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$5,560,492 and District Warrant Claims totaling \$7,077,779; (Appendix No. 66)

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as listed, and authorize making the necessary balancing transfers among the various accounts and funds of the District; (Appendix No. 67)

Budget Adjustments

Approve adding the revenue and expenditures of \$500 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 55-10/11 2010-2011 Youth Empowerment Strategies for Success, Independent Living Program – Moreno Valley College

Approve adding the revenue and expenditures of \$160,000 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 57-10/11 2010-2011 TriTech SBDC 2011 Cooperative Agreement

Award Request for Proposal No. 2010/2011-46, in the total amount of \$940,163 to Tangram, and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;

Request for Proposal Award No. 2010/11-46 – Nursing/Science Building Furniture

Award Request for Proposal Award No. 2010/11-47, in the total amount of \$140,302 to Fitzpatrick Dental, Inc., and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;

Request for Proposal Award No. 2010/11-47 – Dental Operatory Equipment

Ratify the award of the Wheelock Gymnasium Seismic Retrofit Project in the amount of \$1,219,869 to GDA Incorporated;

Award of Bid Ratification – Wheelock Gymnasium Seismic Retrofit Project – Bid Category #02r, Site and Structural Concrete

Approve the purchase of computer equipment, software, peripherals and related services from Govplace, utilizing Western States Contracting Alliance contract number B27164;

Computer Equipment, Software, Peripherals and Related Services from Govplace

Approve the purchase of classroom and office furniture from Tangram using competitively bid CSU Agreement No. 2724;

Classroom and Office Furniture from Tangram

Grant out-of-state travel requests; (Appendix No. 68)

Out-of-State Travel

Ratify the contracts totaling \$492,863; (Appendix No. 69)

Contracts and Agreements Report Less than \$78,900 – All District Resources

Approve the Second Amendment to Agreement extending the lease for the current space for the Culinary Program until December 31, 2013, and authorize the Vice Chancellor, Administration and Finance, to sign the document;

Second Amendment to Agreement Between Riverside Community College District and Blue Mountain Two L.P. – Culinary Lease Extension

Accept the award from the Office of Statewide Planning and Development, in the amount of \$99,808, for the Physician Assistant Program Mental Health Curriculum development;

Award to Support Mental Health Curriculum for Physician Assistant Program

Approve this agreement, from July 1, 2011 through June 30, 2012, at no cost to the District and for compensation for RCCD Customized Training Solutions (CTS) of \$229,443, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

San Bernardino Community College District Agreement

Approve the contract with Capital Alliance Consulting, LLC, from July 1, 2011 to June 30, 2012, in an amount not to exceed \$75,000, with approved additional actual expenses not to exceed \$3,000, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Federal Representation for RCCD

Declare the listed property to be surplus; find that the property does not exceed the total value of \$5,000; and authorize the property to be consigned to the Liquidation Company to be sold on behalf of the District; (Appendix No. 70)

Surplus Property

Accept the Nursing Portables – Moreno Valley, Re-Roofing Projects, and Aquatics Complex, Structural and Site Concrete as complete; approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works; and authorize the Board President to sign the Notices.

Notices of Completion

Motion carried. (5 ayes)

#### Information

In accordance with Board Policy 7350, the Chancellor has accepted the resignations of the following: Dr. Patrick Schwerdtfeger, Vice President, Academic Affairs, RCC, effective June 30, 2011, for retirement; and Mr. Claude Martinez, Interim Vice President, Business Services, effective April 30, 2011, for personal reasons.

Separations

The Board received the summary of financial information for the period July 1, 2010 through April 30, 2011.

Monthly Financial Report

The Board received the quarterly financial status report for the quarter ended March 31, 2011.

CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended March 31, 2011

#### BOARD COMMITTEE REPORTS

##### Governance Committee

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees accept Board Policy 3550 for first reading. Motion carried. (5 ayes)

Revised and New Board Policies – First Reading

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees accept Board Policy 3250 for first reading. Motion carried. (5 ayes)

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees approve Administrative Procedure 2710. Motion carried. (5 ayes)

Revised and New Board Policies – Second Reading

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees approve Board Policy 4250. Motion carried. (5 ayes)

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees approve Board Policy 5500. Motion carried. (5 ayes)

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees approve Board Policy 5900. Motion carried. (5 ayes)

Ms. Figueroa, seconded by Mr. Takano, moved that the Board of Trustees approve the Resolution, as amended, declaring support of U.S. Congress and Department of Education to address issues and consumer protection practices concerning for-profit colleges and universities; and forward to signed Resolution to members of Congress representing RCCD and federal leadership with ties to higher education. Motion carried. (5 ayes)

Mr. Takano, seconded by Ms. Figueroa, moved that the Board of Trustees approve the Resolution, as amended, declaring support of local community action and education to address issues and consumer protection practices concerning for-profit colleges and universities. Motion carried. (3 ayes; 2 noes [Blumenthal/Green])

Dr. Davis, seconded by Ms. Blumenthal, moved that the Board of Trustees ratify the agreement for subcontract services under the Gates Foundation's CLIP Grant, from January 1, 2011 through June 30, 2013, at an amount not to exceed \$105,000, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Dr. Davis, seconded by Ms. Blumenthal, moved that the Board of Trustees ratify the agreement for subcontract services under the Gates Foundation's CLIP Grant, from January 1, 2011 through June 30, 2013, at an amount not to exceed \$105,000, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Resolution No. 51-10/11 in Support of U.S. Congress and Department of Education to Address Issues and Consumer Protection Practices Concerning For-Profit Colleges and Universities and Support for Department of Education Regulations Referred to as Gainful Employment Regulations

Resolution No. 59-10/11 in Support of Local Community Action and Education to Address Issues and Consumer Protection Practices For-Profit Colleges and Universities

#### Teaching and Learning Committee

Agreement with Riverside Unified School District

Agreement with Alvord Unified School District



## Planning and Operations Committee

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees adopt the resolution certifying the final Environmental Impact Report, the Mitigation Monitoring Plan and Report Plan; adopt the District's California Quality Act Findings and the Statement of Overriding Considerations for the Market Street Properties (Citrus Belt Savings and Loan/Okubo Gallery and the Holyrood Hotel and Culinary Arts Academy, and Culinary Arts Academy, and Riverside Community College District Office Building) located in downtown Riverside. Motion carried (5 ayes)

Market Street Properties –  
Certification of Environmental  
Impact Report – Resolution No.  
47-01/11

## Facilities Committee

Ms. Blumenthal, seconded by Dr. Davis, moved that the Board of Trustees approve the agreement, and authorize the President of Riverside City College to sign the associated agreement. Motion carried. (5 ayes)

Facility Use Agreement with the  
Turn-N-Burn Diving Boosters

## Resources Committee

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees approve Market Street Properties project award of bids for four (4) construction project categories for the Citrus Belt Savings and Loan Gallery project: Category 1 – Exterior Demolition and New Façade, Category 3 – Interior and Exterior Improvements, Category 7 – Mechanical (Heating, Ventilation and Air Conditioning), Category 9 – Electrical; approve the award of bids for one (1) construction project category for the Culinary Arts Academy and District Office Building Project: Category 1 – Exterior/Interior Demolition of Holyrood Hotel (corner property) and System Offices Building; award to the lowest responsive/responsible bidders for the Market Street Properties projects as long as bids are within the project's budget; authorize the issuance of notices to proceed for the five (5) construction categories for the Market Street Properties projects; permit project bid ratification for the five (5) construction categories at a subsequent Board of Trustees meeting; and authorize the Vice Chancellor, Administration and Finance to sign the

Market Street Properties – Award  
Bids for Construction Categories

associated agreements. Motion carried. (5 ayes)

Mr. Takano, seconded by Ms. Figueroa, moved that the Board of Trustees approve Change Order No. 5 with Advanced Systems in a deductive amount of \$846,659 for the Nursing/Science Building Project at RCC; approve Change Order No. 4 with Roy E. Whitehead in the amount of \$846,659; approve the change order in excess of ten percent (10%) by a total of \$838,989 with Roy E. Whitehead; authorize the Vice Chancellor, Finance and Administration, to request approval of the change order from the Riverside County Superintendent of Schools; and authorize the Associate Vice Chancellor, Facilities, Planning and Development, to sign the change order. Motion carried. (5 ayes)

Nursing/Science Building Project  
at Riverside City College –  
Change Orders for Roy E.  
Whitehead and Advanced  
Systems

## ADMINISTRATIVE REPORTS

Vice Chancellors

Ms. Blumenthal, seconded by Ms. Figueroa, moved that the Board of Trustees approve the four-ten hour day workweek from June 13-August 19, 2011 for management, classified, and confidential support staff. Staff will work ten hours per day during the four (4) days Monday through Thursday of each week with the following exceptions: a. Offices which are required to serve the needs of the District and/or the public Monday through Friday will provide staffing for the five days. Staff members shall be scheduled by the immediate supervisor with input from unit members involved. Such scheduling shall remain the same for the entire summer and may either provide for (1) scheduling all employees for five eight-hour days; or (2) an alternate scheduling plan which gives unit members the option to work four ten-hour days with either Monday or Friday as their unscheduled day. These exceptions will be approved and communicated by the appropriate President or Vice Chancellor; b. During the week of July 4<sup>th</sup>, all employees will go back to their regular 8-hour workday due to the July 4<sup>th</sup> holiday; c. Employees who do not wish to participate in the four-ten hour day workweek have the option of using vacation, comp time, or may request a reduced workload. All requests are subject so supervisor approval. Motion carried. (5 ayes)

Summer Workweek

Ms. Blumenthal, seconded by Ms. Figueroa, moved that the Board of Trustees adopt the resolution and designate the week of May 16-20, 2011 as Classified School Employee Week. Motion carried. (5 ayes)

Resolution No. 58-10/11 –  
Resolution to Recognize  
Classified School Employee  
Week

Ms. Blumenthal, seconded by Ms. Figueroa, moved that the Board of Trustees approve the fiscal year 2011-2012 holiday schedule for classified, confidential and management employees. Motion carried. (5 ayes)

Holiday Schedule for Fiscal Year  
2011-2012

#### ACADEMIC SENATE REPORTS

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

Moreno Valley College

Dr. Sharon Crasnow presented the report on behalf of Norco College.

Norco College

Dr. Richard Davin presented the report on behalf of Riverside City College/Riverside Community College District.

Riverside City College/Riverside  
Community College District

#### BARGAINING UNIT REPORTS

Dr. Mark Sellick, representing CTA, presented the report on behalf of the CTA.

CTA – California Teachers  
Association

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

CSEA – California Schools  
Employee Association

#### BUSINESS FROM BOARD MEMBERS

The Board of Trustees discussed the results of their self-evaluation as compiled by District staff.

Board of Trustees Annual Self-  
Evaluation

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the resolution recognizing and commending Principal Dale Kinnear for his service to John W. North High School and to local students and our communities. Motion carried. (5 ayes)

Resolution No. 60-10/11  
Recognition of Dale Kinnear

The Board adjourned the meeting to closed session at 9:37 p.m., pursuant to Government code Section 54957, public employee discipline/dismissal/release; and pursuant to Government Code Section 54956.8, to confer with real property negotiator; properties known as APN 213-221-001;

#### CLOSED SESSION

APN 213-221-002; and APN 213-221-003; Agency  
Negotiator: Chancellor Gray.

The board reconvened to open session at 10:20 p.m.,  
announcing no action, and adjourned the meeting.

RECONVENED/ADJOURNED