



**Board of Trustees - Regular Meeting
Tuesday, May 21, 2013 6:00 PM
Moreno Valley College, Student Services 101,
16130 Lasselle Street, Moreno Valley, CA 92551**

ORDER OF BUSINESS

Pledge of Allegiance

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

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

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507 or online at www.rccd.edu/administration/board.

I. COMMENTS FROM THE PUBLIC

Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Due to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.

II. APPROVAL OF MINUTES

A. [Minutes of the Board of Trustees Regular/Committee Meeting of April 2, 2013](#)

Recommend approving the April 2, 2013 Board of Trustees Regular/Committee meeting minutes as prepared.

B. [Minutes of the Board of Trustees Regular Meeting of April 16, 2013](#)

Recommend approving the April 16, 2013 Board of Trustees Regular meeting minutes as prepared.

C. [Minutes of the Board of Trustees Special Meeting of April 23, 2013](#)

Recommend approving the April 23, 2013 Special Board of Trustees meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

A. [Chancellor's Communications](#)

Information Only

- B. [Update on the Math and Science Building](#)
Information Only
 - C. [Presentation on the Moreno Valley College Chamber Singers Tour Highlights](#)
Information Only
 - D. [Presentation - Nuview Bridge Early College High School Program Students](#)
Information Only
 - E. [Five to Thrive Presentation Led by Dr. Christopher Nollette, Associate Professor/Director, EMS/Paramedic Programs, Health, Human and Public Service](#)
Information Only
 - F. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)
Information Only
- V. STUDENT REPORT
- A. [Student Report](#)
Information Only
- VI. CONSENT AGENDA ACTION
- A. Diversity/Human Resources
 - 1. [Academic Personnel](#)
Recommend approving/ratifying academic personnel actions.
 - 2. [Classified Personnel](#)
Recommend approving/ratifying classified personnel actions.
 - 3. [Other Personnel](#)
Recommend approving/ratifying other personnel actions.
 - B. District Business
 - 1. [Purchase Order and Warrant Report – All District Resources](#)
Recommend approving Purchase Orders and Purchase Order Additions totaling \$2,446,504 and District Warrant Claims totaling \$6,417,200.
 - 2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented.
 - 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 32-12/13 – 2012-2013 California State Trade and Export Promotion Grant](#)
Recommend approving adding the revenue and expenditures of \$142,980 to the budget.
 - b. [Resolution No. 33-12/13 – 2012-2013 Enrollment Growth & Retention ADN-RN Grant](#)
Recommend approving adding the revenue and expenditures of \$89,687 to the budget.
 - c. [Resolution No. 34-12/13 – 2012-2013 State Transition to Nursing Practice Program](#)
Recommend approving adding the revenue and expenditures of \$5,000 to the budget.
 - 4. Contingency Budget Adjustments (None)

5. Bid Awards
 - a. [Bid Award for the Lovekin Complex Tennis Courts Project](#)
Recommend awarding Bid Number 2012/13-45, Lovekin Complex Tennis Courts Project, in the total amount of \$2,078,000 to Malibu Pacific Tennis Courts, Inc.
 - b. [Bid Award for the MLK Teaching and Learning Center Interior Alterations Project](#)
Recommend awarding Bid Number 2012/13-47, MLK Teaching and Learning Center Interior Alterations Project, in the total amount of \$200,000 to IBN Construction, Inc.
6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$83,400 – All District Resources](#)
Recommend ratifying contracts totaling \$492,529.
 - b. [Contract for Nursing Education with Office of Statewide Health Planning and Development.](#)
Recommend approving contract agreement with Office of Statewide Health Planning and Development for the time frame of August 1, 2013 through September 9, 2015, in the amount of \$200,000.00.
 - c. [Contract for Nursing Education with Office of Statewide Health Planning and Development.](#)
Recommend approving contract agreement with Office of Statewide Health Planning and Development for the time frame of August 1, 2013 through September 9, 2015, in the amount of \$125,000.00.
 - d. [Purchase and Sale Agreement for Property known as APN 215-022-017 & 215-022-018 with the Housing Authority of the City of Riverside](#)
Recommend approving the Purchase and Sale Agreement for Property known as APN 215-022-017 & 215-022-018 with the Housing Authority of the City of Riverside, for \$121,580.
7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
8. Other Items
 - a. [Notices of Completion](#)
Recommend accepting the projects listed and approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).
 - b. [Surplus Property](#)
Recommend declaring the property listed to be surplus; finding that the property does not exceed the total value of \$5,000; and authorizing the property to be consigned to The Liquidation Company to be sold on behalf of the District.
 - c. [Signature Authorization Update](#)
Recommend approving Chris Carlson, Chief of Staff and Facilities Development, to sign change orders.

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report](#)
Information Only

- B. [CCFS-311Q – Quarterly Financial Status Report for the 3rd Quarter Ended March 31, 2013](#)

Information Only

VIII. BOARD COMMITTEE REPORTS

A. Governance

1. [Revised and New Board Policies - Second Reading and Approval](#)

Recommend that the Board of Trustees approve Board Policies 2365, 2716 and 6700.

2. [Revised and New Board Policies - First Reading](#)

Recommend accepting Administrative Procedure 3420 for first reading.

B. Teaching and Learning

1. [Proposed Curricular Changes](#)

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

C. Planning and Operations (None)

D. Resources

1. [Budget Augmentation for Phase III Student Academic Services Facility for Furniture, Fixtures and Equipment](#)

Recommend approving a budget augmentation of \$1,651,000 for furniture, fixtures and equipment for the Moreno Valley College Phase III Student Academic Services project and approve the revised Measure C allocation of \$7,044,265 for the project.

2. [Project Budget Approval and Architect Agreement for Athletic Offices Remodel](#)

Recommend approving a project budget in the amount of \$96,030 for the Athletic Offices Remodel project at Wheelock Gym at Riverside City College and approve the architectural services agreement with Higginson + Cartozian Architects in the amount of \$16,800.

3. [Budget Augmentation for Capital Project Management System](#)

Recommend approving a budget augmentation in the amount of \$38,250 for the Capital Project Management System.

4. [Adoption of Education Protection Account Funding and Expenditures](#)

Recommend approving the proposed use of the estimated \$20,365,183 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.

E. Facilities

1. [Amendment 1 for Student Services Building with HMC Architects](#)

Recommend approving Amendment 1 for FF&E Services with HMC Architects in the amount of \$103,500.

2. [Amendment 1 for Lovekin Parking/Tennis Project with Higginson + Cartozian](#)
Recommend approving Amendment 1 with Higginson + Cartozian Architects, Inc. in the amount of \$27,375.

3. [Change Orders 1 and 2 for Wheelock Gymnasium, Seismic Retrofit Project with Siemens Industry, Inc.](#)
Recommend approving Change Order No. 1 in the amount of \$29,738 and Change Order No. 2 in the amount of \$19,026, totaling \$48,764.

IX. ADMINISTRATIVE REPORTS

A. Vice Chancellors

1. [Resolution No. 35-12/13 – Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service](#)
Recommend adopting Resolution No. 35-12/13 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service.

B. Presidents

X. ACADEMIC SENATE REPORTS

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

XI. BARGAINING UNIT REPORTS

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

XII. BUSINESS FROM BOARD MEMBERS

- A. [Annual Self Evaluation for Board of Trustees](#)
Recommend discussing the results of the Board's annual self-evaluation, review goals from 2012, and look to establish goals for 2013.
- B. [Update from Members of the Board of Trustees on Business of the Board.](#)
Information Only

XIII. CLOSED SESSION

- A. [Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release](#)
Recommended Action to be Determined
- B. [Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor](#)
Recommended Action to be Determined

XIV. ADJOURNMENT



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[Agenda Item](#)

Agenda Item (II-A)

Meeting	5/21/2013 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of April 2, 2013
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the April 2, 2013 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[040213_MIN](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
RESOURCES, AND FACILITIES COMMITTEES
OF APRIL 2, 2013

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m., in the Bradshaw Building-Hall of Fame, Riverside City College, 4800 Magnolia Avenue, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Sam Davis, Secretary
Noemi Jubaer, Student Trustee
Nathan Miller, Board Member

Absent

Janet Green
Mary Figueroa

Staff Present

Dr. Gregory W. Gray, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Cynthia Azari, President, Riverside City College
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations
Ms. Chani Beeman, Director, Diversity, Equity and Compliance

Student Trustee Noemi Jubaer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Davis/Miller moved that the Board of Trustees approve the absence of Trustees Janet Green and Mary Figueroa from the meeting on Tuesday, April 2, 2013, as provided for in Education Code Section 35120 paragraph (d). Motion carried (3 ayes, 2 absent [Green/Figueroa])

Trustee Compensation

Faculty members Bobbie Grey, Paul Richardson, Virginia White, Heather Smith, John Rosario, Mark Sellick, and Dariush Haghighat made comments about problems with classroom noise level, ventilation fumes, and other problematic issues associated with the math and science building at Riverside City College. A petition signed by RCC students enrolled in the spring 2013 biology classes was provided to President Blumenthal; the students alleged that they have experienced an unpleasant odor in the biology classroom which has had a negative impact on their learning environment.

PUBLIC COMMENTS

President Blumenthal convened the meeting at 6:42 pm. Committee members in attendance: Dr. Gregory Gray, Chancellor, Academic Senate Representatives: Dr. Traivis Gibbs (Moreno Valley College), Dr. Sharon Crasnow (Norco College) and Mr. Lee Nelson (Riverside City College); ASRCCD Representative: Mr. Brennan Gonerig; and Management Representative: Ms. Sherry Stone.

GOVERNANCE

President Blumenthal requested that Administrative Procedure 3420 be postponed for discussion until the next Regular/Committee meeting on May 7, 2013, so that all Trustees would be able to participate in the discussion of this administrative procedure. Ms. Ruth Adams led the committee in reviewing Board Policies 2365, 2716, and 6700 that will be presented to the Board for first reading at the April 16 regular Board meeting. Discussion followed.

Revised and New Board Policies –
First Reading

The committee adjourned the meeting at 6:46 p.m.

Adjourned

The Teaching and Learning Committee Chair Sam Davis convened the meeting at 6:47 p.m. Committee members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College), Ms. Peggy Campo (Norco College) and Mr. Lee Nelson (Riverside City College); ASRCCD Representative: Mr. Brennan Gonerig; and CTA Representative: Mr. John Sullivan.

TEACHING AND LEARNING

Mr. Michael Wright, director, workforce preparation and grants, led the committee review of the contract agreement with California Community College Chancellor's Office to support regional and statewide student services that will be presented to the Board for approval at the April 16 regular meeting. Discussion followed.

Contract Agreement to Support
Regional and Statewide Student
Services and Special Programs
with the California Community
Colleges Chancellor's Office

Dr. Maghroori reviewed curricular changes for inclusion in the college catalogs and schedule of class offering that will be presented to the Board for approval at the April 16 regular meeting. Discussion followed.

Proposed Curricular changes

Dr. Ed Bush, vice president, student services, Riverside City College and Mr. Mark DeAsis, dean, admissions and records, Norco College, presented the committee with an informational overview on the enrollment process for new incoming students at RCCD. Discussion followed.

Presentation on the Enrollment
Process for New Incoming
Students at RCCD

The committee adjourned the meeting at 7:18 p.m.

Adjourned

President Blumenthal convened the meeting at 7:19 p.m.

PLANNING AND OPERATIONS

Committee members in attendance: Chris Carlson, Chief of Staff; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College), Dr. Sharon Crasnow (Norco College) and Mr. Lee Nelson (Riverside City College); ASRCCD Representative: Mr. Brennan Gonerig; and Management Representative: Ms. Virginia McKee-Leone.

Dr. Maghroori, Mr. David Torres, dean, institutional research, Dr. Gibbs, Dr. Crasnow, and Mr. Richard Keeler, dean, grants, led the committee review of the RCCD Centennial Strategic Plan for 2013-2016 that will be presented to the Board for approval at the April 16 regular meeting. Discussion followed.

Centennial Strategic Plan for 2013-2016 for Riverside Community College District

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

Adjourned

Trustee Miller convened the meeting at 7:47 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor, Business and Financial Services, Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College), Mr. Jason Parks (Norco College) and Mr. Lee Nelson (Riverside City College); ASRCCD Representative: Mr. Brennan Gonerig; CTA Representative: Mr. Leo Truttmann; CSEA Representative: Ms. Meriel Anderson-McDade.

RESOURCES COMMITTEE

Mr. Laurens Thurman, consultant, led the committee review of the budget augmentation in the amount of \$1,651.00 for furniture, fixtures, and equipment; and revised Measure C allocation of \$7,044,265 for the Phase III Student Academic Services project at Moreno Valley College that will be presented to the Board for approval at the April 16 regular meeting. Discussion followed.

Budget Augmentation for Phase III Student Academic Services Facility for Furniture, Fixtures and Equipment

Mr. Aaron Brown provided the committee with a status report on the District's 2013-14 budget development planning efforts. Discussion followed.

Presentation for FY 2013-14 Riverside Community College District Budget Planning

The committee adjourned the meeting at 8:16 p.m.

Adjourned

The Facilities Committee Chair Nathan Miller convened the meeting at 8:17 p.m. Committee members in attendance: Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning, Design and Construction; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College), Dr. Sharon Crasnow (Norco College) and Mr. Lee Nelson (Riverside City College); ASRCCD Representative: Mr. Brennan Gonerig; CTA Representative: Ms. Rhonda Taube; and Management Representative: Mr. George

FACILITIES COMMITTEE

Walters.

Mr. Bart Doering, director, construction, facilities planning and development, led the committee review of an amendment with DLR Group WWCOT in the amount of \$11,485 for the Moreno Valley College Student Academic Services Facility - Phase III project that will be presented to the Board for approval at the April 16 regular Board meeting. Discussion followed

Amendment 3 for the Student Academics Services Facility – Phase III with DLR Group WWCOT

Mr. Doering led the committee review of an amendment with Higginson + Cartozian Architects in the amount of \$76,000 for I.T. revisions and design upgrades for the Network Operations Center project at Moreno Valley College that that will be presented to the Board for approval at the April 16 regular Board meeting. Discussion followed

Amendment 3 for Network Operations Center with Higginson + Cartozian Architects

Mr. Williams led the committee review of an amendment with Inland Inspections and Consulting in the amount of \$21,000 for the Norco Operations Center project that will be presented to the Board for approval at the April 16 regular Board meeting. Discussion followed

Amendment 1 for Norco Operations Center with Inland Inspections and Consulting

Mr. Williams led the committee review of an amendment with Hill Partnership, Inc. in the amount of \$11,848 for additional architectural, HVAC, plumbing, electrical engineering, and structural engineering design services for the Norco Operations Center project that will be presented to the Board for approval at the April 16 regular Board meeting. Discussion followed

Amendment 8 for Norco Operations Center with Hill Partnership, Inc.

Mr. Williams led the committee review of an amendment with LPA in the amount of \$171,290 for additional design services for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts project that will be presented to the Board for approval at the April 16 regular meeting. Discussion followed

Amendment 2 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts with LPA

The committee adjourned the meeting at 8:25 p.m.

Adjourned

The Board adjourned the meeting in memory of Professor Emeritus Dr. Cecil Green at 8:28 p.m.

ADJOURNMENT



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Agenda Item (II-B)

Meeting 5/21/2013 - Regular

Agenda Item Approval of Minutes (II-B)

Subject Minutes of the Board of Trustees Regular Meeting of April 16, 2013

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the April 16, 2013 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[041613_Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF APRIL 16, 2013

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:00 p.m., in the O.W. Noble Administrative Center, Board Room AD 122, Riverside City College, 4800 Magnolia Avenue, Riverside, California 92506

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Sam Davis, Secretary
Mary Figueroa, Board Member
Nathan Miller, Board Member
Noemi Jubaer, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
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. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations
Ms. Chris Carlson, Chief of Staff & Facilities Development
Dr. Sharon Crasnow, President, Academic Senate, District and Norco College
Dr. Travis Gibbs, Academic Senate Representative, Moreno Valley College
Mr. Lee Nelson, Academic Senate Representative, Riverside City College
Dr. Dariush Haghghat, President, CTA

Guests Present

Mr. David Torres, Dean, Institutional Research
Ms. Nancy Gall, Associate Professor, Photography, Riverside City College
Dr. Wolde-Ab Isaac, Vice President of Academic Affairs and Acting Dean of Fine and Performing Arts

Student Trustee Noemi Jubaer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. Gary Dell'Osso, student, spoke regarding the smell in the RCC Math and Science Building and asked that the situation be remedied quickly. He also stated that he supports the raise of the student fee to \$15.00. Mr. Charles Wyckoff, Interim Vice President, Business Services, Riverside City College, spoke regarding the building and the efforts being undertaken to fix the existing problems in the Math/Science Building.

COMMENTS FROM THE PUBLIC

Students Mr. Dell'Osso and Mr. Garrett Carver and Associate Professor, Art, Dr. Rhonda Taube, provided comments on

RCC Student Body President Doug Figueroa and whether he should be permitted to run for a student-elected position on the ASRCC Student Body in light of a recent newspaper article about him. They felt that the decision about whether or not he is permitted to run for the office should be the student government's and not the administration's.

Mr. Brennan Gonerig, student, spoke regarding policies for lesbian, gay, bisexual, and transgender (LGBT) students stating the District needs to adopt a more inclusive attitude towards the students and suggested greater effort be made to provide more services to support LGBT students.

Green/Davis moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of March 5, 2013. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF MARCH 5, 2013

Green/Davis moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of March 19, 2013. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF MARCH 19, 2013

CHANCELLOR'S REPORTS

Presentations

Riverside City College student Mikaela Elson performed Mein Herr Marquis from Die Fledermaus by Johann Strauss.

Performance by RCC Student Soloist

Mr. David Torres, Dean, Institutional Research, gave a presentation on the Student Success Scorecard, a performance measurement system that tracks student success at all 112 community colleges by the California Community Colleges Board of Governors. Mr. Torres pointed out RCCD's performance. He noted that a formal presentation to the Board of Trustees would be given prior to March 2014.

Student Success Scorecard Presentation

Dr. Ray Maghroori introduced seven faculty members who met the District's Professional Growth and Sabbatical Leave Committee's criteria and who were recommended for the rank of Professor as follows: Dr. Carolyn Quin, Music, and Mr. Edd Williams, English (Moreno Valley College); Mr. John Coverdale, Computer Information Systems (Norco College); and Ms. Joan Gibbons-Anderson, Communications Studies, Ms. Diana MacDougall, American Sign Language, Dr. Rogelio Ruiz, Mathematics, and Dr. Heather Smith, Biology, (Riverside City College).

Presentation of Rank of Professor for 2013-2014

Ms. Nancy Gall, Associate Professor, Photography, Riverside City College, gave a visual presentation of photography students' works and described their abilities to develop photographs as well as to capture, edit, and print them.

Five to Thrive Presentation led by Ms. Nancy Gall, Associate Professor, Photography, Riverside City College

Green/Miller moved that the Board of Trustees ratify the Chancellor's reorganization of District Facilities Planning and Development with the Chief of Staff; including elimination of the Associate Vice Chancellor of Facilities Planning and Development position and upgrading the position of "Chief of Staff" to "Chief of Staff and Facilities Development."
Motion carried. (5 ayes)

Ratification of Reorganization of Facilities Planning and Development with the Chief of Staff

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

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

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

STUDENT REPORT

CONSENT ITEMS

Action

Figueroa/Davis moved that the Board of Trustees:

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

Academic Personnel

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

Classified Personnel

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

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$4,447,702 and District Warrant Claims totaling \$7,733,494;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$70,564 to the budget;

Resolution No. 27-12/13 - 2012-2013 Basic Skills

Approve adding the revenue and expenditures of \$333,300 to the budget;

Resolution No. 29-12/13 for the 2012-2013 Rental of the Riverside Aquatics Center

Approve adding the revenue and expenditures of \$513,150 to the budget;

Resolution No. 31-12/13 – 2012-2013 Student Financial Assistance Programs – Fiscal Coordination Grant

Award Bid Number 2012/13-36 – Lovekin Portable Buildings Relocation and Site Work for Future Tennis Court Construction Project, in the total amount of \$1,748,000 to Western Group, Inc.;

Bid Award for the Lovekin Portable Buildings Relocation and Site Work for Future Tennis Court Construction Project

Ratify contracts totaling \$743,406;

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

Approve the out-of-state travel;

Out-of-State Travel

Declare the property listed below to be surplus; find that the property does not exceed the total value of \$5,000; and authorize the property to be donated to Town and Country Child Care Center;

Surplus Property Donation

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

Surplus Property

Approve Resolution 30-12/13 - Authorization to Encumber Funds

Resolution No. 30-12/13 - Authorization to Encumber Funds

Motion carried. (5 ayes)

Information

According to Board Policy 7350, the Chancellor has approved the following resignations: Mr. David Almquist, Associate Professor, Kinesiology, effective June 7, 2013, retirement; Dr. Cordell Briggs, Dean, Public Safety Education and Training, effective June 30, 2013, retreat to faculty; Mr. Michael Estrada, Associate Professor, Physician's Assistant Program, effective May 17, 2013, personal reasons; Mr. John Seniguar, Assistant Professor, CTE, Cosmetology, effective March 31, 2013, retirement; Mr. John Seniguar, Associate Professor, Kinesiology and Athletics, effective June 10, 2013, personal reasons; Ms. Sylvia Stone, Visiting Assistant Professor,

Separations

Nursing, effective June 7, 2013, retirement; Ms. Elizabeth Parra, Medical Office Receptionist, effective February 1, 2013, personal reasons; Ms. Linda Reifschneider, Public Affairs Officer, effective May 4, 2013, personal reasons; Mr. Orin Williams, Associate Vice Chancellor, Facilities, Planning and Development, effective April 16, 2013, personal reasons.

The Board received the summary of financial information for the period of July 1, 2012 through March 31, 2013.

Monthly Financial Report

BOARD COMMITTEE REPORTS

Governance

Blumenthal/Green moved that the Board of Trustees accept Board Policies 2365, 2716 and 6700 for first reading. Motion carried (5 ayes)

Revised and New Board Policies
- First Reading

Teaching and Learning

Davis/Miller moved that the Board of Trustees approve Contract Agreement C12-0040 for the time frame of July 1, 2012 through December 31, 2013 in the amount of \$513,150.00. Motion carried. (5 ayes)

Contract Agreement to Support
Regional and Statewide Student
Services and Special Programs
with the California Community
Colleges Chancellor's Office

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

Proposed Curricular Changes

Planning and Operations

Miller/Green moved that the Board of Trustees approve the 2013-2016 Centennial Strategic Plan. Motion carried. (5 ayes)

Centennial Strategic Plan for
2013-2016 for Riverside
Community College District

Facilities

Miller/Davis moved that the Board of Trustees approve Amendment 3 with DLR Group WWCOT in the amount of \$11,485 for the Moreno Valley Student Academic Services Facility – Phase III. Motion carried. (5 ayes)

Amendment 3 for the Student
Academics Services Facility –
Phase III with DLR Group
WWCOT

Miller/Davis moved that the Board of Trustees approve Amendment 3 with Higginson + Cartozian Architects in the amount of \$76,000 for I.T. Revisions and Design Upgrades to the Network Operations

Amendment 3 for Network
Operations Center with
Higginson + Cartozian
Architects

Center plans. Motion carried. (5 ayes)

Miller/Davis moved that the Board of Trustees approve Amendment 1 with Inland Inspections & Consulting in the amount of \$21,000 for the Norco Operations Center. Motion carried. (5 ayes)

Amendment 1 for Norco Operations Center with Inland Inspections and Consulting

Miller/Figueroa moved that the Board of Trustees approve Amendment 8 with Hill Partnership, Inc. in the amount of \$11,848 for additional architectural, HVAC, plumbing, electrical engineering, and structural engineering design services. Motion carried. (5 ayes)

Amendment 8 for Norco Operations Center with Hill Partnership, Inc.

Miller/Green moved that the Board of Trustees approve Amendment 2 with LPA in the amount of \$171,290 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts. Motion carried. (5 ayes)

Amendment 2 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts with LPA

ADMINISTRATIVE REPORTS

Vice Chancellors

Figueroa/Miller moved that the Board of Trustees approve the four-ten hour day workweek from June 10 through August 16, 2013 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:

Summer Workweek

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, Vice President or Vice Chancellor.

b. During the week of July 4th, all employees will go back to their regular 8-hour workday due to the July 4th holiday.

c. Employees who do not wish to participate in the four-ten hour day workweek have the option of using

vacation, compensatory time, or may request a reduced workload. All requests are subject to supervisor approval. Motion carried (5 ayes)

Davis/Figueroa moved that the Board of Trustees adopt Resolution No. 28-12/13, and designate the week of May 20 through 24, 2013 as Classified School Employee Week. Motion carried. (5 ayes)

Resolution No. 28-12/13 –
Resolution to Recognize
Classified School Employee
Week

Presidents

Dr. Wolde-Ab Isaac, Vice President of Academic Affairs and Acting Dean of Fine and Performing Arts, provided an update on the integration of Performance Riverside and RCC's Fine and Performing Arts.

Update on Riverside City
College Fine and Performing
Arts Program

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 the District and Norco College.

Norco College and Riverside
Community College District

Mr. Lee Nelson presented the report on behalf of Riverside City College.

Riverside City College

BARGAINING UNIT REPORTS

Dr. Dariush Haghghat, President, CTA, presented the report on behalf of the CTA.

CTA – California Teachers
Association

BUSINESS FROM BOARD MEMBERS

Blumenthal/Green moved that the Board of Trustees approve voting for the incumbents to fill four of the seven vacancies for the CCCT Board of Directors Election for 2013 as follows: Cy Gulassa, Peralta Community College District; Louise Jaffe, Santa Monica Community College District; Isabel Barreras, State Center Community College District; and Jerry D. Hart, Imperial Community College District. Motion carried. (5 ayes)

California Community College
Trustees (CCCT) Board of
Directors Election - 2013

Figueroa/Green moved that the Board of Trustees approve voting for the remaining three vacancies as follows: Sally W. Biggin, Redwoods Community College District; Loren Steck, Monterey Peninsula Community College District, and Brent Hastey, Yuba Community College District. Motion carried. (5 ayes)

The Board adjourned to closed session at 8:35 p.m. and reconvened to open session at 8:46 p.m. announcing that in the matter of Closed Session Item XIII-A, “Conference with Legal Counsel – Existing Litigation [CA Gov. Code 54956.9(a)] ASR v. Riverside Community College District” the Board of Trustees unanimously approved settlement in the amount of \$75,000 and also agreed to release the remainder of ASR’s retention held in escrow in the amount of \$20,000.

CLOSED SESSION/RECONVENE

The Board adjourned the meeting at 8:50 p.m.

ADJOURNMENT



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Agenda Item (II-C)

Meeting	5/21/2013 - Regular
Agenda Item	Approval of Minutes (II-C)
Subject	Minutes of the Board of Trustees Special Meeting of April 23, 2013
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes as prepared.

Background Narrative:

Recommend approving the April 23, 2013 Board of Trustees Special meeting minutes as prepared.

Prepared By: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[042313_Minutes](#)

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING
OF APRIL 23, 2013

President Blumenthal called the special meeting of the Board of Trustees to order at 6:00 p.m., in the Alumni House, 3564 Ramona Drive, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Mary Figueroa, Board Member
Janet Green, Vice President
Nathan Miller, Board Member

Trustees Absent

Sam Davis, Secretary
Noemi Jubaer, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor

Guest(s)

Dr. Cindra Smith, Consultant

Trustee Figueroa led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

RCC Student Shiyin Li made comments about registration and problems in obtaining the required courses needed to transfer to a university.

PUBLIC COMMENTS

The Board members held a retreat regarding communication relations facilitated by Dr. Cindra Smith.

BOARD RELATIONS AND COMMUNICATIONS

The Board adjourned the meeting at 8:30 p.m.

ADJOURNMENT



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Agenda Item (IV-A)

Meeting 5/21/2013 - Regular
Agenda Item Chancellor's Reports (IV-A)
Subject Chancellor's Communications
College/District District
Information Only

Background Narrative:

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

Prepared By: Greg Gray, Chancellor

Attachments:



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Agenda Item (IV-B)

Meeting 5/21/2013 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Update on the Math and Science Building

College/District Riverside

Information Only

Background Narrative:

The college will provide an informational update on the Math and Science Building to the Board.

Prepared By: Greg Gray, Chancellor

Attachments:



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Agenda Item (IV-C)

Meeting 5/21/2013 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Presentation on the Moreno Valley College Chamber Singers Tour Highlights

College/District Moreno Valley

Information Only

Background Narrative:

Under the direction of Mrs. Kellori Dower and assisted by Professor Cheryl Honore, the Moreno Valley College Chamber Singers toured Nevada and California singing at universities, churches, high schools, and in other venues. The presentation tonight highlights some of the more significant activities of the experience.

Prepared By: Sandra Mayo, President, Moreno Valley College

Attachments:

[MVC Chamber Singers Tour Highlights Presentation](#)

Moreno Valley College Choir

Spring Tour
April 6-10, 2013
Las Vegas, NV

Thank you!

Moreno Valley College Music Program
©Moreno Valley College
All Rights Reserved (2013) (10/10/13)

Performances

The chamber singers performed for three days of song venues around Las Vegas, including an exchange concert at SHHS and Cimarron High School. They also enjoyed a lunch exchange concert with CSU San Bernardino.



Round Experiment



The choir experimented with their voices in a large arena, which is fun!

Purpose

Extend choral experiences for students (beyond classroom)
Infer greater context of the music program at Moreno Valley College
Inspire audiences

Curricular Extension

One way that we extend the vocal and choral experiences of the students is by exposing them to professional level productions, such as the Jersey Boys musical.



Upcoming Event

The MVCC Gospel Singers will be celebrating 25 years with a community concert on May 21 at neighboring Vista del Lago High School.



New Rules!
MVCC Gospel Singers with Dr. Gordon T. Starr

Moreno Valley College Choir

Spring Tour
April 6-10, 2013
Las Vegas, NV

Thank you!

Moreno Valley College Music Program
©Copyright © 2013
All Rights Reserved (MVC) using a Prezi 2013

Performances

The chamber singers performed for three days of song venues around Las Vegas, including an exchange concert at UNLV and Cimarron High School. They also enjoyed a lunch exchange concert with CSU San Bernardino.



Round Experiment



The choir experimented with their voices in a large arena, which is fun!

Purpose

Extend choral experiences for students (beyond classroom)
Inferre greater context of the music program at Moreno Valley College
Inspire audiences

Curricular Extension

One way that we extend the vocal and choral experiences of the students is by exposing them to professional level productions, such as the Jersey Boys musical.



Upcoming Event



The MVC Gospel Singers will be celebrating 25 years with a community concert on May 21 at neighboring Vista del Lago High School.

New Dates!
MVC Celebrate with the Golden State

Purpose

Extend choral experiences for students (beyond classroom)

Inform greater community of the music program at
Moreno Valley College

Inspire audiences

Performances

The chamber singers performed for three days at many venues around Las Vegas, including an exchange concert at UNLV and Silverado High School. They also enjoyed a local exchange concert with CSU San Bernardino



Green Valley Presbyterian Church
Henderson, NV



University of Nevada
at Las Vegas

Sound Experiment



The choirs experimented with their voices in a large atrium while on tour

Curricular Extensions

One way that we extend the vocal and choral experiences of the students is by exposing them to professional level productions, such as the Jersey Boys musical



Upcoming Event

The MVC Gospel Singers will be celebrating 20 years with a community concert on May 31 at neighboring Vista Del Lago High School



New Robes!

MVC Choirs with Dr. Sandra Mayo



Thank you!



Moreno Valley College Music Program
Offering the A.A. in Music degree
A.A.-T. degree in Music (SB1440, TMC) coming in Fall of 2013

Thank you!

Moreno Valley College Music Program
Offering the A.A. in Music degree



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Agenda Item (IV-D)

Meeting 5/21/2013 - Regular
Agenda Item Chancellor's Reports (IV-D)
Subject Presentation - Nuview Bridge Early College High School Program Students
College/District Moreno Valley
Information Only

Background Narrative:

On behalf of all of the students at Nuview Bridge Early College High School, Nuview High School student representatives would like to thank Moreno Valley College for its support of their partnership and the early college program that is serving the educational needs of students throughout Riverside County.

Prepared By: Sandra Mayo, President, Moreno Valley College

Attachments:



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Agenda Item (IV-E)

Meeting 5/21/2013 - Regular

Agenda Item Chancellor's Reports (IV-E)

Subject Five to Thrive Presentation Led by Dr. Christopher Nollette, Associate Professor/Director, EMS/Paramedic Programs, Health, Human and Public Service

College/District Moreno Valley

Information Only

Background Narrative:

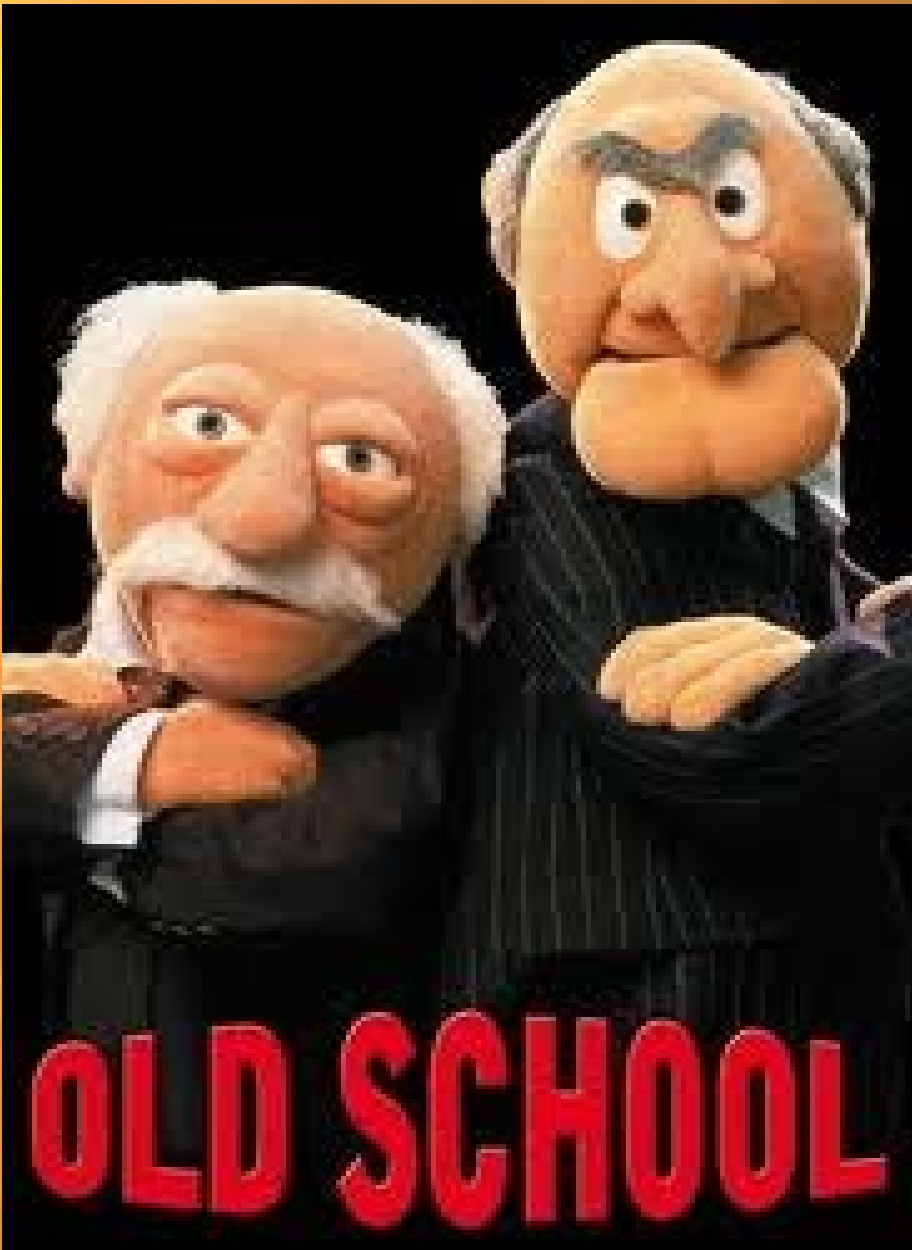
Chris Nollette - a native Texan - came to Moreno Valley College 10 years ago and set up the current degreed and accredited MVC EMS program. An EMS/fire professional for 33 years - he is the past-president for the National Association of EMS Educators, a board member for a decade to the EMS national accreditation body, founding member of the Scientific Sub-Committee on Education for the American Heart Association, author and co-author of a dozen books, national and international speaker. Tonight he is going to talk on his passion of building classrooms that are brain based friendly - in other words - teaching with the brain in mind.

Prepared By: Greg Gray, Chancellor

Attachments:

[Five to Thrive Presentation May 21 2013](#)

Brain Based Learning:



THINKING FOR A CHANGE

Dr. Chris Nollette, NREMTP, LP
Director, Moreno Valley College
Ben Clark Training Center
Riverside Community College
District

Texas Ambassador to California

Is the brain that complex?



Give me your hand and let me show you evolution – the Harvard way.

The Goal: Create an orchestrated neural symphony!

“Nothing else of importance is left to be invented or discovered”

C.Duell, Director of the US Patent Office 1899

What kind of learner am I?

Relative Lateralization

*Roger Sperry, Ph.D.
Nobel Prize Laureate*

We are whole brained

*Jerry Levy, Ph.D.
University of Chicago*

“We understand complex topics better when we have rich sensory input, as opposed to merely reading / hearing about a subject”

*Francis Crick,
Nobel Prize scientist*



Strategies to enhance the brain?



Have them stand

*Max Vercruyssen, Ph.D.
University of Southern California*

Singing before class begins –
voices on = mind on

A smile keeps the doctor away

*William Frym, Ph.D.
Stanford University*

*Author Stone, Ph.D.
State University of New York*

Ball toss – here it comes

Team teaching – role playing /
discussion

Gender and the brain?

Which Gender has better

Hearing?

Vision?

Touch?

Kimura 1989-1999; Butler 1988; Butler and Levy 1989; McGuinness 1976; Allen and Gorski 1991; Ankey 1992; Driesen and Raz 1995; Pakenberg and Gundersen 1997



Let's do a brain exercise together



See my point?

**Let's do another
exercise together...**

***You have to be able
to see me...***



New paradigm: Emotional logic?



Three strategies to build powerful biological expressions

Productive rituals – music, high-fives, word for the day

Set the tone for teamwork – friendly competition - squads

Encouragement – Praise reports, self assessments, behavioral evaluations

The emotions behind the goals provide the energy to accomplish them

Optimal environments?

36,000 visual messages an hour – retina 40% of all nerve fibers connected to the brain

Colors have impact!

Morton Walker in The Power of Color (1991)

Cites research by Robert Gerard, Ph.D., University of California







Optimal environments?

Starts with the teachers attitude!

Alan Rozanski, Ph.D.

The New England Journal of Medicine

Dressing for success

John Malloy (1975)

Dress for Success

Positive messages in the classroom

Shiela Ostrander & Lynn Ostrander

Super Memory (1991)

Let's have you think of this all night 😊....





Thanks for thinking with me!

Dr. Chris Nollette, NREMTP, LP

chris.nollette@mvc.edu





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[Agenda Item](#)

Agenda Item (IV-F)

Meeting 5/21/2013 - Regular

Agenda Item Chancellor's Reports (IV-F)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

Background Narrative:

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

Prepared By: Greg Gray, Chancellor
Kathy Tizcareno, Administrative Assistant

Attachments:

[Future Monthly Committee Agenda Planner and Annual Master Planning Calendar_052113](#)

RECOMMENDED 2012-13 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

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

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
<ul style="list-style-type: none"> ■ Revised and New Board Policies 4020, 5500 and 6550 - First Reading (Adams) 	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ✓ Board report & backup materials attached for review by the Cabinet. ■ Board report and/or backup not yet complete – review pending. ★ Approved by the Cabinet for placement on the Board agenda. <p style="text-align: center; color: red; font-weight: bold; margin-top: 5px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 05/28/13 and 06/11/13</p> </div>	<ul style="list-style-type: none"> ■ Norco College 2013 Facilities Master Plan (Parnell) ■ 2015-2019 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals (Carlson) 	<ul style="list-style-type: none"> ■ Tentative Budget for 2013-2014 and Notice of Public Hearing on the 2013-2014 Budget (Brown) 	<ul style="list-style-type: none"> ■ MVC Comprehensive Integrated Master Plan – Firm Selection & Agreement (Thurman/Carlson/Doering) ■ Amendment No. 5 for Professional Services with Facilities Planning and Consulting Services (Carlson) ■ Agreement – Utility Infrastructure Upgrade (District – Riverside City College) (12kV Campus Loop) with Inland Inspections & Consulting (Azari, Wyckoff, Carlson, Baker)



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[Agenda Item](#)

Agenda Item (V-A)

Meeting 5/21/2013 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

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

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[Student Report_052113](#)



**MORENO VALLEY COLLEGE
ASSOCIATED STUDENTS
BOARD REPORT
MAY 2013**

- Wednesday, May 1st and Thursday, May 2nd, Moreno Valley College Student Government held elections for next years Student Body President, Vice President, and Student Senators. We had one Ticket for Student Body President and Vice-President with seven student who showed interest in the position of Student Senators. Charmaine Williams was re-elected as Student Body President and Ron Johnson elected for Vice-President
- On Thursday, May 9, ASMVC hosted their Annual Student of Distinction and Awards Banquet at the Moreno Valley Conference and Recreation Center. The Banquet was highly successful, with 200 plus honorees and guest. Moreno Valley College Student Government would like to give a special thanks to Trustee Samuel Davis for attending along with Vice President Sandoval and Vice President Steinback.
- On Friday, May 10th at the Student Senate for California Community Colleges (SSCCC) Region 9 Meeting Michelle Christenson and Alexis Amor were “re-elected” as Senators for the Region and will attend monthly meetings in Sacramento and sit on statewide Shared Governance Committees representing 2.4 million community college students.
- Tuesday, May 14th and Wednesday, May 15th ASMVC will be conducting Budget Hearings for the 2013 – 2014 academic year for clubs/organizations.
- Moreno Valley College LGBTSA club will be celebrating Harvey Milk Day events, starting Monday, May 20th through Thursday, May 23rd. An Informational Booth on Monday, May 20th will provide club members the opportunity to inform students about Harvey Milk, and his contributions; Tuesday, May 21, a “Drag Show” during the college hour is scheduled; Wednesday, May 22nd, the club will celebrate Harvey’s “Birthday” with a party and on Thursday, May 23rd, the club will conclude the celebration with a film screening.
- On Thursday, May 23rd, Moreno Valley College Student Government is hosting a Scholarship Tea from 4 - 6 pm on the Lions’ Den Patio. Student recipients who have been awarded a scholarship for the 2013 – 2014 academic year will be recognized. Also, at this event we will recognize students transferring to 4-year colleges/universities.
- The outgoing officers and incoming officers of ASMVC will be participating in the “spring calendar retreat” planning events/activities for next year at the college.
- As the semester is coming to an end ASMVC is gearing up for next years activities/events and will be participating in the annual ASRCCD Student Leadership Training scheduled for June 10 - 12, 2013.

AS Norco College Report

As we approach the end of another successful semester here are some of the most notable events and highlights of the past month:

- Jared Snyder, from Norco College, was elected as the 2013-2014 Student Trustee
- Members of ASNC, and the incoming student trustee, participated in the SSCCC Spring General Assembly and successfully represented Norco College in statewide advocacy
- ASNC approved the budget for the 2013-2014 year which includes a \$20,000 budget for CPS (Campus Project Support). CPS is an innovative approach in providing funding for instructional and non instructional institutional needs that will impact our student population directly
- Norco College has held two blood drives and has reached the top of the list in the region for blood donations.
- Norco College held their 2013-2014 ASNC elections and is now working on plans for the 2013-2014 year.
- Clubs and Organizations hosted a Spring Social on Campus and Puente sponsored a College wide Art Festival that included performances from our Commercial Music program, Story Telling, Chalk Murals, art displays, etc
- The ASNC in collaboration with the Veterans Services here at Norco hosted our first annual Veteran's Social Event. Over 45 veterans participated and had a chance to socialize, receive vital information, network, and enjoy video games and other activities.
- Finally, the ASNC is preparing for the Scholarship and Students of Distinction Banquets as well as for Commencement

ASSOCIATED STUDENTS of riverside city college



May 2013
Board of Trustees Student Monthly Report

The Associated Students of Riverside City College are wrapping up another great semester and successful year. This year has been filled with growth, learning and lots of fun. We have implemented programs on campus that our students will be able to save money and benefit long-term as well as add value to the college experience.

The following are highlights from activities/events leading up to the May BOT Meeting:

- RCC has implemented a recycle program on campus thanks to the RCC Recycle Committee and the ASRCC Student Sustainability Collective Club. The program is being carried out in phases with Phase I including greet waste from the grounds and recyclable materials from the cafeteria while Phase II will be expanding to the rest of the campus.
- On April 18th we welcomed Professor of Administration of Justice, Dr. Oliver Thompson to facilitate a discussion of the racial and ethnic population of California vs. the population of California's prisons and death row.
- Active Minds hosted their "Mental Health Awareness Week" the week of April 16th and hosted many fun and awareness activities including a stress workshop, puppy therapy, stomping out stigma, art therapy and kicking off their semester long event, "Post Secret U" engaging students to change the conversation about mental health on campus.
- The ASRCC Student Sustainability Collective Club hosted an "Eco-Fair" and "How to Garden Tour" on April 21st to help reduce RCC's ecological footprint. The event was open to the public and was part of Riverside's Mayor Community Bike tour.
- On April 25th, we had motivational speaker, creative & change catalyst, and RCC alumnus Mark Gonzales speak to student's faculty and staff on the topic of "Conversations on Social Respect." The event was sponsored by the RCC Diversity Committee.
- Our ASRCC Colleges against Cancer club held its annual "Relay for Life" event from April 27-28 to help raise funds for cancer research and treatment. The event was a huge success and attended by many.
- On May 15, the ASRCC Student Sustainability Collective Club showed the movie "Green Fire: Aldo Leopold and a Land Ethic for Our Time." An open discussion and Q&A session with an expert panel followed the screening. The event was free and was open to the public.

- May 16th – Diversity Recognition and Awards Ceremony with keynote speaker Father Greg Boyle, founder of Homeboy Industries.
- May 18th – ASRCC Pathways to Teaching Club is sponsoring the Riverside Early Literacy Conference presented by the West County Child Care Council of Riverside County Child Care Consortium.
- ASRCC's Multi Cultural Advisory Council hosted a Cinco de Mayo event as well as Asian-Pacific American Day educating students of the history while incorporating fun events for the students.
- Our ASRCC Service Awards Banquet was held on Friday May 17th in Downtown Riverside at the Riverside Auditorium. We are celebrating over 200 students volunteering over 50 hours for spring semester as well as honoring those students who volunteered over 200 hours each semester this year.

Events to come:

- May 21st – Our Health and Psychological Services in partnership with the Mental Health Ambassadors and ASRCC is hosting the first “Mental Health Fair” with over 40 clubs, campus organizations, and community vendors to bring awareness to mental health resources available to students. The day will be filled with many educational and fun activities. Active Minds will also be hosting an Art Therapy session on the same day.
- The ASRCC Gender and Sexualities Awareness club is screening the film “Milk” to create awareness and education of the Lesbian, Gay, Bisexual, and Transgender community on May 21st.
- RCC Muse Literary Journal group will be re-launching MUSE with a sneak peak of the MUSE Journal created by students on May 23rd.
- ASRCC is hosting an end of year celebration for students and combining our “Tiger Pride Day,” “Finals Survival Day,” and “Fitness Day” on May 23rd. We will be serving lunch to all student participants while hosting several fun and educational events.
- June 5th – 8th biannual RCC Animation Showcase presented by RCC Art Club/Art Department. It will be a fun/entertaining evening of short animation films with judges from Cal Arts, CAP Sony Pictures Media Arts Program, Disney Feature Animation, USC, and independent live action film and animation. Open to the public and it's FREE.

We are to get started with our planning this summer for yet another great and productive year.

Best Regards,

Associated Students of Riverside City College



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[Agenda Item](#)

Agenda Item (VI-A-1)

Meeting 5/21/2013 - Regular

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

Subject Academic Personnel

College/District District

Funding

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

Background Narrative:

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

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

Attachments:

[20130521_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: May 21, 2013

1. Appointments

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

- a. Management Contract
(None)
- b. Contract Faculty
(None)
- c. Long-Term, Temporary Faculty
(None)

2. 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 who earned faculty tenure for their many years of outstanding service at Riverside Community College District, effective the date of their retirement:

NAME
NORCO COLLEGE
Pavlis, Bonnie

3. 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 June 1, 2013.

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Burnett, Sarah	G	H

Subject: Academic Personnel

Date: May 21, 2013

4. Separation(s)

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

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

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Conrad, Diane	Associate Professor, Communication Studies	06/07/13	Retirement
Pavlis, Bonnie	Professor, Humanities	06/07/13	Retirement
Ries, Richard	Associate Professor, Mathematics	06/07/13	Personal



Agenda Item (VI-A-2)

Meeting 5/21/2013 - Regular

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

Subject Classified Personnel

College/District District

Funding

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

Background Narrative:

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

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

Attachments:

[20130521_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: May 21, 2013

1. Appointments

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

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Contract/ Salary</u>	<u>Action</u>
a. Management/Supervisory				
NORCO COLLEGE				
Gomez, Elizabeth	Vice President, Business Services	05/22/13	AB-3	Appointment
b. Management/Supervisory – Categorically Funded (None)				
c. Classified/Confidential				
NORCO COLLEGE				
Castro, Francisco	Warehouse Assistant	05/14/13	D-5	Rehire
Rodriguez, Monique	Medical Office Receptionist	05/22/13	F-1	Appointment
Julius, Jeffrey	Laboratory Technician II	06/24/13	O-1	Appointment
RIVERSIDE CITY COLLEGE				
Abernathy, Charles	Custodian	04/15/13	C LS-2	Rehire
Sousa, John	Financial Aid Advisor	05/01/13	H-5	Rehire
d. Classified/Confidential – Categorically Funded				
NORCO COLLEGE				
Huizar, Monica	Grants Administrative Specialist	07/15/13	I-3	Rehire

Subject: Classified Personnel

Date: May 21, 2013

2. Request for Temporary Increase in Workload

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

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
Judy Alvord	Administrative Assistant I	50% to 100%	05/22/13-06/30/14

3. Position Reclassifications Due to Reorganization

In accordance with Board Policy 7232, requests for reorganization may be submitted to the classification panel if the reorganization results in a new position or significant changes to a current job description. The management-initiated changes were made to reflect organizational shifts at the college and the district office and to accurately reflect the duties and responsibilities required for the changing environment.

It is recommended the Board of Trustees approve the reclassification/reorganization of the following positions, effective July 1, 2013.

<u>Proposed Title</u>	<u>Incumbent</u>	<u>Salary From/To</u>
RIVERSIDE CITY COLLEGE		
Director, Facilities, Maintenance and Operations	Vacant	U to V
Assistant Dir., Facilities, Maintenance and Operations	Scott Zwart	No Change
Manager, Facilities, Grounds and Utilization	David Cooper	M-5 to O-5
DISTRICT		
Public Affairs Officer	Diana Meza	P-5 to Q-5
Senior Public Affairs Officer	Vacant	Grade R

4. Request for Health Leave Without Pay

In accordance with the CSEA bargaining unit agreement the employee(s) listed below are being placed on an unpaid leave of absence for health reasons for illness or injury which extends beyond the expiration of all other paid leaves.

It is recommended the Board of Trustees approve a health leave without pay for the employee(s) listed below:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Cornejo, Efren	Groundsperson	06/01/13 – 06/30/13

Subject: Classified Personnel

Date: May 21, 2013

5. 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 10, 2013 through August 16, 2013. 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 10, 2013 through August 16, 2013, for the following classified, confidential and management employees:

BEGINNING JUNE 10, 2013 – AUGUST 16, 2013

<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
DISTRICT			
Crippin, Julie	Analyst Programmer	100%	80%
Hwang, Chi-Chih	Network Specialist (Data)	100%	80%
MORENO VALLEY COLLEGE			
Al-Ali, Howaida	Lab Technician II	100%	80%
Jelensky, Tracy	Financial Aid Advisor	100%	80%
Payne, Carmen	Administrative Assistant III	100%	90%
Rochin, Bernadette	Student Financial Services Analyst	100%	90%
Thomas, Angela	Instructional Media/Broadcast Tech	100%	80%
NORCO COLLEGE			
Alvord, Judith	Administrative Assistant I	100%	80%
Johnson, Polly	Lab Technician II	100%	80%
Maness, Maria	Placement & Tutorial Svcs Clrk	100%	90%
Perez, Rita	Counseling Clerk II	100%	90%
Wright, Linda	Administrative Assistant IV	100%	80%
RIVERSIDE CITY COLLEGE			
Acevedo, Lilia	Student Services Specialist	100%	80%
Brosious, Nancy	Production Graphic Designer	100%	80%
Dassow, Michelle	Student Services Technician	100%	90%
Delgadillo, Guadalupe	Matriculation Specialist	100%	80%
Gilbertson, Beth	Administrative Assistant III	100%	90%
Rangel, Jennifer	Tutorial Services Clerk	100%	90%
Vargas, Rosalba	Student Services Technician	100%	90%

Subject: Classified Personnel

Date: May 21, 2013

6. Placement of Classified Employee on Reemployment List

In accordance with Education Code Section 88195, an employee who has exhausted all leaves of absence because of a nonindustrial accident or illness shall be placed on the District's 39-month reemployment list. It is recommended the Board of Trustees approve/ratify the placement of Michael Arellano, Student Employment Personnel Specialist at Moreno Valley College, on the District's reemployment list for the period of 39 months, effective at the end of the work day on May 8, 2013.

7. Separation(s)

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

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Deesing, Lisa	AVC, Information Services	04/01/13	Personal
Federico, Patricia	Clerk Typist	04/23/13	Personal
Valdez, Alicia	Warehouse Assistant	05/06/13	Retirement
Williams, Erik	Community Service Coordinator	04/30/13	Personal



Agenda Item (VI-A-3)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-A-3)
Subject	Other Personnel
College/District	District
Funding	n/a
Recommended Action	It is recommend that the Board of Trustees approve/ratify the other personnel actions

Background Narrative:

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

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

Attachments:

[20130521_Other Personnel](#)

[20130521_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: May 21, 2013

1. Substitute Assignments

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

2. Short-term Positions

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

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

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

4. Professional Experts

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

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Aguirre, Marisela	Community Service Aide I	Safety and Police	07/01/13-06/30/14	\$15.45
Aguirre, Marisela	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
Flores, Evelyn	Community Service Aide I	Safety and Police	07/01/13-06/30/14	\$15.45
Flores, Evelyn	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
Futch, Marcus	Community Service Aide I	Safety and Police	07/01/13-06/30/14	\$15.45
Futch, Marcus	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
Molinos, Martin	Community Service Aide I	Safety and Police	07/01/13-06/30/14	\$15.45
Molinos, Martin	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
Ochoa, Michael	Community Service Aide I	Safety and Police	07/01/13-06/30/14	\$15.45
Ochoa, Michael	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
O'Neal, Joseph	Community Service Aide I	Safety and Police	07/01/13-06/30/14	\$15.45
O'Neal, Joseph	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
Simpson, Kimberly	Community Service Aide I	Safety and Police	07/01/13-06/30/14	\$15.45
Simpson, Kimberly	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
Somers, Nivard	Community Service Aide I	Safety and Police	04/15/13-06/30/14	\$15.45
Somers, Nivard	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
Wilbur, John	Community Service Aide I	Safety and Police	07/01/13-06/30/14	\$15.45
Wilbur, John	Coordinator	Safety and Police	07/01/13-06/30/14	\$18.51
MORENO VALLEY COLLEGE				
Antoine, Wendell	Custodian	Facilities	06/01/13-05/31/14	\$15.45
Rosas, Leticia	EOPS Specialist	EOPS	04/29/13-05/23/13	\$24.58
NORCO COLLEGE				
Arias, Alejandro	Clerk Typist	Student Financial Services	05/15/13-07/11/13	\$16.89
Castro, Brizeida	Clerk Typist	Student Financial Services	05/01/13-06/29/13	\$16.89
Rosada, Jennifer	Clerk Typist	Student Financial Services	05/15/13-07/11/13	\$16.89
RIVERSIDE CITY COLLEGE				
Acosta, Justin	Sr. Tool Room Attendant	Applied Technology	04/17/13-06/30/13	\$18.51
Lugo, Alison	Library Clerk I	Library/Learning Resources	06/06/13-12/24/13	\$17.74
Saavedra, Jose	Custodian	Facilities	05/01/13-06/30/13	\$15.45
Sanchez, Philip	Custodian	Facilities	05/01/13-06/30/13	\$15.45
Scanlan, David	Sr. Tool Room Attendant	Applied Technology	05/22/13-06/30/13	\$18.51

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
		Disabled Student Programs		
Alexandar, Tameka	Interpreter II	and Services	07/01/13-06/30/14	\$23.00
Almquist, Debbie	Registered Nurse II	Health Services	07/01/13-06/30/14	\$37.00
		Disabled Student Programs		
Alton, Christina	Interpreter II	and Services	07/01/13-06/30/14	\$23.00
		Disabled Student Programs		
Auman, Allen	Interpreter III	and Services	05/21/13-06/30/14	\$27.00
Backes, Robert	Detective	Safety & Police	07/01/13-06/30/14	\$25.00
Baehr, Donnette	Registered Nurse III	Health Services	07/01/13-06/14/14	\$40.00
		Disabled Student Programs		
Bain, Debra	Interpreter II	and Services	07/01/13-06/30/14	\$23.00
		Disabled Student Programs		
Barno, Jolene	Interpreter I	and Services	07/01/13-06/30/14	\$18.00
		Disabled Student Programs		
Becker, Katy	Interpreter I	and Services	07/01/13-06/30/14	\$18.00
		Disabled Student Programs		
Blackwood, Micah	Interpreter I	and Services	07/01/13-06/30/14	\$18.00
Booth, Marsha	Registered Nurse II	Health Services	07/01/13-06/30/14	\$37.00
Brambila, Jorge	Reserve Officer	Safety & Police	07/01/13-06/30/14	\$15.65
		Disabled Student Programs		
Castaneda, Alexandra	Interpreter III	and Services	07/01/13-06/30/14	\$27.00
		Disabled Student Programs		
Chamberlin, Dana	Interpreter I	and Services	07/01/13-06/30/14	\$18.00
		Disabled Student Programs		
Collins, Katie	Interpreter II	and Services	07/01/13-06/30/14	\$23.00
		Disabled Student Programs		
Creehan, Joseph	Interpreter III	and Services	05/21/13-06/30/14	\$27.00
Cruz, Edilbert "Ejay"	Registered Nurse II	Health Services	07/01/13-06/30/14	\$37.00
		Disabled Student Programs		
Cruz, Stephanie	Interpreter II	and Services	07/01/13-06/30/14	\$23.00
		Disabled Student Programs		
Delgado, Danielle	Interpreter II	and Services	05/21/13-06/30/14	\$23.00
		Disabled Student Programs		
DeWitt, Janelle	Interpreter II	and Services	05/21/13-06/30/14	\$23.00
		Disabled Student Programs		
Eddy, Carmen	Interpreter III	and Services	07/01/13-06/30/14	\$27.00
Estrada, Laura	Registered Nurse II	Health Services	07/01/13-06/30/14	\$37.00
Fazio, Cynthia	Registered Nurse I	Health Services	07/01/13-06/30/14	\$37.00
Felipe, Rosanne	Registered Nurse II	Health Services	07/01/13-06/30/14	\$37.00
German, Jonathan	Reserve Officer	Safety & Police	07/01/13-06/30/14	\$15.65
Gilbert, Laurie	Registered Nurse II	Health Services	07/01/13-06/30/14	\$37.00
		Disabled Student Programs		
Granger, Jimmy	Interpreter III	and Services	07/01/13-06/30/14	\$27.00

SHORT-TERM POSITIONS

Backup Other Personnel

May 21, 2013

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT (CONT'D)				
Harris, James	Interpreter I	Disabled Student Programs and Services	05/22/13-06/30/14	\$18.00
Holder, Cora	Registered Nurse III	Health Services	07/01/13-06/30/14	\$40.00
Holston, Hollie	Interpreter Apprentice	Disabled Student Programs and Services	07/01/13-06/30/14	\$11.00
Hulsebus, Brittany	Interpreter II	Disabled Student Programs and Services	07/01/13-06/30/14	\$23.00
Joyner, Jazmine	Research Intern	Institutional Research	05/22/13-06/30/13	\$14.22
Killen, Laura	Interpreter III	Disabled Student Programs and Services	07/01/13-06/30/14	\$27.00
Komori, Hiroko	Interpreter III	Disabled Student Programs and Services	07/01/13-06/30/14	\$27.00
King, Tabatha	Interpreter I	Disabled Student Programs and Services	07/01/13-06/30/14	\$18.00
Lopez, Joseph	Interpreter III	Disabled Student Programs and Services	07/01/13-06/30/14	\$27.00
Mendez, Cecilia	Interpreter Apprentice	Disabled Student Programs and Services	07/01/13-06/30/14	\$11.00
Migdal, Amy	Interpreter I	Disabled Student Programs and Services	07/01/13-06/30/14	\$18.00
Miller, Gwendolyn	Interpreter II	Disabled Student Programs and Services	07/01/13-06/30/14	\$23.00
Minkler, Jack	Interpreter III	Disabled Student Programs and Services	07/01/13-06/30/14	\$27.00
Molina, Victoria	Interpreter I	Disabled Student Programs and Services	07/01/13-06/30/14	\$18.00
Morales, Tera	Interpreter II	Disabled Student Programs and Services	07/01/13-06/30/14	\$23.00
Moyers, Jessica	Interpreter I	Disabled Student Programs and Services	07/01/13-06/30/14	\$18.00
Neff, Katie	Interpreter I	Disabled Student Programs and Services	07/01/13-06/30/14	\$18.00
Redfern, Terry	Detective	Safety & Police	07/01/13-06/30/14	\$25.00
Reeves, Sue	Registered Nurse II	Health Services	07/01/13-06/30/14	\$37.00
Richards, James	Reserve Officer	Safety & Police	07/01/13-06/30/14	\$15.65
Ridlon, Tracey	Interpreter I	Disabled Student Programs and Services	07/01/13-06/30/14	\$18.00
Rodriguez, Christopher	Interpreter II	Disabled Student Programs and Services	07/01/13-06/30/14	\$23.00
Rodriguez, Elise	Interpreter II	Disabled Student Programs and Services	07/01/13-06/30/14	\$23.00
Romero, Kimberly	Interpreter II	Disabled Student Programs and Services	05/21/13-06/30/14	\$23.00

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT (CONT'D)</u>				
Stanton, Kevin	Detective	Safety & Police	07/01/13-06/30/14	\$25.00
		Disabled Student Programs		
Taylor, Jessica	Interpreter III	and Services	05/21/13-06/30/14	\$27.00
Trevino, Lee	Reserve Officer	Safety & Police	07/01/13-06/30/14	\$15.65
		Disabled Student Programs		
Turley-Trejo, Lanae	Interpreter Apprentice	and Services	07/01/13-06/30/14	\$11.00
Waggoner, Jennifer	Registered Nurse III	Health Services	07/01/13-06/30/14	\$40.00
<u>MORENO VALLEY COLLEGE</u>				
		Upward Bound - Math		
Giacalone, Kaitlin	Grant Facilitator	and Science	05/22/13-06/30/14	\$40.00
		Upward Bound - Math		
Puckett, Kenisha	Grant Facilitator	and Science	06/01/13-06/30/14	\$40.00
		Upward Bound - Math		
Saito, Aya	Grant Facilitator	and Science	06/01/13-06/30/14	\$40.00
		Upward Bound College		
Stanley, Alyssa	Mentor	and Science	06/01/13-06/30/14	\$12.00
		Upward Bound - Math		
Susuras, David	Grant Facilitator	and Science	06/01/13-06/30/14	\$40.00
		Upward Bound College		
Valdez, Dalia	Mentor	and Science	06/01/13-06/30/14	\$12.00
<u>NORCO COLLEGE</u>				
		Upward Bound College		
Aguila, Alvaro	Mentor	TRIO Programs - Upward Bound	06/01/13-06/30/13	\$12.00
		TRIO Programs - Upward Bound		
Ambriz, Aurora	Tutor IV	and Services	06/01/13-06/30/14	\$10.00
		Disabled Student Programs		
DeWitt, Janelle	Interpreter II	and Services	06/07/13-06/07/13	\$23.00
		TRIO Programs - Upward Bound		
Campbell, Melvin	Grant Facilitator	Bound	06/01/13-06/30/14	\$40.00
		TRIO Programs - Upward Bound		
Escudero, Wellington	Tutor IV	Bound	06/01/13-05/30/14	\$10.00
		Upward Bound College		
Gomez Zorrilla, Martha	Mentor	TRIO Programs - Upward Bound	06/01/13-06/30/14	\$12.00
		Upward Bound College		
Grajeda, Daniel	Mentor	TRIO Programs - Upward Bound	06/01/13-06/30/14	\$12.00
		TRIO Programs - Upward Bound		
Leavey, Erin	Grant Facilitator	Bound	07/01/13-06/30/14	\$40.00
		TRIO Programs - Upward Bound		
Nogales, Gerardo	Grant Facilitator	Bound	06/01/13-06/30/14	\$40.00
		TRIO Programs - Upward Bound		
Ortega, Eduardo	Tutor IV	Bound	06/01/13-05/30/14	\$10.00
Portillo, Javier	STEM Mentor	Title III / V	06/18/13-09/30/13	\$12.50

SHORT-TERM POSITIONS

Backup Other Personnel

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
NORCO COLLEGE (CONT'D)				
Ramirez, Anabel	Upward Bound College Mentor	TRIO Programs - Upward Bound	06/01/13-06/30/14	\$12.00
Rodriguez, Joel	Upward Bound College Mentor	TRIO Programs - Upward Bound	06/01/13-06/30/13	\$12.00
Sullano, Nathan	Upward Bound College Mentor	TRIO Programs - Upward Bound	06/01/13-06/30/13	\$12.00
Tejeda, Monique	Upward Bound College Mentor	TRIO Programs - Upward Bound	06/01/13-06/30/13	\$12.00
Valencia, Cynthia	Upward Bound College Mentor	TRIO Programs - Upward Bound	06/01/13-06/30/14	\$12.00
RIVERSIDE CITY COLLEGE				
Alboro, Kamaehu	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Antonissen, Andrea	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Armenta, Charles	Grant Facilitator	Upward Bound	06/08/13-07/19/13	\$40.00
Dolios, Kalliope	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Griffith, Rebecca	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Henderson, Jessica	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Hermosillo, Stefany	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Hernandez, Shelby	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Jaurigue, Amanda	Grant Facilitator	Upward Bound	06/08/13-06/30/13	\$40.00
Liddell, Katelynn	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Liddell, Scott	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Macias, Sara	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Merritt, Kanann	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Molinar, Dannie	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Peters, Celena	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Schmidt, Austin	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Schnakenberg, Sabrina	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Sloan, Stella	Grant Facilitator	Upward Bound	07/01/13-07/19/13	\$40.00
Teets, Caroline	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Teets, Kathryn	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Vito, Jr., Ronald	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00

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

Backup Other Personnel
May 21, 2013
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Abbasi, Sara	Student Aide I	Middle College	05/01/13	\$ 9.00
RIVERSIDE CITY COLLEGE				
Allum Jr., Donald	Student Aide IV	Mathematics	04/30/13	\$ 12.00
Camarce, Jovie	Student Aide I	Printing and Graphics	04/22/13	\$ 8.00
Carey, Braddley	Student Aide I	Tutorial Services	04/16/13	\$ 8.00
Cortez Jr., Adrian	Student Aide IV	Mathematics	04/16/13	\$ 12.00
Dorado Jr., Noe	Student Aide I	Performing Arts / Music	05/09/13	\$ 8.00
Franco, Elsie	Student Aide I	Instructional Media Ctr	04/15/13	\$ 8.00
Jones, Jamaal	Student Aide I	Performing Arts / Music	04/24/13	\$ 8.00
Lemos, Briana	Student Aide I	Instructional Media Ctr	04/15/13	\$ 8.00
Liu, Rui Qi	Student Aide I	Tutorial Services	04/18/13	\$ 8.00
Paredes, Elmer	Student Aide I	Instructional Media Ctr	04/15/13	\$ 8.00
Reyes, Edith	Student Aide I	Early Childhood Studies	04/18/13	\$ 8.00
Ward, Jennifer	Student Aide I	Counseling	04/16/13	\$ 8.00
<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Hill, Brandi	Student Aide II	La Sierra Library - RIV	04/16/13	\$ 9.00
COMMUNITY SERVICE PROGRAM				
Walston, Jessica	Student Aide I	La Sierra Library - RIV	04/30/13	\$ 9.00
MORENO VALLEY COLLEGE				
		Workforce		
Johnson, LaQuesha	Student Aide II	Prep/CalWORKs	04/15/13	\$ 10.00
Maldonado, Melissa	Student Aide II	Dean of Instruction	04/05/13	\$ 10.00
Santoyo, Mariana	Student Aide I	Admissions & Records	05/06/13	\$ 9.00
Smith, Lona	Student Aide II	Tutorial	04/24/13	\$ 10.00
RIVERSIDE CITY COLLEGE				
Boyd, Jr., Samuel	Student Aide I	Kinesiology / Football	04/22/13	\$ 8.00
Carter, Desman	Student Aide I	Kinesiology / Football	04/22/13	\$ 8.00
		Kinesiology /		
Ngan, Wai Yee	Student Aide I	Women's Basketball	04/22/13	\$ 8.00
Smith, Randell	Student Aide I	Kinesiology / Football	05/01/13	\$ 8.00

PROFESSIONAL EXPERTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>TERM</u>	<u>RATE/ AMOUNT</u>
DISTRICT				
Schall, Jan	Director, International Education	Educational Services	07/01/13-06/30/14	\$39,903
MORENO VALLEY COLLEGE				
Newsome, Helen	Nurse Practitioner	Health Services	07/01/13-06/30/15	\$52/hour
NORCO COLLEGE (None)				
RIVERSIDE CITY COLLEGE (None)				



Agenda Item (VI-B-1)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-1)
Subject	Purchase Order and Warrant Report – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$2,446,504 and District Warrant Claims totaling \$6,417,200.

Background Narrative:

The attached Purchase Order and Warrant Report – All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$2,446,504 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 207351 – 208589) totaling \$6,417,200 have been reviewed by the Business Office to verify that monies are available in the appropriate funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit process.

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

Attachments:

[05212013_Purchase Order and Warrant Report \(April\)](#)

Report of Purchases-All district Resources
 Purchases Over \$83,400
 4/01/13 thru 4/30/13

PO#	Department	Vendor Name	Description	Amount
C0004194	Facilities - Moreno Valley	National Construction & Maintenance	New Irrigation Control System UCCAP Bid Award	\$ 108,350
P0037219	Board of Trustees	County of Riverside Registrar	Elections	271,372
P0037549	President - Norco Campus	Apple Computer, Inc.	Comp Equip Additional \$200-\$4999	96,071
P0037554	Student Success - Norco	Dell Computers	Comp Equip Additional \$200-\$4999	86,798
Additions to Approved/Ratify Purchase Orders of \$83,400 and Over				
			Total	<u>\$ 562,591</u>
All Purchase Orders, Contracts, and Additions for the Period 4/01/13 - 4/30/13				
			Contracts- C4189 - C4211	492,529
			Contract Additions- C2150 - C4170	
			Purchase Orders- P37148 - P37668	1,164,252
			Purchase Order Additions- P33790 - P37088	
			Blanket Purchase Orders- B11093 - B11133	227,132
			Blank Purchase Orders Additions- B9890 - B11084	
			Total	<u>\$ 1,883,913</u>
			Grand Total	<u><u>\$ 2,446,504</u></u>



Agenda Item (VI-B-2-a)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

The 2012-13 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). 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.

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

Attachments:

[05212013_Budget Adjustments](#)

Budget Adjustments May 21, 2013

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for food. (Fund 12, Resource 1190)		
From: SFAP – Fiscal Coordination	Other Services	\$ 5,000
To: SFAP – Fiscal Coordination	Food	\$ 5,000
R2. Transfer to provide for repairs, transportation contract, and to purchase vacuums, grounds and maintenance tools, golf cart, and dump scooter.		
From: Building Maintenance	Repair Parts	\$ 8,825
Vehicle Maintenance	Other Transportation Supplies	3,000
Custodial Services	Custodial Supplies	8,887
	Repairs	5,858
	Laundry and Cleaning	621
Grounds Maintenance	Grounds Supplies	7,800
Swimming Pool	Grounds Supplies	12,000
	Repair Parts	2,025
	Repairs	9,284
	Other Services	2,157
To: Building Maintenance	Equipment	\$ 8,825
Vehicle Maintenance	Transportation Contracts	3,000
	Equipment	25,466
Custodial Services	Equipment	15,366
Grounds Maintenance	Repairs	4,250
	Equipment	3,550
R3. Transfer to provide for instructional supplies.		
From: Athletics	Repairs	\$ 6,000
To: Athletics	Instructional Supplies	\$ 6,000

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
R4.	Transfer to provide for instructional supplies and to purchase a server and crease/splitter machine.		
	From: Printing and Lithography	Repairs	\$ 4,833
		Rents and Leases	636
		Comp Software Maint/Lic	18,100
	Automotive Collision Repair	Repairs	340
	To: Printing and Lithography	Equipment	\$ 23,569
	Automotive Collision Repair	Instructional Supplies	340
R5.	Transfer to provide for salary and benefits for academic administrator, classified differential pay, and a classified special project.		
	From: Student Personnel Administration	Administrative Contingency	\$ 10,000
	Student Personnel Contingency	Conferences	10,493
	To: Kinesiology	Classified Perm PT	\$ 5,583
		Employee Benefits	1,256
	Commencement	Classified Special Project	1,000
	Intramural Sports	Academic FT Administrator	11,187
		Employee Benefits	1,467
R6.	Transfer to provide for copying and printing, supplies, and rents and leases.		
	From: Student Personnel Contingency	Conferences	\$ 6,296
	To: Commencement	Copying and Printing	\$ 1,526
		Supplies	3,388
		Rents and Leases	282
	Student Personnel Administration	Supplies	600
	Campus Student Services	Supplies	500
R7.	Transfer to provide for conferences and to purchase a chair.		
	From: Student Personnel Contingency	Conferences	\$ 768
	To: Admissions and Records	Conferences	\$ 375
	Financial Aid Administration	Equipment	393

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R8. Transfer to provide for rents and leases.		
From: Transfer Center	Reference Books	\$ 500
To: Transfer Center	Rents and Leases	\$ 500
R9. Transfer to provide for entry fees, transportation contracts, and to complete the purchase of a computer and storage container.		
From: Athletics	Copying and Printing	\$ 1,750
	Custodial Supplies	1,650
To: Athletics	Entry Fees	\$ 1,530
	Transportation Contracts	1,750
	Equipment	120
R10. Transfer to provide for student help and employee benefits.		
From: Community Outreach	Mileage	\$ 310
Student Ambassadors	Cellular Telephone	720
To: Community Outreach	Student Help – Non-Instr	\$ 310
Student Ambassadors	Student Help – Non-Instr	704
	Employee Benefits	16
R11. Transfer to purchase supplies, repair parts and storage container.		
From: VP, Business Svcs – Holding Acct	Consultants	\$ 4,030
	Administrative Contingency	1,415
To: VP, Business Svcs	Equipment	\$ 2,176
	Supplies	1,641
Facilities – Building Maint	Repair Parts	1,628

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R12. Transfer to purchase cash and coin counter machines.		
From: Auxiliary Business Services	Copying and Printing	\$ 1,943
	Conferences	250
	Repairs	79
	Other Services	4,476
	Consultants	1,772
To: Auxiliary Business Services	Equipment	\$ 8,520
R13. Transfer to provide for academic special projects.		
From: Performing Arts - Dance	Other Services	\$ 1,583
Performing Arts – Music	Copying and Printing	132
To: Performing Arts	Academic Special Project	\$ 1,400
	Employee Benefits	315
R14. Transfer to provide for fuel, copying and printing and to purchase computers.		
From: VP, Academic Affairs–Holding Acct	Conferences	\$ 254
	Administrative Contingency	1,686
To: Geology	Other Trans Supplies	\$ 254
Performing Arts	Copying and Printing	575
	Equipment	1,066
VP, Academic Affairs	Equipment	45
R15. Transfer to provide for academic special projects. (Fund 12, Resource 1190)		
From: Basic Skills/ESL – 2012/2013	Other Services	\$ 1,646
To: Basic Skills/ESL – 2012/2013	Academic Special Project	\$ 1,456
	Employee Benefits	190

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R16. Transfer to purchase a smog certification machine.		
From: Career & Tech Education	Administrative Contingency	\$ 1,240
To: Automotive Technology	Equipment	\$ 1,240
R17. Transfer to purchase a television.		
From: President	Academic Contingency	\$ 736
To: President	Equipment	\$ 736
R18. Transfer to purchase a computer and software.		
From: Faculty Development	Supplies	\$ 1,350
To: Faculty Development	Equipment	\$ 1,350
R19. Transfer to purchase supplies and repair parts.		
From: Learning Resource Center	Repairs	\$ 2,000
To: Learning Resource Center	Supplies	\$ 1,000
	Repair Parts	1,000
R20. Transfer to purchase reference books.		
From: English & Media Services	Temporary Services	\$ 1,000
To: English & Media Services	Reference Books	\$ 1,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R21. Transfer to purchase laptop computers, iPads, bookshelves and storage cabinets.		
From: Communication Studies	Instructional Aides, Hourly	\$ 3,805
	Instr Aides, Other Overtime	680
	Employee Benefits	260
	Instructional Supplies	400
	Periodicals/Magazines	481
	Supplies	641
To: Communication Studies	Equipment	\$ 6,267
R22. Transfer to purchase computers and iPads.		
From: Economics, Geography & Poli Sci	Student Help – Non-Instr	\$ 4,067
	Employee Benefits	93
	Instructional Media Material	850
To: Economics, Geography & Poli Sci	Equipment	\$ 5,010
R23. Transfer to purchase a camcorder.		
From: World Languages	Instructional Supplies	\$ 531
	Lecturers	52
To: World Languages	Equipment	\$ 583
R24. Transfer to purchase a computer.		
From: History, Philosophy, Humanities	Instructional Supplies	\$ 125
	Supplies	765
	License Fees	42
To: History, Philosophy, Humanities	Equipment	\$ 932

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R25. Transfer to provide for an academic special project. (Fund 11, Resource 1090)		
From: Performance Riverside	Supplies	\$ 1,002
	Rents & Leases	2,384
To: Performance Riverside	Academic Special Project	\$ 2,994
	Employee Benefits	392
R26. Transfer to purchase a laptop and software.		
From: Library	Repairs	\$ 960
	Rents & Leases	1,062
	Computer Software Maint/Lic	761
To: Library	Software	\$ 1,823
	Equipment	960
R27. Transfer to provide for copying and printing.		
From: Student Financial Services	Conferences	\$ 238
To: Student Financial Services	Copying and Printing	\$ 238
R28. Transfer to reallocate the SFAA – Capacity grant budget. (Fund 12, Resource 1190)		
From: Student Financial Services	Other Services	\$ 16,819
To: Student Financial Services	Classified Perm PT	\$ 4,548
	Employee Benefits	1,020
	Copying and Printing	3,550
	Supplies	5,300
	Food	2,401

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R29. Transfer to reallocate the SFAA – Base grant budget. (Fund 12, Resource 1190)		
From: Student Financial Services	Academic PT Non-Instr	\$ 4,862
	Classified Overtime	800
	Employee Benefits	661
	Conferences	35
	Other Services	10,487
	Equipment	12
To: Student Financial Services	Supplies	\$ 16,857
R30. Transfer to reallocate the EOP&S grant budget. (Fund 12, Resource 1190)		
From: EOP&S	Conferences	\$ 900
	Book Grants	12,757
To: EOP&S	Student Help – Non-Instr	\$ 3,400
	Academic PT Non-Instr	9,000
	Employee Benefits	1,257
R31. Transfer to reallocate the CARE grant budget. (Fund 12, Resource 1190)		
From: CARE	Book Grants	\$ 1,200
To: CARE	Food	\$ 900
	Conferences	300
R32. Transfer to provide for hourly and student help. (Fund 12, Resource 1190)		
From: Upward Bound	Food	\$ 13,553
To: Upward Bound	Student Help – Non-Instr	\$ 3,000
	Short-Term Temporary	10,000
	Employee Benefits	553

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R33. Transfer to reallocate the Matriculation grant budget. (Fund 12, Resource 1190)		
From: Matriculation	Academic Special Projects	\$ 5,998
	Copying and Printing	7
	Supplies	1,697
	Postage	112
	Mileage	100
	Conferences	250
	Other Services	21,834
To: Matriculation	Classified FT	\$ 26,664
	Employee Benefits	3,334

Norco

N1. Transfer to provide for repairs.

From: Safety & Police	Equipment	\$ 945
To: Safety & Police	Repairs	\$ 945

N2. Transfer to reallocate the CalWorks grant budget. (Fund 12, Resource 1190)

From: CalWorks	Employee Benefits	\$ 260
	Conferences	437
	Mileage	300
To: CalWorks	Classified Perm PT	\$ 260
	Copying and Printing	337
	Supplies	300
	Food	100

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N3. Transfer to reallocate the operating budget for the soccer field.		
From: Vice President, Business Services	Supplies	\$ 6,294
To: Vice President, Business Services	Classified Overtime	\$ 842
	Employee Benefits	87
	Repairs	1,800
	Site – Fixtures & Fixed Equip	1,765
	Site – Other	1,800
N4. Transfer to reallocate the administrative contingency accounts for year-end purchases.		
From: Vice President, Business Services	Classified Substitutes	\$ 11,876
	Consulting	27,105
	Other Services	12,745
	Administrative Contingency	7,797
To: Vice President, Business Services	Supplies	\$ 650
Facilities	Custodial Supplies	10,000
	Repair Parts	2,000
	Remodel Project	2,305
	Equipment	12,360
Learning Resource Center	Equipment	9,277
Library	Tests	10,850
Student Services	Supplies	4,000
Counseling	Academic PT Non-Instr	3,771
College Safety and Police	Equipment	4,310
N5. Transfer to purchase repair parts.		
From: Facilities	Repairs	\$ 719
	Remodel Project	586
	Fixtures and Fixed Equipment	145
	Equipment	498
To: Facilities	Repair Parts	\$ 1,948

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N6. Transfer to purchase a microscope, camera, trimble and a stage monitor.		
From: Vice President, Academic Affairs	Administrative Contingency	\$ 4,076
	Instructional Supplies	1,144
To: Arts, Humanities & World Lang.	Equipment	\$ 1,014
Business, Engineering & Info Svcs	Equipment	2,619
Physical & Life Sciences	Equipment	1,587
N7. Transfer to provide for academic special projects and to purchase a white board. (Fund 12, Resource 1190)		
From: Basic Skills	Other Services	\$ 25,325
To: Basic Skills	Academic Special Project	\$ 25,000
	Equipment	325
N8. Transfer to purchase supplies.		
From: President	Administrative Contingency	\$ 4,305
To: President	Supplies	\$ 1,000
Student Services - Student Equity	Supplies	3,305
N9. Transfer to purchase instructional supplies, a repeater with duplexer, antenna and radios.		
From: Dean of Instruction	Academic Extra Duty	\$ 17,772
	Academic Special Project	10,250
To: Dean of Instruction	Equipment	\$ 18,622
	Instructional Supplies	9,400

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N10. Transfer to provide for printing services and purchase repair parts, supplies and audio visual equipment.		
From: Instructional Media Center	Student Help – Non-Instr	\$ 6,000
To: Instructional Media Center	Copying and Printing	\$ 400
	Repair Parts	200
	Supplies	800
	Equipment	4,600
N11. Transfer to purchase instructional supplies.		
From: Arts, Humanities & World Lang.	Professional Services	\$ 153
To: Arts, Humanities & World Lang.	Instructional Supplies	\$ 153
N12. Transfer to purchase instructional supplies.		
From: Physical and Life Sciences	Repairs	\$ 9,600
To: Physical and Life Sciences	Instructional Supplies	\$ 9,600
N13. Transfer to purchase electronic trainers and courses.		
From: Business, Engineering & Info Svcs	Comp Software Maint/Lic	\$ 4,492
	Repairs	1,606
	Instructional Supplies	1,252
To: Business, Engineering & Info Svcs	Equipment	\$ 7,350
N14. Transfer to purchase new library furniture and provide for student help.		
From: Library	Academic PT Non-Instr	\$ 7,489
	Periodicals / Magazines	3,942
To: Library	Equipment	\$ 11,171
	Student Help – Non-Instr	260

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N15. Transfer to provide for mileage.		
From: Counseling – Transfer Center	Copying and Printing	\$ 22
To: Counseling – Transfer Center	Mileage	\$ 22
N16. Transfer to reallocate the Board Financial Assistance Program (BFAP Capacity) allocation. (Fund 12, Resource 1190)		
From: BFAP	Classified Perm PT	\$ 6,170
	Classified FT	655
	Supplies	108
To: BFAP	Conferences	\$ 100
	Comp Software Maint/Lic	4,666
	Food	763
	Computer Equipment	1,404
N17. Transfer to provide for postage, repairs and to purchase a shredder.		
From: Student Financial Services	Supplies	\$ 2,052
To: Student Financial Services	Postage	\$ 17
	Repairs	110
	Equipment	1,925
N18. Transfer to purchase a computer.		
From: Dean Student Services	Supplies	\$ 150
	Cellular Telephone	160
	Conferences	1,260
To: Dean Student Services	Computer Equipment	\$ 1,570

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N19. Transfer to provide for classified substitutes.		
From: Vice President Student Services	Mileage	\$ 2,408
	Supplies	687
To: Vice President Student Services	Classified Substitute	\$ 3,095
N20. Transfer to reallocate the Student Support Services Rise grant budget. (Fund 12, Resource 1190)		
From: SSS Rise	Academic PT Non-Instr	\$ 7,500
	Employee Benefits	1,150
	Reference Books	2,000
	Supplies	2,800
	Travel Expenses	5,800
	Transportation	4,350
	Equipment	2,400
To: SSS Rise	Classified FT	\$ 3,500
	Classified Perm PT	7,300
	Student Help Non-Instr	7,000
	Employee Benefits	8,200
N21. Transfer to reallocate the Student Support Services TRIO grant budget. (Fund 12, Resource 1190)		
From: SSS TRIO	Student Help Non-Instr	\$ 400
	Reference Books	2,800
	Copying and Printing	3,620
	Postage	500
	Mileage	500
	Travel Expenses	8,850
	Conferences	3,000
	Comp Software Maint/Lic	1,050
	Transportation	7,200
To: SSS TRIO	Academic PT Non-Instr	\$ 10,000
	Employee Benefits	7,920
	Student Financial Grants	10,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N22. Transfer to reallocate the Upward Bound-Corona High School grant budget. (Fund 12, Resource 1190)		
From: Upward Bound	Classified PT Administrator	\$ 4,300
To: Upward Bound	Mileage	\$ 300
	Transportation	1,000
	Equipment	3,000
N23. Transfer to purchase tests. (Fund 12, Resource 1190)		
From: Disabled Student Services - DSPS	Student Help – Instructional	\$ 800
To: Disabled Student Services - DSPS	Tests	\$ 800

Moreno Valley

M1. Transfer to reallocate the California Work Opportunity and Responsibility to Kids grant budget. (Fund 12, Resource 1190)		
From: CalWORKs	Classified FT	\$ 508
To: CalWORKs	Academic PT Non-Instr	\$ 482
	Employee Benefits	26
M2. Transfer to reallocate the Temporary Assistance to Needy Families grant budgets. (Fund 12, Resource 1190)		
From: TANF	Employee Benefits	\$ 4,282
To: TANF	Academic PT Non-Instr	\$ 2,282
	Meeting Expenses	1,500
	Mileage	300
	Postage	24
	Food	176

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M3. Transfer to purchase student desks.		
From: VP, Business Services	Instructional Supplies	\$ 36,233
	Conferences	24,902
To: Facilities	Equipment	\$ 61,135
M4. Transfer to purchase a printer.		
From: Health, Human & Public Services	Instructional Supplies	\$ 120
	Copying and Printing	40
	Mileage	210
To: Health, Human & Public Services	Equipment	\$ 370
M5. Transfer to purchase instructional supplies and to provide for copying and printing.		
From: Physician's Assistant Program	Lecturers	\$ 88
To: Physician's Assistant Program	Copying and Printing	\$ 86
	Instructional Supplies	2
M6. Transfer to provide for registration renewal fees for six radiology units.		
From: Dental Hygiene	Instructional Supplies	\$ 1,778
To: Dental Hygiene	License Fees	\$ 1,778
M7. Transfer to purchase supplies and a laptop.		
From: Health Science Programs	Short-Term Temporary	\$ 1,400
To: Health Science Programs	Supplies	\$ 217
Health, Human & Public Services	Equipment	1,183

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M8. Transfer to purchase a portable AV system.		
From: Learning Resource Center	Student Help – Non Instr	\$ 4,190
	Cellular Telephone	420
	Supplies	590
To: Learning Resource Center	Equipment	\$ 5,200
M9. Transfer to purchase anaerobic jars and anatomy and physiology models.		
From: Math, Science & Kinesiology	Instructional Supplies	\$ 2,496
	Repairs	1,427
To: Math, Science & Kinesiology	Equipment	\$ 3,923
M10. Transfer to reallocate the Board Financial Assistance Program/Student Financial Aid Administration program budget. (Fund 12, Resource 1190)		
From: Student Financial Services	Conferences	\$ 746
	Other Services	32,939
To: Student Financial Services	Classified FT	\$ 4,075
	Classified Perm PT	14,872
	Classified Overtime	43
	Employee Benefits	7,538
	Supplies	3,799
	Equipment	3,358
M11. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Cooperative Agencies Resources for Education (CARE)	Educational Supplies	\$ 1,085
	Meal Grants	475
To: Cooperative Agencies Resources for Education (CARE)	Supplies	\$ 1,560

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M12. Transfer to provide for meeting expenses. (Fund 12, Resource 1190)		
From: Extended Opportunity Programs & Services (EOP&S)	Supplies	\$ 3,234
To: Extended Opportunity Programs & Services (EOP&S)	Meeting Expenses	\$ 3,234
M13. Transfer to reallocate the Matriculation program budget. (Fund 12, Resource 1190)		
From: Matriculation	Student Help – Non-Instr Equipment	\$ 820 262
To: Matriculation	Employee Benefits Copying & Printing Conferences	\$ 262 800 20
M14. Transfer to provide for travel expenses.		
From: Counseling – Puente Project	Short-Term Temporary	\$ 2,000
To: Counseling – Puente Project	Travel Expenses	\$ 2,000
<u>District Office and District Support Services</u>		
D1. Transfer to provide for repairs.		
From: Business and Financial Services	Remodel Project	\$ 11,500
To: Business and Financial Services	Repairs	\$ 11,500
D2. Transfer to purchase a computer.		
From: Effectiveness Services	Supplies	\$ 655
To: Effectiveness Services	Equipment	\$ 655

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D3. Transfer to purchase computer equipment.		
From: Information Services	Supplies	\$ 200
	Computer Software Maint/Lic	4,584
To Information Services	Equipment	\$ 4,784
D4. Transfer to purchase a computer.		
From: International Study Abroad	Other Services	\$ 1,000
To International Study Abroad	Equipment	\$ 1,000
	Copying & Printing	633
D5. Transfer to provide for a classified special project.		
From: Senior Citizen Education	Class Schedule Printing	\$ 4,112
	Postage	852
To Senior Citizen Education	Classified Special Project	\$ 4,964
D6. Transfer to purchase Encase Enterprise software.		
From: Diversity and Human Resources	Fingerprints	\$ 10,103
To: Diversity and Human Resources	Equipment	\$ 10,103
D7. Transfer to provide funding for Classified School Employees Week activities at Norco College.		
From: Diversity and Human Resources	Supplies	\$ 587
To: Diversity and Human Resources	Other Services	\$ 587



Agenda Item (VI-B-3-a)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 32-12/13 – 2012-2013 California State Trade and Export Promotion Grant
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$142,980 to the budget.

Background Narrative:

Riverside Community College District has been awarded a second California State Trade and Export Promotion Grant from the State of California Chancellors' Office in the amount of \$142,980. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Jeff Williamson, Statewide Dir, Center for International Trade Development

Attachments:

[05212013_Resolution No. 32-12/13](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 32-12/13

2012-2013 California State Trade and Export Promotion Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$142,980, 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 May 21, 2013.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 32-12/13
 2012-2013 California State Trade and Export Promotion Grant

Year	County	District	Date	Fund
13	33	07	5/21/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0217	8190	142,980 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	6819	0217	2118	18,834 00	Classified FT Administrator
12	AXD	1190	0	6819	0217	3220	2,150 00	Employee Benefits
12	AXD	1190	0	6819	0217	3320	1,168 00	
12	AXD	1190	0	6819	0217	3325	273 00	
12	AXD	1190	0	6819	0217	3420	2,700 00	
12	AXD	1190	0	6819	0217	3520	209 00	
12	AXD	1190	0	6819	0217	3620	431 00	↓
12	AXD	1190	0	6819	0217	4590	2,000 00	Supplies
12	AXD	1190	0	6819	0217	5045	1,500 00	Postage
12	AXD	1190	0	6819	0217	5220	14,000 00	Conferences
12	AXD	1190	0	6819	0217	5740	20,000 00	Advertising
12	AXD	1190	0	6819	0217	5890	79,715 00	Other Serivces
							142,980 00	TOTAL INCOME
							142,980 00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-b)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 33-12/13 – 2012-2013 Enrollment Growth & Retention ADN-RN Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$89,687 to the budget.

Background Narrative:

The Riverside Community College District has received additional funding for the 2012-2013 Enrollment Growth & Retention ADN-RN Grant in the amount of \$89,687 from the California Community Colleges Chancellor's Office. The funds will be used to purchase supplies and equipment for the program.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Cynthia Azari, President, Riverside City College
Sandy Baker, Dean

Attachments:

[05212013_Resolution No. 33-12/13](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 33-12/13

2012-2013 Enrollment Growth & Retention ADN-RN Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$89,687 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 May 21, 2013.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 33-12/13
 2012-2013 Enrollment Growth & Retention ADN-RN Grant

Year	County	District	Date	Fund
13	33	07	5/21/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0267	8659	89,687 00	REVENUE
								EXPENDITURES
12	DWA	1190	0	1230	1267	4320	45,981 00	Instructional Supplies
12	DWA	1190	0	1230	1267	6481	40,257 00	Equipment
12	DWA	1190	0	6012	6267	5910	3,449 00	Indirect
							89,687 00	TOTAL REVENUE
							89,687 00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-c)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 34-12/13 – 2012-2013 State Transition to Nursing Practice Program
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$5,000 to the budget.

Background Narrative:

The Riverside Community College District has received additional funding for the 2012-2013 State Transition to Nursing Practice Program in the amount of \$5,000 from Golden West College. The funds will be used for salary, benefits, and other operational expenses of the program.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Cynthia Azari, President, Riverside City College
Sandy Baker, Dean

Attachments:

[05212013_Resolution No. 34-12/13](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 34-12/13

2012-2013 State Transition to Nursing Practice Program

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

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on May 21, 2013.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 34-12/13
 2012-2013 State Transition to Nursing Practice Program**

Year	County	District	Date	Fund
13	33	07	5/21/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0270	8627	5,000 00	REVENUE
								EXPENDITURES
12	DWA	1190	0	1230	1270	1339	4,244 00	Academic PT Teaching
12	DWA	1190	0	1230	1270	3110	350 00	Employee Benefits
12	DWA	1190	0	1230	1270	3315	62 00	↓
12	DWA	1190	0	1230	1270	3510	47 00	
12	DWA	1190	0	1230	1270	3610	97 00	
12	DWA	1190	0	1230	1270	4320	200 00	Instructional Supplies
							5,000 00	TOTAL REVENUE
							5,000 00	TOTAL EXPENDITURES



Agenda Item (VI-B-5-a)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Bid Award for the Lovekin Complex Tennis Courts Project
College/District	Riverside
Funding	College Measure C
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2012/13-45, Lovekin Complex Tennis Courts Project, in the total amount of \$2,078,000 to Malibu Pacific Tennis Courts, Inc.

Background Narrative:

On May 3, 2013, the District received bids in response to an Invitation for Bid solicitation for the Lovekin Complex Tennis Courts Project for Riverside City College. The project consists of the construction of ten (10) tennis courts complete with all accessories, fencing, lighting, and concrete paving. See the attached Lowest Responsive and Responsible Bidders summary.

References for Malibu Pacific Tennis Courts, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Charlie Wyckoff, Interim Vice President, Business Services, RCC
John Baker, Interim-Director of Construction
Majd Askar, Purchasing Manager

Attachments:

[05212013_Lovekin Complex Tennis Courts - Bidders Summary](#)

Lowest Responsive and Responsible Bidders Lovekin Complex Tennis Courts Project

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
Malibu Pacific Tennis Courts, Inc.	Westlake Village	\$ 2,078,000
Western Group, Inc.	Woodland Hills	\$ 3,500,000



Agenda Item (VI-B-5-b)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Bid Award for the MLK Teaching and Learning Center Interior Alterations Project
College/District	Riverside
Funding	Title V Grant
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2012/13-47, MLK Teaching and Learning Center Interior Alterations Project, in the total amount of \$200,000 to IBN Construction, Inc.

Background Narrative:

On May 6, 2013, the District received bids in response to an Invitation for Bid solicitation for the MLK Teaching and Learning Center Interior Alterations Project for Riverside City College. The project includes the removal of selected interior walls, reconfiguration of associated mechanical and electrical systems, replacement of floor coverings, and construction of new interior walls. See the attached Lowest Responsive and Responsible Bidders summary.

References for IBN Construction, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Charlie Wyckoff, Interim Vice President, Business Services, RCC
John Baker, Interim-Director of Construction
Majd Askar, Purchasing Manager

Attachments:

[05212013_MLK Teaching and Learning Center Interior Alterations - Bidders Summary](#)

Lowest Responsive and Responsible Bidders MLK Teaching and Learning Center Interior Alterations Project

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
IBN Construction, Inc.	Orange	\$ 200,000
Marjani Builders	Mission Viejo	\$ 229,000
Pacific Winds Building, Inc.	Irvine	\$ 229,990
D.L.E. Construction, Inc.	West Covina	\$ 248,500
Dalke & Sons Construction, Inc.	Riverside	\$ 248,840
Hinkley and Associates, Inc.	Highland	\$ 255,000
D & M Martin Construction, Inc.	Crestline	\$ 268,000
Astra Builders, Inc.	Fullerton	\$ 320,000



Agenda Item (VI-B-6-a)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$83,400 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$492,529.

Background Narrative:

On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$83,400. The attached listing of contracts and agreements under \$83,400 requested by college and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

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

Attachments:

[05212013_Contracts and Agreements Less than \\$83,400 \(April\)](#)

Contracts and Agreements Report-All District Resources
 \$83,400 and Under
 4/01/13 thru 4/30/13

PO#	Department	Vendor Name	Location	Description	Amount
C0004189	Board of Trustees	Smith, Cindra Jo	Gold River	Professional Services	\$ 1,700
C0004190	Community & Economic Development	US Department of Commerce	Irvine	Business Facilitation Services	700
C0004191	Facilities Planning & Development	Padilla & Associates, Inc	Santa Ana	District-Wide Utility Infrastructure Project - PLA	30,380
C0004192	Facilities	Wheeler Paving, Inc	Riverside	Asphalt Repair UCCAP Bid Award	59,900
C0004193	RCCD Foundation	Sharp Electronics Corp.	Santee	Repairs - Service	432
C0004195	Customized Solutions	Carlson, Patricia J	Rancho Cucamonga	Grant / Contract Sub Agreements	20,000
C0004196	Customized Solutions	Carlson, Patricia J	Rancho Cucamonga	Grant / Contract Sub Agreements	50,000
C0004197	Customized Solutions	Amaya, Teresa	Beaumont	Grant / Contract Sub Agreements	20,000
C0004198	CTE Projects	Hyatt	Riverside	Meeting Expenses	1,404
C0004199	Customized Solutions	DLI Associates LLC	Kamuela, HI	Consultants	77,001
C0004200	Performance Riverside	Theatrical Rights Worldwide	New York, NY	Royalty Fees for 'Spamalot'	6,366
C0004201	Performance Riverside	Music Theatre International	New York, NY	Royalty Fees for 'The Drowsy Chaperone'	2,648
C0004202	Risk Management	Alliance of Schools for Cooperative	Cerritos	Legal	70,000
C0004203	Facilities	California State University San Bernardino	San Bernardino	Rents and Leases	2,000
C0004204	Workforce Preparation	Family Service Association	Moreno Valley	Facility Use Rental	125
C0004205	Community & Economic Development	Image IV Systems, Inc.	Burbank	Maintenance Agreement	984
C0004206	Customized Solutions	DLI Associates LLC	Kamuela, HI	Grant / Contract Sub Agreements	20,000
C0004207	Counseling	A & H Rents	Riverside	EZ Rentals	495
C0004208	Student Financial Services - Norco	Northstar Education Services LLC	Eagan, MN	Professional Services	5,000
C0004209	Academy / Criminal Services	City of Moreno Valley	Moreno Valley	Room Rental	1,087
C0004210	Performance Riverside	Samuel French, Inc.	Hollywood	Royalties for the Performance of 'Spitfire Grill'	433
C0004211	Risk Management	US Healthworks Medical Group	Valencia	Medical Services for Work Related Injuries	26,000
N/A	PSET	City of Corona	Corona	Field Service Experience for EMT Students	No Cost
N/A	Facilities - Norco	Amtech Elevator Services	Anaheim	Liability Release	No Cost
N/A	Customized Solutions	US Foods	Corona	Educational Services	No Cost
N/A	Procurement Assistance Center	Defense Logistics Agency	Washington, DC	Representations Forms	No Cost
N/A	Customized Solutions	Solid State Devices, Inc.	La Mirada	ETP Training - CORE	No Cost
N/A	Workforce Preparation	California community Colleges Chancellor's Office	Sacramento	SFAP Fiscal Coordination Grant	No Cost
N/A	Customized Solutions	Fender Musical Instruments	Corona	Responsive Training Grant	No Cost
N/A	Customized Solutions	Brenner-Fiedlar & Associates	Riverside	Professional Services	No Cost
Additions to Approved/Ratify Contracts of \$83,400 and Under					
C0002150	Facilities	Adecco USA, Inc.	Ontario	Transportation Contracts	3,000
C0002563	Facilities - Norco	Hill Partnership, Inc	Newport Beach	Amend #8	11,848
C0003226	Business Services - Moreno Valley	RTA	Riverside	Amendment to Wording Only	No Cost
C0003336	Facilities & Planning	DLR Group WWCOT	Riverside	Amend #3	11,485
C0003559	Community & Economic Development	Softskills	Chatsworth	Training Services	1,100
C0003660	Community & Senior Citizen Education	Youngerman, Stephen	Riverside	Professional Services	1,000
C0003772	Facilities - Norco	Inland Inspections & Consulting	Riverside	Inspection	21,000
C0003796	Facilities - Norco	Letner Roofing Co.	Orange	Norco Network Operations Center	10,138
C0003802	Facilities - Norco	McKenna General Engineering, Inc	Corona	Norco Network Operations Center	5,554
C0003822	Facilities - Moreno Valley	ISEC, Inc	Ontario	Moreno Valley Phase III	497
C0003831	Dean of Instruction - Norco	Scantron Corporation	Santa Ana	Maintenance Renewal	1,000
C0003832	Facilities - Moreno Valley	Whitehead Construction, Inc	Riverside	Moreno Valley Phase III	2,703
C0003859	Facilities - Norco	Anderson Charnesky Structural Steel, Inc	Beaumont	Norco Network Operations Center	12,938
C0004044	Career and Technical Ed - Norco	Marriott	Denver, CO	Meeting Expenses	5,611
C0004170	Customized Solutions	DLI Associates LLC	Kamuela, HI	Consultants	8,000

Contracts and Agreements Report-All District Resources
\$83,400 and Under
4/01/13 thru 4/30/13

<u>PO#</u>	<u>Department</u>	<u>Vendor Name</u>	<u>Location</u>	<u>Description</u>	<u>Amount</u>
N/A	Grants	Tom Callas	Tustin	Amend #3 Extends Date to 6/30/13	No Cost
N/A	PA Program	St. Frances University	Loretto, PA	Amendment to Wording Only	No Cost
N/A	Nursing	Dignity Health dba St Bernardine Medical Center	San Francisco	Amend #4 Extends Date to 2/28/14	No Cost
				Total	<u>\$ 492,529</u>



Agenda Item (VI-B-6-b)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Contract for Nursing Education with Office of Statewide Health Planning and Development.
College/District	Riverside
Funding	Office of Statewide Health Planning and Development
Recommended Action	It is recommended that the Board of Trustees approve contract agreement 13-4048 for the time frame of August 1, 2013 through September 9, 2015, in the amount of \$200,000.00.

Background Narrative:

Contract 13-4048 provides the Riverside City College Nursing Program with \$200,000 in Song-Brown funds for the education of ten nursing students for the period August 1, 2013 through September 9, 2015. Curriculum and clinical experience shall include a component exposing the student to medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities. This on-going initiative requires the development and implementation of strategies to identify, recruit, and admit students who might have a predisposition to practice in areas of unmet need. Strategies are also to encourage nursing students to enter into practice in underserved areas as defined by the Healthcare Workforce Policy Commission.

Prepared By: Cynthia Azari, President, Riverside City College
Wolde-Ab Isaac, Vice President, Academic Affairs
Sandy Baker, Dean

Attachments:

[Contract 13-4048](#)

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

AGREEMENT NUMBER 13-4048
REGISTRATION NUMBER

- 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		
CONTRACTOR'S NAME	Riverside Community College District		
- The term of this Agreement is: 08/01/2013 through 09/15/2015
 Or upon DGS approval
- The maximum amount of this Agreement is: \$200,000.00
 Two hundred thousand dollars and zero cents
- 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	1 page(s)
Exhibit B – Budget Detail and Payment Provisions	2 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	1 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	4 page(s)
Attachment A	3 page(s)
Attachment B	3 page(s)

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

These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

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



CONTRACTOR		<i>California Department of General Services Use Only</i>
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		
ADDRESS 4800 Magnolia Avenue Riverside, CA 92506		
STATE OF CALIFORNIA		
AGENCY NAME Office of Statewide Health Planning and Development		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		<input type="checkbox"/> Exempt per:
ADDRESS 400 R Street, Room 359, Sacramento, Ca 95811		

EXHIBIT A

SCOPE OF WORK

Contractor agrees to the following:

- A. Riverside City College Associate Degree Nursing Program shall meet the Registered Nurse Standards adopted by the California Healthcare Workforce Policy Commission (CHWPC) and perform services in accordance with the Contract Criteria as set forth in Exhibit E, hereby attached.
- B. Under the direction of the Program Director of the Riverside City College Associate Degree in Nursing Program use grant funds to provide nursing education for ten (10) nursing students in the 2013/2014 Payment Year and ten (10) nursing students in the 2014/2015 Payment Year.
- C. Submission of a progress report evaluating the program's effectiveness after Payment Year 1. See (Attachment A) for sample report.
- D. Submission of a complete final report including data outcomes for the program due within 30 days of the end of Payment Year 2. See (Attachment B) for sample report.

OSHPD agrees to provide:

- A. The Program Director of the Registered Nurse Education Program, the master certification form and instructions prior to the effective date of the contract (08/01/2013) for Payment Year 1 (2013/2014), and each Payment Year thereafter.
- B. Direct all Contract inquiries to:

Requesting Agency: Office of Statewide Health Planning and Development	Contractor Name: Riverside Community College District
Name: Manuela Lachica Program Director	Name: Aaron S. Brown, Vice Chancellor, Business & Financial Services
Phone: (916) 326-3752	Phone: (951) 222-8789
Fax: (916) 322-2588	Fax: N/A
E-mail: Manuela.Lachica@oshpd.ca.gov	E-mail: aaron.brown@rccd.edu

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

Requesting Agency: Office of Statewide Health Planning and Development	Training Program: Riverside City College
Section/Unit: Healthcare Workforce Development Division (HWDD)	Section/Unit: Registered Nurse Education Program
Attention: Barbara Zendejas, Program Analyst	Attention: Sandy Baker, DNP Program Director
Address: 400 R Street Sacramento, CA 95811	Address: 4800 Magnolia Avenue Riverside, CA 92506
Phone: (916) 326-3755	Phone: (951) 222-8408
Fax: (916) 322-2588	Fax: (951) 222-8745
E-mail: Barbara.Zendejas@oshpd.ca.gov	E-mail: Sandy.Baker@rcc.edu

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. 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 in accordance with the rates specified herein.

Payment Year 1: 08/01/2013 – 07/31/2014

Per student rate	Time Period	Maximum allowable
Ten (10) students at \$833.00 per student per month	08/01/2013 to 03/31/2014	\$66,640.00
Ten (10) students at \$834.00 per student per month	04/01/2014 to 07/31/2014	\$33,360.00

Payment Year 2: 08/01/2014 – 07/31/2015

Per student rate	Time Period	Maximum allowable
Ten (10) students at \$833.00 per student per month	08/01/2014 to 03/31/2015	\$66,640.00
Ten (10) students at \$834.00 per student per month	04/01/2015 to 07/31/2015	\$33,360.00

- B. The term of this agreement shall be August 01, 2013 to September 15, 2015.
- C. Quarterly certifications shall include the contract number, the names of the students trained under this Contract, and a certification by the Director of the Registered Nurse Education Program (original signature) that each expenditure is true and correct under the terms of this Contract. These documents shall be submitted for payment on a quarterly basis in arrears to:

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

- D. OSHPD will withhold the final quarterly payment due to the Contractor under this Contract until all required reports are submitted to OSHPD and approved. OSHPD will notify the Contractor of approval in writing.

EXHIBIT B

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, the 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, the OSHPD shall have the option to either cancel this Contract with no liability occurring to the 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 Contract, 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 Song Brown Health Care Workforce 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 findings and decision.
- C. Should the contractor find the Deputy Director's decision an unacceptable one, a letter shall be sent to the Director of OSHPD 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.

EXHIBIT E

ADDITIONAL PROVISIONS

1. Registered Nurse Standards Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

- I. Each Registered Nurse Education Program approved for funding under the Health Care Workforce Training Act (hereinafter "the Act") shall be operated by an accredited California School of Nursing or shall be approved by the Regents of the University of California or by the Trustees of the California State University and Colleges, or the Board of Governors of the California Community Colleges, and shall be approved by the Board of Registered Nursing pursuant to Section 2834-2837, Article 8, Chapter 6, Div. 2, of the Business and Professions Code.
- II. Each Registered Nurse Education Program approved for funding under the Act shall include a component of clinical experience and curriculum in medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare nurses for service in such neighborhoods or communities.
- III. Appropriate strategies shall be developed by each nursing education institution receiving funds under the Act to encourage nursing students who are educated in programs funded by the Act to enter into practice in underserved areas for nurses within California as defined by the Healthcare Workforce Policy Commission (hereinafter referred to as "areas of unmet need"). Such strategies shall incorporate the following elements:
 - A. An established procedure to identify, recruit, and admit nursing students who possess characteristics which would suggest a predisposition to practice in areas of unmet need, and who express a commitment to serve in areas of unmet need.
 - B. An established counseling and placement program designed to encourage nursing program graduates to enter practice in underserved areas.
 - C. A program component such as a preceptorship experience in an underserved area, which will enhance the potential of nursing program graduates to practice in such an area.

2. Registered Nurse Contract Criteria Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

- I. Contract Awards
 - A. Each contract entered into, pursuant to the Health Care Workforce Training Act, Health and Safety Code, Sections 128200, et., (hereinafter "the Act"), shall be based on the recommendation of the 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.

EXHIBIT E

- B. Each contract shall be for a purpose authorized by the Healthcare Workforce Policy Commission Standards for Registered Nurse Education Programs.
- C. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the Healthcare Workforce Policy Commission Standards for Registered Nurse Education Programs.
- D. Purpose for Which Contract Funds May be Expended
 - 1. Contract funds may be expended for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution.
 - 2. Contract funds may be used for expenses incurred for the provision of nursing education, including faculty and staff salaries, nursing student stipends, alterations and renovations necessary to the provision of the nursing education programs, and supplies and travel directly related to the nursing education 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 Healthcare Workforce Policy Commission.
- B. Payment shall be made quarterly in arrears on the basis of amounts set forth by the contractor with final invoice submitted within 45 days of the end Payment Year 2 to the Healthcare Workforce and Community Development Division. The invoice 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 agreement, and costs to the contractor for the services for which reimbursement is sought. The required invoice format shall be provided to the contractor prior to the effective date of the contract.
- 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 Healthcare Workforce Policy Commission.

EXHIBIT E

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.

Education institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the nursing education 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. Expenditure Reporting

Reports of nursing education program expenditures and enrollment of nursing students under the contract must be submitted as requested by the Commission or the Director of the Office of Statewide Health Planning and Development for purposes of program administration, evaluation, or review.

C. 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.
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.

EXHIBIT E

4. The education institution shall preserve and make available its records for a period of three years from the date of final payment under this contract, and for such longer period, if any, as is required by applicable statute, by any other clause 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 years from the date of any resulting final settlement.
 - b. Records which relate to litigation of the settlement of claims arising out of the performance of this contract, or 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 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.

ATTACHMENT A

Song-Brown RN Capitation Progress Report

- This form is a SAMPLE only
- The original will be available for download on August 1, 2014
- Download at: <http://www.oshpd.ca.gov>

For Payment Year 1: August 1, 2013 through July 31, 2014

Program Information

1. Provide a brief overview of your program's objectives and the progress you have made for each objective this first year of the contract.
2. Have you encountered unexpected successes and/or challenges in implementing your Program's objectives? If so, what is or has been the source of these successes and/or challenges?
3. Based on your experience to date, do you anticipate successful completion of your objectives? Please explain
4. How has your program continued to meet the following Song-Brown criteria:
 - a. Graduates practicing in Registered Nurse Shortage Area's
 - b. Clinical training sites located in Registered Nurse Shortage Area's
 - c. Enrollment of underrepresented minorities into your program
5. Provide information on any organizational or programmatic changes, including changes in key leadership.

ATTACHMENT A

Accounting of Funds Awarded

Using the table provided, provide an accounting of the funds provided to your program in Payment Year 1 (08/01/2013 -07/31/2014). Provide a brief description of the line item.

Line Item	Description	Amount
Personnel		
Student Support		
Equipment		
Supplies		
Other		

1. Provide a brief justification as to how the funds spent in Payment Year 1 were used to effectively advance the education of your nursing students.

ATTACHMENT A

Program Information

Please provide the following information:

Program Director Name	Degrees	Title of Position
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Mailing Address (Organization, Street, City, State, Zip Code)

E-Mail Address	Telephone No.	FAX Number
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CERTIFICATION AND ACCEPTANCE (Please sign report in blue ink):

I, the undersigned, certify that the statements herein are true and complete to the best of my knowledge:

Program Director	Date
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ATTACHMENT B

Song-Brown RN Capitation Final Report

- This form is a SAMPLE only
- The original will be available for download on August 1, 2015
- Download at: <http://www.oshpd.ca.gov>

For Payment Years 1 and 2: August 1, 2013 through July 31, 2015

Song-Brown Supported Students Information

How many students were admitted to your nursing education program?	
How many students graduated from the nursing education program?	
What was the NCLEX pass rate for these students?	
If there were students that did not graduate during this period, how many are currently enrolled?	
How many students withdrew from the program during this period?	

1. For the students that did not complete the program, what challenges did they face? If applicable, what services are offered to the students still enrolled to help them overcome these challenges and complete your program?

2. What, if any, difficulties are your graduates having in finding employment in California? Are any of your graduates leaving California?

3. Are any of your graduates continuing their education?

ATTACHMENT B

Song-Brown Training Program Statute Requirements

Section 128230 of the Song-Brown Act requires that:

"...the commission shall give priority to programs that have demonstrated success in the following areas:

- a) Actual placement of individuals in medically underserved areas.
- b) Success in attracting and admitting members of minority groups to the program.
- c) Success in attracting and admitting individuals who were former residents of medically underserved areas.
- d) Location of the program in a medically underserved area.
- e) The degree to which the program has agreed to accept individuals with an obligation to repay loans awarded pursuant to the Health Professions Education Funds."

1. What accomplishments in your program demonstrate success in further advancement of the statute requirements cited in Section 128230 of the Song-Brown Act?

2. Provide a brief overview of your programs challenges during the contract period.

Accounting of Funds Awarded

Using the table provided, provide an accounting of the funds provided to your program in Payment Year 2 (08/01/2014 -07/31/2015). Provide a brief description of the line item.

Line Item	Description	Amount
Personnel		
Student Support		
Equipment		
Supplies		
Other		

1. Provide a brief justification as to how the funds spent in Payment Year 2 were used to effectively advance the education of your nursing students.

Program Information

Please provide the following information:

Program Director Name	Degrees	Title of Position
-----------------------	---------	-------------------

Mailing Address (Organization, Street, City, State, Zip Code)

E-Mail Address	Telephone No.	FAX Number
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CERTIFICATION AND ACCEPTANCE (Please sign report in blue ink):

I, the undersigned, certify that the statements herein are true and complete to the best of my knowledge:

Program Director

Date



Agenda Item (VI-B-6-c)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Contract for Nursing Education with Office of Statewide Health Planning and Development.
College/District	Riverside
Funding	Office of Statewide Health Planning and Development
Recommended Action	It is recommended that the Board of Trustees approve contract agreement 13-4049 for the time frame of August 1, 2013 through September 9, 2015, in the amount of \$125,000.00.

Background Narrative:

Contract 13-4049 provides the Riverside City College Nursing Program with \$125,000 for the period August 1, 2013 through September 9, 2015 for the inclusion of Inter-Professional Collaborative Practice into curriculum and student clinical experiences. This is to include theoretical content embedded into program curriculum, joint simulation scenarios, guided collaborative discussions, and the use of distance learning modalities with Vocational Nurses.

Prepared By: Cynthia Azari, President, Riverside City College
Wolde-Ab Isaac, Vice President, Academic Affairs
Sandy Baker, Dean

Attachments:

[Contract 13-4049](#)

STATE OF CALIFORNIA
STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER 13-4049
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

CONTRACTOR'S NAME

Riverside Community College District

2. The term of this Agreement is: 08/01/2013 through 09/15/2015
 Or upon DGS Approval

3. The maximum amount of this Agreement is: \$125,000.00
 One hundred twenty-five 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	2 page(s)
Exhibit B – Budget Detail and Payment Provisions	4 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	1 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	4 page(s)
Attachment A	3 page(s)
Attachment B	3 page(s)

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

These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

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		
ADDRESS 4800 Magnolia Avenue Riverside, CA 92506		
STATE OF CALIFORNIA		
AGENCY NAME Office of Statewide Health Planning and Development		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 400 R Street, Room 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 Riverside City College Associate Degree in Nursing Program use awarded grant funds to develop and integrate Inter professional Collaborative Practice Curriculum (IPCP) into the curriculum and student experiences. This is to include IPCP theoretical content embedded into program curriculum, joint simulation scenarios, guided collaborative discussions and use of distance learning modalities with Vocational Nurses (at RCC) as well as Dental Hygienists, Emergency Medical Technicians, Paramedics, and Physician Assistants at Moreno Valley College.
 - B. Submission of a progress report evaluating the program's effectiveness after Payment Year 1. See (Attachment A) for sample report
 - C. Submission of a complete final report including data outcomes on the special program due no later than 30 days after the end of the Payment Year 2. See (Attachment B) for sample report.
 - D. Budgeted personnel with anticipated duties:
 1. Program Coordinator –Responsibilities will include comprehensive program management, coordinator of IPCP core team meetings and a point person for curriculum development outcomes. Support students through a case management model for identifying needs, coordinating strategies, and evaluating efforts.
 2. Nursing Simulation Lab Specialist – Support the IPCP program by maintaining the human patient simulators and lab equipment. Prepare and execute simulation experiences and support the overall operations of the nursing simulation lab.
 3. Clinical Coordinator – Coordinates IPCP clinical rotations, receipt of contract and serves as a liaison with community partners.
 4. Director of Workforce Preparation Grants and Contracts – Assist Project Director with the fiscal management of the grant.
2. OSHPD agrees to provide:
 - A. The Program Director of the Registered Nurse Education Program, the master certification form and instructions prior to the effective date of the contract (08/01/2013) for Payment Year 1 (2013/2014), and each payment year thereafter.

EXHIBIT A

3. The program representatives during the term of this Contract will be:

Requesting Agency: Office of Statewide Health Planning and Development	Contractor Name: Riverside Community College District
Name: Manuela Lachica Program Director	Name: Aaron S. Brown, Vice Chancellor Administration and Finance
Phone: (916) 326-3752	Phone: (951) 222-8789
Fax: (916) 322-2588	Fax: N/A
E-mail: Manuela.Lachica@oshpd.ca.gov	E-mail: aaron.brown@rccd.edu

Direct all Contract inquiries to:

Requesting Agency: Office of Statewide Health Planning and Development	Training Program: Riverside City College
Section/Unit: Healthcare Workforce Development Division (HWDD)	Section/Unit: Registered Nurse Education Program
Attention: Barbara Zendejas, Program Analyst	Attention: Sandy Baker, DNP Program Director
Address: 400 R Street Sacramento, CA 95811	Address: 4800 Magnolia Avenue Riverside, CA 92506
Phone: (916) 326-3755	Phone: (951) 222-8408
Fax: (916) 322-2588	Fax: (951) 222-8745
E-mail: Barbara.Zendejas@oshpd.ca.gov	E-mail: Sandy.Baker@rcc.edu

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:

PAYMENT YEAR 1: 08/01/2013 to 07/31/2014

<u>PERSONNEL SERVICES:</u>	<u>Total Reimbursement Not to Exceed:</u>
Faculty (Program Coordinator) Salary & Benefits	\$20,119
Staff (Nursing Simulation Lab Specialist) Salary & Benefits	\$8,174
Staff (Clinical Coordinator) Salary & Benefits	\$6,545
Staff (Director of Workforce Preparation Grants & Contracts) Salary & Benefits	\$7,095
<u>OPERATING EXPENSES</u>	
Supplies	\$4,106
<u>OTHER COSTS:</u>	
Stipend – Curriculum Development 168 hrs x \$57.54 lab rate	\$10,932
Staff Travel (IPCP Conference)	\$6,000
Indirect Costs (8% maximum)	\$5,038
<u>Sub-Total for Payment Year 1: 08/01/2013 to 07/31/2014</u>	<u>\$68,009</u>

EXHIBIT B

PAYMENT YEAR 2: 08/01/2014 to 07/31/2015

	<u>Total Reimbursement Not to Exceed:</u>
<u>PERSONNEL SERVICES:</u>	
Faculty (Program Coordinator) Salary & Benefits	\$20,624
Staff (Nursing Simulation Lab Specialist) Salary & Benefits	\$8,375
Staff (Clinical Coordinator) Salary & Benefits	\$6,821
Staff (Director of Workforce Preparation Grants & Contracts) Salary & Benefits	\$7,270
<u>OPERATING EXPENSES</u>	
Supplies	\$3,679
<u>OTHER COSTS:</u>	
Staff Travel (IPCP Conference)	\$6,000
Indirect Costs (8% maximum)	\$4,222
<u>Sub-Total for Payment Year 2: 08/01/2014 to 07/31/2015</u>	<u>\$56,991</u>
<u>Contract Total</u>	<u>\$125,000</u>

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 & 2 of 4.
- B. Transfers of funds between the personnel services category and/or any other budget category will require a budget modification and contract amendment. 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 permissive across each budget category (i.e., operating expenses, major equipment, and other costs) with notification to OSHPD.
- C. Quarterly certifications shall include the Contract Number, the names of the persons employed under this Contract, and a certification by the Director of the Registered Nurse Education Program (original signature) that each expenditure is true and correct under the terms of this Contract. These documents shall be submitted for payment on a quarterly basis in arrears to:

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

- D. OSHPD will withhold the final quarterly payment due to the Contractor under this Contract until all required reports are submitted to OSHPD and approved. OSHPD will notify the contractor of approval in writing.

EXHIBIT B

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 Contract, which cannot be resolved at the State Program Administrator level nor at the Director's level of the Department (OSHDP) signing this Contract shall be submitted to non-binding arbitration after the following process, has been completed:

- (A) The Contractor first discusses a problem informally with the Song Brown Health Care Workforce 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 findings and decision.
- (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 of 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. Registered Nurse Standards Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

- I. Each Registered Nurse Education Program approved for funding under the Song-Brown Family Physician Training Act (hereinafter "the Act") shall be operated by an accredited California School of Nursing or shall be approved by the Regents of the University of California or by the Trustees of the California State University and Colleges, or the Board of Governors of the California Community Colleges, and shall be approved by the Board of Registered Nursing pursuant to Section 2834-2837, Article 8, Chapter 6, Div. 2, of the Business and Professions Code.
- II. Each Registered Nurse Education Program approved for funding under the Act shall include a component of clinical experience and curriculum in medically underserved multi-cultural communities, lower socioeconomic neighborhoods, or rural communities, and shall be organized to prepare nurses for service in such neighborhoods or communities.
- III. Appropriate strategies shall be developed by each nursing education institution receiving funds under the Act to encourage nursing students who are educated in programs funded by the Act to enter into practice in underserved areas for nurses within California as defined by the Healthcare Workforce Policy Commission (hereinafter referred to as "areas of unmet need"). Such strategies shall incorporate the following elements:
 - A. An established procedure to identify, recruit, and admit nursing students who possess characteristics which would suggest a predisposition to practice in areas of unmet need, and who express a commitment to serve in areas of unmet need.
 - B. An established counseling and placement program designed to encourage nursing program graduates to enter practice in underserved areas.
 - C. A program component such as a preceptorship experience in an underserved area, which will enhance the potential of nursing program graduates to practice in such an area.

2. Registered Nurse Contract Criteria Adopted by the California Healthcare Workforce Policy Commission on April 21, 2006.

- I. Contract Awards
 - A. Each contract entered into, pursuant to the Song-Brown Family Physician Training Act, Health and Safety Code, Sections 128200, et., (hereinafter "the Act"), shall be based on the recommendation of the 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.

EXHIBIT E

- B. Each contract shall be for a purpose authorized by the Healthcare Workforce Policy Commission Standards for Registered Nurse Education Programs.
- C. Each contract shall be between the Office of Statewide Health Planning and Development and a Contractor authorized to apply for funds by the Healthcare Workforce Policy Commission Standards for Registered Nurse Education Programs.
- D. Purpose for Which Contract Funds May be Expended
 - 1. Contract funds may be expended for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution.
 - 2. Contract funds may be used for expenses incurred for the provision of nursing education, including faculty and staff salaries, nursing student stipends, alterations and renovations necessary to the provision of the nursing education programs, and supplies and travel directly related to the nursing education 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 Healthcare Workforce Policy Commission.
- B. Payment shall be made quarterly in arrears on the basis of amounts set forth by the Contractor with final invoice submitted within 45 days of contract's end to the Healthcare Workforce Development Division. The invoice shall include the name of the person employed under 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 invoice format shall be provided to the Contractor prior to the effective date of the Contract.
- 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 Healthcare Workforce Policy Commission.

EXHIBIT E

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.

Education institutions may elect to commingle capitation funds received under the Act with any other income available for operation of the nursing education 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. Expenditure Reporting

Reports of nursing education program expenditures and enrollment of nursing students under the contract must be submitted as requested by the Commission or the Director of the Office of Statewide Health Planning and Development for purposes of program administration, evaluation, or review.

C. 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.
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.

EXHIBIT E

4. The education institution shall preserve and make available its records for a period of three (3) years from the date of final payment under this Contract, and for such longer period, if any, as is required by applicable statute, by any other clause, 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 litigation of the settlement of claims arising out of the performance of this contract, or 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.

ATTACHMENT A

BSN Special Program – Progress Report

- This form is a **SAMPLE** only
- The original will be available for download on August 1, 2014
- Download form at: <http://www.oshpd.ca.gov>

Special Program Information

1. Provide a brief overview of your special programs objectives and the progress you have made for each objective this 1st year of the contract.

2. Have you encountered unexpected successes and/or challenges in implementing your Special Program? If so, what is or has been the source of these successes and/or challenges?

3. Provide information on any organizational or programmatic changes, including changes in key leadership.

4. Based on your experience to date, do you anticipate successful completion of the award? Please explain.

5. Have you had the opportunity to share your experience with other nurse education leadership who may want to replicate this program? If so, when and how?

ATTACHMENT A

Budget Information

Included is a budget schedule from your Contract. Note any adjustments in your line item expenditures for Payment Year 1. Explain any differences from your submitted budget schedule.

Payment Year 1: 2013/2014

PERSONNEL SERVICES:	TOTAL REIMBURSEMENT NOT TO EXCEED	ADJUSTMENT
OPERATING EXPENSES:		
Other Costs:		
Indirect costs		
Payment Year 2013/2014 Sub-Total		

Payment Year 2: 2014/2015

PERSONNEL SERVICES:	TOTAL REIMBURSEMENT NOT TO EXCEED	ADJUSTMENT
OPERATING EXPENSES:		
Other Costs:		
Indirect costs		
Payment Year 2014 /2015 Sub-Total		

Contract Total	
-----------------------	--

Do you anticipate a need to amend your budget for the 2013-2015 fiscal year? Yes No

Explanation:

ATTACHMENT A

Program Information

Please provide the following information:

Program Director Name	Degrees	Title of Position
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Mailing Address (Organization, Street, City, State, Zip Code)

E-Mail Address	Telephone No.	FAX Number
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CERTIFICATION AND ACCEPTANCE (Please sign report in blue ink):

I, the undersigned, certify that the statements herein are true and complete to the best of my knowledge:

Program Director

Date

ATTACHMENT B

BSN Special Program Final Report

- This form is a SAMPLE only
- The original will be available for download on August 1, 2015
- Download form at: <http://www.oshpd.ca.gov>

For contract period August 1, 2013 thru July 31, 2015

Program Data

How many students were admitted into your nursing education program?	
How many students graduated from your nursing education program?	
What was the NCLEX pass rate for your graduates during this contract period?	
How many graduates have taken positions in Registered Nurse Shortage Areas? RNSA information website: http://www.oshpd.ca.gov/General_Info/MSSA/RNSA_Report.pdf	
Please provide an additional sheet listing the graduate names and current practice site address.	
How many students did not graduate during this contract period? How many of those students are currently enrolled?	
How many students withdrew from your program during this contract period?	

1. If there were student(s) that withdrew from the program, please cite the reason(s) for withdrawal.

2. What, if any, difficulties are your graduates having in finding employment in California?

3. Are any of your graduates continuing their education to obtain a MSN level degree?

ATTACHMENT B

Program Information

Please provide the following information:

Program Director Name	Degrees	Title of Position
-----------------------	---------	-------------------

Mailing Address (Organization, Street, City, State, Zip Code)

E-Mail Address	Telephone No.	FAX Number
----------------	---------------	------------

CERTIFICATION AND ACCEPTANCE (Please sign report in blue ink):

I, the undersigned, certify that the statements herein are true and complete to the best of my knowledge:

Program Director

Date



Agenda Item (VI-B-6-d)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-d)
Subject	Purchase and Sale Agreement for Property known as APN 215-022-017 & 215-022-018 with the Housing Authority of the City of Riverside
College/District	District
Funding	Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the Purchase and Sale Agreement for Property known as APN 215-022-017 & 215-022-018 with the Housing Authority of the City of Riverside, for \$121,580.

Background Narrative:

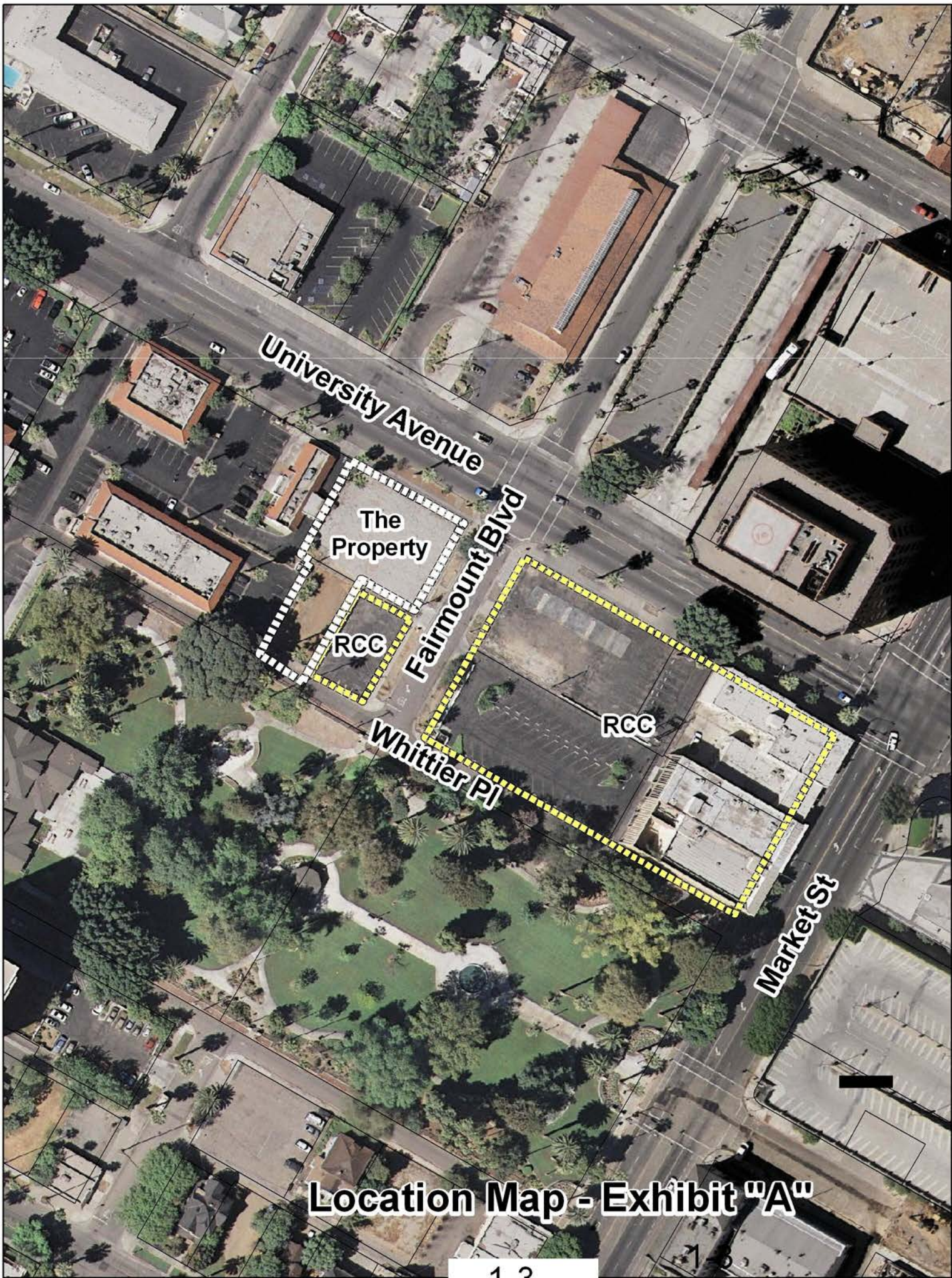
The Board of Trustees met in Closed Session on January 15, 2013, pursuant to Government Code Section 54956.8, regarding the purchase and acquisition of property commonly called the Salvation Army Property; but further referenced as APNs 215-022-017 & 215-022-018. The District approved a budget for the Coil School for the Arts, which included the construction of the school and associated parking structure, in June of 2012. With approved funding for the project, an appraisal for the property acquisition was conducted and reviewed the board at the closed session; which staff authorized to negotiate a purchase price, up to the appraised valued.

Staff was successful in negotiating a purchase prices less than the appraised value at \$121,580 for the properties. Acquisition of the land will permit the District to consolidate the properties known as the RCCD Renaissance block and move forward with the development of the site. Approval of the purchase and sale agreement will commence the property acquisition process to make way for the completions of the block development, per approved plans.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[Property Exhibit](#)
[Purchase and Sale Agreement](#)



University Avenue

The Property

RCC

Fairmount Blvd

Whittier Pl

RCC

Market St

Location Map - Exhibit "A"

**PURCHASE AND SALE AGREEMENT
RIVERSIDE COMMUNITY COLLEGE DISTRICT**

Assessor Parcel Nos.: 215-022-017 and 215-022-018

This Purchase and Sale Agreement (“Agreement”) is entered into this ____ day of _____, 2013, (“Effective Date”), by and between the **HOUSING AUTHORITY OF THE CITY OF RIVERSIDE**, a public entity, corporate and politic (“Seller”) and **RIVERSIDE COMMUNITY COLLEGE DISTRICT**, a public entity (“Buyer”). In consideration of the mutual covenants and agreements, the parties agree to the following terms and conditions:

**ARTICLE I
AGREEMENT OF SALE**

1.1 **Property.** Seller owns certain real property located at 3902 University Avenue, Riverside, California, bearing Assessor Parcel Nos. 215-022-017 and 215-022-018 (“Property”), more particularly described in Exhibit “A” Legal Description and depicted in Exhibit “B” Plat Map, attached hereto and incorporated herein by reference.

1.2 **Intention.** Buyer desires to purchase in fee the Property. Seller desires to sell and convey the Property to Buyer.

1.3 **Due Diligence.** Buyer shall have sixty (60) days from the Effective Date (“Contingency Date”) to perform, in its sole discretion, its due diligence review of the condition of Property and all other matters concerning the Property, including without limitation, condition of title, economic, financial, and accounting matters relating to or affecting the Property or its value, and the physical and environmental condition of the Property. Prior to the Contingency Date, Buyer shall have made such inquiries, communicated with local, state and federal government agencies as it sees fit, retained such consultants, and taken such actions as Buyer deems necessary or appropriate to enter into this Agreement. Should Buyer, its contractors, consultants and agents require entry upon the Property for the purpose of surveying the same, making engineering and environmental tests and conducting such other investigations as approved by Seller, Buyer shall first obtain a Right of Entry from Seller and provide such insurance as Seller may require and hold Seller harmless from any liability which may arise due solely to such entry. Seller authorizes Buyer to make all inquiries of appropriate governmental authorities with respect to the Property, as Buyer, in its good faith and reasonable judgment deems necessary to satisfy itself as to the condition of title to the Property and the feasibility of any proposed development on the Property. On or before the Contingency Date, Buyer shall deliver written notice to Seller accepting the Property, or terminating this Agreement. If Buyer fails to give such notice on or before the Contingency Date, Buyer shall be deemed to have accepted the Property and proceed with this Agreement.

1.4 **Assumption of the Risk.** Subject to the other provisions of this Agreement, Buyer agrees, that by its acceptance of the Property under Section 1.3, it assumes the risk that an adverse condition of the Property may not have been revealed by its own Due Diligence. On Buyer’s acceptance, Seller shall have no obligation to repair, correct, or compensate Buyer for any condition of the Property, including defects in improvements, noncompliance with

applicable laws and regulations, including without limitation zoning laws, building codes, and the Americans with Disabilities Act, whether or not such condition of the Property would have been disclosed by Buyer's Due Diligence.

1.5 **Legal Description.** If the legal description of the Property is not complete or is inaccurate, the legal description shall be completed or corrected to meet the requirements of the title company to issue a title policy hereinafter described.

ARTICLE II PURCHASE PRICE AND ESCROW

2.1 **Purchase Price.** The total purchase price to be paid by Buyer to Seller for the Property shall be the sum of One Hundred Twenty One Thousand Five Hundred Eighty Dollars (\$121,580.00) ("Purchase Price"). The Purchase Price shall be payable by Buyer to Seller in immediately available funds in accordance with the provisions and requirements of this Agreement. The Purchase Price shall be the full fair market consideration for the Property.

2.2 **Escrow.** Upon execution of this Agreement by the parties, Seller shall open an escrow ("Escrow") with Stewart Title ("Escrow Holder"), 1200 California Street, Suite 120, Redlands, California, 92374. The parties hereto shall execute and deliver to Escrow Holder such escrow instructions prepared by Escrow Holder as may be required to complete this transaction. Any such instructions shall not conflict with, amend, or supersede any provision of this Agreement. If there is any inconsistency between such instructions and this Agreement, this Agreement shall control.

2.3 **Deposit.** Within fifteen (15) calendar days after the Contingency Date, Buyer shall deliver a refundable deposit in the amount of Five Thousand Dollars (\$5,000.00) ("Deposit") to the Escrow Holder that will be applied to the Purchase Price. Escrow Holder shall place the Deposit into an interest-bearing account with the interest accruing for the benefit of the Buyer.

ARTICLE III CLOSING

3.1 **Closing Date.** Escrow shall close on or before ninety (90) days following the Effective Date ("Close of Escrow"). If the Escrow is not in a condition to close by the Close of Escrow, any party who is not then in default, upon notice in writing to the Escrow Holder and the other party, may demand the return of their documents and/or money and cancellation of the Escrow. Unless objected to in writing within ten (10) days from the receipt of the notice of cancellation, the Escrow will automatically be canceled. If no demand for cancellation is made, then Escrow will close as soon as possible. Notwithstanding the foregoing, the Close of Escrow may be extended by mutual agreement if the parties are diligently attempting to resolve the issue(s) that may be preventing or delaying the Close of Escrow.

3.2 Closing Documents.

3.2.1 Seller, prior to the Close of Escrow, shall deliver to Escrow Holder each of the following items, the delivery of each of which shall be a condition to the performance by Buyer of its obligations under this Agreement:

- (a) a grant deed sufficient for recording, conveying the Property; and
- (b) all additional documents and instruments which may be reasonably necessary for the Close of Escrow and to consummate the sale of the Property in accordance with the terms of this Agreement.

3.2.2 Buyer, prior to the Close of Escrow, shall deliver to Escrow Holder each of the following items, the delivery of each of which shall be a condition to the performance by Seller of its obligations under this Agreement:

- (a) the Purchase Price and other cash charges provided for in this Agreement; and
- (b) copies of Buyer's authority documents and/or such other documents evidencing Buyer's due existence and authority to enter into and consummate the transaction contemplated by this Agreement as Seller or Escrow Holder may require; and
- (c) all additional documents and instruments which may be reasonably necessary for the Close of Escrow and to consummate the sale of the Property in accordance with the terms of this Agreement.

3.3 **Taxes.** Buyer understands and acknowledges that Seller, as a municipal corporation, is not being assessed for any real property taxes or for any special assessments. Seller acknowledges that Buyer is a public entity which will also not be liable for real property taxes and assessments with respect to the Property

3.4 **Condition of Title.** Seller shall convey fee simple merchantable and insurable title of the Property to Buyer free and clear of all liens, restrictions, delinquent taxes and assessments, and encumbrances as evidenced by a CLTA Title Insurance Policy ("Title Policy") issued by a title insurance company to be selected by Buyer in an amount equal to the purchase price. The Title Policy shall show as exceptions with respect to the Property only matters approved in writing by Buyer. Any exceptions to title representing monetary liens or encumbrances may, at the discretion of Buyer, be disapproved by Buyer, and upon the direction of the Buyer, Escrow Holder is hereby authorized and instructed to cause the reconveyance or partial reconveyance, as the case may be, of any such monetary exceptions to Buyer's title to the Property at or prior to the Close of Escrow.

3.5 **Costs.**

3.5.1 At the Close of Escrow, and as a debit from the closing proceeds to be paid to Seller, Seller shall be responsible for: (i) one-half the cost of any escrow charges to be imposed by the Escrow Holder; (ii) the cost for a CLTA Standard form policy of title insurance; (iii) any other expenses customarily charged to Seller in connection with similar transactions including its own attorney's fees.

3.5.2 At the Close of Escrow, Buyer shall be responsible for: (i) the cost of an extended ALTA owners title policy and associated costs if desired by Buyer; (ii) one-half the cost of any escrow charges to be imposed by the Escrow Holder; and (iii) any other expenses customarily charged to Buyer in connection with similar transactions including its own attorney's fees.

3.5.3 Due to Buyer's status as a public agency, no recording fees will be payable (pursuant to Government Code Section 27383) and no documentary transfer tax will be payable (pursuant to Revenue & Taxation Code Section 11922).

3.6 **Brokerage Commissions.** Neither party has had any contact or dealings regarding the Property, or any communication in connection with the subject matter of this transaction, through any licensed real estate broker or person, who can claim a commission or finder's fee as a procuring cause of the sale contemplated in this Agreement. If any broker or finder perfects a claim for a commission or finder's fee based on any contract, dealings, or communication with a party (Indemnifying Party), then the Indemnifying Party shall indemnify, defend, and hold the other party (Non-indemnifying Party) harmless from all costs and expenses (including reasonable attorney fees and costs of defense) incurred by the Non-indemnifying Party in connection with such claim.

ARTICLE IV "AS-IS" PURCHASE

4.1 **As-Is Information.** Buyer acknowledges, agrees, represents, and warrants that:

(A) any information supplied or made available by Seller, whether written or oral, or in the form of maps, surveys, plats, soils reports, engineering studies, environmental studies, inspection reports, plans, specifications, or any other information whatsoever, without exception, pertaining to the Property, any and all records and other documents pertaining to the use of the Property, income thereof, the cost and expenses of maintenance thereof, and any and all other matters concerning the condition, suitability, integrity, marketability, compliance with law, or other attributes or aspects of the Property, or a part thereof, if furnished to Buyer, is furnished solely as a courtesy; and

(B) THE INFORMATION IS PROVIDED ON AN "AS-IS, WHERE-IS" BASIS AND SELLER MAKES NO REPRESENTATION, EXPRESS OR IMPLIED, OR ARISING BY OPERATION OF LAW, INCLUDING, BUT IN NO WAY LIMITED TO, ANY WARRANTY OF CONDITION, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, AS TO THE INFORMATION; and

(C) no representations have been made by Seller, or its agents or employees, in order to induce Buyer to enter into this Agreement. Without limiting the generality of the foregoing, Buyer acknowledges, agrees, warrants and represents to Seller that neither the Seller nor its agents or employees have made any representations or statements to Buyer concerning the Property's investment potential or resale at any future date, at a profit or otherwise, nor has Seller or its agents or employees rendered any advice or expressed any opinion to Buyer regarding any tax consequences of ownership of the Property.

4.2 **As-Is Property.** On the Close of Escrow, Buyer will be familiar with the Property and will have made such independent investigations as Buyer deems necessary or appropriate concerning the Property. Seller makes no representations or warranties and specifically disclaims any representation, warranty or guaranty, oral or written, past, present or future with respect to the use, physical condition or any other aspect of the Property, the conformity of the Property to past, current or future applicable zoning or building code requirements or the compliance with any other laws, rules, ordinances, or regulations of any government or other body, the financial earning capacity or expenses history of the operation of the Property, the nature and extent of any right-of-way, lease, possession, lien, encumbrance, license, reservation, condition, or otherwise, the existence of soil instability, past soil repairs, soil additions or conditions of soil fill, susceptibility to landslides, sufficiency of undershoring, sufficiency of drainage, whether the Property is located wholly or partially in a flood plain or a flood hazard boundary or similar area, the existence or nonexistence of hazardous waste or other toxic materials of any kind, whether known or unknown and whether or not regulated or governed by applicable laws (including, without limitation, hydrocarbons or asbestos), or any other matter affecting the condition, stability, suitability or integrity of the Property or portion thereof.

4.3 **Negligence or Failure to Investigate.** Seller shall not be responsible for any negligent misrepresentation or failure to investigate the Property on the part of Seller, any real estate broker or agent, or any other agent, contractor or employee of Seller or any third party.

4.4 **As-Is.** BUYER EXPRESSLY ACKNOWLEDGES AND AGREES THAT THE PROPERTY IS BEING SOLD AND ACCEPTED ON AN "AS-IS, WHERE-IS" BASIS, AND IS BEING ACCEPTED WITHOUT ANY REPRESENTATION OR WARRANTY. IF BUYER ELECTS TO PROCEED WITH THE PURCHASE OF THE PROPERTY, ANY OBJECTIONS WHICH BUYER MAY HAVE WITH RESPECT TO THE PROPERTY (INCLUDING, WITHOUT LIMITATION, ANY ENVIRONMENTAL MATTERS, HAZARDOUS SUBSTANCES, WASTES OR TOXIC MATERIALS THAT MAY BE LOCATED ON, UNDER OR ABOUT THE PROPERTY, WHETHER KNOWN OR UNKNOWN) SHALL BE WAIVED BY BUYER.

4.5 **Past Uses.** BUYER EXPRESSLY ACKNOWLEDGES AND AGREES AS PART OF ITS ACCEPTANCE OF THE PROPERTY ON AN "AS-IS, WHERE-IS" BASIS THAT BUYER IS AWARE OF ALL PRIOR USES OF THE PROPERTY THAT MAY LEAD TO CONTAMINATION OF THE PROPERTY. BUYER HAS OBTAINED AND READ ALL ENVIRONMENTAL ASSESSMENTS REGARDING THE PROPERTY WHICH A REASONABLY DILIGENT BUYER WOULD HAVE OBTAINED PRIOR TO THE PURCHASE THEREOF. BUYER ASSUMES ALL RESPONSIBILITY FOR ANY CONTAMINATION THAT IS PRESENT ON THE PROPERTY DUE TO PRIOR AND/OR EXISTING USES OF THE PROPERTY.

4.6 **Waivers.** AS PART OF BUYER'S AGREEMENT TO PURCHASE AND ACCEPT THE PROPERTY "AS-IS, WHERE-IS", AND NOT AS A LIMITATION ON SUCH AGREEMENT, BUYER HEREBY UNCONDITIONALLY AND IRREVOCABLY WAIVES ANY AND ALL ACTUAL OR POTENTIAL RIGHTS BUYER MIGHT HAVE REGARDING ANY FORM OF WARRANTY, EXPRESS OR IMPLIED, OF ANY KIND OR TYPE, RELATING TO THE PROPERTY AND IT IMPROVEMENTS. SUCH WAIVER IS

ABSOLUTE, COMPLETE, TOTAL AND UNLIMITED IN ANY WAY. SUCH WAIVER INCLUDES, BUT IS NOT LIMITED TO, A WAIVER OF EXPRESS WARRANTIES, IMPLIED WARRANTIES, WARRANTIES OF FITNESS FOR A PARTICULAR USE, WARRANTIES OF MERCHANTABILITY, WARRANTIES OF HABITABILITY, STRICT LIABILITY RIGHTS AND CLAIMS OF EVERY KIND AND TYPE, INCLUDING, BUT NOT LIMITED TO, CLAIMS REGARDING DEFECTS WHICH WERE NOT OR ARE NOT DISCOVERABLE, ANY RIGHTS AND CLAIMS RELATING OR ATTRIBUTABLE TO ENVIRONMENTAL CONDITIONS, ALL OTHER ACTUAL OR LATER CREATED OR CONCEIVED OR STRICT LIABILITY OR STRICT LIABILITY TYPE CLAIMS AND RIGHTS.

BUYER HEREBY ACKNOWLEDGES THAT IT HAS READ AND IS FAMILIAR WITH THE PROVISIONS OF CALIFORNIA CIVIL CODE SECTION 1542, WHICH IS SET FORTH BELOW:

“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.”

BY INITIALING BELOW, BUYER HEREBY WAIVES THE PROVISIONS OF SAID SECTION 1542 IN CONNECTION WITH THE MATTERS WHICH ARE THE SUBJECT OF THE FOREGOING ACKNOWLEDGMENTS, WAIVERS AND RELEASES SET FORTH IN THIS ARTICLE 4.

Buyer's Initials

ARTICLE V REPRESENTATIONS AND WARRANTIES

5.1 Seller's Representations, Warranties and Covenants. Seller hereby represents, warrants and covenants to Buyer, as of the date of this Agreement and upon the Close of Escrow, as follows, all of which shall survive the Close of Escrow:

5.1.1 Seller is a municipal corporation and has the full power and authority to enter into and carry out the agreements contained in, and transactions contemplated by, this Agreement. The person(s) signing this Agreement and any documents and instruments in connection herewith on behalf of Seller have full power and authority to do so. This Agreement has been duly authorized and executed by Buyer, and upon delivery to and execution by Seller shall be a valid and binding agreement of Seller.

5.1.2 There are no attachments, assignments for the benefit of creditors, receiverships, conservatorships or voluntary or involuntary proceedings in bankruptcy or any other debtor relief actions contemplated by Seller or filed by Seller, or to the best of Seller's knowledge, pending in any current judicial or administrative proceeding against Seller.

5.1.3 Seller has not entered into any other written contracts or agreements for the sale or transfer of any portion of the Property.

5.1.4 In accordance with the requirements of the California Health and Safety Code Section 25359.7, Seller warrants and represents that it is not aware that any release of hazardous materials (as defined by applicable local, state or federal statutes, rules or regulations) has come to be located upon or under the Property, except as disclosed in writing by Seller to Buyer.

The material truth and accuracy of the foregoing representations and warranties shall be a condition of Buyer's obligations hereunder. Prior to the Close of Escrow, Seller shall notify Buyer of any facts or circumstances which are contrary to the foregoing representations and warranties.

5.2 Buyer's Representations and Warranties. Buyer hereby represents, warrants and covenants to Seller as of the date of this Agreement, and upon the Close of Escrow, as follows, all of which shall survive the Close of Escrow:

5.2.1 Buyer is a public entity, duly formed, validly existing, and in good standing under the laws of the State of California, and is qualified to transact business in California. Buyer has the full power and authority to enter into and carry out the agreements contained in, and the transactions contemplated by this Agreement. The person(s) signing this Agreement and any documents and instruments in connection herewith on behalf of Buyer have full power and authority to do so. This Agreement has been duly authorized and executed by Buyer, and upon delivery to and execution by Seller shall be a valid and binding agreement of Buyer.

5.2.2 There are no attachments, assignments for the benefit of creditors, receiverships, conservatorships or voluntary or involuntary proceedings in bankruptcy or any other debtor relief actions contemplated by Buyer or filed by Buyer, or to the best of Buyer's knowledge, pending in any current judicial or administrative proceeding against Buyer.

The material truth and accuracy of the foregoing representations and warranties shall be a condition of Seller's obligations hereunder. Prior to the Close of Escrow, Buyer shall notify Seller of any facts or circumstances which are contrary to the foregoing representations and warranties.

5.3 No Warranties. Except for those representations and warranties expressly set forth in this Agreement, the parties understand and acknowledge that no person acting on behalf of Seller is authorized to make, and by execution hereof Buyer acknowledges that no person has made any representations, agreement, statement, warranty, guaranty or promise regarding the Property or the transaction contemplated herein, or regarding the zoning, construction, development, physical condition or other status of the Property. Without limiting the generality of the foregoing, Seller makes no representation or warranties with respect to the amount or types of fees required to obtain building permits or otherwise to rezone and develop the Property.

ARTICLE VI DEFAULTS

6.1 **Default.** A party shall be deemed in default hereunder if any of the warranties or representations set forth herein are or become untrue or if it fails to meet, comply with, or perform any covenant, agreement, or obligation on its part required within the time limits and in the manner required in this Agreement for any reason other than a default by the other party hereunder or termination of this Agreement prior to Close of Escrow.

6.2 **Opportunity to Cure.** No act, failure to act, event or circumstance which might be deemed to be a default by either party shall be deemed to be a default under any of the provisions of this Agreement, unless and until, notice thereof is first given by the non-defaulting party to the party alleged to be in default and said party fails to cure the alleged default within fifteen (15) business days in the case of a non-monetary default, or five (5) business days in the case of a monetary default. The parties agree that all notices of default in order to be effective must state with reasonable specificity (a) the nature of the default, (b) the reasonable actions which the defaulting party must take to cure such default, and (c) the time in which such action must be taken. In the event that a default cannot be cured within a fifteen (15) day period, as long as the defaulting party is diligently attempting to cure such default, the parties can mutually agree to extend the time period in which the default must be cured.

6.3 **Remedies.** If Buyer is deemed to be in default hereunder, Seller shall be entitled to termination of this Agreement.

6.4 **Waiver of Right to Specific Performance.** If Seller fails to convey the Property to Buyer in accordance with the provisions of this Agreement, and such failure constitutes a default under this Agreement, Buyer shall not have the right to receive any equitable relief, including without limitation the right to record a lis pendens against the Property under applicable law or to pursue the specific performance of this Agreement.

ARTICLE VII MISCELLANEOUS

7.1 **CEQA Compliance.** Buyer and Seller understand, acknowledge and agree that the close of this escrow is contingent upon Seller's compliance with the California Environmental Quality Act ("CEQA"). Buyer must comply with CEQA prior to development of the Property.

7.2 **Exhibits.** All Exhibits annexed hereto are a part of this Agreement for all purposes.

7.3 **Assignability.** Buyer may, at any time prior to the Close of Escrow, assign all of its rights, title, and interest in and to this Agreement to any affiliate or any subsidiary with the consent of Seller, otherwise, this Agreement is not assignable. Seller's consent shall not be unreasonably withheld. As used herein, an "affiliate" or "subsidiary" shall mean any entity which is controlled by or is under common control with Buyer.

7.4 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of Seller and Buyer, and their respective successors and permitted assigns.

7.5 **Captions.** The captions, headings, and arrangements used in this Agreement are for convenience only and do not in any way affect, limit, amplify, or modify the terms and provisions hereof.

7.6 **Number and Gender of Words.** Whenever herein the singular number is used, the same shall include the plural where appropriate, and words of any gender shall include each other gender where appropriate.

7.7 **Notices.** All notices, terminations, waivers and other communications hereunder shall be in writing and shall be delivered personally or shall be sent by registered or certified United States mail or a nationally recognized, overnight courier service, postage prepaid, and addressed as follows:

If to Seller:	Housing Authority of the City of Riverside 3900 Main Street Real Property Services, 5 th Floor Riverside, California 92522 Telephone: (951) 826-5649/Fax: (951) 826-5744
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If to Buyer:	Riverside Community College District Attn: Chris Carlson, Chief of Staff Chancellor's Office 450 E. Alessandro Blvd. Riverside, California 92508 Telephone: (951) 222-8200
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Any notice in accordance herewith shall be deemed received when delivery is received or refused, as the case may be. Additionally, notices may be given by telephone facsimile transmission, provided that an original of said transmission shall be delivered to the addressee by a nationally recognized overnight delivery service on the business day following such transmission. Telephone facsimiles shall be deemed delivered on the date of such transmission.

7.8 **Governing Law and Venue.** The laws of the State of California shall govern the validity, construction, enforcement, and interpretation of this Agreement. All claims, disputes and other matters in question arising out of or relating to this Agreement, or the breach thereof, shall be decided by proceedings instituted and litigated in the state court in the County of Riverside, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county.

7.9 **Entirety.** This Agreement embodies the entire agreement between the parties and supersedes all prior written or oral agreements and understandings, if any, between them concerning the subject matter contained herein. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties hereto, relating to the subject matter contained in this Agreement which are not fully expressed herein.

7.10 **Amendments.** This Agreement may be amended or supplemented only by written documents signed by the parties or their designated representatives as designated at the time of execution of this document.

7.11 **Severability.** If any of the provisions of this Agreement, or its application to any party or circumstance, is held to be illegal, invalid, or unenforceable under present or future laws, such provision shall be fully severable. This Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part of this Agreement and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Agreement. In lieu of such illegal, invalid, or unenforceable provision, there shall be added automatically as a part of this Agreement, a provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible to make such provision legal, valid, and enforceable.

7.12 **Further Acts.** In addition to the acts and deeds recited herein and contemplated and performed, executed and/or delivered by Seller and Buyer, Seller and Buyer agree to perform, execute and/or deliver or cause to be performed, executed and/or delivered at the Close of Escrow or after the Close of Escrow any and all such further acts, deeds, and assurances as may be necessary to consummate the transactions contemplated herein.

7.13 **Construction.** No provision of this Agreement shall be construed in favor of, or against, any particular party by reason of any presumption with respect to the drafting of this Agreement; both parties, being represented by counsel, having fully participated in the negotiation of this instrument.

7.14 **Time of the Essence.** It is expressly agreed by the parties hereto that time is of the essence with respect to each and every provision of this Agreement.

7.15 **Attorneys' Fees.** In the event that any party hereto institutes an action or proceeding to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition of this Agreement, it is mutually agreed that the prevailing party in such action shall recover all costs thereof, including reasonable attorneys' fees and costs incurred, in addition to any other damages or relief awarded.

7.16 **Waiver of Covenants, Conditions or Remedies.** The waiver by one party of the performance of any covenant, condition or promise, or of the time for performing any act under this Agreement shall not invalidate this Agreement nor shall it be considered a waiver by such party of any other covenant, condition or promise, or of the time for performing any other act required under this Agreement. The exercise of any remedy provided in this Agreement shall not be a waiver of any other remedy provided by law, and the provisions of this Agreement for any remedy shall not exclude any other remedies unless they are expressly excluded.

7.17 **Nondiscrimination.** The parties shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical or mental disability, medical conditions, including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, genetic information, gender, gender identity,

gender expression, sex or sexual orientation, in connection with the performance of this Agreement. The parties further agree to conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

7.18 **Ratification.** This Agreement may be subject to the approval and ratification by the Redevelopment Agency of the City of Riverside. In the event the Redevelopment Agency fails to approve this Agreement, there shall be no liability on the part of the Seller and this Agreement shall become null and void and of no further force and effect.

7.19 **Counterparts.** This Agreement may be executed in a number of identical counterparts. If so executed, each of such counterparts shall, collectively, constitute one original agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

**HOUSING AUTHORITY OF THE
CITY OF RIVERSIDE**

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT**

By _____
Executive Director

By _____
Aaron Brown, Vice Chancellor
Business and Financial Services

Attested To:

By _____
Authority Secretary

By _____
Printed Name:
Its:

Approved as to Form:

Authority General Counsel

Exhibit "A"

Legal Description

Exhibit "B"

Plat Map



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VI-B-7)

Meeting 5/21/2013 - Regular

Agenda Item Consent Agenda Action (VI-B-7)

Subject Out-of-State Travel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve the out-of-state travel.

Background Narrative:

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

Prepared By: Greg Gray, Chancellor
Linda Martinez, Administrative Assistant I

Attachments:

[Out-of-State Travel_052113](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

May 21, 2013

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

Retroactive:

- 1) Dr. John Tillquist, associate vice chancellor, office of economic development, District, to travel to Washington DC, May 19 – 22, 2013, to attend the President's E-Award for Export Service Excellence and to meet with federal agencies on behalf of the District. Estimated cost: \$2,019.28. Funding source: the general fund. (The invitation to attend the President's E-Award for Export Service Excellence was not received until after the April Board Report. Therefore, this travel request could not be included in the April Board Report.)
- 2) Mr. Jeffrey Williamson, statewide director, center for international trade development, District, to travel to Washington DC, May 19 – 22, 2013, to accept the President's E-Award for Export Service Excellence and to meet with federal agencies on behalf of the District. Estimated cost: \$1,975.50. Funding source: State Trade and Export Promotion Grant funds. (The invitation to accept the President's E-Award for Export Service Excellence was not received until after the April Board Report. Therefore, this travel request could not be included in the April Board Report.)

Revision

None

Current:

Moreno Valley College:

- 1) Ms. Maureen Chavez, associate dean, grants and college support programs, to travel to St. Cloud, Minnesota, June 22 – 27, 2013, to attend the 2013 Mobile Laboratory Coalition Conference. Estimated cost: \$2,157.36. Funding source: Hispanic Serving Institutions Stem Tap Grant funds.
- 2) Mr. Wayne Dewri, assistant professor, health, human and public services, to travel to Washington DC, May 25 – 30, 2013, to attend the American Academy of Physician Assistants Annual Conference. Estimated cost: \$3,294.65. Funding Source: Perkins Title I-C Grant funds.
- 3) Ms. Angel M. Orta-Perez, outreach specialist, student services, to travel to Lake Buena Vista, Florida, May 22 - 26, 2013, to attend the TRiO Priority 1 Training Seminar. Estimated cost: \$1,614.43. Funding source: Upward Bound Math and Science Grant fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

May 21, 2013

- 4) Dr. Adviyee Tolunay-Ryan, associate professor, humanities and social sciences, to travel to Tokyo, Sendai and Kansai, Japan, May 26 – June 6, 2013, to accompany six (6) students who will be participating in the Japan Study Tour through the Japanese Consulate and Ministry of Foreign Affairs. There is no cost to the District.

Norco College:

- 1) Dr. Sharon Crasnow, professor, philosophy, to travel to Tokyo, Sendai and Kansai, Japan, May 26 – June 6, 2013, to accompany six (6) students who will be participating in the Japan Study Tour through the Japanese Consulate and Ministry of Foreign Affairs. There is no cost to the District.
- 2) Mr. Kevin Fleming, dean, career and technical education, to travel to Austin, Texas, July 22 – 24, 2013, to attend the Hi Tech Conference. Estimated cost: \$1,050.00. Funding source: National Science Foundation Supply Chain Grant funds.
- 3) Mr. Paul Van Hulle, associate professor, career and technical education, to travel to Norcross, Georgia, July 14 – 19, 2013, to attend the Siemens G120 Set-up and Maintenance Training. Estimated cost: \$1,583.56. Funding source: National Science Foundation Supply Chain Grant funds.
- 4) Mr. Paul Van Hulle, associate professor, career and technical education, to travel to Austin, Texas, July 19 – 29, 2013, to attend the Hi Tech Conference. Estimated cost: \$1,385.40. Funding source: National Science Foundation Supply Chain Grant funds.
- 5) Mr. George Walters, project director, career and technical education, to travel to Austin, Texas, July 22 – 24, 2013, to attend the Hi Tech Conference. Estimated cost: \$1,068.08. Funding source: National Science Foundation Supply Chain Grant funds.

Riverside City College

- 1) Ms. Hayley Ashby, associate professor, library services, to travel to Indianapolis, Indiana, June 6 – 8, 2013, to attend the Tuning Symposium Training. Estimated cost: \$104.82. Funding source: the general fund. This travel request was submitted past the deadline and the hotel, airline flight and registration were not made available in time for inclusion in the Board report.
- 2) Ms. Sandra Baker, dean, school of nursing, to travel to Atlanta, Georgia, June 12 – 14, 2013, to attend the National League for Nursing Accrediting Commission Evaluation Review Panel for spring. No cost to the district.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

May 21, 2013

- 3) Ms. Sandra Baker, dean, school of nursing, to travel to Washington DC, September 17 – 22, 2013, to attend the 2013 National League for Nursing Education Summit. Estimated cost: \$3,217.60. Funding source: Enrollment Growth Grant funds.
- 4) Ms. Stephanie Canfield, visiting assistant nursing professor, nursing, to travel to Washington DC, September 17 – 22, 2013, to attend the 2013 National League for Nursing Education Summit. Estimated cost: \$3,122.60. Funding source: \$750.00 from the Enrollment Growth Grant fund, \$2,372.60 cost from the faculty member.
- 5) Dr. Marie Colucci, professor, nursing, to travel to Washington DC, September 17 – 22, 2013, to attend the 2013 National League for Nursing Education Summit. Estimated cost: \$3,122.60. Funding source: \$750.00 from the Enrollment Growth Grant fund, \$2,372.60 cost from the faculty member.
- 6) Mr. Richard Finner, professor, applied technology, to travel to Kansas City, Missouri, June 23 – 29, 2013, to accompany six (6) students who are participating at the National Skills USA Leadership Conference-Staff Development. Estimated cost: \$8,570.00. Funding source: \$2,570.00 from the Perkins Title I-C funds, \$2,000.00 from the ASRCC fund, \$2,500.00 from the Foundation fund, and \$1,500.00 from the Industry Donation fund.
- 7) Mr. Christian Kindschy, international student and program specialist, international students, to travel to St. Louis, Missouri, May 26 – 31, 2013, to attend the Association of International Educators 2013 Annual Conference and Expo. Estimated cost: \$2,963.50. Funding source: the general fund.
- 8) Mr. Jim Knieriem, associate professor, applied technology, to travel to Kansas City, Missouri, June 23 – 29, 2013, to accompany six (6) students who are participating at the National Skills USA Leadership Conference-Staff Development. Estimated cost: \$8,570.00. Funding source: \$2,570.00 from the Perkins Title I-C funds, \$2,000.00 from the ASRCC fund, \$2,500.00 from the Foundation fund, and \$1,500.00 from the Industry donation fund.
- 9) Mr. Dwight Lomayesva, associate professor, history, philosophy and humanities, to travel to Tokyo, Sendai and Kansai, Japan, May 26 – June 6, 2013, to accompany ten (10) students who will be participating in the Japan Study Tour through the Japanese Consulate and Ministry of Foreign Affairs. There is no cost to the District.
- 10) Ms. Patricia Tutor, associate professor, nursing, to travel to Washington DC, September 17 – 22, 2013, to attend the 2013 National League for Nursing Education Summit. Estimated cost: \$3,122.60. Funding source: \$750.00 from the Enrollment Growth Grant fund, \$2,372.60 cost from the faculty member.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

May 21, 2013

- 11) Ms. Tammy Vant Hul, associate professor, school of nursing, to travel to Washington DC, September 17 – 22, 2013, to attend the 2013 National League for Nursing Education Summit. Estimated cost: \$3,217.60. Funding source: Enrollment Growth Grant funds.

Riverside Community College District:

- 1) Ms. Colleen Molko, director, grants, to travel to Washington DC, November 6 - 10, 2013, to attend the Council for Resource Development 47th Annual Conference. Estimated cost: \$2,534.44. Funding source: the general fund.



Agenda Item (VI-B-8-a)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Notices of Completion
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees 1) accept the projects listed on the attachment as complete, and 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

Background Narrative:

Facilities Planning & Development staff reports that the projects listed on the attachment are now complete.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Chris Carlson, Chief of Staff & Facilities Development
Majd Askar, Purchasing Manager
Bart Doering, Director, Construction

Attachments:

[05212013_Notices of Completion](#)

COMPLETED PROJECTS

May 21, 2013

Project

MVC Lab Ventilation
Norco Operations Center – Roofing
Norco Operations Center – Ceramic Tile
Norco Operations Center – Painting
Norco Operations Center – Glazing
Norco Operations Center – Acoustical
Norco Operations Center – Metal Stud/Drywall
Norco Operations Center – Flooring
Norco Operations Center – Concrete
Norco Operations Center – Masonry
Norco Operations Center – Casework

Contractor

Dalke & Sons Construction, Inc.
Letner Roof Company
Inland Pacific Tile, Inc.
MC Painting Company
Queen City Glass Company
K.D. Acoustics
Superior Wall Systems, Inc.
Riccardi Floor Covering
GDA, Inc.
Bledsoe Masonry
K & Z Cabinet Co., Inc.

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

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

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
 - The full name of the owner is Riverside Community College District
 - The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
 - The nature of the interest or estate of the owner is In fee.
Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
 - The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
 - A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
MVC Lab Ventilation DSA #04-112315
 - The name of the contractor, if any, for such work of improvement was Dalke & Sons Construction, Inc.
(If no contractor for work of improvement as a whole, insert "none")
 - The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
 - The street address of said property is 16130 Lasselle Street, Moreno Valley, CA 92551
(If no street address has been officially assigned, insert "none")
- Dated: 05/21/2013

Riverside Community College District
 President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
 notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

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

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 City & State **Riverside, CA 92506**

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- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Roofing DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Letner Roof Company
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 05/21/2013

Riverside Community College District
 President, Board of Trustees

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

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- The nature of the interest or estate of the owner is in fee.
Fee Simple

(If other than fee, strike "in fee" and insert, for example, "purchaser under contract of purchase," or "lessee")

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

NAMES	ADDRESSES
<u>None</u>	

- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Ceramic Tile DSA #04-111515

- The name of the contractor, if any, for such work of improvement was Inland Pacific Tile, Inc.

(If no contractor for work of improvement as a whole, insert "none")

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

- The street address of said property is 2001 Third Street, Norco, CA 92860

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

Dated: 05/21/2013

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President, Board of Trustees

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Painting DSA #04-111515
- The name of the contractor, if any, for such work of improvement was MC Painting Company
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Glazing DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Queen City Glass Company
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 05/21/2013

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Acoustical DSA #04-111515
- The name of the contractor, if any, for such work of improvement was K.D. Acoustics
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Metal Stud/Drywall DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Superior Wall Systems, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
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 President, Board of Trustees

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Flooring DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Riccardi Floor Covering
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 05/21/2013

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 President, Board of Trustees

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 named in paragraph 2 or his agent.

VERIFICATION

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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Concrete DSA #04-111515
- The name of the contractor, if any, for such work of improvement was GDA Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
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Name **Aaron S. Brown**
Business and Financial Services
Street Address **4800 Magnolia Avenue**
City & State **Riverside, CA 92506**

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
						T:	CTY	UNI	

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Masonry DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Bledsoe Masonry
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 05/21/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

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

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

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

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
						T:	CTY	UNI	

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 05/21/2013. The work done was:
Norco Operations Center - Casework DSA #04-111515
- The name of the contractor, if any, for such work of improvement was K & Z Cabinet Co., Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 05/21/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

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



Agenda Item (VI-B-8-b)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommend that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

Background Narrative:

Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. Education Code section 81452 permits surplus property to be sold at private sale, without advertising, if the total value of the property does not exceed \$5,000. The District has determined that the property on the attached list does not exceed the total value of \$5,000. To help defray disposal costs and to generate a nominal amount of revenue, the staff proposes that we consign the surplus property identified in the attachment to The Liquidation Company for disposal.

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

Attachments:

[05212013_Surplus Property List](#)

SURPLUS EQUIPMENT LIST MAY 21, 2013

Asset Tag #	Make	Model #	Description	Retired Date	Serial #
017285	PANASONIC	PV-C2780	TV/VCR COMBO	5/7/2013	C1AA40122
018866	GATEWAY	FPD-1570	MONITOR - 15 INCH	5/7/2013	KUL5033D09027
018755	GATEWAY	FPD1520	MONITOR - 15 INCH	5/7/2013	MUL5016A00034
019377	DELL	DIMENSION 4400	COMPUTER - CPU	5/7/2013	GWSMG11
019400	DELL	DIMENSION 4400	COMPUTER - CPU	5/7/2013	BRSMG11
019425	NEC	1850E	MONITOR - 18 INCH	5/7/2013	205013341
019432	NEC	1850E	MONITOR - 18 INCH	5/7/2013	205013952
011033	DELL	LCD1830	MONITOR - 18 INCH	5/7/2013	2101388CA
019484	GATEWAY		MONITOR - 22 INCH	5/7/2013	KUL2006G000043
021093	GATEWAY	E4000	COMPUTER - CPU	5/7/2013	0029728927
020919	GATEWAY	PROFILE	COMPUTER - CPU	5/7/2013	0029585688
024138	OCE	3155	PHOTOCOPIER	5/7/2013	30956
024155	OCE	3155	PHOTOCOPIER	5/7/2013	30406
019484	GATEWAY		MONITOR - 22 INCH	5/7/2013	KUL2006G000043
007553	HP	LJ4	PRINTER	5/7/2013	CN05564JK89
009282	HP	LJ5M	PRINTER - LASERJET	5/7/2013	USHC098670
017285	PANASONIC	PV-C2780	TV/VCR COMBO	5/7/2013	C1AA40122
024485	GATEWAY	FPD1730	MONITOR - 17 INCH	5/7/2013	TL819A42504815
024594	GATEWAY	FPD1940	MONITOR	5/7/2013	MUL9002K00009
024935	GATEWAY	FPD1940	MONITOR	5/7/2013	MUL9002K00009
024941	GATEWAY	FPD1940	MONITOR	5/7/2013	MUL9002K00009
025165	GATEWAY	FPD1730	MONITOR - 17 INCH	5/7/2013	MUL7007K00415
031353	GATEWAY	E4300	CPU PC	5/7/2013	0036124990
031466	GATEWAY	E4500S	CPU PC	5/7/2013	0036297370
031467	GATEWAY	E4500S	CPU PC	5/7/2013	0036297368
031470	GATEWAY	E4500S	CPU PC	5/7/2013	0036297371
031493	GATEWAY	FPD2185W	MONITOR	5/7/2013	MPT5B50N04494
031473	GATEWAY	E4500S	CPU PC	5/7/2013	0036297363
031474	GATEWAY	E4500S	CPU PC	5/7/2013	0036297364
031416	GATEWAY	E4500S	CPU PC	5/7/2013	0036286686
031419	GATEWAY	E4500S	CPU PC	5/7/2013	0036286694
031412	GATEWAY	E4500S	CPU PC	5/7/2013	0036286693
031413	GATEWAY	E4500S	CPU PC	5/7/2013	0036286684
031409	GATEWAY	E4500S	CPU PC	5/7/2013	0036286696
031404	GATEWAY	E4500S	CPU PC	5/7/2013	0036286682
031406	GATEWAY	E4500S	CPU PC	5/7/2013	0036286678
031526	GATEWAY	FPD1975	MONITOR	5/7/2013	MP15B50R02193
031454	GATEWAY	E4500S	CPU PC	5/7/2013	0036296122
031456	GATEWAY	E4500S	CPU PC	5/7/2013	0036296125
031461	GATEWAY	E4500S	CPU PC	5/7/2013	0036296123
031724	VIEWSONIC	VS10725	MONITOR	5/7/2013	PQ8055201045
025464	GATEWAY	E4500D	CPU PC	5/7/2013	0036410801
031846	GATEWAY	E6500	CPU PC	5/7/2013	0036596250
031847	GATEWAY	E6500	CPU PC	5/7/2013	0036596241
034687	GATEWAY	E6500	CPU PC	5/7/2013	0036596235
034688	GATEWAY	E6500	CPU PC	5/7/2013	0036596251
034689	GATEWAY	E6500	CPU PC	5/7/2013	0036596247
024935	GATEWAY	FPD1940	MONITOR	5/7/2013	MUL9002K00009
031793	LEXMARK	21G8686	PRINTER	5/7/2013	13480668184
032536	GATEWAY	E4500S	CPU PC	5/7/2013	0037070326
032537	GATEWAY	FPD2185WTFT	MONITOR	5/7/2013	MWV6750N0131
032540	GATEWAY	E4500S	CPU PC	5/7/2013	0037070328
033248	GATEWAY	E4610D	CPU PC	5/7/2013	0038954829

SURPLUS EQUIPMENT LIST MAY 21, 2013

033876	GATEWAY	E6610D	CPU PC	5/7/2013	0038908310
033887	GATEWAY	E6610D	CPU PC	5/7/2013	0038908277
033088	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171429
033090	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171644
033092	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171650
033098	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171446
033100	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171616
033101	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171454
033104	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171456
033105	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171455
036095	GATEWAY	E4610D	CPU PC	5/7/2013	0039186632
036113	GATEWAY	E4610D	CPU PC	5/7/2013	0039186642
036170	GATEWAY	FPD1785	MONITOR	5/7/2013	MWD74B0N0094
032607	GATEWAY	FPD1965	MONITOR	5/7/2013	MW861BOH0583
037160	GATEWAY	E6610Q	CPU PC	5/7/2013	0040277983
037161	GATEWAY	E6610Q	CPU PC	5/7/2013	0040277984
037162	GATEWAY	E6610Q	CPU PC	5/7/2013	0040277986
037163	GATEWAY	E6610Q	CPU PC	5/7/2013	0040277982
037164	GATEWAY	E6610Q	CPU PC	5/7/2013	0040277985
033931	GATEWAY	E4500D	CPU PC	5/7/2013	0039039915
037282	GATEWAY	E46100	CPU PC	5/7/2013	0040493371
037298	GATEWAY	E4610S	CPU PC	5/7/2013	0040573193
036773	GATEWAY	E6610D	CPU PC	5/7/2013	0040587259
025799	GATEWAY	E6610D	CPU PC	5/7/2013	0004536888
025802	GATEWAY	E6610D	CPU PC	5/7/2013	0004536917
036931	GATEWAY	TFT1980PS	MONITOR	5/7/2013	MWE78BON0074
037750	GATEWAY	E6610D	CPU PC	5/7/2013	0004568314
036972	GATEWAY	E6610D	CPU PC	5/7/2013	0004558369
032537	GATEWAY	FPD2185WTFT	MONITOR	5/7/2013	MWV6750N0131
032536	GATEWAY	E4500S	CPU PC	5/7/2013	0037070326
020919	GATEWAY	PROFILE	COMPUTER - CPU PC	5/7/2013	0029585688
024935	GATEWAY	FPD1940	MONITOR	5/7/2013	MUL9002K00009 55
025165	GATEWAY	FPD1730	MONITOR - 17 INCH	5/7/2013	MUL7007K00415 81
018866	GATEWAY	FPD-1570	MONITOR - 15 INCH - FLATSCREEN	5/7/2013	KUL5033D09027
036972	GATEWAY	E6610D	CPU PC	5/7/2013	0004558369
038043	NEC	1830	MONITOR	5/7/2013	210525CA
033248	GATEWAY	E4610D	CPU PC	5/7/2013	0038954829
031793	LEXMARK	21G8686	PRINTER	5/7/2013	13480668184
031466	GATEWAY	E4500S	CPU PC	5/7/2013	0036297370
024594	GATEWAY	FPD1940	MONITOR	5/7/2013	MUL9002K00009 36
018755	GATEWAY	FPD1520	MONITOR - 15 INCH - FLATSCREEN	5/7/2013	MUL5016A00034 08
007553	HP	LJ4	PRINTER	5/7/2013	CN05564JK89
033100	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171616
031406	GATEWAY	E4500S	CPU PC	5/7/2013	0036286678

SURPLUS EQUIPMENT LIST MAY 21, 2013

033104	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171456
033098	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171446
033105	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171455
033092	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171650
033101	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171454
033088	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171429
033090	VIEWSONIC	VS10866	MONITOR	5/7/2013	QBN070171644
038176	GATEWAY	FPD1985	MONITOR	5/7/2013	MWE84B0N0065 0
038140	DELL	E173FPS	MONITOR	5/7/2013	MY0F7170476034 A4A07C
038136	GATEWAY	PROFILE 6	PROFILE	5/7/2013	0037148437
031493	GATEWAY	FPD2185W	MONITOR	5/7/2013	MPT5B50N04494
019425	NEC	1850E	MONITOR - 18 INCH FLANPANEL	5/7/2013	205013341
019400	DELL	DIMENSION 4400	COMPUTER - CPU PC	5/7/2013	BRSMG11
037162	GATEWAY	E6610Q	CPU PC	5/7/2013	0040277986
037164	GATEWAY	E6610Q	CPU PC	5/7/2013	0040277985
037161	GATEWAY	E6610Q	CPU PC	5/7/2013	0040277984
019377	DELL	DIMENSION 4400	COMPUTER - CPU PC	5/7/2013	GWSMG11
022684	HP	2300N	PRINTER	5/7/2013	CNBGG33105
025464	GATEWAY	E4500D	CPU PC	5/7/2013	0036410801
040611	LENOVO	6483	CPU PC	5/7/2013	MJ03883
040694	LENOVO	L1940P	MONITOR	5/7/2013	V6C0186
041875	LENOVO	2448HB6	MONITOR	5/7/2013	V6D8998
031353	GATEWAY	E4300	CPU PC	5/7/2013	0036124990



Agenda Item (VI-B-8-c)

Meeting	5/21/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Signature Authorization Update
College/District	District
Funding	N/A
Recommended Action	It is recommend that the Board of Trustees approve Chris Carlson, Chief of Staff and Facilities Development, to sign change orders.

Background Narrative:

On December 11, 2012, the Board of Trustees approved signature authorization for designated District administrators. Orin Williams, the former Associate Vice Chancellor of Facilities Planning and Development was authorized to sign change orders on behalf of the District.

His resignation and the subsequent reorganization of Chris Carlson as the Chief of Staff and Facilities Development make it necessary to update the signature authorization for the District.

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

Attachments:

[05212013_Signature Authorization](#)

SIGNATURE AUTHORIZATION
MAY 21, 2012

It is recommended that the Board of Trustees authorize the following District administrator to sign the listed document:

Chris Carlson,
Chief of Staff and Facilities Development

Change Orders



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VII-A)

Meeting 5/21/2013 - Regular
Agenda Item Consent Agenda Information (VII-A)
Subject Monthly Financial Report
College/District District
Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2012 through April 30, 2013.

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

Attachments:

[05212013_Monthly Financial Report](#)

MONTHLY FINANCIAL REPORT JULY 1, 2012 – APRIL 30, 2013

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Resource 1070 - Student Health Services	4
Resource 1080 - Community Education	5
Resource 1090 - Performance Riverside	6
Resource 1110 - Contractor-Operated Bookstore	7
Resource 1120 - Center for Social Justice and Civil Liberties	8
Resource 1170 - Customized Solutions	9
Resource 1180 - Redevelopment Pass-Through	10
Resource 1190 - Grants and Categorical Programs	11
<u>Special Revenue Funds</u>	
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**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 128,908,691	\$ 132,376,561	\$ 132,750,963	\$ 75,772,538
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	1,615,982	2,000,000	2,000,000	0
District Bookstore (Resource 1110)	160,165	250,000	250,000	187,500
Total Revenues	<u>\$ 130,684,838</u>	<u>\$ 134,626,561</u>	<u>\$ 135,000,963</u>	<u>\$ 75,960,038</u>
Expenditures				
Academic Salaries	\$ 60,722,870	\$ 59,364,311	\$ 59,352,862	\$ 47,547,110
Classified Salaries	28,803,886	27,651,295	27,652,119	22,098,558
Employee Benefits	29,745,571	29,152,842	29,169,235	22,340,699
Materials & Supplies	1,884,903	2,385,958	2,276,870	1,453,635
Services	11,791,813	14,351,442	14,328,093	9,001,116
Capital Outlay	806,346	736,490	1,237,561	321,137
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	665,157	665,157	665,157	498,868
Federal Work Study (Resource 1190)	197,302	365,798	365,798	164,402
Performance Riverside (Resource 1090)	730,982	0	0	0
General Fund Backfill (Resource 1190)	944,573	699,157	699,157	485,060
Interfund Transfer to:				
Resource 4130	678,000	0	0	0
Resource 6100	250,000	1,500,000	1,500,000	1,125,000
Total Expenditures	<u>\$ 137,221,403</u>	<u>\$ 136,872,450</u>	<u>\$ 137,246,852</u>	<u>\$ 105,035,585</u>
Revenues Over (Under) Expenditures	\$ (6,536,565)	\$ (2,245,889)	\$ (2,245,889)	\$ (29,075,547)
Beginning Fund Balance	<u>13,342,484</u>	<u>6,805,919</u>	<u>6,805,919</u>	<u>6,805,919</u>
Ending Fund Balance	<u>\$ 6,805,919</u>	<u>\$ 4,560,030</u>	<u>\$ 4,560,030</u>	<u>\$ (22,269,628)</u>
** Ending Cash Balance				<u>\$ (1,049,077)</u>

**** Ending Cash Balance includes \$19,456,678 TRAN proceeds**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,297,564	\$ 2,594,061	\$ 2,594,061	\$ 2,036,687
Expenditures				
Classified Salaries	\$ 1,131,524	\$ 1,532,626	\$ 1,532,626	\$ 1,229,194
Employee Benefits	411,814	588,815	588,815	441,835
Materials & Supplies	45,336	49,000	52,864	31,736
Services	682,168	631,040	644,810	354,345
Capital Outlay	131,666	196,000	178,366	47,567
Total Expenditures	\$ 2,402,508	\$ 2,997,481	\$ 2,997,481	\$ 2,104,677
Revenues Over (Under) Expenditures	\$ (104,944)	\$ (403,420)	\$ (403,420)	\$ (67,990)
Beginning Fund Balance	749,233	644,289	644,289	644,289
Ending Fund Balance	\$ 644,289	\$ 240,869	\$ 240,869	\$ 576,299
Ending Cash Balance				\$ 602,927

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,257,695	\$ 1,325,872	\$ 1,325,872	\$ 1,037,957
Expenditures				
Academic Salaries	\$ 289,876	\$ 332,035	\$ 332,035	\$ 217,328
Classified Salaries	566,923	681,894	692,894	485,886
Employee Benefits	192,143	235,167	235,167	141,897
Materials & Supplies	93,844	106,305	100,305	40,258
Services	267,132	328,309	330,809	218,283
Capital Outlay	58,144	46,786	39,286	239
Total Expenditures	\$ 1,468,062	\$ 1,730,496	\$ 1,730,496	\$ 1,103,891
Revenues Over (Under) Expenditures	\$ (210,367)	\$ (404,624)	\$ (404,624)	\$ (65,934)
Beginning Fund Balance	2,170,456	1,960,089	1,960,089	1,960,089
Ending Fund Balance	\$ 1,960,089	\$ 1,555,465	\$ 1,555,465	\$ 1,894,155
Ending Cash Balance				\$ 1,855,112

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 583,386	\$ 657,416	\$ 657,416	\$ 358,897
Expenditures				
Academic Salaries	\$ 4,197	\$ 4,272	\$ 4,272	\$ 3,560
Classified Salaries	229,183	229,313	229,313	183,339
Employee Benefits	54,632	58,594	58,594	44,705
Materials & Supplies	1,634	2,300	2,300	918
Services	295,780	330,775	330,775	195,781
Total Expenditures	\$ 585,426	\$ 625,254	\$ 625,254	\$ 428,303
Revenues Over (Under) Expenditures	\$ (2,040)	\$ 32,162	\$ 32,162	\$ (69,406)
Beginning Fund Balance	(47,023)	(49,063)	(49,063)	(49,063)
Ending Fund Balance	\$ (49,063)	\$ (16,901)	\$ (16,901)	\$ (118,469)
Ending Cash Balance				\$ (114,150)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 595,079	\$ 735,931	\$ 735,931	\$ 353,079
Intrafund Transfer from General Operating (Resource 1000)	730,982	0	0	0
Total Revenues	<u>\$ 1,326,061</u>	<u>\$ 735,931</u>	<u>\$ 735,931</u>	<u>\$ 353,079</u>
Expenditures				
Classified Salaries	\$ 318,013	\$ 262,398	\$ 262,398	\$ 212,250
Employee Benefits	129,965	110,605	110,605	81,931
Materials & Supplies	19,021	18,749	18,749	8,829
Services	344,453	343,600	343,600	246,242
Total Expenditures	<u>\$ 811,452</u>	<u>\$ 735,352</u>	<u>\$ 735,352</u>	<u>\$ 549,252</u>
Revenues Over (Under) Expenditures	\$ 514,609	\$ 579	\$ 579	\$ (196,173)
Beginning Fund Balance	<u>(784,316)</u>	<u>(269,707)</u>	<u>(269,707)</u>	<u>(269,707)</u>
Ending Fund Balance	<u>\$ (269,707)</u>	<u>\$ (269,128)</u>	<u>\$ (269,128)</u>	<u>\$ (465,880)</u>
Ending Cash Balance				<u>\$ (446,061)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 573,266	\$ 689,092	\$ 689,092	\$ 477,605
Expenditures				
Services	\$ 43,920	\$ 43,920	\$ 43,920	\$ 32,836
Interfund Transfer to				
Food Services (Resource 3200)	323,129	441,414	441,414	303,518
Intrafund Transfer to				
General Operating (Resource 1000)	160,165	250,000	250,000	187,500
Total Expenditures	\$ 527,214	\$ 735,334	\$ 735,334	\$ 523,854
Revenues Over (Under) Expenditures	\$ 46,052	\$ (46,242)	\$ (46,242)	\$ (46,249)
Beginning Fund Balance	10,190	56,242	56,242	56,242
Ending Fund Balance	\$ 56,242	\$ 10,000	\$ 10,000	\$ 9,993
Ending Cash Balance				\$ 9,993

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 0	\$ 50,000	\$ 50,000	\$ 59,028
Expenditures				
Academic Salaries	\$ 0	\$ 11,000	\$ 11,000	\$ 5,555
Employee Benefits	0	533	533	269
Materials & Supplies	0	2,500	6,502	348
Services	0	35,967	31,965	13,890
Total Expenditures	\$ 0	\$ 50,000	\$ 50,000	\$ 20,062
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 38,966
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 38,966
Ending Cash Balance				\$ 38,966

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 74,489	\$ 230,000	\$ 1,180,216	\$ 17,586
Expenditures				
Academic Salaries	\$ 17,436	\$ 0	\$ 6,487	\$ 5,766
Classified Salaries	4,322	59,603	59,603	26,482
Employee Benefits	4,068	26,175	26,977	11,337
Materials & Supplies	1,865	9,600	190,150	253
Services	27,788	116,401	878,778	52,402
Total Expenditures	\$ 55,479	\$ 211,779	\$ 1,161,995	\$ 96,240
Revenues Over (Under) Expenditures	\$ 19,010	\$ 18,221	\$ 18,221	\$ (78,654)
Beginning Fund Balance	54,549	73,559	73,559	73,559
Ending Fund Balance	\$ 73,559	\$ 91,780	\$ 91,780	\$ (5,095)
Ending Cash Balance				\$ (4,860)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,355,113	\$ 1,423,300	\$ 1,423,300	\$ 774,687
Expenditures				
Services	\$ 574,795	\$ 350,604	\$ 350,604	\$ 229,718
Capital Outlay	4,020,531	3,321,363	3,321,363	54,527
Total Expenditures	\$ 4,595,326	\$ 3,671,967	\$ 3,671,967	\$ 284,245
Revenues Over (Under) Expenditures	\$ (3,240,213)	\$ (2,248,667)	\$ (2,248,667)	\$ 490,442
Beginning Fund Balance	9,407,665	6,167,452	6,167,452	6,167,452
Ending Fund Balance	\$ 6,167,452	\$ 3,918,785	\$ 3,918,785	\$ 6,657,894
Ending Cash Balance				\$ 6,510,901

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 20,609,768	\$ 31,217,754	\$ 32,447,458	\$ 16,878,457
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	897,223	874,302	898,738	655,727
For EOPS	97,313	0	0	0
For Federal Work Study	197,302	365,798	365,798	164,402
For Matriculation	524,050	334,599	338,958	250,949
For Middle College High School	91,144	103,002	103,002	77,252
For General Fund Backfill	0	52,411	23,616	0
Total Revenues	\$ 22,416,800	\$ 32,947,866	\$ 34,177,570	\$ 18,026,787
Expenditures				
Academic Salaries	\$ 3,939,937	\$ 4,258,878	\$ 4,745,105	\$ 3,177,431
Classified Salaries	7,120,950	7,860,093	8,680,434	6,218,253
Employee Benefits	3,515,537	3,759,939	4,199,663	2,815,445
Materials & Supplies	1,475,125	2,983,784	2,110,580	543,296
Services	4,160,592	8,143,549	8,523,162	2,719,640
Capital Outlay	1,448,459	3,780,936	3,785,344	956,033
Student Grants (Financial, Book, Meal, Transportation)	756,200	2,160,687	2,133,282	748,446
Total Expenditures	\$ 22,416,800	\$ 32,947,866	\$ 34,177,570	\$ 17,178,544
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 848,243
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 848,243

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,790,321	\$ 1,859,153	\$ 1,859,153	\$ 1,524,346
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	323,129	441,414	441,414	303,518
Total Revenues	<u>\$ 2,113,450</u>	<u>\$ 2,300,567</u>	<u>\$ 2,300,567</u>	<u>\$ 1,827,864</u>
Expenditures				
Classified Salaries	\$ 815,659	\$ 736,658	\$ 736,658	\$ 601,456
Employee Benefits	333,096	257,081	257,081	199,809
Materials & Supplies	838,126	856,926	851,992	653,523
Services	160,708	163,124	166,624	121,306
Capital Outlay	14,702	7,000	8,434	586
Total Expenditures	<u>\$ 2,162,291</u>	<u>\$ 2,020,789</u>	<u>\$ 2,020,789</u>	<u>\$ 1,576,680</u>
Revenues Over (Under) Expenditures	\$ (48,841)	\$ 279,778	\$ 279,778	\$ 251,184
Beginning Fund Balance	58,473	9,632	9,632	9,632
Ending Fund Balance	<u>\$ 9,632</u>	<u>\$ 289,410</u>	<u>\$ 289,410</u>	<u>\$ 260,816</u>
Ending Cash Balance				<u>\$ 255,993</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,046,881	\$ 1,036,513	\$ 1,036,513	\$ 715,601
Expenditures				
Academic Salaries	\$ 601,845	\$ 591,573	\$ 591,573	\$ 383,453
Classified Salaries	142,656	148,905	148,905	97,574
Employee Benefits	134,576	163,403	163,403	90,696
Materials & Supplies	36,028	44,355	44,355	20,099
Services	80,740	86,225	86,225	46,658
Capital Outlay	13,971	10,000	10,000	1,098
Total Expenditures	\$ 1,009,816	\$ 1,044,461	\$ 1,044,461	\$ 639,578
Revenues Over (Under) Expenditures	\$ 37,065	\$ (7,948)	\$ (7,948)	\$ 76,023
Beginning Fund Balance	26,760	63,825	63,825	63,825
Ending Fund Balance	\$ 63,825	\$ 55,877	\$ 55,877	\$ 139,848
Ending Cash Balance				\$ 147,818

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 12,940,526	\$ 12,882,075	\$ 13,536,075	\$ 3,085,390
Expenditures				
Capital Outlay	\$ 12,940,526	\$ 12,882,075	\$ 13,536,075	\$ 6,448,288
Total Expenditures	\$ 12,940,526	\$ 12,882,075	\$ 13,536,075	\$ 6,448,288
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (3,362,898)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ (3,362,898)
Ending Cash Balance				\$ (3,700,988)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 34,587	\$ 20,000	\$ 20,000	\$ 17,019
Inter/Intrafund Transfer from				
General Operating (Resource 1000)	678,000	0	0	0
General Operating (Resource 1000)	555	0	0	0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenues	\$ 713,142	\$ 20,000	\$ 20,000	\$ 17,019
Expenditures				
Services	\$ (14,848)	\$ 2,593	\$ 2,593	\$ 4,532
Capital Outlay	128,192	5,908,936	5,908,936	0
Interfund Transfer to				
General Operating (Resource 1000)	1,615,982	2,000,000	2,000,000	0
Total Expenditures	\$ 1,729,326	\$ 7,911,529	\$ 7,911,529	\$ 4,532
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Revenues Over (Under) Expenditures	\$ (1,016,184)	\$ (7,891,529)	\$ (7,891,529)	\$ 12,487
Beginning Fund Balance	8,907,713	7,891,529	7,891,529	7,891,529
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Ending Fund Balance	\$ 7,891,529	\$ -	\$ -	\$ 7,904,016
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Ending Cash Balance				\$ 7,754,016
				<u> </u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 245,575	\$ 490,284	\$ 490,284	\$ 247,738
Expenditures				
Classified Salaries	\$ 235,332	\$ 501,480	\$ 501,480	\$ 310,092
Employee Benefits	103,407	245,321	245,321	132,492
Materials & Supplies	24,695	0	0	0
Services	461,801	615,715	615,715	412,631
Capital Outlay	2,886,594	54,483,217	52,283,217	1,809,785
Total Expenditures	\$ 3,711,829	\$ 55,845,733	\$ 53,645,733	\$ 2,665,000
Revenues Over (Under) Expenditures	\$ (3,466,254)	\$ (55,355,449)	\$ (53,155,449)	\$ (2,417,262)
Beginning Fund Balance	32,708,389	29,242,135	29,242,135	29,242,135
Ending Fund Balance	\$ 29,242,135	\$ (26,113,314)	\$ (23,913,314)	\$ 26,824,873
Ending Cash Balance				\$ 26,840,264

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget *	Year to Date Activity
Revenues	\$ 32,729	\$ 30,000	\$ 30,000	\$ 13,991
Expenditures				
Capital Outlay	\$ 524,072	\$ 5,522,051	\$ 5,522,051	\$ 1,559,530
Total Expenditures	\$ 524,072	\$ 5,522,051	\$ 5,522,051	\$ 1,559,530
Revenues Over (Under) Expenditures	\$ (491,343)	\$ (5,492,051)	\$ (5,492,051)	\$ (1,545,539)
Beginning Fund Balance	7,380,458	6,889,115	6,889,115	6,889,115
Ending Fund Balance	\$ 6,889,115	\$ 1,397,064	\$ 1,397,064	\$ 5,343,576
Ending Cash Balance				\$ 5,344,776

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget*	Year to Date Activity
Revenues	\$ 319,173	\$ 300,000	\$ 1,200,000	\$ 97,817
Expenditures				
Academic Salaries	\$ 5,524	\$ 0	\$ 0	\$ 0
Classified Salaries	43,104	0	0	16,199
Employee Benefits	3,484	0	0	1,078
Materials & Supplies	145	0	0	635
Services	338,503	29,303	29,303	32,340
Capital Outlay	32,862,512	79,494,239	82,594,239	14,163,017
Total Expenditures	\$ 33,253,272	\$ 79,523,542	\$ 82,623,542	\$ 14,213,269
Revenues Over (Under) Expenditures	\$ (32,934,099)	\$ (79,223,542)	\$ (81,423,542)	\$ (14,115,452)
Beginning Fund Balance	83,078,092	50,143,993	50,143,993	50,143,993
Ending Fund Balance	\$ 50,143,993	\$ (29,079,549)	\$ (31,279,549)	\$ 36,028,541
Ending Cash Balance				\$ 36,217,548

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,798,379	\$ 4,405,878	\$ 4,405,878	\$ 4,085,118
Interfund transfer from General Operating (Resource 1000)	250,000	1,500,000	1,500,000	1,125,000
Total Revenue	<u>\$ 5,048,379</u>	<u>\$ 5,905,878</u>	<u>\$ 5,905,878</u>	<u>\$ 5,210,118</u>
Expenditures				
Classified Salaries	\$ 113,758	\$ 171,185	\$ 171,185	\$ 131,205
Employee Benefits	53,178	79,219	79,219	51,530
Materials & Supplies	46,514	3,200	3,200	392
Services	5,377,355	5,512,300	5,509,544	5,875,307
Capital Outlay	422,814	2,597	5,353	5,362
Total Expenditures	<u>\$ 6,013,619</u>	<u>\$ 5,768,501</u>	<u>\$ 5,768,501</u>	<u>\$ 6,063,796</u>
Revenues Over (Under) Expenditures	\$ (965,240)	\$ 137,377	\$ 137,377	\$ (853,678)
Beginning Fund Balance	<u>2,110,632</u>	<u>1,145,392</u>	<u>1,145,392</u>	<u>1,145,392</u>
Ending Fund Balance	<u>\$ 1,145,392</u>	<u>\$ 1,282,769</u>	<u>\$ 1,282,769</u>	<u>\$ 291,714</u>
Ending Cash Balance				<u>\$ 1,646,411</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,681,849	\$ 2,333,098	\$ 2,333,098	\$ 1,881,945
Expenditures				
Classified Salaries	\$ 120,564	\$ 249,237	\$ 249,237	\$ 167,681
Employee Benefits	35,701	101,484	100,484	59,342
Materials & Supplies	4	300	1,300	435
Services	1,553,142	2,783,867	2,783,867	1,443,536
Capital Outlay	0	2,597	2,597	2,596
Total Expenditures	\$ 1,709,411	\$ 3,137,485	\$ 3,137,485	\$ 1,673,590
Revenues Over (Under) Expenditures	\$ (27,562)	\$ (804,387)	\$ (804,387)	\$ 208,355
Beginning Fund Balance	3,221,022	3,193,460	3,193,460	3,193,460
Ending Fund Balance	\$ 3,193,460	\$ 2,389,073	\$ 2,389,073	\$ 3,401,815
Ending Cash Balance				\$ 5,105,284

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

Associated Students of RCCD

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 614,011	\$ 650,000	\$ 650,000	\$ 532,945
Expenditures				
Materials & Supplies	\$ 759,958	\$ 734,213	\$ 734,213	\$ 479,133
Total Expenditures	\$ 759,958	\$ 734,213	\$ 734,213	\$ 479,133
Revenues Over (Under) Expenditures	\$ (145,947)	\$ (84,213)	\$ (84,213)	\$ 53,812
Beginning Fund Balance	994,561	848,614	848,614	848,614
Ending Fund Balance	<u>\$ 848,614</u>	<u>\$ 764,401</u>	<u>\$ 764,401</u>	<u>\$ 902,426</u>
Ending Cash Balance				<u>\$ 2,163,701</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

	<u>Student Financial Aid</u>			
	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 51,887,581</u>	<u>\$ 53,769,010</u>	<u>\$ 53,769,010</u>	<u>\$ 34,588,034</u>
Expenditures				
Other				
Scholarships and Grant Reimbursements	<u>\$ 51,887,581</u>	<u>\$ 53,769,010</u>	<u>\$ 53,769,010</u>	<u>\$ 34,015,702</u>
Total Expenditures	<u>\$ 51,887,581</u>	<u>\$ 53,769,010</u>	<u>\$ 53,769,010</u>	<u>\$ 34,015,702</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 572,332
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>\$ 572,332</u>
Ending Cash Balance				<u>\$ 720,394</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 2013**

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

RCCD Development Corporation

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 10	\$ 0	\$ 0	\$ 7
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 20
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 20
Revenues Over (Under) Expenditures	\$ 10	\$ 0	\$ 0	\$ (13)
Beginning Fund Balance	<u>16,222</u>	<u>16,232</u>	<u>16,232</u>	<u>16,232</u>
Ending Fund Balance	<u>\$ 16,232</u>	<u>\$ 16,232</u>	<u>\$ 16,232</u>	<u>\$ 16,219</u>
Ending Cash Balance				<u>\$ 16,219</u>



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[Agenda Item](#)

Agenda Item (VII-B)

Meeting 5/21/2013 - Regular

Agenda Item Consent Agenda Information (VII-B)

Subject CCFS-311Q – Quarterly Financial Status Report for the 3rd Quarter Ended March 31, 2013

College/District District

Information Only

Background Narrative:

See the attached CCFS-311Q – Quarterly Financial Status Report for the 3rd Quarter ended March 31, 2013.

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

Attachments:

[05212013_CCFS-311Q \(3rd Quarter\)](#)

CCFS-311Q – Quarterly Financial Status Report

Background Narrative

March 31, 2013

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

The General Fund consists of the following:

Fund 11 – Unrestricted

Resource 1000 – General Unrestricted

Resource 1080 – Community Education

Resource 1090 – Performance Riverside

Resource 1110 – Bookstore (Contractor Operated)

Resource 1170 – Customized Solutions

Fund 12 – Restricted

Resource 1050 – Parking

Resource 1070 – Student Health

Resource 1120 – Center for Social Justice and Civil Liberties

Resource 1180 – Redevelopment Pass-Through

Resource 1190 – Grants and Categorical Programs

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 GENERAL FUND REVENUE AND EXPENDITURE REPORT
 FOR THE PERIOD ENDED MARCH 31, 2013**

Cash Position - Unrestricted and Restricted

	<u>YTD Activity</u>
Beginning Cash, July 1, 2012	\$ 5,050,878
Net Change in Accounts Receivables	39,409,040
Net Change in Accounts Payables	(8,302,518)
Revenue and Other Financial Sources	88,405,250
Expenditures and Other Outgo	(112,675,035)
** Ending Cash, March 31, 2013	<u>\$ 11,887,615</u>

Budget and Actual Activity - Unrestricted

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>YTD Activity</u>
Revenues			
Federal	\$ 199,313	\$ 217,515	\$ 27,619
State	94,080,630	94,080,630	38,297,841
Local	40,396,057	41,369,173	31,206,839
Total Revenues	<u>134,676,000</u>	<u>135,667,318</u>	<u>69,532,299</u>
Other Financing Sources	282,888	282,888	(1,118,902)
Total Revenues	<u>134,958,888</u>	<u>135,950,206</u>	<u>68,413,397</u>
Expenditures			
Academic Salaries	\$ 59,368,583	\$ 59,384,564	\$ 42,401,497
Classified Salaries	28,202,609	28,213,358	20,240,920
Employee Benefits	29,348,216	29,362,374	19,956,513
Materials & Supplies	2,416,607	2,542,062	1,245,512
Services	15,186,138	15,754,260	8,513,355
Capital Outlay	736,490	993,343	269,156
Total Expenditures	<u>135,258,643</u>	<u>136,249,961</u>	<u>92,626,953</u>
Other Outgo - Objects	1,941,414	1,941,414	1,428,518
Total Expenditures and Other Outgo	<u>137,200,057</u>	<u>138,191,375</u>	<u>94,055,471</u>
Revenues Over (Under)			
Expenditures	\$ (2,241,169)	\$ (2,241,169)	\$ (25,642,074)
Beginning Fund Balances	6,616,950	6,616,950	6,616,950
Ending Fund Balances	<u>\$ 4,375,781</u>	<u>\$ 4,375,781</u>	<u>\$ (19,025,124)</u>
Contingency			
Unrestricted	\$ 3,475,781	\$ 3,475,781	\$ (19,925,124)
Reserve	900,000	900,000	900,000
Total Contingency/Reserve	<u>\$ 4,375,781</u>	<u>\$ 4,375,781</u>	<u>\$ (19,025,124)</u>

** Ending Cash Balance includes \$19,456,678 TRAN proceeds

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2012-2013

Quarter Ended: (Q3) Mar 31, 2013

District: (960) RIVERSIDE

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

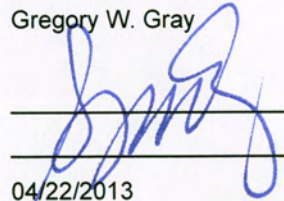
CBO Name: Aaron S. Brown

CBO Phone: 951-222-8789

CBO Signature: 

Date Signed: 4-22-13

Chief Executive Officer Name: Gregory W. Gray

CEO Signature: 

Date Signed: _____

Electronic Cert Date: 04/22/2013

District Contact Person

Name: Bill J. Bogle, Jr.

Title: Controller

Telephone: 951-222-8041

Fax: 951-222-8021

E-Mail: Bill.Bogle@rccd.edu

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

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

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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2012-2013

Quarter Ended: (Q3) Mar 31, 2013

District: (960) RIVERSIDE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,019,430	143,808,312	130,719,885	135,667,318
A.2	Other Financing Sources (Object 8900)	-2,610,591	1,410,028	-176,023	282,888
A.3	Total Unrestricted Revenue (A.1 + A.2)	138,408,839	145,218,340	130,543,862	135,950,206
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	139,960,566	142,578,585	135,251,667	136,249,961
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,152,570	632,790	1,251,129	1,941,414
B.3	Total Unrestricted Expenditures (B.1 + B.2)	141,113,136	143,211,375	136,502,796	138,191,375
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-2,704,297	2,006,965	-5,958,934	-2,241,169
D.	Fund Balance, Beginning	13,253,849	10,468,684	12,450,649	6,616,950
D.1	Prior Year Adjustments + (-)	-80,868	-25,000	125,235	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	13,172,981	10,443,684	12,575,884	6,616,950
E.	Fund Balance, Ending (C. + D.2)	10,468,684	12,450,649	6,616,950	4,375,781
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	7.4%	8.7%	4.8%	3.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	31,185	29,437	25,858	25,130
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

As of the specified quarter ended for each fiscal year			
2009-10	2010-11	2011-12	2012-2013

Year 3:								
b. BENEFITS:								
Year 1: 2013-14								
Year 2:								
Year 3:								

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

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

The District agreed to a two year, no cost, contract extensions with both the Riverside Community College District Faculty Association CA/CTA/NEA for FY 2013-2014 through FY 2014-2015 and the Riverside Community College District Employees Chapter # 535, an affiliate of the California School Employees Association, for FY 2013-2014 through FY 2014-2015.

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

YES

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

Due to the State's continuing Budget Strategy of deferring apportionment, the District was forced to seek cash flow alternatives such as internal borrowing, and Mid-Year Tax and Revenue Anticipation Notes (TRAN).

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

**This year?
 Next year?**

**YES
 YES**

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

FY 2012-2013

Significant State budget cuts contributed to a budget shortfall for the District. The District was forced to make cuts to section offerings despite student demand; decrease discretionary expenses; continue a hiring freeze; impose layoffs; and utilize one-time sources to mitigate the impact of the budget shortfall. The State's action of deferring apportionment funding will cause the District to experience cash flow shortages. The District was forced to secure alternate financing and implement internal borrowing measures to mitigate the impact of expected cash deficits.

FY 2013-2014

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

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



Agenda Item (VIII-A-1)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Revised and New Board Policies - Second Reading and Approval
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Board Policies 2365, 2716 and 6700.

Background Narrative:

In keeping with our current process of updating our Board Policies and Administrative Procedures, the items below come before the Board for second reading and approval:

Board of Trustees

Board Policy 2365 Recording - This is a revision of the Policy that was previously adopted on September 16, 2008.

Board Policy 2716 Political Activity - This is a revision of the Policy that was previously adopted on September 16, 2008.

Business and Fiscal Affairs

Board Policy 6700 Use of Facilities - This is a revision of the Policy that was previously revised on January 25, 2011.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Ruth Adams, General Counsel

Attachments:

[Board Policies for Approval May 2013](#)

BP 2365 RECORDING

References:

Education Code Section 72121(a);
Government Code Sections 54953.5 and 54953.6

Any audio or video recording of an open and public meeting made by or at the direction of the If the Board of Trustees ~~causes any tape or video recording of a meeting, the recording~~ shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board of Trustees finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Date Adopted: September 16, 2008

Revised:

BP 2716 POLITICAL ACTIVITY

References:

Education Code Sections 7054, **7054.1**, and 7056;
Government Code Section 8314

Members of the Board of Trustees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board of Trustees may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding **District Bond** ballot measures.

Date Adopted: September 16, 2008

Revised:

BP 6700 USE OF FACILITIES

References:

Education Code Sections 82537 and 82542

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

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

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

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

Date Adopted: March 17, 2009

(Replaces RCCD Policy 8005)

Revised: January 25, 2011

Revised:



Agenda Item (VIII-A-2)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Governance (VIII-A-2)
Subject	Revised and New Board Policies - First Reading
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees accept Administrative Procedure 3420 for first reading.

Background Narrative:

In keeping with our current process of updating our Board Policies and Administrative Procedures, the item below comes before the Board for first reading:

General Institution

Administrative Procedure 3420 Equal Employment Opportunity Plan - This is a new procedure for the District for which Title 5 requires Board approval.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Ruth Adams, General Counsel

Attachments:

[Board Policies for May 2013 First Reading](#)

AP 3420: Equal Employment Opportunity Plan

Purpose of the Equal Employment Opportunity Plan

The Riverside Community College District Equal Employment Opportunity Plan (*Plan*) addresses the requirements of Education Code section 87106(b) for compliance with the Board of Governors regulations on equal employment opportunity hiring and applicable state and federal nondiscrimination statutes, and for guidance in improving the equality of opportunity.*

California community college districts are responsible for the preparation of an equal employment opportunity plan to be submitted and approved by the Chancellor's Office. "Equal Employment Opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a) of title 5. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all individuals. An "Equal Employment Opportunity Plan" is a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Plan Component 1: Introduction

The Riverside Community College District Plan was adopted by the Board of Trustees on (date). The *Plan* implements the District's commitment established in Board Policy 3420: Equal Employment Opportunity. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The *Plan's* immediate focus is twofold: 1) to assure equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable California Code of Regulations, title 5 section 53000 et seq. (hereinafter referred to as "Title 5") and, 2) to define the steps the District shall take to create an inclusive workplace that reflects our commitment to diversity.

The *Plan* contains an analysis of the demographic makeup of the District's workforce and outlines district efforts to recruit and retain a workforce that is sensitive to and knowledgeable of our diverse student body and community.

*The *Plan* is not intended to address all possible nondiscrimination laws. For example, the Chancellor's Office approval of a district's EEO Plan does not ensure that district's compliance with the California Fair Employment and Housing Act and related regulations to which all districts, as employers, must adhere. The Chancellor's Office has no authority over that law and does not enforce its provisions. Education Code section 87102 also requires the equal employment opportunity plan to address district progress in achieving the ratio of full-time to part-time faculty hiring (as indicated in Section 87482.6 of the Education Code) while ensuring equal employment opportunity.

The *Plan* also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the *Plan*.

To properly serve our growing diverse community, and as a demonstration of commitment to equality, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body and community it serves.

NOTE: Wherever a Title 5 section is mentioned throughout this document, it shall be referred to as “section _____” without the indication that it is Title 5. All other codes, regulations, etc., will be specifically identified (i.e. Government Code section _____, Education Code section _____, etc.).

Chancellor, Riverside Community College District

Plan Component 2: Definitions

Riverside Community College District uses the following definitions to provide clarification and understanding of specific terms used in the *Plan*. The definitions are taken from Title 5. The definition of “diversity” is not in Title 5, but it encompasses important considerations of inclusion that appear throughout the District’s *Plan*.

- a) *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission’s *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b) *Business Necessity*: circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- c) *Diversity*: a condition of broad inclusion in an employment environment that offers equality and respect for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.
- d) *Equal Employment Opportunity*: all qualified individuals have a full and fair opportunity to compete for hiring and promotional opportunities and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels of the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional non faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service maintenance. Equal employment opportunity also involves:
 - (1) identifying and eliminating barriers to employment that are not job related;
 - and (2) creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Government Code 12940.
- e) *Equal Employment Opportunity Plan*: a written document in which a District’s workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

- f) *Equal Employment Opportunity Programs*: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.
- g) *Ethnic Minorities*: American Indian/Alaskan Natives, Asian/Filipinos, Pacific Islander/Native Hawaiian, Black/African-Americans, Hispanic/Latino, Two or More Races.
- h) *Ethnic Group Identification*: an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.
- i) *Goals for Persons with Disabilities*: a statement that the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
- j) *In-house or Promotional Only Hiring*: means that only existing District employees are allowed to apply for a position.
- k) *Monitored Group*: Means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
- l) *Person with a Disability*: any person who: (1) has a physical or mental impairment as defined in Government Code, section 12926 that substantially limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- m) *Reasonable Accommodation*: the efforts made on the part of the District in compliance with Government Code section 12926 that would allow the applicant or employee with a disability to perform the essential functions of the job.
- n) *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms and reference materials.

- o) *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the District in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
- p) *Target Date*: a point in time by which the District plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.
- q) *Timetable*: a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

Note: Authority cited: Sections 66271/1, 66700 and 70901, Education Code; and section 11138, Government code. Reference: Statutes 1988, chapter 923, section 4; sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; sections 11135-11139.5, 11092 and 12926, Government Code; title 29 Code of Federal Regulations sections 1602.48 and 1607; title 29 United States Code section 793; title 41 Code of Federal Regulations section 60-741.2.

Component 3: Policy Statement

The Riverside Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy, as stated in *BP 3420: Equal Employment Opportunity* and attached to this document, to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Component 4: Delegation of Responsibility, Authority and Compliance

It is the goal of the Riverside Community College District that all employees promote and support equal employment opportunity. Equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

1. ***Board of Trustees***

The Riverside Community College District Board of Trustees (“Board”) is ultimately responsible for proper implementation of the District’s *Plan* at all levels of district operations, and for ensuring equal employment opportunity as described in the *Plan*. The District will submit the plan to the State Chancellor’s Office. The State Chancellor’s Office retains the authority to review the District’s plan.

2. ***Chancellor***

The Board delegates to the Chancellor of the District the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the District’s Equal Employment Opportunity policies and procedures. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the *Plan*.

3. ***Vice Chancellor of Diversity and Human Resources***

Under the supervision of the District Chancellor, the Vice Chancellor of Diversity and Human Resources directs implementation of the District’s equal employment and non-discrimination policies and procedures, as well as the communication and implementation of the *Plan* to the District’s executive administrators.

The Vice Chancellor advises the District Chancellor regarding statewide policy emanating from the Board of Governors of the California Community Colleges, and monitors annual review and publication of an annual report on *Plan* implementation.

4. ***Director of Diversity, Equity and Compliance***

The District has designated the Director of Diversity, Equity and Compliance as its Equal Employment Opportunity Officer and is under the direct supervision of the Vice Chancellor of Diversity and Human Resources. The Director of Diversity, Equity and Compliance is the individual responsible for the development, maintenance and day-to-day implementation of the *Plan*, as it affects district recruitment and employment including engagement of full time and part time faculty, staff, administrators, professional experts, independent contractors and temporary employees.

The Director of Diversity, Equity and Compliance is responsible for annual reporting of compliance with the requirements of Title 5, for receiving complaints

described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

The Director of Diversity, Equity and Compliance works collaboratively with the Director of Diversity and Human Resources to develop and implement strategies to maximize the diversity of applicant pools, develop and implement the District's recruitment and hiring procedures, and institute retention strategies to ensure all employees feel welcomed and supported.

If the designation of the equal employment opportunity Officer changes before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee.

5. ***Director of Diversity and Human Resources***

Under the direct supervision of the Vice Chancellor of Diversity and Human Resources, the Director of Diversity and Human Resources is responsible for implementing the District's recruitment, screening, selection and hiring processes; development of job descriptions that reflect identified job-related criteria; and the collection of required EEO information from all District employees and qualified applicants,

The Director of Diversity and Human Resources works collaboratively with the Director of Diversity, Equity and Compliance to assure all employment and screening processes are fair, equitable, job related and conform to the District *Plan*.

6 ***District Council on Diversity and Equity***

The District will maintain a Council on Diversity and Equity that will take on the functions of the Equal Employment Opportunity Advisory Committee as outlined in Title 5. The Council on Diversity and Equity will act as an advisory body to the Director of Diversity, Equity and Compliance and the District as a whole to promote understanding and support policies and procedures as they relate to diversity and equity within the District, especially those addressing discrimination, harassment, retaliation and of equal employment opportunity. The Council on Diversity and Equity shall assist with the implementation and communication of the *Plan* in conformance with state and federal regulations and guidelines; monitor equal employment opportunity progress; and provide suggestions for *Plan* revisions as appropriate.

7. ***College Diversity Committees***

Each college shall maintain a committee to develop and coordinate activities relevant to diversity and equity at their college. The College committees will be made up of 10-15 individuals appointed by the College President. Committee composition is to be drawn from a cross section of constituencies at the college. The committee will meet monthly during academic semesters and be facilitated by the Director of Diversity, Equity and Compliance. The purpose of the

committees at each college is to: promote communication; advise the College President on matters related to diversity and equity; conduct periodic assessments of the college's diversity-related climate; develop and monitor college strategic plans for diversity, equity and inclusiveness; develop and coordinate activities to promote diversity and address college-specific issues or concerns; advise the Director of Diversity, Equity and Compliance on EEO-related matters and to assure compliance with section 53021(b)(2) in the process of interim appointments for their college.

8. ***Agents of the District***

Any organization or individual, whether or not an employee of the District, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this *Plan*.

9. ***Good Faith Effort***

The District shall make a continuous good faith effort to comply with all the requirements of this *Plan*.

Component 5: Advisory Committee

The District shall maintain the Council on Diversity and Equity as the advisory body to the District in the implementation of its *Plan*. The committee may also assist in promoting understanding and support of equal opportunity and nondiscrimination policies and procedures. The District Council on Diversity and Equity may recommend events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The Director of Diversity, Equity and Compliance shall train the Council members on equal employment compliance and the *Plan* itself.

The Council on Diversity and Equity shall be composed by nominations from College Diversity Committees; three members from each college nomination list and three employees from the District support offices will be seated and approved by the Vice Chancellor of Diversity and Human Resources. The Council on Diversity and Equity as a whole may recommend, for Vice Chancellor approval, appointment of up to three community members to the Council. The committee shall include a diverse membership whenever possible including representation from District committees of shared governance. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups. Efforts will also be made to include representation from faculty, students, classified, confidential staff and administrative classifications in the composition of the committee.

The Director of Diversity, Equity and Compliance and the Director of Diversity and Human Resources will serve as ex-officio members of the committee. The District Council on Diversity and Equity will be convened by the Director of Diversity, Equity and Compliance and shall hold a minimum of four (4) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Council shall make recommendations to the Vice Chancellor of Diversity and Human Resources, and the Director of Diversity, Equity and Compliance.

Component 6: Complaints

The Director of Diversity, Equity and Compliance is the person designated by the District to receive and process all complaints alleging violations of equal employment opportunity regulations (Section 53026) and unlawful discrimination, harassment and retaliation (Section 59300 et seq.). If the complaint involves the Director of Diversity, Equity and Compliance, the complaint may be filed with the Vice Chancellor of Diversity and Human Resources.

In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the District's *AP 3435: Handling Complaints of Unlawful Discrimination, Harassment and Retaliation*.

1. Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026)

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to section 53026 to the State Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the State Chancellor's Office, but the complainant will be required to

demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the District level using the process provided by section 53026. (See *California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints* at:

<http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

2. Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)

The District has adopted procedures for complaints alleging unlawful discrimination or harassment in *AP 3435: Handling Complaints of Unlawful Discrimination, Harassment and Retaliation*. The Director of Diversity, Equity and Compliance is responsible for receiving and investigating such complaints. The District's discrimination and harassment complaint procedures are available on the District's web site

<http://www.rccd.edu/administration/board/New%20Board%20Policies/3435AP.pdf> or by contacting the office of Diversity, Equity and Compliance:

Ms. Chani Beeman
Director of Diversity Equity and Compliance
450 E. Alessandro Blvd.
Riverside, CA 92508
(951) 222-8039

Component 7: Notification to District Employees

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy and the *Plan*. The policy statement will be provided in the college catalogs and class schedules. The *Plan* and subsequent revisions will be distributed to the Board, the Chancellor, administrators, the academic senate leadership, union representatives and members of the District Council on Diversity and Equity. The *Plan* will be available on the District's website and, when appropriate, may be distributed via email. The Diversity and Human Resources Department will provide all new employees with a copy of the District's Equal Employment Policy Statement when they commence their employment with the District. The annual notice will contain the following provisions:

- 1) The importance of the employee's participation and responsibility in ensuring the *Plan*'s implementation.

- 2) A list of locations where complete copies of the *Plan* are available, including in every college library, in the District's public folders, on the District internet site, the offices of the Chancellor and the Diversity and Human Resources Department.

Component 8: Training for Screening/Selection Committees

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity; the requirements of federal and state nondiscrimination laws; the requirements of the District's *Plan*; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 24 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees.

The Director of Diversity of Equity and Compliance is responsible for developing the required training and monitoring training compliance for all screening/selection committee members. Any individual whether or not an employee of the District that is acting on behalf of the District, with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of Title 5 and the District's *Plan*.

In addition to requiring all committee members attend the mandatory training, the District shall strive toward the goal of having at least one committee member be an "Equity Monitor." An Equity Monitor is an individual who has attended and fulfilled the requirements of the Equity Monitor training program. This specialized training program will prepare monitors to identify and address implicit bias as they may occur during the screening and interview process. Equity Monitors are trained in discussion facilitation techniques and strategies for assuring the District's process and commitment to equal employment opportunity are fulfilled. The Equity Monitors training program shall be implemented and monitored by the Director of Diversity, Equity and Compliance.

Component 9: Annual Written Notice to Community Organizations

The Director of Diversity, Equity and Compliance will provide annual notification to appropriate community-based and professional organizations concerning the *Plan*. The notice will inform these organizations that they may obtain a copy of the *Plan*, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the *Plan*. The notice will also include the internet address where the District advertises its job openings and provides online application submission. The notice will also include the telephone number for the department of Diversity and Human

Resources. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. A list of organizations, which will receive this notice, is attached to this *Plan*. This list may be revised from time to time as necessary.

Component 10: Analysis of District Workforce and Applicant Pool

The Director of Diversity, Equity and Compliance will survey the District's workforce and employment applicant composition for employment on an ongoing basis to evaluate the District's progress in implementing the *Plan* and to provide data needed for the reports required by this *Plan*. The monitored groups for the reports are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

Each job applicant and all employees will be afforded an opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability for the purposes of the workforce and applicant pool demographic reports. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This survey will be done for each college in the District and the district offices. The District will annually report to the State Chancellor the results of its survey of employees. At least every three years the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- 1) Executive/Administrative/Managerial
- 2) Faculty and other Instructional Staff:
 - Career-Technical Education
 - English
 - Kinesiology
 - Humanities
 - Instructional and Support Services
 - Mathematics
 - Natural Sciences
 - Social Sciences
 - Part-Time
- 3) Professional Non faculty
- 4) Secretarial/Clerical
- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service and Maintenance

Tables reflecting the District's workforce survey for fall of 2012 and applicant pools for July 1, 2011 – June 30, 2012 are provided in Appendix A.

Workforce Data Analysis

Riverside Community College District serves an area that has more racial and ethnic balance than anywhere else in the Southern California region making it arguably the most diverse part of the nation, according to Dowell Mayer a USC demographer who oversaw research that examined 2010 U.S. Census data (source: “USC Study Finds Inland Area Racially Balanced”, *The Press-Enterprise*, March 14, 2012). As such, our commitment to diversity is integral to effectively serving our community.

RCCD strives to develop a workforce that draws upon the richness of diversity in our surrounding community and hire employees who understand and are prepared to teach and support our students. During the past 10 years the State Chancellor’s Office has searched for a source of reliable applicant availability data but has been unsuccessful in that search. Therefore, this analysis draws on comparisons with the statewide average for California Community Colleges and our service area census demographic data.

District Workforce Demographic Profile Summary (Tables 1)

The RCCD workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (7%), Black/African American (9%), Hispanic/Latino (20%), White (58%) and 2 or more Races (5%). The sex/gender distribution is Female (57%) and Male (43%).

The Moreno Valley College workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (6%), Black/African American (9%), Hispanic/Latino (20%), White (58%) and 2 or more Races (6%). The sex/gender distribution is Female (48%) and Male (52%).

The Norco College workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (8%), Black/African American (13%), Hispanic/Latino (22%), Hawaiian Native/Pacific Islander (1%), White (52%) and 2 or more Races (4%). The sex/gender distribution is Female (50%) and Male (50%).

The Riverside City College workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (7%), Black/African American (8%), Hispanic/Latino (19%), White (61%) and 2 or more Races (4%). The sex/gender distribution is Female (55%) and Male (45%).

The district-level staff (not assigned to colleges) is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (6%), Black/African American (3%), Hispanic/Latino (21%), Hawaiian Native/Pacific Islander (1%), White (60%) and 2 or more Races (7%). The sex/gender distribution is Female (54%) and Male (46%).

District Comparison to Statewide Community College Districts (Table 2)

A comparison of the 2012 RCCD workforce to statewide CCD shows that RCCD is higher for American Indian/Alaskan (.2%), Black/African American (2.6%),

Hispanic/Latino (4.5%), 2 or more Races (4.6%) and Male (3%) categories. The RCCD workforce is lower than statewide averages for Asian (2.5%), White (2.1%) and Female (3%) categories.

Comparison of the 2012 Moreno Valley College workforce to statewide CCD averages shows that MVC is higher for American Indian/Alaskan (.2%), Hispanic/Latino (4.5%), 2 or more Races (5.6%) and Male (7%) categories. The MVC workforce is lower than statewide averages for Asian (3.5%), Black/African American (.5%), White (2.1%) and Female (7%) categories.

Comparison of the 2012 Norco College workforce to statewide CCD averages shows that NC is higher for American Indian/Alaskan (.2%), Black/African American (6.6%) Hispanic/Latino (6.5%), 2 or more Races (3.6%) and Male (5%) categories. The NC workforce is lower than statewide averages for Asian (.5%), White (8.1%) and Female (5%) categories.

Comparison of the 2012 Riverside City College workforce to statewide CCD averages shows that RCC is higher for American Indian/Alaskan (.2%), Black/African American (1.6%), Hispanic/Latino (3.5%), White (.9%) and 2 or more Races (3.6%) categories. The RCC workforce is lower than statewide averages for the Asian (2.5%) category.

Comparison of the 2012 district staff (not assigned to colleges) workforce to statewide CCD averages shows that district staff is higher for American Indian/Alaskan (.2%), Hispanic/Latino (5.5%), 2 or more Races (6.6%) and Male (1%). The district staff workforce is lower than statewide averages for Asian (2.5%), Black/African American (3.4%), White (.1%) and Female (1%) categories.

District Comparison to Service Area Demographics (Table 3)

Comparison of RCCD's workforce profile to the average demographic profile of the 6 cities that make up the district's service area is detailed in Table 3. This table also compares RCCD to Riverside County demographics and shows that the district workforce is represented higher in the categories of Asian (.1%), Black/African American (2%), White (18.9%) and 2 or More Races (1.7%) categories. The district workforce is lower than the service area averages for the American Indian/Alaskan (.9%), Hispanic/Latino (26.1%) categories.

5-Year Comparison of Workforce Demographics (Table 4)

The racial and ethnic demographics of the district workforce have been relatively consistent over the 5-year period. There were small gains in representation for Asian, (1%), Black/African-American (1%), Hispanic/Latino (2%) and 2 or more Races (1%). The percentage of employees declined in the White category (8%).

Analysis of District-wide Data:

- Compared to statewide CCD averages RCCD is under represented in the category of Asian across employment groups with the exception of Part-time faculty.

- Compared to statewide CCD averages RCCD overall workforce is under represented in the category of Female; the only employment group with a higher average is Classified (8%) employees.
- Compared to the district's service area RCCD's representation of Asian was lower (3.3%) but higher than the county (.1%).
- Compared to the district's service area RCCD's representation of Black/African American was lower (2.9%) but equal to that of the county.
- Compared to the district's service area RCCD's representation of Hispanic/Latino was lower (38%) and was also lower than the county (26.1%).
- Compared to the district's service area RCCD's representation of White was higher (21.6%) and higher than the county (18.9%).

Analysis of Moreno Valley College Data:

- Compared to statewide CCD averages MVC is under represented in the category of Asian across all employment groups. The closest employment group was Full-time faculty (.8%).
- Compared to statewide CCD averages MVC is above representation in the category of Hispanic/Latino across employment groups.
- Compared to statewide CCD averages MVC is below the average in the category of White except in Part-time Faculty (3.4%).
- Compared to statewide CCD averages MVC is above representation in the category of Female across employment groups except among Part-time Faculty.
- Compared to the demographics for the city of Moreno Valley MVC's representation of American Indian/Alaskan is higher (.1%) and lower than the county (.9%).
- Compared to the demographics for the city of Moreno Valley MVC's representation of Asian is lower (.7%) and lower than the county (.1%).
- Compared to the demographics for the city of Moreno Valley MVC's representation of Black/African American is lower (9%) but higher than the county (2%).
- Compared to the demographics for the city of Moreno Valley MVC's representation of Hispanic/Latino is lower (34.4%) and lower than the county (26.1%)
- Compared to the demographics for the city of Moreno Valley MVC's representation of White is higher (39.1%) as well as in the county (18.9%).

Analysis of Norco College Data:

- Compared to statewide CCD averages NC is under represented in the category of Asian across all employment groups except among Part time Faculty (2.2%).
- Compared to statewide CCD averages NC is above representation in the category of Black/African American across employment groups except Full time Faculty in which it is equal
- Compared to statewide CCD averages NC is above representation in the category of Hispanic/Latino across employment groups except Full Time Faculty in which it is equal.
- Compared to statewide CCD averages NC is below the average in the category of White except in the categories of Full time Faculty (4.4%) and Part-time Faculty (.4%).

- Norco College has an equal number of Female and Male employees.
- Compared to the demographics for the city of Norco NC's representation of American Indian/Alaskan is lower (.1%) and lower (.9%) than the county.
- Compared to the demographics for the city of Norco NC's representation of Asian is higher (5.7%) and higher than the county (2.1%).
- Compared to the demographics for the city of Norco NC's representation of Black/African American is higher (6%) and higher than the county (6%).
- Compared to the demographics for the city of Norco NC's representation of Hispanic/Latino is lower (9.1%) and lower than the county (24.1%)
- Compared to the demographics for the city of Norco NC's representation of White is lower (4.4%) and higher than the county (12.9%).

Analysis of Riverside City College Data:

- Compared to statewide CCD averages RCC is under represented in the category of Asian across all employment groups except among Part time Faculty (1.2%).
- Compared to statewide CCD averages RCC is above representation in the category of Black/African American among Classified, Administration and Part time Faculty employment groups, but lower in the Full time Faculty group (1.8%)
- Compared to statewide CCD averages RCC is above representation in the category of Hispanic/Latino among Classified, Administration and Part time Faculty employment groups, but lower in Full time Faculty (1%)..
- Compared to statewide CCD averages RCC is below the average in the category of White for Administrator employment group (16.6%) but above the average in the categories of Classified (3%), Full time Faculty (4.4%) and Part-time Faculty (2.4%).
- RCC is equal to the Statewide CCD averages for Female and Male employees.
- Compared to the demographics for the city of Riverside RCC's representation of American Indian/Alaskan is lower (.1%) and lower than the county (.9%).
- Compared to the demographics for the city of Riverside RCC's representation of Asian is lower (.8%) and higher than the county (.1%).
- Compared to the demographics for the city of Riverside RCC's representation of Black/African American is higher (1%) and higher than the county (1%).
- Compared to the demographics for the city of Riverside RCC's representation of Hispanic/Latino is lower (30%) and lower than the county (27.1%)
- Compared to the demographics for the city of Riverside RCC's representation of White is higher (27%) and higher than the county (21.9%).

Analysis of District Staff Data:

- Compared to statewide CCD averages District Offices (DO) is under represented in the category of Asian across both employment groups Classified (4%) and Administrator (1.8%).
- Compared to statewide CCD averages DO is under represented in the category of Black/African American among both employment groups Classified (4.9%) and Administrator (4%).
- Compared to statewide CCD averages DO is under represented in the category of Hispanic/Latino in the category Administrator (.5%) and equal in Classified.

- Compared to statewide CCD averages DO is above the average in the category of White for both employment groups Classified (14%) Administrator (3.4%).
- Compared to statewide CCD averages DO is lower among Female (1%) and higher among Male (1%) employees.
- Compared to the demographics for the Service Area DO's representation of American Indian/Alaskan is higher (.2%) and lower than the county (.9%).
- Compared to the demographics for the Service Area DO's representation of Asian is lower (4.3%) and higher than the county (.1%).
- Compared to the demographics for the Service Area DO's representation of Black/African American is lower (8.9%) and lower than the county (4%).
- Compared to the demographics for the Service Area DO's representation of Hispanic/Latino is lower (37%) and lower than the county (25.1%)
- Compared to the demographics for the Service Area DO's representation of White is higher (23.6%) and higher than the county (20.9%).

Job Applicant Data Analysis

Recruitment

During the 2012 Academic Year RCCD processed 1,064 applications and hired 42 individuals. The distribution of the applicants from monitored groups (American Native/Alaskan, Asian, Black/African American, Hispanic/Latino, 2+ Race and Female) was as follows:

- District-wide recruitment totals were 85% from monitored group applicants.
- District-wide recruitment totals were 64% from monitored group applicants excluding Female.
- For Part time Classified recruitments 96% were from monitored group applicants.
- For Part time Classified recruitments 70% were from monitored groups excluding Female.
- For Full time Classified recruitments 88% were from monitored group applicants.
- For Full time Classified recruitments 64% were from monitored groups excluding Female.
- For Classified Manager recruitments 68% were from monitored group applicants.
- For Classified Manager recruitments 49% were from monitored group applicants excluding Female.
- For Academic Manager recruitments 73% were from monitored group applicants.
- For Academic Manager recruitments 62% were from monitored group applicants excluding Female.
- For Full time Faculty recruitments 67% were from monitored group applicants.
- For Full time Faculty recruitments 49% were from monitored group applicants excluding Female.

This data reflects that the District's recruitment efforts reach a diverse population.

Selection

During the 2012 Academic Year RCCD recruited 49 job openings and filled 42 of those positions. The distribution of monitored group applicants (American Native/Alaskan, Asian, Black/African American, Hispanic/Latino, 2+ Race and Female) through the application process is as follows:

- District-wide 76% of positions were filled by a monitored group applicant.
- District-wide 55% of positions were filled by monitored group applicant excluding Female.
- For Part time Classified 65% of positions were filled by a monitored group applicant.
- For Part time Classified 47% of positions were filled by monitored group applicant excluding Female.
- Full time Classified 100% of positions were filled by a monitored group applicant.
- Full time Classified 86% of positions were filled by monitored group applicant excluding Female.
- For Academic Management 100% of positions were filled by a monitored group applicant.

- For Academic Management 100% of positions were filled by monitored group applicant excluding Female.
- For Classified Management 60% of positions were filled by a monitored group applicant.
- For Classified Management 0% of positions were filled by monitored group applicant excluding Female.
- For Full time Faculty 67% of positions were filled by a monitored group applicant.
- For Full time Faculty 33% of positions were filled by monitored group applicant excluding Female.

The 5-year history of applicant tracking reflect an overall high percentage of monitored group applicants and hiring. The percentage changes have been up and down by small percentages.

Plan Component 11: Analysis of Degree of Underrepresentation and Significant Underrepresentation

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

Plan Component 12: Methods to Address Underrepresentation

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

The District will continue to implement its hiring procedures and policies in compliance with EEO regulations.

Plan Component 13: Additional Steps to Remedy Significant Underrepresentation

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

Component 14: Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, the District will implement a diversity program. Having a district that has accepted principles of

diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is well-planned, well-funded, and supported by the leadership throughout the District can be of great value. The District will sponsor cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural proficiency and it will develop an performance evaluation tools that integrate diversity into the evaluation of employees. The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. In implementing a diversity program, the District shall do the following:

- 1) Commit to maintaining an Office of Diversity, Equity and Compliance and a diversity and equity program that is part of the District structure and supported by the District and college leadership.
- 2) Conduct diversity climate studies to identify barriers and guide the development of the diversity program.
- 3) Maintain an Equity Monitors program to infuse the screening and interview committee process with the knowledge and techniques for identifying and addressing implicit barriers to diversity.
- 4) Establish and maintain college-based diversity committees to recommend and advise presidents and the Director of Diversity, Equity and Compliance on matters related to diversity.
- 5) Include guest speakers in leadership positions who recognize and reflect commitment to diversity and who may inspire students and employees alike.
- 6) Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications. Include in job announcements language indicating that candidates are required to demonstrate that they can infuse diversity into their major job duties.
- 7) Conduct diversity dialogues, forums, and cross-cultural workshops that engage employees and students.
- 8) Work with the college Curriculum Committee to assist in the development of a "Diversity Instructional Tool Kit" as a resource for faculty interested in infusing diversity and multiculturalism into their instruction or services to students.
- 9) Review and revise college/district publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.

- 10) Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.
- 11) Offer EEO/diversity workshops at all instructional improvement days (flex week or staff development day).
- 12) Implement and maintain an evaluation process that evaluates administrators yearly on their ability and efforts to meet the District's equal employment opportunity and diversity efforts.
- 13) Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District's website. The website will also list contact persons for further information on all of these topics.
- 14) Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees.
- 15) Maintain college-based diversity committees that are visible, valued and adequately funded.
- 16) Develop leadership opportunities with current staff focusing on diversity.
- 17) Establish a District Council on Diversity and Equity to involve community-based organizations in the recruitment and other equal employment opportunity efforts of the District. Recommended membership will be from various constituencies at all levels of the district and, include representatives from local business and industry as well as from diverse groups such as MALDEF, NAACP, Chambers of Commerce, and local community groups.
- 18) Ensure that top administrative staff support diversity objectives and that the diversity and/or equal employment opportunity officer position is maintained as a cabinet or other high-level administrative position.
- 19) Seek direct contact with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.

Plan Component 15: Persons with Disabilities: Accommodations and Goals for Hiring

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

The District is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws and statutes, including the ADA Amendment Act of 2008 and California Fair Employment and Housing Act (Government Code § 12940)

Component 16: Graduate Assumption Program of Loans for Education

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the college campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report
Moreno Valley College Workforce Demographic Profile Summary Fall 2012: **PERCENTAGES**

EEO Plan
Table 1

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	100%	0%	
Secretarial/Clerical	2%	0%	2%	8%	13%	42%	47%	17%	0%	0%	28%	25%	9%	8%			
sub	2%	0%	2%	8%	13%	42%	47%	17%	0%	0%	28%	25%	9%	8%	80%	20%	
Technical & Paraprofessional	0%	0%	0%	0%	0%	20%	0%	40%	0%	0%	0%	40%	0%	0%			
sub	0%	0%	0%	0%	0%	20%	0%	40%	0%	0%	0%	40%	0%	0%	55%	45%	
Skilled Craft	0%	0%	0%	50%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%			
sub	0%	0%	0%	50%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%	0%	100%	
Service and Maintenance	0%	0%	0%	0%	40%	21%	20%	29%	0%	7%	0%	36%	40%	7%			
sub	0%	0%	0%	0%	40%	21%	20%	29%	0%	7%	0%	36%	40%	7%	26%	74%	
Classified	2%	0%	2%	6%	15%	27%	44%	27%	0%	3%	27%	30%	10%	6%			
Subtotal	1%	0%	3%	6%	20%	27%	38%	27%	1%	3%	28%	30%	9%	6%	64%	36%	18%
Academic Managers	0%	0%	14%	0%	10%	33%	14%	33%	0%	0%	43%	33%	14%	0%			
sub	0%	0%	14%	0%	10%	33%	14%	33%	0%	0%	43%	33%	14%	0%	70%	30%	
Classified Managers	0%	0%	0%	0%	0%	33%	20%	50%	0%	0%	60%	17%	20%	0%			
sub	0%	0%	0%	0%	0%	33%	20%	50%	0%	0%	60%	17%	20%	0%	45%	55%	
Executive/Administrative	0%	0%	8%	0%	8%	33%	17%	44%	0%	0%	50%	22%	17%	0%			
Subtotal	0%	0%	5%	0%	8%	33%	17%	44%	0%	0%	38%	22%	10%	0%	57%	43%	4%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Faculty--Career Education	11%	0%	0%	10%	33%	10%	0%	30%	0%	0%	44%	50%	11%	0%			
sub	5%	0%	5%	10%	21%	10%	16%	30%	0%	0%	47%	50%	5%	0%	47%	53%	
Faculty--English	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	25%	100%	25%	0%			
sub	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	63%	100%	13%	0%	50%	50%	
Faculty--Health & PE	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100%	0%	
Faculty--Humanities	0%	0%	13%	0%	0%	0%	25%	0%	0%	0%	63%	100%	0%	0%			
sub	0%	0%	8%	0%	0%	0%	17%	0%	0%	0%	75%	100%	0%	0%	67%	33%	
Faculty--Instructional & Support Services	0%	0%	0%	0%	33%	0%	33%	67%	0%	0%	33%	0%	0%	33%			
sub	0%	0%	0%	0%	22%	0%	44%	67%	0%	0%	22%	0%	0%	33%	67%	33%	
Faculty--Mathematics	0%	0%	25%	50%	0%	0%	0%	0%	0%	0%	75%	50%	0%	0%			
sub	0%	0%	38%	50%	0%	0%	0%	0%	0%	0%	63%	50%	0%	0%	50%	50%	
Faculty--Natural Sciences	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%	63%	38%	
Faculty--Social Sciences	0%	0%	0%	25%	0%	0%	0%	25%	0%	0%	50%	50%	50%	0%			
sub	0%	0%	17%	25%	0%	0%	17%	25%	0%	0%	50%	50%	17%	0%	33%	67%	
Full Time Faculty	3%	0%	5%	13%	13%	3%	15%	19%	0%	0%	58%	63%	8%	3%			
sub	1%	0%	8%	13%	8%	3%	17%	19%	0%	0%	60%	63%	6%	3%	56%	44%	14%
Part Time Faculty	1%	1%	7%	5%	7%	5%	15%	15%	0%	0%	64%	71%	6%	3%			
sub	1%	1%	6%	5%	6%	5%	15%	15%	0%	0%	68%	71%	4%	3%	40%	60%	63%
Faculty	1%	1%	7%	6%	8%	5%	15%	16%	0%	0%	62%	70%	7%	3%			
Subtotal	1%	1%	6%	6%	6%	5%	15%	16%	0%	0%	66%	70%	5%	3%	43%	57%	77%
TOTAL EMPLOYEES	1%	1%	5%	6%	10%	8%	22%	18%	0%	0%	53%	63%	8%	3%			
Total	1%	1%	6%	6%	9%	8%	20%	18%	0%	0%	58%	63%	6%	3%	48%	52%	100%
Persons with Reported Disabilities	0%	0%	0%	0%	0%	0%	0%	50%	0%	10%	100%	40%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	45%	50%	9%	10%	45%	40%	0%	0%	9%	91%	100%

Diversity & Human Resources
 Diversity, Equity & Compliance EEO Report
 Norco College Workforce Demographic Profile Summary Fall 2012: **PERCENTAGES**

EEO Plan
 Table 1

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	50%	0%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	33%	0%	0%	0%	67%	0%	0%	0%	67%	33%	
Secretarial/Clerical	3%	0%	0%	0%	13%	22%	50%	56%	0%	0%	25%	22%	10%	0%			
sub	2%	0%	0%	0%	14%	22%	51%	56%	0%	0%	24%	22%	8%	0%	82%	18%	
Technical & Paraprofessional	0%	0%	0%	43%	10%	0%	40%	0%	0%	0%	40%	43%	10%	14%			
sub	0%	0%	18%	43%	6%	0%	24%	0%	0%	0%	41%	43%	12%	14%	59%	41%	
Skilled Craft	0%	0%	0%	0%	0%	0%	0%	67%	0%	0%	0%	33%	0%	0%	0%	100%	
sub	0%	0%	0%	0%	0%	0%	67%	67%	0%	0%	0%	33%	0%	0%	0%	100%	
Service and Maintenance	0%	0%	17%	3%	17%	63%	50%	14%	17%	3%	0%	11%	0%	6%			
sub	0%	0%	5%	3%	56%	63%	20%	14%	5%	3%	10%	11%	5%	6%	15%	85%	
Classified	2%	0%	2%	7%	12%	44%	48%	22%	2%	2%	26%	20%	9%	5%			
Subtotal	1%	0%	4%	7%	27%	44%	35%	22%	2%	2%	23%	20%	7%	5%	51%	49%	29%
Academic Managers	0%	0%	22%	0%	7%	0%	22%	20%	0%	0%	33%	80%	11%	0%			
sub	0%	0%	14%	0%	7%	0%	21%	20%	0%	0%	50%	80%	7%	0%	64%	36%	
Classified Managers	0%	0%	0%	0%	0%	33%	100%	17%	0%	0%	0%	50%	0%	0%			
sub	0%	0%	0%	0%	20%	33%	50%	17%	0%	0%	30%	50%	0%	0%	40%	60%	
Executive/Administrative	0%	0%	15%	0%	8%	18%	46%	18%	0%	0%	23%	64%	8%	0%			
Subtotal	0%	0%	8%	0%	13%	18%	33%	18%	0%	0%	42%	64%	4%	0%	54%	46%	6%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Faculty--Career Education	0%	0%	0%	0%	0%	13%	0%	13%	0%	0%	100%	63%	0%	13%			
sub	0%	0%	0%	0%	8%	13%	8%	13%	0%	0%	77%	63%	8%	13%	38%	62%	
Faculty--English	0%	0%	0%	0%	0%	0%	11%	20%	0%	0%	89%	60%	0%	20%			
sub	0%	0%	0%	0%	0%	0%	14%	20%	0%	0%	79%	60%	7%	20%	64%	36%	
Faculty--Health & PE	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%	50%	50%	
Faculty--Humanities	0%	0%	0%	0%	20%	0%	0%	0%	0%	0%	80%	100%	0%	0%			
sub	0%	0%	0%	0%	17%	0%	0%	0%	0%	0%	83%	100%	0%	0%	83%	17%	
Faculty--Instructional & Support Services	0%	0%	25%	0%	50%	0%	25%	50%	0%	0%	0%	50%	0%	0%			
sub	0%	0%	13%	0%	25%	0%	38%	50%	0%	0%	25%	50%	0%	0%	50%	50%	
Faculty--Mathematics	0%	0%	33%	33%	0%	0%	0%	17%	0%	0%	67%	50%	0%	0%			
sub	0%	0%	33%	33%	0%	0%	11%	17%	0%	0%	56%	50%	0%	0%	33%	67%	
Faculty--Natural Sciences	0%	0%	0%	33%	0%	0%	40%	0%	0%	0%	60%	67%	0%	0%			
sub	0%	0%	13%	33%	0%	0%	25%	0%	0%	0%	63%	67%	0%	0%	63%	38%	
Faculty--Social Sciences	0%	0%	0%	0%	0%	0%	0%	33%	0%	0%	100%	67%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	17%	33%	0%	0%	83%	67%	0%	0%	50%	50%	
Full Time Faculty	0%	0%	6%	10%	9%	3%	11%	19%	0%	0%	74%	61%	0%	6%			
sub	0%	0%	8%	10%	6%	3%	15%	19%	0%	0%	68%	61%	3%	6%	53%	47%	17%
Part Time Faculty	1%	0%	11%	11%	6%	7%	17%	11%	0%	0%	62%	67%	2%	4%			
sub	1%	0%	11%	11%	7%	7%	14%	11%	0%	0%	65%	67%	3%	4%	48%	52%	49%
Faculty	1%	0%	9%	11%	7%	6%	16%	13%	0%	0%	66%	65%	2%	5%			
Subtotal	0%	0%	10%	11%	7%	6%	14%	13%	0%	0%	66%	65%	3%	5%	50%	50%	65%
TOTAL EMPLOYEES	1%	0%	8%	9%	9%	17%	27%	16%	1%	1%	51%	53%	4%	5%			
Total	1%	0%	8%	9%	13%	17%	22%	16%	1%	1%	52%	53%	4%	5%	50%	50%	100%
Persons with Reported Disabilities	0%	0%	0%	0%	0%	50%	40%	0%	0%	0%	60%	50%	0%	0%			
sub	0%	0%	0%	0%	14%	50%	29%	0%	0%	0%	57%	50%	0%	0%	71%	29%	100%

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report
Riverside City College Workforce Demographic Profile Summary Fall 2012: PERCENTAGES

EEO Plan
Table 1

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	11%	25%	20%	0%	22%	0%	0%	0%	56%	75%	0%	5%			
sub	0%	0%	15%		8%		15%		0%		62%		0%		69%	31%	
Secretarial/Clerical	0%	0%	0%	5%	20%	0%	27%	32%	0%	0%	42%	47%	12%	5%			
sub	0%	0%	1%		18%		28%		0%		43%		10%		82%	18%	
Technical & Paraprofessional	0%	0%	4%	10%	17%	0%	17%	24%	0%	0%	63%	66%	0%	0%			
sub	0%	0%	8%		8%		21%		0%		64%		0%		45%	55%	
Skilled Craft	0%	0%	0%	7%	0%	0%	0%	29%	0%	0%	100%	57%	0%	7%			
sub	0%	0%	6%		0%		22%		0%		67%		6%		22%	78%	
Service and Maintenance	0%	0%	0%	2%	12%	14%	53%	55%	0%	2%	35%	26%	0%	0%			
sub	0%	0%	2%		14%		54%		2%		29%		0%		29%	71%	
Classified	0%	0%	1%	6%	17%	7%	27%	37%	0%	1%	47%	46%	7%	2%			
Subtotal	0%	0%	4%		13%		31%		0%		47%		5%		56%	44%	27%
Academic Managers	0%	0%	18%	0%	0%	33%	18%	33%	0%	0%	55%	33%	9%	0%			
sub	0%	0%	10%		15%		25%		0%		45%		5%		55%	45%	
Classified Managers	0%	0%	0%	9%	6%	9%	29%	36%	0%	0%	57%	45%	0%	0%			
sub	0%	0%	6%		11%		33%		0%		50%		0%		39%	61%	
Executive/Administrative	0%	0%	11%	5%	6%	20%	22%	35%	0%	0%	56%	40%	6%	0%			
Subtotal	0%	0%	8%		13%		29%		0%		47%		3%		47%	53%	4%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
sub	0%	0%	0%		0%		0%		0%		0%		0%		0%	0%	
Faculty--Career Education	0%	0%	7%	4%	3%	8%	7%	12%	0%	0%	79%	72%	3%	4%			
sub	0%	0%	6%		6%		9%		0%		76%		4%		54%	46%	
Faculty--English	0%	11%	10%	0%	0%	0%	5%	33%	0%	0%	85%	0%	0%	56%			
sub	3%		7%		0%		14%		0%		59%		17%		69%	31%	
Faculty--Health & PE	0%	0%	0%	0%	0%	14%	0%	14%	0%	0%	100%	71%	0%	0%			
sub	0%	0%	0%		9%		9%		0%		82%		0%		36%	64%	
Faculty--Humanities	0%	0%	14%	21%	0%	5%	14%	5%	0%	0%	73%	68%	0%	0%			
sub	0%	0%	17%		2%		10%		0%		71%		0%		54%	46%	
Faculty--Instructional & Support Services	8%	0%	0%	0%	0%	0%	46%	15%	0%	0%	38%	77%	8%	8%			
sub	4%		0%		0%		31%		0%		58%		8%		50%	50%	
Faculty--Mathematics	0%	0%	0%	20%	0%	10%	14%	40%	0%	0%	71%	30%	14%	0%			
sub	0%	0%	12%		6%		29%		0%		47%		6%		41%	59%	
Faculty--Natural Sciences	0%	0%	0%	0%	0%	7%	0%	14%	0%	0%	88%	79%	13%	0%			
sub	0%	0%	0%		5%		9%		0%		82%		5%		36%	64%	
Faculty--Social Sciences	0%	8%	0%	0%	25%	8%	0%	17%	0%	0%	50%	67%	25%	0%			
sub	6%		0%		13%		13%		0%		63%		6%		25%	75%	
Full Time Faculty	1%	2%	7%	6%	2%	6%	12%	17%	0%	0%	74%	62%	5%	6%			
sub	1%		6%		4%		14%		0%		68%		6%		50%	50%	24%
Part Time Faculty	1%	1%	12%	7%	9%	4%	12%	15%	0%	0%	64%	72%	3%	2%			
sub	1%		10%		7%		13%		0%		67%		2%		58%	42%	45%
Faculty	1%	1%	10%	7%	7%	5%	12%	15%	0%	0%	67%	68%	3%	4%			
Subtotal	1%	1%	9%		6%		14%		0%		67%		3%		55%	45%	69%
TOTAL EMPLOYEES	1%	1%	8%	7%	10%	6%	17%	22%	0%	0%	61%	61%	4%	3%			
Total	1%	1%	7%		8%		19%		0%		61%		4%		55%	45%	100%
Persons with Reported Disabilities	0%	0%	20%	0%	10%	0%	30%	7%	0%	0%	40%	93%	0%	0%			
sub	0%	0%	8%		4%		17%		0%		71%		0%		42%	58%	100%

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report

EEO Plan
Table 1

District Offices Workforce Demographic Profile Summary Fall 2012: **PERCENTAGES**

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	14%	67%	0%	0%	86%	33%	0%	0%			
sub	0%		0%		0%		30%		0%		70%		0%		70%	30%	
Secretarial/Clerical	0%	0%	4%	0%	2%	0%	25%	25%	2%	0%	54%	75%	13%	0%			
sub	0%		4%		2%		25%		2%		56%		12%		92%	8%	
Technical & Paraprofessional	0%	3%	4%	0%	9%	6%	9%	21%	0%	0%	64%	59%	0%	3%			
sub	2%		11%		7%		18%		0%		60%		2%		24%	76%	
Skilled Craft	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%			
sub	0%		0%		0%		0%		0%		100%		0%		100%	0%	
Service and Maintenance	0%	0%	0%	0%	0%	0%	100%	75%	0%	0%	0%	25%	0%	0%			
sub	0%		0%		0%		80%		0%		20%		0%		20%	80%	
Classified/Confidential	0%	2%	4%	7%	3%	4%	22%	29%	1%	0%	59%	56%	9%	2%			
Total	1%		6%		4%		25%		1%		58%		6%		60%	40%	73%
Academic Managers	0%	0%	0%	0%	0%	0%	0%	13%	0%	0%	50%	75%	50%	0%			
sub	0%		10%		0%		10%		0%		70%		10%		20%	80%	
Classified Managers	8%	0%	0%	0%	8%	0%	23%	5%	0%	0%	62%	68%	0%	16%			
sub	3%		6%		3%		13%		0%		66%		9%		41%	59%	
Executive/Administrative	7%	0%	0%	7%	7%	0%	20%	7%	0%	0%	60%	70%	7%	11%			
Total	2%		7%		2%		12%		0%		67%		10%		36%	64%	27%
TOTAL EMPLOYEES	1%	1%	5%	8%	4%	3%	22%	21%	1%	0%	59%	61%	8%	6%			
Total	1%		6%		3%		21%		1%		60%		7%		54%	46%	100%
Persons with Reported Disabilities	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	1%	1%	0%	0%			
Total	0%		33%		0%		0%		0%		67%		0%		33%	67%	100%

INCLUDED IN DATA: Permanent FT and PT Classified/Confidential
All RCCD Faculty Titles, including OYT, ECE, Student Activities
Coordinator, & Non-Instructional Faculty.

DATA SOURCE: Datatel XDCC Reports run December 11, 2012

FEMALE		LEGEND		MALE	
FAN	American Indian/Alaskan Native	MAN		MAN	
FA	Asian(includes Filipino)	MA		MA	
FB	Black/African American	MB		MB	
FH	Hispanic/Latino	MH		MH	
FPI	Native Hawaiian/Pacific Islander	MPI		MPI	
FW	White (Non-Hispanic)	MW		MW	
F2+	Two or More Races	M2+		M2+	

District Comparison to Statewide Community College District Fall 2012

Table 2

RCCD	American Indian/ Alaska		Asian		Black / African American		Hispanic/ Latino		White		2+		Female		Male	
	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC
Classified	0%	0.8%	4%	12%	15%	8.9%	32%	25%	41%	44%	6%	0.8%	57%	49%	43%	40.7%
Executive/Administrative	1%	0.9%	7%	8.8%	10%	6%	24%	13.5%	51%	63.6%	6%	0.9%	44%	53.4%	56%	46.5%
FT Faculty	1%	0.9%	7%	8.8%	6%	6%	15%	15%	67%	63.6%	4%	0.9%	51%	54.2%	49%	45.7%
PT Faculty	1%	1%	9%	9%	9%	5%	14%	12%	67%	65%	3%	1%	49%	52%	51%	48%
TOTAL	1%	0.8%	7%	9.5%	9%	6.4%	20%	15.5%	58%	60.1%	5%	0.4%	52%	55.0%	48%	45.0%
Moreno Valley College	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC
Classified	1%	0.8%	3%	12%	20%	8.9%	38%	25%	28%	44%	9%	0.8%	64%	49%	36%	40.7%
Executive/Administrative	0%	0.9%	5%	8.8%	19%	6%	29%	13.5%	38%	63.6%	10%	0.9%	57%	53.4%	43%	46.5%
FT Faculty	1%	0.9%	8%	8.8%	8%	6%	17%	15%	60%	63.6%	6%	0.9%	56%	54.2%	44%	45.7%
PT Faculty	1%	0.6%	6%	8.8%	6%	5.2%	15%	11.7%	68%	64.6%	4%	0.6%	40%	52%	60%	47.9%
TOTAL	1%	0.8%	6%	9.5%	9%	9.5%	20%	15.5%	58%	60.1%	6%	0.4%	48%	55%	52%	45.0%
Norco College	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC
Classified	1%	0.8%	6%	12%	27%	8.9%	35%	25%	23%	44%	7%	0.8%	51%	49%	49%	40.7%
Executive/Administrative	0%	0.9%	8%	8.8%	13%	6%	33%	13.5%	42%	63.6%	4%	0.9%	54%	53.4%	46%	46.5%
FT Faculty	0%	0.9%	8%	8.8%	6%	6%	15%	15%	68%	63.6%	3%	0.9%	53%	54.2%	47%	45.7%
PT Faculty	1%	0.6%	11%	8.8%	7%	5.2%	14%	11.7%	65%	64.6%	3%	0.6%	48%	52%	52%	47.9%
TOTAL	1%	0.8%	9%	9.5%	13%	6.4%	22%	15.5%	52%	60.1%	4%	0.4%	50%	55%	50%	45.0%
Riverside City College	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC
Classified	0%	0.8%	4%	12%	13%	8.9%	31%	25%	47%	44%	5%	0.8%	56%	49%	44%	40.7%
Executive/Administrative	0%	0.9%	8%	8.8%	13%	6%	29%	13.5%	47%	63.6%	3%	0.9%	47%	53.4%	53%	46.5%
FT Faculty	1%	0.9%	6%	8.8%	4%	6%	14%	15%	68%	63.6%	6%	0.9%	50%	54.2%	50%	45.7%
PT Faculty	1%	0.6%	10%	8.8%	7%	5.2%	13%	11.7%	67%	64.6%	2%	0.6%	58%	52%	42%	47.9%
TOTAL	1%	0.8%	7%	9.5%	8%	6.4%	19%	15.5%	61%	60.1%	4%	0.4%	55%	55%	45%	45.0%
District Offices	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC
Classified	1%	0.8%	7%	12%	4%	8.9%	25%	25%	58%	44%	6%	0.8%	60%	49%	40%	40.7%
Executive/Administrative	2%	0.9%	7%	8.8%	2%	6%	12%	13.5%	67%	63.6%	10%	0.9%	36%	53.4%	64%	46.5%
TOTAL	1%	0.8%	7%	9.5%	3%	6.4%	21%	15.5%	60%	60.1%	7%	0.4%	54%	55%	46%	45.0%

District Comparison to Statewide Community College Districts

Table 3

**Riverside Community College District
Service Area Profiles 2010 Census**

Ethnicity	Corona	Eastvale	Moreno Valley	Norco	Perris	City of Riverside	Service Area Avg	Workforce RCCD
American Indian/Alaska Native	0.8%	0.5%	0.9%	0.9%	0.9%	1.1%	.8%	1%
Asian	10.3%	24.6%	6.7%	3.3%	4%	7.8%	11.3%	7%
Black/African American	5.9%	9.7%	18%	7%	12.1%	7%	11.9%	9%
Hispanic/Latino	43.6%	40%	54.4%	31.1%	71.8%	49%	58%	20%
White/Caucasian	38.1%	23.7%	18.9%	56.4%	11%	34%	36.4%	58%
Two or More	5.1%	5.2%	5.7%	3.2%	5.1%	5.1%	5.9%	5%

**Riverside Community College District
Service Area Demographic Characteristics 2010 Census**

Ethnicity	Riverside County	Workforce RCCD
American Indian/Alaska Native	1.9%	1%
Asian	6.9%	7%
Black/African American	7%	9%
Hispanic	46.1%	20%
White/Caucasian	39.1%	58%
Two or More	3.3%	5%

5-Year Comparison of Workforce Demographics

Table 4

	Classified	Aminstration	FT Faculty	PT Faculty	Total
2008					
American Indian/Alaskan	17%	9.00%	11%	63%	1%
Asian	13%	4.00%	20%	63.00%	6%
Black/African American	29%	9.00%	12%	50.00%	8%
Hispanic/Latino	39%	6%	14%	41%	18%
Native Hawaiian/Pacific Isl.	43%	0%	0%	57%	<1%
Two or More	N/A	N/A	N/A	N/A	N/A
White	17%	5%	16%	62%	66%
2009					
American Indian/Alaskan	24%	8%	2%	48%	1%
Asian	19%	4%	22%	55%	7%
Black/African American	33%	8%	15%	44%	8%
Hispanic/Latino	41%	7%	14%	38%	19%
Native Hawaiian/Pacific Isl.	N/A	N/A	N/A	N/A	N/A
Two or More	N/A	N/A	N/A	N/A	N/A
White	18%	5%	19%	58%	65%
2010					
American Indian/Alaskan	26%	9%	22%	43%	1%
Asian	17%	6%	19%	58%	7%
Black/African American	37%	8%	12%	43%	8%
Hispanic/Latino	45%	7%	15%	33%	19%
Native Hawaiian/Pacific Isl.	N/A	N/A	N/A	N/A	N/A
Two or More	37%	6%	19%	38%	4%
White	20%	5%	20%	55%	61%
2011					
American Indian/Alaskan	56%	0%	44%	0%	<1%
Asian	17%	5%	18%	60%	8%
Black/African American	44%	6%	12%	38%	8%
Hispanic/Latino	50%	8%	13%	29%	20%
Native Hawaiian/Pacific Isl.	80%	20%	0%	0%	<1%
Two or More	37%	7%	17%	39%	5%
White	21%	6%	21%	52%	59%
2012					
American Indian/Alaskan	19%	6%	25%	50%	1%
Asian	18%	6%	19%	57%	7%
Black/African American	49%	8%	11%	32%	9%
Hispanic/Latino	47%	8%	14%	31%	20%
Native Hawaiian/Pacific Isl.	100%	0%	0%	0%	<1%
Two or More	40%	9%	16%	35%	5%
White	21%	6%	21%	52%	58%

Diversity & Human Resources
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Applications Received / Applications Forwarded for Committee Review 2011-2012

Table 5

Classification	Total	F	M	American Indian/Alaskan Native		Asian/ Includes Filipino		Black/ African American		Hispanic/ Latino		Native Hawaiian/Pacific Islander		White		Two or More		Unknown Race M/F		Not Declared N/A
				F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
Academic Management	239	95	142	1	2	8	11	31	42	18	23	0	0	24	55	10	3	3	6	2
FORWARDED	210	79	129	1	2	5	11	25	39	16	20	0	0	23	49	8	3	1	5	2
Classified Management	118	47	69	0	0	3	4	15	15	6	13	0	0	21	32	1	4	1	1	2
FORWARDED	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2
Professional/Nonfaculty	185	119	57	0	1	22	7	6	7	33	10	1	0	53	31	2	0	2	1	9
FORWARDED	121	74	40	0	0	16	5	2	5	15	5	1	0	37	25	1	0	2	0	7
Secretarial/Clerical	504	381	111	1	0	22	1	62	18	153	52	0	0	113	30	17	8	13	2	12
FORWARDED	387	297	79	1	0	17	0	51	13	118	38	0	0	90	20	11	6	9	2	11
Technical & Paraprofessional	176	88	85	1	1	7	11	11	4	30	28	0	0	25	35	9	5	5	1	3
FORWARDED	154	79	72	1	0	5	9	11	3	28	22	0	0	21	32	8	5	5	1	3
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service & Maintenance	48	29	19	0	0	0	2	11	0	7	9	0	0	9	5	0	2	2	1	0
FORWARDED	38	24	14	0	0	0	2	10	0	5	6	0	0	7	3	0	2	2	1	0
Faculty-Adult Education	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Career Education	54	24	29	1	0	2	4	4	0	3	6	0	0	10	16	2	3	2	0	1
FORWARDED	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1
Faculty-English	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Health & P.E.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Humanities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Instructional & Support Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Mathematics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Natural Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Social Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Source: People Admin 11/30/12.

Not Included: PT Faculty Applications.

Legend: Red numbers designates a change between received and forwarded applications. An empty FORWARDED row indicates no change between the number of received and forwarded applications.

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Table 6

Category	Total Applications				Number of hired Individuals				Monitored Group (MG) Applications								Filled by Monitored Group (MG)							
	08/09	09/10	10/11	11/12	08/09	09/10	10/11	11/12	Number & Percent of total								Number & Percent of Total							
									08/09		09/10		10/11		11/12		08/09		09/10		10/11		11/12	
All MG	w/o WF,UF	All MG	w/o WF,UF	AllMG	w/o WF,UF	AllMG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF			
PT Classified	1,429	604	3,014	404	10	19	50	17	1,294	798	560	378	2,782	1,892	386	284	6	7	19	16	44	38	11	8
									91%	56%	93%	63%	92%	63%	96%	70%	75%	70%	100%	84%	90%	76%	65%	47%
FT Classified	4,793	678	1,817	298	41	14	29	7	4,186	2,316	578	468	1,579	1,103	263	192	42	29	11	8	27	21	6	5
									87%	48%	85%	69%	87%	61%	88%	64%	95%	70%	79%	57%	93%	72%	86%	71%
Classified Managers	532	21	666	103	13	3	13	5	272	182	17	12	529	398	70	50	9	5	3	3	12	9	3	0
									51%	34%	81%	57%	79%	60%	68%	49%	69%	38%	100%	100%	83%	69%	60%	0%
Academic Managers	349	332	416	210	7	4	13	7	262	176	196	151	327	243	154	130	6	4	2	2	11	7	7	7
									75%	50%	59%	45%	79%	58%	73%	62%	86%	57%	50%	50%	92%	54%	100%	100%
FT Faculty	966	23	1,041	49	34	1	20	6	684	594	10	5	830	568	33	24	26	12	1	0	16	10	4	2
									71%	61%	43%	22%	80%	55%	67%	49%	76%	35%	100%	0%	84%	50%	67%	33%
TOTALS	8,069	1,658	6,954	1,064	105	41	125	42	6,698	4,066	1,361	1,014	6,047	4,204	906	680	89	57	36	29	110	85	31	22
									83%	50%	82%	61%	87%	60%	85%	64%	85%	54%	88%	71%	88%	68%	74%	52%

INCLUDES: Recruitment information for all positions opened from 7/1 – 6/30 of the FY reported. ***Does not include the applications for the Chancellor or Presidents recruitments.**

SOURCE: DHR Certificated and Classified Recruitment Logs; People Admin as of 11/30/12.

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Table 7

Recruitments and Applications 2011-2012 *Monitored Group Numbers* **Include** Female White and Female Unknown

# Postings	# Filled Positions	# Apps	Female	Male	American Indian/Alaskan Native		Asian/Includes Filipino		Black/African American		Hispanic/ Latino		Native Hawaiian/ Pacific Islander		White		Two or More		Unknown		Unknown Race/Sex	Hires/Notes
					F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
PT Classified: 96% (386) All Monitored Group Apps, 65% filled / 70% (284) W/O WF and UF Monitored Group Apps, 47% filled																						2 Female Asian, 3 Female Black, 2 Female Hispanic, 3 Female White, 1 Male Two or More, 6 Male White
19	17	404	269	120	2	0	24	15	37	9	89	35	0	0	91	50	15	7	11	4	15	
	TOTAL		67%	30%	2		39		46		124		0		141		22		15			1 position (L3583) was in interview process at time of report. Person hired not included.
FT Classified: 88% (263) All Monitored Group Apps, 100% filled / 64% (192) W/O WF and UF Monitored Group Apps, 86% filled																						2 Female Hispanic, 1 Female White, 3 Male Hispanic, 1 Male White
12	7	298	207	86	0	0	14	1	37	12	77	38	1	0	62	29	7	5	9	1	5	
	TOTAL		69%	29%	0		15		49		115		1		91		12		10			
Academic Mgmt: 73% (154) All Monitored Group Apps, 100% filled / 62% (130) W/O WF and UF Monitored Group Apps, 100% filled																						1 Female Black, 1 Female Hispanic, 3 Male Black, 2 Male Hispanic
7	7	210	79	129	1	2	5	11	25	39	16	20	0	0	23	49	8	3	1	5	2	
	TOTAL		38%	61%	3		16		64		36		0		72		11		6			
Classified Mgmt: 68% (70) All Monitored Group Apps, 60% filled / 49% (50) W/O WF and UF Monitored Group Apps, 0% filled																						3 Female White, 2 Male White
5	5	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2	
	TOTAL		40%	58%	0		7		22		17		0		49		4		2			
FT Faculty: 67% (33) All Monitored Group Apps, 67% filled / 49% (24) W/O WF and UF Monitored Group Apps, 33% filled																						1 Female Black, 2 Female White, 1 Male Asian, 2 Male White
6	6	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1	
	TOTAL		41%	57%	1		6		4		8		0		22		5		2			
TOTALS: 85% (906) All Monitored Group Apps, 76% filled / 64% (680) W/O WF and UF Monitored Group Apps, 55% filled																						2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White
49	42	1064	616	423	4	2	48	35	115	70	189	111	1	0	202	173	33	21	24	11	25	
	TOTAL		58%	40%	6		83		185		300		1		375		54		35			

SOURCE: Recruitment logs on DHR shared drive, reports from People Admin--November 30, 2012 download

NOTE: The above figures include all recruitments opened 7-1-11 through 6-30-12.

MONITORED GROUP NUMBERS: Include FW and F Unknown

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Table 8

Recruitments and Applications 2011-2012 *Monitored Group Numbers Do Not Include Female White or Female Unknown*

# Postings	# Filled Positions	# Apps	Female	Male	American Indian/Alaskan Native		Asian/Includes Filipino		Black/African American		Hispanic/ Latino		Native Hawaiian/ Pacific Islander		White		Two or More		Unknown		Unknown Race/Sex	Hires/Notes
					F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
PT Classified: 70% (284) W/O WF and UF Monitored Group Apps, 47% filled																						2 Female Asian, 3 Female Black, 2 Female Hispanic, 3 Female White, 1 Male Two or More, 6 Male White 1 position (L3583) was in interview process at time of report. Person hired not included.
19	17	404	269	120	2	0	24	15	37	9	89	35	0	0	91	50	15	7	11	4	15	
	TOTAL		67%	30%	2		39		46		124		0		141		22		15			
FT Classified: 64% (192) W/O WF and UF Monitored Group Apps, 86% filled																						2 Female Hispanic, 1 Female White, 3 Male Hispanic, 1 Male White
12	7	298	207	86	0	0	14	1	37	12	77	38	1	0	62	29	7	5	9	1	5	
	TOTAL		69%	29%	0		15		49		115		1		91		12		10			
Academic Mgmt: 62% (130) W/O WF and UF Monitored Group Apps, 100% filled																						1 Female Black, 1 Female Hispanic, 3 Male Black, 2 Male Hispanic
7	7	210	85	123	1	2	11	5	25	39	16	20	0	0	23	49	8	3	1	5	2	
	TOTAL		40%	59%	3		16		64		36		0		72		11		6			
Classified Mgmt: 49% (50) W/O WF and UF Monitored Group Apps, 0% filled																						3 Female White, 2 Male White
5	5	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2	
	TOTAL		40%	58%	0		7		22		17		0		49		4		2			
FT Faculty: 49% (24) W/O WF and UF Monitored Group Apps, 33% filled																						1 Female Black, 2 Female White, 1 Male Asian, 2 Male White
6	6	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1	
	TOTAL		41%	57%	1		6		4		8		0		22		5		2			
TOTALS: 64% (680) W/O WF and UF Monitored Group Apps, 55% filled																						2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White
49	42	1064	622	417	4	2	54	29	115	70	189	111	1	0	202	173	33	21	24	11	25	
	TOTAL		58%	39%	6		83		185		300		1		375		54		35			

SOURCE: Recruitment logs on DHR shared drive, reports from People Admin--November 30, 2012 download
Monitored Group Numbers: Do not include MW, FW, M/F Unknown, or Unknown Race/Sex

NOTE: The above figures include all recruitments opened 7-1-11 through 6-30-12.



Agenda Item (VIII-B-1)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.

Background Narrative:

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

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

Attachments:

[Proposed Curricular Changes May_backup 051013](#)

Course	Title	Location
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1. New Courses:

The following courses are proposed to address repeatability issues by defining the levels:

ART-50A	Beginning Storyboarding	NR
ART-50B	Intermediate Storyboarding	NR
ART-51A	Beginning Animation Production	MNR
ART-51B	Intermediate Animation Production	MNR

The following courses will replace KIN-21 in order to transform a previously repeatable course into leveled courses:

KIN-21A	Athletic Training Applications A	R
KIN-21B	Athletic Training Applications B	R
KIN-21C	Athletic Training Applications C	R
KIN-21D	Athletic Training Applications D	R

The following courses will replace MUC-1 in order to transform a previously repeatable course into leveled courses:

MUC-1A	Beginning Performance Techniques For Studio Recording	N
MUC-1B	Intermediate Performance Techniques For Studio Recording	N
MUC-1C	Advanced Performance Techniques For Studio Recording	N
MUC-1D	Master Performance Techniques For Studio Recording	N

The honors program currently doesn't have any honors Music classes, and because this class will transfer as IGETC and can be taken by a non-major, it is a perfect fit for the Honors Program:

MUS-89H	Honors Music of Multicultural America	NR
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2. Major Course Modifications:

The following modification is proposed to remove ART-22 from the prerequisites, update the course description, advisory skills, SLOs, course content, MOI, MOE, course materials and sample assignments:

ART-26	Beginning Painting	MNR
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The following modification is proposed to update the course description, advisory skills, SLOs, course content, MOI, MOE, course materials and sample assignments:

ART-27	Intermediate Painting	MNR
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The following modification is proposed to update advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments and remove repeatability:

DAN-7	Choreography I	R
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The following modification is proposed to update course description, advisory skills, SLOs, course materials and add sample assignments:

DAN-8	Choreography II	R
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The following modifications are proposed to update the SLOs, course content, MOI, MOE, course materials, add sample assignments and remove repeatability:

DAN-D13	Dance Repertoire, Modern	R
DAN-D14	Dance Repertoire, Jazz	R
DAN-D15	Dance Repertoire, Ballet	R
DAN-D16	Dance Repertoire, Tap	R
DAN-D17	Dance Repertoire, Ethnic	R

Course	Title	Location
The following modification is proposed to update the course content to be C-ID compliant:		
EAR-20	Child Growth and Development	MNR
The following modification is proposed to update the course content and SLOs to be C-ID compliant:		
EAR-42	Child, Family and Community	MNR
The following modifications are proposed to add the prerequisite of MAT-52 and add an advisory of MAT-35 as well as update advisory skills, course content and course materials:		
ECO-7	Principles of Macroeconomics	MNR
ECO-7H	Honors Principles of Macroeconomics	MNR
ECO-8	Principles of Microeconomics	MNR
The following modification is proposed to update the SLOs, course content, course materials and add sample assignments:		
GEG-5	Weather and Climate	NR
The following modifications are proposed to update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments:		
GUI-45	Introduction to College	MNR
GUI-46	Introduction to the Transfer Process	MNR
GUI-47	Career Exploration and Life Planning	MNR
The following modifications are proposed to update the SLOs, course content, MOI, MOE, course materials and add sample assignments:		
GUI-48	College Success Strategies	MNR
The following courses are being modified from Activity courses to Varsity courses as part of the Title 5 changes to repeatability:		
KIN-V26	Songleading and Cheerleading	R
KIN-V50	Baseball Fundamentals, Defensive	R
KIN-V51	Baseball Fundamentals, Offensive	R
KIN-V52	Fastpitch Fundamentals, Offensive	R
KIN-V53	Fastpitch Fundamentals, Defensive	R
KIN-V60	Football Fundamentals, Defensive	R
KIN-V61	Football Fundamentals, Offensive	R
KIN-V70	Water Polo Techniques	R
KIN-V78	Long Distance Running	R
KIN-V94	In- Season Varsity Sport Conditioning	R
KIN-V95	Out-of-Season Varsity Sport Conditioning	NR
The following course is being modified to be C-ID compliant, update to course description, SLOs, course content, MOE, sample assignments and course materials:		
KIN-30	First Aid and CPR	MNR
The following modification is proposed to remove MUS-32 as an advisory and to update the course description, course content, MOI, MOE, course materials and sample assignments to be C-ID compliant:		
MUS-3	Fundamentals of Music	MNR
The following modification is proposed to remove MUS-32 and 53 as prerequisites and to update the advisory, course content, course materials to be C-ID compliant:		

Course	Title	Location
MUS-4	Music Theory I	MNR
MUS-5	Music Theory II	MNR
MUS-6	Music Theory III	MR

The following modification is proposed to add the prerequisite of MUS-32D as well as update the course description, SLOs, course content, MOI, MOE, course materials, sample assignments and remove repeatability:

MUS-53	Keyboard Proficiency	MR
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The following modification is proposed to tie the SLOs to the new GESLOs and update the course content and course materials:

PHI-10	Introduction to Philosophy	MNR
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The following modification is proposed to update the SLOs, course content, course materials and add sample assignments:

PHS-5	Weather and Climate	NR
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The following modification is proposed to add a prerequisite of PHY-4A and remove the co-requisite of PHY-4C as well as to update the course description, SLOs, course materials and add sample assignments:

PHY-4D	Modern Physics	MR
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3. Course Deletions:

The following courses have not been offered for several years:

KIN-A15	Bowling, Beginning	MNR
KIN-A16	Bowling, Intermediate	MNR
KIN-A17	Bowling, Advanced	MR
KIN-A36	Cross Country Skiing	MR
KIN-A63	Ultimate Frisbee	NR
KIN-A85	Bicycling	MR

The following courses have been replaced with new updated courses:

NRN-1	Introduction to Nursing Concepts and Practice	R
NRN-2	Beginning Nursing Concepts of Health and Illness	R
NRN-3	Intermediate Nursing Concepts of Health and Illness	R
NRN-4	Advanced Nursing Concepts of Health and Illness	R
NRN-15	Introduction to Nursing Roles and Relationships	R
NRN-16	Dimensions of AD - Registered Nursing	R
NRN-17	Transition Course for Nursing Advanced Placement/Transfer Students	R

This course has never been offered:

PHI-16	Moral Reasoning in Business	R
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4. New State Approved Certificates/Degrees:

Associate in Arts in Anthropology for Transfer Degree (Attachment A)	M
Associate in Arts in Anthropology for Transfer Degree (Attachment B)	R
Associate in Science in Mathematics for Transfer Degree (Attachment C)	MR
Associate in Arts in Music for Transfer Degree (Attachment D)	R
Associate in Arts in Studio Art for Transfer Degree (Attachment E)	M

Course	Title	Location
	Associate in Arts in Elementary Teacher Education for Transfer (Attachment F)	R

5. Modification to State/Locally Approved Certificates/Degrees:

The following degree/certificate is being modified to address repeatability by adding new leveled courses MUC-1A, B, C to replace MUC-1, as well as the addition of MUS-4 and 5 as elective options to comply with the Title V grant requirements:

Associate in Arts in Commercial Music (Attachment G)	N
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The following degrees/certificates are being modified with new course numbers in order to comply with the new Title 5 changes to intercollegiate activities:

Associate in Science in Kinesiology Athletic Training Emphasis (Attachment H)	R
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Associate in Science in Kinesiology Coaching Emphasis (Attachment H)	R
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The following degree is being modified to replace MUS-32 with the new courses MUS-32A, B, C, D, and the addition of the new course MUS-87:

Associate in Arts in Music (Attachment I)	R
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The following certificate has been modified to replace MUS-32 with MUS-32A, B, C, and D:

Music Technology (Attachment J)	R
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The following degree is being modified in response to national safety initiatives in healthcare with changes to increase in the units from 72 to 74 and the addition of NRN-11, 11A, 12, 12A, 13, 21, 21A, 22, 22A and the removal of NRN-1, 2, 3, 4, 15 and 16 as well as to update to program description and PLOs:

Associate in Science in Registered Nursing Program (Attachment K)	R
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The following areas of emphasis are being modified to add new courses:

ADMINISTRATIVE & INFORMATION SYSTEMS (Attachment L)	MNR
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AMERICAN STUDIES(Attachment M)	MR
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COMMUNICATIONS, MEDIA & LANGUAGES (Attachment N)	MNR
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FINE & APPLIED ARTS (Attachment O)	MNR
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HUMANITIES, PHILOSOPHY & ARTS (Attachment P)	MNR
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SOCIAL & BEHAVIORAL STUDIES (Attachment Q)	MNR
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ATTACHMENT A
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts Degree in Anthropology for Transfer

College: M

The Associate in Arts in Anthropology for Transfer Degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Anthropology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the humans and the world in which we live.

Program Learning Outcomes

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

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems
- Use information resources and technology to research current issues in all four subfields of anthropology
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences

<u>Required Courses (18-19 units)</u>		<u>Units</u>
ANT-1	Physical Anthropology	3
ANT-2	Cultural Anthropology	3
ANT-6	Introduction to Archaeology	3
List A	Choose from the list below	3
List B	Choose from the list below	3-4
List C	Choose from the list below	3

List A: Choose a minimum of 3 units from the following:

ANT-3	Prehistoric Cultures	3
MAT-12/12H	Statistics	3

List B: Choose 3-4 units from the following:

GEG-1	Physical Geography	3
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List C: Choose a minimum of 3 units from the following:

ANT-4	Native American Cultures	3
ANT-5	Cultures of Ancient Mexico	3
ANT-7	Anthropology of Religion	3
ANT-8	Language and Culture	3

Associate in Arts for Transfer Degree

The Associate in Arts in Anthropology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

ATTACHMENT B
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts Degree in Anthropology for Transfer

College: R

The Associate in Arts in Anthropology for Transfer Degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Anthropology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the humans and the world in which we live.

Program Learning Outcomes

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

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems
- Use information resources and technology to research current issues in all four subfields of anthropology
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences

Required Courses (18units)

	Units	
ANT-1*	Physical Anthropology	3
ANT-2*	Cultural Anthropology	3
ANT-6*	Introduction to Archaeology	3
List A	Choose from the list below	3
List B	Choose from the list below	3
List C	Choose from the list below	3

List A: Choose 3 units from the following:

ANT-3*	Prehistoric Cultures	3
MAT-12/12H *	Statistics	3

List B: Choose 3 units from the following:

GEG-1*	Physical Geography	3
GEG-2*	Human Geography	3

List C: Choose 3 units from the following:

ANT-4 *	Native American Cultures	3
ANT-5 *	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ANT-10	Forensic Anthropology	3

*course may be double counted as CSUGE/IGETC

Associate in Arts for Transfer Degree

The Associate in Arts in Anthropology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

ATTACHMENT C
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Science Degree in Mathematics for Transfer

College: MR

The Associate in Science Degree in Mathematics for Transfer is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Mathematics at a California State University (but does not guarantee acceptance to a particular campus or major). It will also provide the student with a sufficient academic basis from which to pursue a career in the mathematics, statistics, actuarial, and education.

Program Learning Outcomes

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

- Reason mathematically both abstractly and computationally.
- Create and analyze mathematical models.

Required Courses: (18-20 units)		Units
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4
Electives	CHOOSE 2 FROM THE FOLLOWING WITH AT LEAST 1 FROM GROUP A	6-8

Group A

MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3

Group B

PHY-4A*	Mechanics	4
CIS/CSC-5	Fundamentals of Programming Logic using C++	3

*course may be double counted as CSUGE/IGETC

Associate in Science for Transfer Degree

The Associate in Science for Transfer degree in Mathematics will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

ATTACHMENT D
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts in Studio Arts Degree for Transfer

College: M

The Associate in Arts in Studio Arts for Transfer Degree is designed to facilitate the student's passage from Moreno Valley College to the California State University System with an Associate Degree in Art. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Art at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the studio art professions.

Program Learning Outcomes

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

- Articulate ideas utilizing art terminology for critical discussion.
- Demonstrate proficient technical and creative skills with a variety of art materials.
- Describe and discuss art in its cultural and historical context.
- Demonstrate accurate visual perception, working in an observational context.

<u>Required Courses (24 units)</u>		<u>Units</u>
ART-2*	History of Western Art: Renaissance through Contemporary	3
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
ART-17	Beginning Drawing	3
Electives	Choose from List A	3
Electives	Choose from List B	9

List A: Choose 3 units from the following:

ART-1*	History of Western Art: Pre-Historic, Ancient, and Medieval	3
ART-12*	Asian Art History	3
ART-5*	Non Western Art History	3

List B: Choose one course from any three of the following areas for a maximum of 9 units:

<u>Curricular Area*</u>			
<u>Drawing</u>	ART-40	Figure Drawing	3
	ART-18	Intermediate Drawing	3
	ART-44	Animation Principles	3
<u>Painting</u>	ART-26	Beginning Painting	3
	ART-41	Figure Painting	3
	ART-43	Studio Figure Painting	3
<u>Digital Art</u>	ART-36	Computer Art	3
<u>Color</u>	ART-23	Design and Color	3
Second Semester	ART-27	Intermediate Painting	3
	ART-28	Studio Painting	3
	ART-42	Studio Figure Painting	3
	ART-45	Studio Watercolor Painting	3
	ART-48	Studio Drawing	3

*courses may be double-counted for 6 units in CSU GE, C-1

Total units: 24

The Associate in Arts in Studio Arts for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development).

ATTACHMENT E
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts in Music for Transfer Degree

College: R

The Associate in Arts in Music for Transfer Degree is designed to prepare the student for transfer to four-years institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Music at the California State University. This degree is designed to prepare students to demonstrate competence and discipline in the study of music theory, music analysis, music composition, and musicianship skills, and to demonstrate proficiency in ensemble skills and solo performance skills. Completion of this curriculum will demonstrate commitment to the serious study of Music in practice and in theory and provide comprehensive preparation for upper-division work.

Program Learning Outcomes

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

- Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
- Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
- Demonstrate the ability to “audiate” a musical score by sight reading and performing complex rhythms and by sightsinging chromatic, modulating, and post-tonal melodies.
- Demonstrate the ability to recognize patterns and musical function by aurally identifying and transcribing scales, modes, post-tonal melodies, and complex harmonic progressions.
- Analyze chromatic harmonic progressions that include modulation using 20th century techniques.
- Write, analyze, and compose music using 20th century techniques, such as tone rows, set theory, augmented sixth chords, pandiatonicism and polytonalism.
- Demonstrate keyboard proficiency at the level required to perform theoretical concepts studied in music theory courses.

Required Courses (20-24 units)

Theory: (12-16 units)

MUS-3	Fundamentals of Music (test out option includes Musicianship) (also counts in CSU GE C1)	4
MUS-4	Music Theory I (includes Musicianship) (also counts in CSU GE C1)	4
MUS-5	Music Theory II (includes Musicianship)	4
MUS-6	Music Theory III (includes Musicianship)	4

Applied Music: 1 unit per semester for a total of 4 units from the following: 4

MUS 87	Applied Music Training, 1 unit per semester
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Ensemble: 1 unit per semester for a total of 4 units from among the following: 4

MUS-27	Amadeus Chamber Ensemble	1
MUS-31	College Choir	1
MUS-34	Vocal Jazz Lab	1
MUS-35	Vocal Music Ensembles	1
MUS-50	Master Chorale	1
MUS-51	Men’s Ensemble	1
MUS-55	Community Concert Band	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-67	Community Chamber Ensemble	1
MUS-69	Festival Choir	1

MUS-71	College Chorus	1
MUS-75	Advanced Vocal Ensembles	1
MUS-80	Master Singers	1
MUS-83	Advanced Chamber Choir	1
MUS-85	Summer Chamber Ensembles	1
MUS-86	Summer Instrumental Ensembles	1
MUS-95	Community Symphony Band	1
MUS-P36	Piano Ensemble	1
MUS-P44	Jazz Lab Band	1
MUS-P84	Jazz Lab Orchestra	1

Notes: Students in the TMC for the A.A.-T. in Music should be encouraged to study the courses below as additional preparation for upper-division music study:

(1) Music History/Literature: Many 4-year institutions offer a Music History/Literature survey course as part of their lower-division curriculum (counts in CSU GE Area C1):

MUS 22, Survey of Music Literature, 3 units

(2) Keyboard Proficiency: Most 4-year institutions require that lower-division students pass a keyboard proficiency exam before moving on to upper-division (4 units chosen from the following):

MUS 32 A, Class Piano I, 1 unit

MUS 32 B, Class Piano II, 1 unit

MUS 32 C, Class Piano III, 1 unit

MUS 32 D, Class Piano IV, 1 unit

MUS 53 Keyboard Proficiency, 1 unit

Associate in Arts for Transfer Degree

The Associate in Arts in Music for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

ATTACHMENT F
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts Degree in Elementary Teacher Education for Transfer

College: R

This degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate Degree in Elementary Teacher Education. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Elementary Teacher Education at CSU. With this degree the student will be prepared to enter into a Bachelor Degree Program designed to prepare them to teach in a K-8 classroom.

Program Learning Outcomes

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

- Describe the multiple roles and functions of teachers and other school personnel in meeting the diverse needs of students.
- Demonstrate knowledge of professional standards, ethics, and professionalism in classrooms and school visits and implement established observation and visitation protocols within schools.
- Demonstrate and understanding of educational issues in a global context.
- Demonstrate knowledge of the impact of cultural contexts on learning.
- Analyze ecological challenges outside the classroom that impact student learning and identify school and community resources that address these challenges.

Required Courses (58-60 units):		Units
BIO-1*	General Biology	4
CHEM-2A *	Introductory Chemistry	4
COM-1/1H*	Public Speaking	3
EAR-20*	Child Development	3
EDU-1	Introduction to Elementary Classroom Teaching	4
ENG-1A/1AH*	English Composition	4
ENG-1B/1BH*	Critical Thinking and Writing	4
GEG-3*	World Regional Geography	3
GEO-1/1H*	Physical Geology	3
GEO-1L*	Physical Geology Laboratory	
HIS-1*	History of World Civilizations, I	3
HIS-6/6H*	Political and Social History of the US	3
MAT-25*	A Survey of Mathematics	3
PHY-10*	Introductory Physics	3
PHY-11*	Introductory Physics Lab	1
POL-1/1H*	American Politics	3
List B	Choose from the following courses	3
List C	Choose from the following courses	6-8

LIST A: (3 units)

ART-6*	Art Appreciation	3
DAN-6*	Dance Appreciation	3
MUS-19*	Music Appreciation	3
THE-3*	Introduction to the Theatre	3

LIST B: (6-8 units)

HES-1	Health Science	3
CIS-1A	Introduction to Computer Information Systems	3
HIS-26*	California History	3
AML-2*	American Sign Language 2	4
AML-3*	American Sign Language 3	4

ARA-2*	Arabic 2	4
ARA-3*	Arabic 3	4
CHI-2*	Chinese 2	4
FRE-2*	French 2	4
FRE-3*	French 3	4
GER-2*	German 2	4
GER-3*	German 3	4
ITA-2*	Italian 2	4
JPN-2*	Japanese 2	4
LAT-2*	Latin 2	4
KOR-2*	Korean 2	4
POR-2*	Portuguese 2	4
RUS-2*	Russian 2	4
SPA-2*	Spanish 2	4
SPA-3*	Spanish 3	4

Total Major Units: 58-60

*Courses may be double counted within CSUGE/IGETC.

The Associate in Arts in Elementary Teacher Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development).

ATTACHMENT G
PROGRAM OUTLINE OF RECORD
DEGREE/CERTIFICATE MODIFICATION

Commercial Music: Performance

College: N

The Commercial Music: Performance certificate is a program designed to provide students with the knowledge and skills necessary for studio recording and live performance in the commercial music industry. Courses allow students to become proficient on an instrument or voice, gain experience as an ensemble member, study the fundamentals of music including sight-reading and piano skills, become familiar with music technology and record in a state-of-the-art recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a wide variety of careers as instrumentalists and vocalists in studio or live performance settings.

Program Learning Outcomes

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

- Understand and employ fundamentals of music and musicianship such as melody, harmony, chord structure, rhythm, key signatures, phrasing, sight-singing and scalar patterns
- Identify and discuss the origins of commercial music and explain how it relates to society today
- Create and manipulate vocal or instrumental technique in a studio and live performance setting such as fingerings, dynamics, diction, breathing, rhythm, phrasing and vowel or finger placement
- Memorize and recall standard commercial music literature in a live ensemble performance

<u>Required Courses (34-36 units)</u>		<u>Units</u>
MUC-1A	Beginning Performance Techniques for Studio Recording	2
MUC-1B	Intermediate Performance Techniques for Studio Recording	2
MUC-1C	Advanced Performance Techniques for Studio Recording	2
MUC-7	Introduction to Music Technology	3
MUS-3	Fundamentals of Music	4
MUS-32	Class Piano	1
MUS-38	*Beginning Applied Music Training (2 units p/c)	8
MUS-65	Basic Musicianship	2
Group A	Choose from the list below	6-8
Group B	Choose from the list below	4

GROUP A Electives (6-8 units required from list below)

MUC-3	Introduction to Pro Tools: MIDI and Audio Production	3
MUS-4	Music Theory I	4
MUS-5	Music Theory II	4
MUS-19	Music Appreciation	3
MUS-23	History of Rock and Roll	3
MUS-93	The Business of Music	3

GROUP B Electives (4 units required from list below)

MUC-10	Norco Choir	2
MUC-11	Studio Arts Ensemble	2

*Students must successfully complete MUS-38 four (4) times

Associate in Arts Degree

The Associate in Arts Degree in Commercial Music: Performance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT H
PROGRAM OUTLINE OF RECORD
DEGREE/CERTIFICATE MODIFICATION

This program prepares individuals to apply business, coaching and physical education principles to the organization, administration and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

Required Courses (21 units)		Units
KIN-4	Nutrition	3
KIN-10	Introduction to Kinesiology	3
KIN-12	Sport Psychology	3
KIN-14	Athletic and Fitness Organization and Admin	3
KIN-16	Introduction to Athletic Training	3
KIN-30	First Aid and CPR	3
KIN-35	Foundations for Fitness and Wellness	3

In addition, choose and complete courses from one 3-10 unit emphasis below:

Athletic Training Emphasis AS597/CE597

COLLEGE: R

Program Learning Outcomes

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

- Construct an injury prevention program for an athletic team based on knowledge of strength/conditioning, nutrition, health and safety, and protective equipment.
- Utilize appropriate knowledge and strategies to create an emergency action plan for an athletic team or teams.
- Apply the technical skills of taping and wrapping techniques.
- Demonstrate an appropriate and organized approach to event management.
- Identify and evaluate appropriate strategies for rehabilitation of athletic injuries.
- Demonstrate appropriate communication and behavioral skills and social attitudes necessary in an athletic training environment.

(Total of 29 units)

Core Requirements		21
Take two of the following		
KIN-21A	Athletic Training Applications A	2
KIN-21B	Athletic Training Applications B	2
KIN-21C	Athletic Training Applications C	2
KIN-21D	Athletic Training Applications D	2
and		
Take <u>two</u> of the following:		
KIN-17	Athletic Training, Fall Sports, Lower Extremity	2
KIN-18	Athletic Training, Spring Sports, Upper Extremity	2
KIN-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
KIN-20	Athletic Training, Spring Sports, General Medical	2

Coaching Emphasis AS599/CE599

COLLEGE: R

Program Learning Outcomes

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

- Identify and apply appropriate principles of coaching and an advanced level of knowledge and skill in at least one sport or physical activity.
- Demonstrate appropriate decisions relative to legal liability in coaching situations and circumstances.
- Apply appropriate strategies, tactics, and conditioning activities for the age and skill level of their athletes.
- Demonstrate an understanding of administrative practices in sports management.
- Identify, explain, and apply appropriate principles of problem solving for one or more problem, challenge, or difficulty associated with a sport.
- Recognize the principles of health care and safety for student athletes in relation to athletic training and sports medicine issues.

(Total of 30-31 units)

Core Requirements 21

Elective from Group 1 Electives	3
Elective from Group 2 Electives	3-4
Elective from Group 3 Electives	1
Elective from Group 4 Electives	1
Elective from Group 5 Electives	1

Group 1 Electives (3 units)

KIN-24	Sports Officiating, Fall Sports	3
KIN-25	Sports Officiating, Spring Sports	3

Group 2 Electives (3-4 units)

KIN-26	Foundations of Coaching	3
KIN-27	Football Theory	3
KIN-28	Basketball Theory	3
KIN-29	Soccer Theory	3
KIN-33	Baseball Theory	3
KIN-34	Softball Theory	3
KIN-42	Lifeguarding/Title 22 First Aid/Water Safety Instructor	4

Group 3 Electives - Individual Activity Courses (1 unit)

KIN-A11	Tennis, Beginning	1
KIN-A12	Tennis, Intermediate	1
KIN-A13	Tennis Advanced	1
KIN-A20	Golf, Beginning	1
KIN-A21	Golf, Intermediate	1
KIN-A28	Swimming, Basic Skills and Aquatic Exercise	1
KIN-A29	Swimming, Intermediate Skills	1
KIN-A30	Swimming, Advanced Skills and Conditioning	1
KIN-V33	Track and Field: Running Event Techniques	1
KIN-V34	Track and Field: Field Event Techniques	1

Group 4 Electives - Team Activity Courses (1 unit)

KIN-V50	Baseball Fundamentals, Defensive	1
KIN-V51	Baseball Fundamentals, Offensive	1
KIN-V52	Fast Pitch Fundamentals, Offensive	1
KIN-V53	Fast Pitch Fundamentals, Defensive	1

KIN-A54	Fast Pitch Softball Fundamentals	1
KIN-A57	Basketball	1
KIN-V60	Football Fundamentals, Defensive	1
KIN-V61	Football Fundamentals, Offensive	1
KIN-A62	Flag Football	1
KIN-A64	Soccer	1
KIN-A67	Volleyball, Beginning	1
KIN-A68	Volleyball, Intermediate	1
KIN-A69	Volleyball, Advanced	1

Group 5 Electives - Fitness Activity Courses (1 unit)

KIN-A31	Water Aerobics and Deep Water Exercise	1
KIN-A74	Hiking and Backpacking	1
KIN-A75	Walking for Fitness	1
KIN-A77	Jogging for Fitness	1
KIN-V78	Long Distance Running	1
KIN-A80	Triathlon Techniques	1
KIN-A81	Physical Fitness	1
KIN-A86	Step Aerobics	1
KIN-A87	Step Aerobics, Intermediate	1
KIN-A88	Step Aerobics, Advanced	1
KIN-A90	Weight Training	1
KIN-A92	Weight Training, Advanced	1

Associate in Science Degree

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

ATTACHMENT I
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

MUSIC AA680

COLLEGE: R

An Associate in Arts degree in Music from Riverside City College represents the attainment of a high level of musical proficiency, a level that prepares students for careers in music. The program also serves students interested in transferring to four-year universities.

Associate in Arts Degree

Program Learning Outcomes

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

- Demonstrate the ability to hear, identify and work conceptually with all elements of music through dictation, sight-reading, musical analysis and basic keyboard proficiency.
- Perform standard repertoire appropriate to their performance area as individuals or members of ensembles.
- Create derivative or original music in both extemporaneous and written form.

Required Courses (18-22) Units

Applied Music*

Select a minimum of 6 units from the following:

MUS-12	Advanced Applied Piano	3
MUS-38	Beginning Applied Music Training	2
MUS-39	Intermediate Applied Music	3
MUS-78	Beginning Applied Music Training II	2
MUS-79	Advanced Applied Music	3
MUS-87	Applied Music Training	1
MUS-P12	Intermediate Applied Piano	3

Keyboard Skills

Select a minimum of 1 unit from the following:

MUS-12	Advanced Applied Piano	3
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-53	Keyboard Proficiency	1
MUS-P12	Intermediate Applied Piano	3
MUS-P36	Piano Ensemble	1

Music Theory and Music Literature

Select 8 units from the following:

MUS-3	Fundamentals of Music	4
MUS-4	Music Theory I	4
MUS-5	Music Theory II	4
MUS-6	Music Theory III	4

Performing Ensembles*

Select a minimum of 3 units from the following:

MUS-28	Riverside Community Symphony	2
MUS-29	Concert Choir	1
MUS-31	College Choir	1
MUS-33	Vocal Jazz Ensemble	2
MUS-34	Vocal Jazz Lab	1

MUS-35	Vocal Music Ensembles	1
MUS-41	Chamber Singers	2
MUS-42	Wind Ensemble	2
MUS-44	Jazz Ensemble	2
MUS-48	Marching Band	2
MUS-50	Master Chorale	1
MUS-51	Men's Ensemble	1
MUS-54	Community Jazz Ensemble	0.5
MUS-55	Community Concert Band	1
MUS-56	Summer Concert Band	0.5
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-68	Community Symphony	2
MUS-69	Festival Choir	1
MUS-71	College Chorus	1
MUS-73	Vocal Jazz Singers	2
MUS-75	Advanced Vocal Ensembles	1
MUS-77	Guitar Ensemble	2
MUS-80	Master Singers	1
MUS-81	Consort Singers	2
MUS-82	Wind Symphony	2
MUS-83	Advanced Chamber Choir	1
MUS-84	Jazz Orchestra	2
MUS-94	Community Jazz Orchestra	0.5
MUS-95	Community Symphony Band	1
MUS-P28	Symphony Strings	2
MUS-P36	Piano Ensemble	1
MUS-P44	Jazz Lab Band	1
MUS-P77	Advanced Guitar Ensemble	2
MUS-P84	Jazz Lab Orchestra	1

**Applied Music and Performance Ensemble courses may each be taken four times for credit.*

Associate in Arts Degree

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

NOTE REGARDING TRANSFER: Most four-year universities require that a music student's first two years of study include: 1) music theory (including musicianship), 2) music history, 3) private study of voice or an instrument, 4) participation in a performance group, and 5) piano skills. Placement exams are given by these institutions to determine student comprehension and eligibility for enrollment. Additional courses beyond the RCC Music AA degree may be required to meet four-year university lower division requirements. Students planning to transfer to a four-year college or university should complete that school's lower division music major curriculum and the appropriate general education pattern. Course requirements at the transfer institution are subject to change and may be verified by a counselor or by consulting the current university catalog.

ATTACHMENT J
PROGRAM OUTLINE OF RECORD
CERTIFICATE MODIFICATION

MUSIC TECHNOLOGY CE850

COLLEGE: R

Prepares individuals for careers in music recording, music composition and music production using state-of-the-art music technology. Fulfills a portion of the Associate in Arts degree in Music.

Certificate Program

Program Learning Outcomes

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

- Assemble, mix and master complete MIDI/Digital Audio compositions and film scores.
- Utilize MIDI/Digital audio software and hardware including computers, controllers, synthesizers, sequencers, samplers, effects processors, microphones and mixers.
- Communicate effectively and work cooperatively with film directors and music producers.

<u>Required Courses (17 units)</u>		<u>Units</u>
MUS-3	Fundamentals of Music	4
MUS-8A	Music Technology I	3
MUS-8B	Music Technology II	3
MUS-9	MIDI/Digital Audio Composition and Film Scoring	3
MUS-10	MIDI/Digital Audio Music Production	3

Keyboard Skills Select 1 unit from the following

MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1

ATTACHMENT K
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

Registered Nursing Program

College: R

The School of Nursing is a vital component of Riverside City College and embraces the mission, values, and traditions of both the RCC District and the College. The School of Nursing prepares quality nursing healthcare providers using a student-centered approach through teaching excellence in an environment conducive to learning. The Associate Degree Nursing (ADN) program prepares individuals for professional generalist nursing roles and for collaboration with other professionals and consumers in the delivery of holistic healthcare.

Associate in Science Degree in Registered Nursing

Program Learning Outcomes

- Provide quality, safe, patient-centered nursing care using evidence-based practices.
- Function as a professional and competent nurse generalist while assimilating all ethical and legal principles.
- Integrate caring relationships into nursing interventions that positively influence health outcomes and demonstrate sensitivity to the values of others.
- Participate in collaborative relationships through communication with members of the interprofessional healthcare team for the purpose of providing and improving patient care.
- Incorporate critical thinking principles using reasoning and adaptability to make sound clinical judgments necessary for the provision of quality patient care and continuous quality improvement.
- Employ technology to effectively communicate, manage knowledge, prevent errors, and support decision-making.

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

Required Courses (74 units)	Units
AMY-2A Anatomy and Physiology I	4
AMY-2B Anatomy and Physiology II	4
MIC-1 Microbiology	4
Nursing 18 is required within one year prior to enrollment for all advanced placement/transfer students.	
PSY-9 Developmental Psychology	3
SOC-1 Introduction to Sociology	3
or	
ANT-2 Cultural Anthropology	3
ENG-1A/1AH English Composition	4
American Institutions	3
Analytical Thinking	3
COM-1/1H or COM-9/9H Public Speaking or Interpersonal Communication	3
Elective Humanities	3
NRN-11 Foundations of Nursing Practice Across the Lifespan	9.5
NRN-11A Nursing Learning Lab	0.5
NRN-12 Chronic Illness/Acute Maternal-Child Specialty	8
NRN-12A Nursing Learning Lab	0.5
NRN-13 Acute and Chronic Illness I	2.5
NRN-21 Acute and Chronic Care II/Mental Illness	9
NRN-21A Nursing Learning Lab	0.5
NRN-22 Integrated Care Across the Lifespan	9
NRN-22A Nursing Learning Lab	0.5

ATTACHMENT L
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

ADMINISTRATION AND INFORMATION SYSTEMS

COLLEGE: MNR

MAA494/NAA494/AA494

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Administration/Information Systems can be expected to demonstrate achievement of the following learning outcomes:

1. Categorize basic administrative terms, theories and principles;
2. Demonstrate basic understanding of economic systems, i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained;
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management;
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment;
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems; and
6. Locate, process, and utilize information effectively.

The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

Required Courses (9 units, selected from the following):

Accounting (ACC): 1A
Business Administration (BUS): 10, **18A
Computer Information Systems (CIS): 1A
Economics (ECO): 7, 7H, 8
Political Science (POL): 8

Elective Courses (9 additional units, selected from the following):

Accounting (ACC): 1A, 1B, 38
Business Administration (BUS): 10, **18A, **18B, 20, 22, 80
Communication Studies (COM): 1, 1H, 6, 9, 9H, 12, 13
Computer Information Systems (CIS): 1A, 1B, 2, 3, 5
Computer Applications and Office Technology (CAT): 3, 31
Economics (ECO): 4, 6, 7, 7H, 8
Library (LIB): 1
Management (MAG): 44
Marketing (MKT): 20
Political Science (POL): 6, 8
A course may only be counted once.

****Credit limitation:** UC will accept a maximum of one course for transfer.

ATTACHMENT M
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

AMERICAN STUDIES

COLLEGE: MR

MAA492/AA492

American Studies examines the American experience from the colonial period of the United States to the present. Students will study, interpret, and evaluate events, cultural products, and trends in American economic, political, and social history as well as in American architecture, art, literature, music, religion, and they will evaluate questions to which there are multiple plausible interpretations. Students pursuing the program in American Studies will enhance their skills in critical thinking and both oral and written communication. The American Studies program prepares students for further study in the English/literature, history, political science, and sociology at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in American Studies can be expected to demonstrate achievement of the following learning outcomes:

1. Critically analyze the history, culture, politics and society of the United States.
2. Interpret American history, culture, politics and society orally and in written form.
3. Understand of a range of academic disciplines around a core of American history, culture, politics and society.
4. Describe and analyze of the diversity of the American people as a society of immigrants developing national traditions and culture.

The student must complete 18 units of study across a maximum of three disciplines including at least one two-semester sequence with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

Take one of these two-semester sequences (6 units):

English (ENG): 14 and 15

History (HIS): 6/6H and 7/7H, 11 and 12, 14 and 15, 28 and 29, 30 and 31

Elective courses: (12 additional units, selected from the following):

American Sign Language (AML): 22

Economics (ECO): 7, 7H

English (ENG): 14, 15, 18, 20, 25, 47

Film, Television and Video (FTV): 12

History (HIS): 6/6H, 7/7H, 11, 12, 14, 15, 26, 28, 29, 30, 31, 34

Humanities (HUM): 9, 11, 16

Military Science (MIL): 1, 2

Music (MUS): 25, 26, 89

Philosophy (PHI): 19

Political Science (POL): 1/1H, 5, 12, 13

Sociology (SOC): 2, 3, 15, 22

ATTACHMENT N
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

COMMUNICATION, MEDIA, AND LANGUAGES

COLLEGE: MNR

MAA495/NAA495/AA495

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in *Communication, Media, and Languages* is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Speech Communication, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Communication, Media and Languages can be expected to demonstrate achievement of the following learning outcomes:

1. Analyze college level texts to understand and apply themes and evidence in appropriate communication formats.
2. Evaluate purpose and audience to create well-developed, supported, and stylistically fluent responses in written or verbal form.
3. Evaluate and apply appropriate evidence in support of arguments made in different forms of communication.
4. Recognize and understand the role of nonverbal, verbal, interpersonal, visual, mass media, and cultural indicators inherent in different communication mediums.
5. Understand how socioeconomic and cultural factors work in constructing knowledge in different forms of communication.
6. Use a variety of research methods to collect and evaluate sources and evidence to apply in various forms of communication.

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 8

Applied Digital Media (ADM): 1

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19

English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 23, 25, 26, 30, 35, 38, 39, 40, 41, 44, 45, 48, 49

Film, Television and Video (FTV): 12, 44, 45, 65

Film Studies (FST): 1, 2, 3, 4, 5, 6, 7, 8

Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D

Library (LIB): 1

Photography (PHO): 12

World Languages includes:

Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22,

Chinese (CHI): 1, 2, 11

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 11

Greek (GRK): 1, 2

Italian (ITA): 1, 2, 3, 11

Japanese (JPN): 1, 2, 3, 4, 11

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Portuguese (POR): 1, 2

Russian (RUS): 1, 2, 3, 11

Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53

ATTACHMENT O
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

FINE AND APPLIED ARTS

COLLEGE: MNR

MAA496/NAA496/AA496

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, communication studies, television, theatre, video and the visual arts.

PROGRAM LEARNING OUTCOMES:

Students possessing an Associate in Arts Degree in Fine and Applied Arts can be expected to demonstrate achievement of the following program learning outcomes:

1. Demonstrate basic knowledge and skills (technique) in one discipline of the fine and applied arts. These include fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.
2. Develop a personal vision and/or purpose—sometimes called “artistic voice”—that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content.
4. Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

The student must complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline and with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Applied Digital Media (ADM): 1, 30, 64, 67, 68, 70, 71, 72, 74, 76, 77A, 77B, 80, 88, 89, 200

Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44A, 44B, 44C, 45, 46, 47, 48, 49, 200

Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19

Dance (DAN): 3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60

English (ENG): 11, 12, 13, 17, 38, 39, 49

Film, Television, and Video (FTV): 38, 41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72

Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 73, 77, 81, 82, 83, 84, 87, 89, 92, 93, 94, P12, P36, P44, P84

Photography (PHO): 8, 9, 10, 17, 20, 200

Theatre (THE): 2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54

ATTACHMENT P
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

HUMANITIES, PHILOSOPHY, AND ARTS

COLLEGE: MNR

MAA497/NAA497/AA497

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

PROGRAM LEARNING OUTCOMES:

Upon completion of this program, students will be able to:

1. Interpret key philosophical, religious and literary texts, as well as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.
2. Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
3. Analyze the role and use of the arts (literature, music, theatre, dance, and the fine arts) as a reflection of the culture in which it appears.
4. Evaluate the role of individual human agency in history.
5. Research and write critical interpretive essays demonstrating a high skill level.

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course. The 18 units must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 7, 8

Architecture (ARE): 36

Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12

Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19

Dance (DAN): 3, 6,

English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 23, 25, 26, 30, 35, 40, 41, 44, 45, 48

Film, Television and Video (FTV): 12, 65

Film Studies (FST): 1, 2, 3, 4, 5, 6, 7, 8

History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 30, 31, 34, 35

Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35

Library (LIB): 1

Music (MUS): 19, 20, 21, 22, 25, 26, 89, 93

Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35

Political Science (POL): 11

Simulation and Game Development (GAM): 21

Theatre (THE): 3, 29

World Language, including:

Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12,
13, 14, 20, 21, 22

Chinese (CHI): 1, 2, 11

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 11

Greek (GRK): 1, 2
Italian (ITA): 1, 2, 3, 11
Japanese (JPN): 1, 2, 3, 4, 11
Korean (KOR): 1, 2, 11
Latin (LAT): 1, 2
Portuguese (POR): 1, 2
Russian (RUS): 1, 2, 3, 11
Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13,
51, 52, 53

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28,
30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200
Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25,
D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60-67
English (ENG): 11, 12, 17, 38
Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49,
50, 51, 52, 53, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84
Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

ATTACHMENT Q
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

SOCIAL AND BEHAVIORAL STUDIES

COLLEGE: MNR

MAA499/NAA499/AA499

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

PROGRAM LEARNING OUTCOMES:

Upon completion of this area of emphasis, the successful student should be able to:

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

The student must complete 18 units of study across a minimum of 3 disciplines listed below with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Administration of Justice/Justice Studies (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30

Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25

Anthropology (ANT): 1, 2, 3, 4, 5, 6, 7, 8, 10, 21

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13

Early Childhood Education (EAR): 19, 20, 25, 28, 33, 40, 42, 43, 47

Economics (ECO): 4, 5, 6, 7, 7H, 8

Geography (GEG): 2, 3, 4, 6

Guidance (GUI): 47

History (HIS): 1, 2,

Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19

Library Science (LIB): 1

Political Science (POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7, 7ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14

Psychology (PSY): 1, 2, 8, 9, 33, 35

Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 22, 25, 45



Agenda Item (VIII-D-1)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	Budget Augmentation for Phase III Student Academic Services Facility for Furniture, Fixtures and Equipment
College/District	Moreno Valley
Funding	College Measure C Funds
Recommended Action	Approve budget augmentation of \$1,651,000 for furniture, fixtures and equipment for the Moreno Valley College Phase III Student Academic Services project and approve the revised Measure C allocation of \$7,044,265 for the project.

Background Narrative:

The original budget of \$736,000 for this project (State – \$654,000/Measure C – \$82,000) was based on State allowances that have remained the same for decades and do not reflect current standards for classroom or office furniture and does not provide funds for instructional or network technology. Consequently, the amount allocated by the State is insufficient to furnish and equip the building to district standards. The requested augmentation illustrates anticipated need in preparation to receive competitive bids.

This augmentation will provide funds for instructional and network technology, emergency phones, interior and exterior furniture, and custodial equipment; and will revise the furniture, fixtures and equipment budget to \$2,387,000. The augmented Measure C budget for the Student Academic Services project will be \$7,044,265.

Prepared By: Sandra Mayo, President, Moreno Valley College
Norm Godin, Vice President, Business Services, MVC
Laurens Thurman, District Consultant

Attachments:

[Student Academic Services Furniture Floor Plans](#)
[Student Academic Services Furniture, Fixtures and Equipment Budget Summary](#)

**STUDENT ACADEMIC SUCCESS CENTER
FIRST FLOOR FURNITURE PLAN**

Project

**MORENO VALLEY COLLEGE
RIVERSIDE COMMUNITY COLLEGE
DISTRICT**

Owner

PAL IDS proj no: _____

file name: _____

drawn by: _____ checked by: _____

date: _____

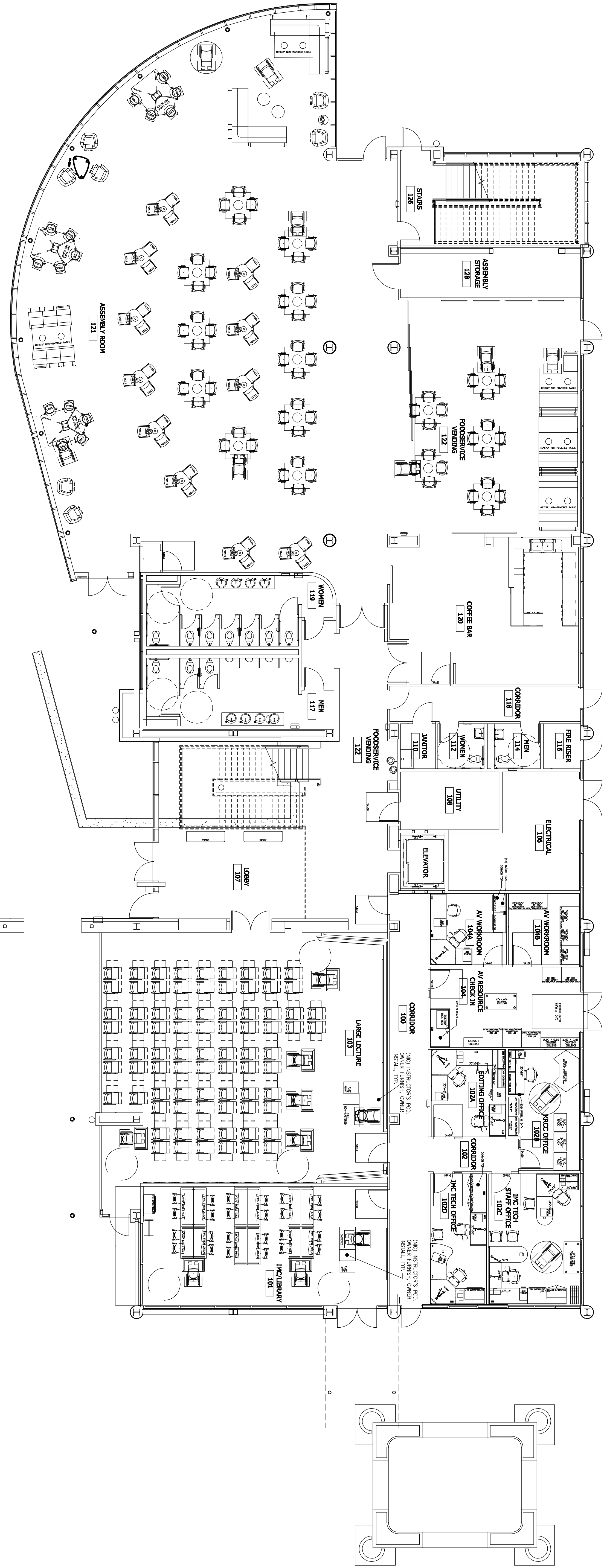
Rev: date: _____ description: _____

Drawing Title: _____

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Sheet Number:

ID-01



**STUDENT ACADEMIC SUCCESS CENTER
RIVERSIDE COMMUNITY COLLEGE
DISTRICT**

Project

**MORENO VALLEY COLLEGE
RIVERSIDE COMMUNITY COLLEGE
DISTRICT**

Owner

PAL IDS proj. no:

file name:

drawn by: checked by:

date:

Rev: date: description:

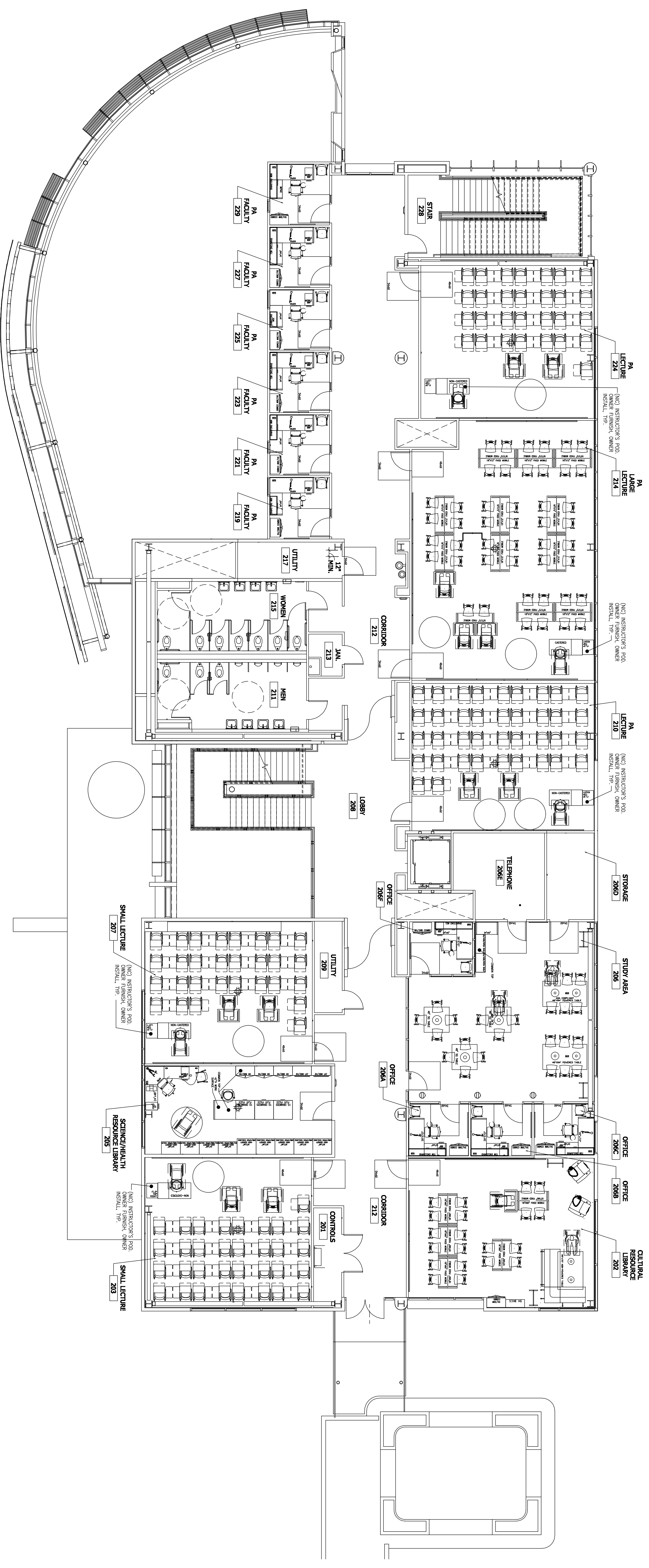
Rev:	date:	description:

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ID-02



**STUDENT ACADEMIC SUCCESS CENTER
 THIRD FLOOR FURNITURE PLAN**

Project

**MORENO VALLEY COLLEGE
 RIVERSIDE COMMUNITY COLLEGE
 DISTRICT**

Owner

PAL IDS proj no:

file name:

drawn by: checked by:

date:

Rev: date: description:

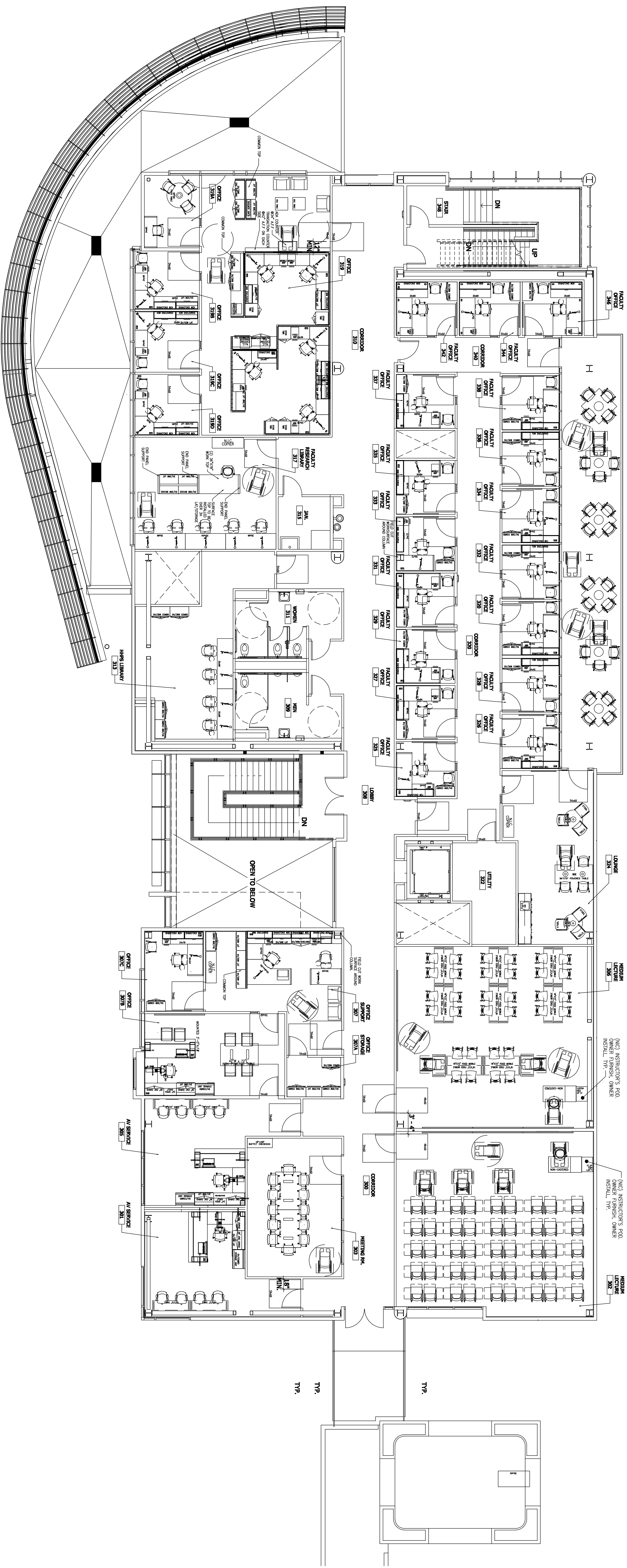
Rev	date	description

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ID-03



MORENO VALLEY COLLEGE
STUDENT ACADEMIC SERVICES BUILDING
Furniture, Fixtures and Equipment Budget Summary

Category	Projected Expense
Technology: network, phones, computers, and copiers	\$570,000
Audio-visual equipment	350,000
Interior & exterior furniture	1,146,000
Building and grounds equipment	41,000
Contingency and professional services	280,000
Total	\$2,387,000



Agenda Item (VIII-D-2)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-2)
Subject	Project Budget Approval and Architect Agreement for Athletic Offices Remodel
College/District	Riverside
Funding	College Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve (1) a project budget in the amount of \$96,030 for the Athletic Offices Remodel project at Wheelock Gym at Riverside City College, (2) approve the architectural services agreement with Higginson + Cartozian Architects in the amount of \$16,800.

Background Narrative:

On February 21, 2012, the Board of Trustees approved a final budget augmentation in the amount of \$2,099,615 for the Wheelock Gymnasium, Seismic Retrofit (WSR) renovation, to complete project construction to allow reoccupancy of the building. With the approved budget augmentation the project budget totals \$22,712,701 (State \$9,165,000 / Measure C \$13,547,701). A total of \$22,079,648 has been expended on the project, along with two (2) remaining change orders in the amount of \$48,764, leaving a funding balance of \$584,298. It is requested that a project budget for the Athletic Offices Remodel project of \$ 96,030 be allocated from the remaining Wheelock Gymnasium, Seismic Retrofit project. Exhibit I denotes the funding scenario.

Given the Athletic Operation, RCC has asked that modifications be undertaken at Wheelock Gym to include:

- Provide interior private office for Athletic Director
- Provide interior open office area for Students Service Technician and IDS
- Provide small room for files and equipment
- No toilet room upgrades are anticipated at this time
- No exterior upgrades are anticipated at this time

Detailed explanation of scope of work is outlined in the attached agreement (Exhibit II).

As such, selection and approval is requested for the architectural services agreement with Higginson + Cartozian Architects, Inc. (HCA) in the amount of \$16,800, including reimbursable expenses.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130521_Funding Scenario](#)
[20130521_Agreement_HCA Architects](#)

Exhibit 1

Project Funding Scenario: Athletic Offices Remodel Project in Wheelock Gymnasium

Funding Proposed: Allocation from Wheelock Gymnasium, Seismic Retrofit Project

WHEELOCK GYMNASIUM, SEISMIC RETROFIT PROJECT FUNDING		
Project Funding		
State Funded	\$	9,165,000
Measure C	\$	13,547,701
TOTAL		\$ 22,712,701
Project Expenditure		
Construction	\$	21,384,483
Equipment (FFE)	\$	695,165
TOTAL		\$ 22,079,648
Less Change Orders (2)	\$	48,764
Remaining Project Funds Available		\$ 584,289
Proposed Athletic Offices Remodel		
		\$ 96,030
Remaining Project Funds After AOR		\$ 488,259

ARCHITECTURAL SERVICES AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
“HIGGINSON + CARTOZIAN ARCHITECTS, INC.”

This AGREEMENT is made and entered into on May 22, 2013, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT”, and HIGGINSON + CARTOZIAN ARCHITECTS, INC., hereinafter referred to as “ARCHITECT”. This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ARCHITECT are sometimes referred to herein individually as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain architectural services for Athletic Office Remodel, hereinafter referred to as “PROJECT”, located at Riverside City College, California in the DISTRICT; and

WHEREAS, ARCHITECT understands that \$96,030 funding for this PROJECT is a condition precedent to the effectiveness of this AGREEMENT. If funding is not received for the PROJECT, this AGREEMENT is void except to the extent services have been rendered pursuant to DISTRICT authority; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – ARCHITECT’S SERVICES AND RESPONSIBILITIES

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

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

3. The schematic design, design development and construction document services covered by this agreement shall be completed and submitted to the Division of the State ARCHITECT for review and approval on or before July 17, 2013.

ARTICLE II – SCOPE OF ARCHITECT’S SERVICES

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

2. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Division of the State Architect (DSA).

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

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

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

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

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

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

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

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

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

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

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

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

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

16. The ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings. All such manufactured items shall be standardized to DISTRICT's criteria to the extent such criteria do not interfere with PROJECT design and are in compliance with the requirements of Public Contract Code §3400.

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

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

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

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

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

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

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

23. Schematic Design Phase

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

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

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

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

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

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

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

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

24. Design Development Phase (Preliminary Plans)

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

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

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

25. Construction Document Phase (Final Plans)

a. The ARCHITECT shall prepare, from the Design Development Documents approved by the DISTRICT, Construction Documents in an AutoCAD and PDF format acceptable to the District and specifications setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable governmental and code requirements, including, but not limited to, the requirements of the DSA and local Fire Department having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done, the materials, workmanship, finishes, and equipment required for the PROJECT.

b. The ARCHITECT shall prepare and file all documents required for and obtain the required approvals of all governmental agencies having jurisdiction over the PROJECT, including the DSA, local Fire Department, City Design Review (CDR), County Health Department, Department of Public Works, and others which may have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental authority.

ARCHITECT shall, whenever feasible, establish beforehand the exact costs due to governmental agencies and submit this cost information to DISTRICT so payments may be prepared. ARCHITECT shall not charge a mark-up on costs associated with governmental agency fees when the ARCHITECT pays such fees for the DISTRICT.

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

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

26. Bidding & Award Phase

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

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

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

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

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

27. Construction Phase

- a. The Construction Phase will commence with the award of the Construction Contract to Contractor.
- b. The ARCHITECT shall reproduce fifteen (15) full size sets of contract documents and all progress prints for the DISTRICT's and consultants' use at the ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.
- c. The ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The ARCHITECT shall advise the Contractor in the preparation of a marked set of prints indicating dimensioned location of buried utility lines (record drawings) which shall be forwarded to the DISTRICT upon completion of the PROJECT.
- d. The ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.
- e. The ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as ARCHITECT deems necessary to render architectural observation which is distinguished from the continuous personal inspection of the PROJECT inspector (in no case shall the number of visits be less than once every week); make regular reports as may be required by governing agencies; keep the DISTRICT informed of the progress of construction; answer RFI's and review submittals promptly to maintain project schedule; review schedules and shop drawings for compliance with design; approve substitution of materials, equipment, and the laboratory reports thereof subject to DISTRICT knowledge and approval; maintain construction accounts; prepare change orders for written approval of the DISTRICT; examine Contractor's applications for payment and issue certificates for payment in amounts approved by the ARCHITECT and DISTRICT; provide a color schedule of all materials in the PROJECT for DISTRICT's review and approval; determine date of completion of the PROJECT; make final punch-list inspection of the PROJECT; assemble and deliver to the DISTRICT written guarantees, instruction books, diagrams, and charts required of the Contractor; and issue the ARCHITECT's certificate of completion and final certificate for payment. ARCHITECT shall not be compensated any fee for work required as a result of any error or omission. Errors shall be charged to the ARCHITECT at 100% of corrective cost, while omissions shall be charged at a rate of 20% of the corrective cost.
- f. The ARCHITECT, as part of his/her basic services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.
- g. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor there under.
- h. The ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution of and progress of the work and all matters and questions relating

thereto. The ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

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

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

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

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

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

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

o. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's review in accordance with the Construction Documents, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall promptly evaluate and make written recommendations regarding Contractor's proposals for possible change orders in order to maintain project schedule and resolve claims. ARCHITECT shall, at ARCHITECT's expense, prepare a set of reproducible record drawings, as well as AutoCAD and PDF versions, acceptable to the District, showing significant change in the work made during construction based on marked-up prints, drawings, addenda, change orders, RFI responses, show drawings, and other data furnished by the Contractor to the ARCHITECT.

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

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

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

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

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

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

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

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

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

28. PROJECT Close-Out

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

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

- (i) Copies of the Inspector of Record's semi-monthly reports.
- (ii) Copies of the laboratory reports on all tests or laboratory Inspections as returned and done on the PROJECT.

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

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

ARTICLE III – ADDITIONAL ARCHITECT'S SERVICES

1. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation

for such services shall be negotiated and approved in writing by the DISTRICT. Such services shall include:

- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of the Construction Documents.
- b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with Change Orders required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of ARCHITECT.
- c. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
- d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors or omissions of ARCHITECT.
- e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development where segregation does not arise from ARCHITECT exceeding the estimated budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an extra service subject to prior negotiation and DISTRICT approval.
- f. Providing contract administration services after the construction contract time has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The ARCHITECT's compensation is expressly conditioned on the lack of fault of the ARCHITECT and payment will be made upon collection of liquidated damages from the Contractor. Payment of the ARCHITECT shall be made from collected liquidated damages.
- g. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

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

ARTICLE IV – DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, budget constraints as well as any other criteria provided by the DISTRICT.
2. Prior to the Schematic Design Phase, the ARCHITECT shall prepare a current overall budget for the PROJECT, including the construction cost for the PROJECT. The budget shall be based upon the DISTRICT's objectives, schedule, budget constraints and any other criteria that are provided to the ARCHITECT pursuant to Article IV, Paragraph 1 above. The DISTRICT shall approve the budget prepared by the ARCHITECT pursuant to this Paragraph and this shall be the "Budget" for the PROJECT as set forth in this AGREEMENT.
3. The DISTRICT shall notify the ARCHITECT of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the ARCHITECT.
4. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of ARCHITECT's responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
5. The proposed language of certifications requested of the ARCHITECT or ARCHITECT's consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.

ARTICLE V – COST OF CONSTRUCTION

1. During the Schematic Design, Design Development and Construction Document Phases, Construction Cost ("Construction Cost") shall be reconciled against the DISTRICT's Budget for the PROJECT.
2. PROJECT Construction Cost as used in this agreement means the total cost to the DISTRICT of all work designed or specified by the ARCHITECT, including work covered by approved change orders and/or alternates approved by the DISTRICT, but excluding the following: Any payments to ARCHITECT or consultants, for costs of inspections, surveys, tests, and landscaping not included in PROJECT.
3. When labor or material is furnished by the DISTRICT below its market cost, the Construction Cost shall be based upon current market cost of labor and new material.

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

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

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

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

ARTICLE VI – ESTIMATE OF PROJECT CONSTRUCTION COSTS

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

2. The ARCHITECT shall review the estimate at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the estimate at each phase of the ARCHITECT's services. The ARCHITECT's written evaluations shall, among other things, evaluate how the estimates compare to the Budget. If such estimates are in excess of the Budget, the ARCHITECT shall revise the type or quality of construction to

come within the budgeted limit at no additional cost to the DISTRICT. ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

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

ARTICLE VII – ARCHITECT'S DRAWINGS AND SPECIFICATIONS

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

ARTICLE VIII – TERMINATION

1. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of ARCHITECT, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

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

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

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without

cause, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ARCHITECT under this paragraph through 50% completion of the ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, ARCHITECT agrees to continue the work diligently to completion. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ARCHITECT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

ARTICLE IX – AUDIT OF ACCOUNTING RECORDS OF THE ARCHITECT

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

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

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

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

ARTICLE X – COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT in an amount not to exceed \$16,300 and is as follows:

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

2. Payment to the ARCHITECT will be as follows:

Schematic Design:	10% of estimated Architect Fee as set forth on Attachment "A".
Design Development:	15% of estimated Architect Fee as set forth on Attachment "A".
Construction Documents:	40% of estimated Architect Fee, to be paid monthly Based on actual level of completion, as set forth on Attachment "A".
D.S. A. Approval:	5% of estimated Architect fee as set forth on Attachment "A".
Bidding Phase: (Board Approval)	3% of estimated Architect fee as set forth on Attachment "A".
Construction Admin:	25%, of estimated Architect fee, to be paid monthly based on actual level of completion, based on accepted bid.
DSA Closure with Certification:	2% of estimated Architect fee as set forth on Attachment "A".

TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION 100% of actual Architect Fee based on accepted bid.

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

4. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT,

compensation for any services rendered during the additional period of time shall be negotiated and subject to prior approval by DISTRICT Board. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

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

ARTICLE XI – REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid to the ARCHITECT at one and one-tenth (1.1) times the expenses incurred by the ARCHITECT, the ARCHITECT's employees and Consultants for the following specified items:

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

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

2. Reimbursable expenses are estimated to be \$500, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

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

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

ARTICLE XII – EMPLOYEES AND CONSULTANTS

1. The ARCHITECT, as part of the ARCHITECT's basic professional services, shall furnish the necessary services of landscape architect, structural, mechanical, electrical, civil and

traffic engineers to complete the PROJECT. All consultant services shall be provided at the ARCHITECT's sole expense.

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

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

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

ARTICLE XIII – MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HIGGINSON + CARTOZIAN
ARCHITECTS, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
David Higginson, AIA, CEO
1455 Park Avenue
Redlands, CA 92373

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

Date: _____

Date: _____

ATTACHMENT "A"

FIXED FEE

Architectural Fixed Fee:

Higginson + Cartozian Architects, Inc. to perform design, design development, construction documents and construction observation based on a fixed fee structure in an amount not to exceed \$16,300.

Reimbursable Expenses:

Reimbursable expenses are in addition to the fixed fee structure, and shall be paid in an amount not to exceed \$500.

Total Fixed Fee: \$16,800.

Exhibit II

Higginson + Cartozian Architects, Inc.
1455 Park Avenue
Redlands, CA 92373



David Higginson, A.I.A., C.E.O.
Darryl K. Cartozian, C.F.O.

April 11, 2013

Riverside Community College
Facilities Planning and Development
450 E. Alessandro
Riverside, Ca 92508

Attention: Ms. Chris Carlson
Chief of Staff and Facilities Development

RE: Request for Proposal
Architectural and Engineering Services
Remodel of Existing Space to House Athletic Offices – Wheelock Gym
Riverside Campus – Riverside Community College

Dear Ms. Carlson:

Higginson+Cartozian Architects, Inc. are pleased to provide this Architectural and Engineering Services proposal to the Riverside Community College District for the proposed remodel of the existing space in Wheelock Gym into office areas for the Athletic Director and support staff.

DESIGN SCOPE OF SERVICES

Our team has identified the following separate and distinct upgrades that are being requested by staff to remodel the existing space:

- Provide interior private office for Athletic Director
- Provide interior open office area for Students Service Technician and IDS
- Provide small room for Files and Equipment
- No toilet room upgrades are anticipated at this time
- No exterior upgrades are anticipated at this time.

PROJECT SCOPE / CRITERIA

Design Documents Phase

HCA, Inc. will prepare Design Documents, indicating the proposed remodel work for the District's review and approval and provide the following:

Phone: 909.793.3100 • Facsimile: 909.793.3140

- Project Planning Meetings: HCA, Inc. will meet with the RCCD Facilities Staff and designated representatives from the Riverside Campus to discuss existing facility conditions, proposed program requirements, project goals and schedule.
 - It is anticipated that one (1) meeting will be held with the District during this phase
- Prepare Design Documents (DD) package for District approval, including architectural floor plan, mechanical, and electrical plans.
- Prepare preliminary project schedule with designated milestones
- Provide DD Phase Statement of Probable Construction Cost Estimate.

Construction Document Phase

- Project Planning Meetings: HCA, Inc. shall continue to meet with the RCCD Facilities and Riverside Staff members to discuss any specific engineering required for specialty systems such as EMS, security, fire alarm and data system requirements.
 - It is anticipated that one (1) meeting will be held with the District during this phase
- Provide Biddable set of Construction Documents and Specifications that include the following:
 - Architectural
 - Mechanical
 - Electrical
 - Fire Sprinklers
- Provide Title 24 Prescriptive Compliance Report and necessary forms in Construction Drawings.

DSA Plan Review Phase

- HCA, Inc. will submit plans and specifications to DSA for review and approval.
- HCA, Inc. will incorporate DSA "Back-Check" comments into the drawings and specifications.
- This contract and all related milestones assume existing project is closed and certified through the Division of the State Architect. Construction of any future work may be delayed if project is not closed with certification.

Bidding Phase

- HCA, Inc. shall assist the District in performing Bidding Phase services for the project as follows:
 - Coordinate with designated plan room for electronic plan distribution
 - Review and comment on the District's proposed bidding procedures and Divisions 0 and 1 of the Front-End boiler plate Bid Documents
 - Assist in the development of bid alternates (if required) and milestone dates to be required of the contractors.

- Prepare Bid Phase Addendums, respond to RFI's, and review Requests for Substitutions.
- Assist District with evaluation of bids.

Construction Administration

- Site Visits: HCA, Inc. shall visit the site on a bi-monthly basis to become generally familiar with the construction progress and quality of the work completed, as well as conformance with the construction documents.
- Review of Application for Payments. Based on HCA, Inc.'s periodic observations, review of the construction schedule, payment schedule and evaluations of the contractors application for payment, HCA shall review and comment on the amounts due the contractor.
- Review of Submittals. HCA, Inc. shall review and accept, reject or take other appropriate action upon contractor's submittal schedule and submittals of shop drawings, product samples, and samples for the purpose of checking for conformance with the approved construction documents.
- Construction Period. The estimated time of construction for this work is estimated to be approximately 1 month.

Scheduling and Deliverables

- Design Documents Phase 2 Weeks
- Construction Documents Phase 4 Weeks
- DSA Plan Review Phase 2 Month
- Bidding Phase 2 Months
- Construction Administration Phase 1 Month
- DSA Close Out Phase 3 Months

Professional Service Fee and Terms

District shall compensate HCA, Inc. for the aforementioned services, as follows:

- Basic Architectural Compensation Fee: HCA, Inc. shall be paid a Lump Sum Fixed Fee of **\$16,800.00** for the Basic Architectural Compensation Fee. The following consultants are included in this fee:
 - Mechanical Engineer
 - Electrical Engineer
 - Fire Sprinkler Design
- HCA, Inc. proposes that the fee shall be paid by monthly progress payments for each phase as shown by the following breakdown:
 - Schematic Phase 10%
 - Design Development Phase 15%
 - Construction Documents Phase 40%
 - DSA Approval 05%
 - Bidding Phase /Board Approval 03%

- Construction Administration 25%
- DSA Close Out Complete 02%

- **Reimbursable expenses such as reproduction of plan check and progress documents are included in our fee with a Not-to-Exceed amount of \$500.00. Any unused portion of this allowance will be credited back to RCCD upon project completion.**
- For any additional services not indicated in the scope of work above, fees shall be computed on an hourly basis. See attached Appendix "A" Hourly Rate Schedule.
- Consultants, Engineers, and/or items not included in Basic Services include:
 - DSA and local Agency Fees
 - Testing and Inspection
 - Topographic Surveys
 - Soils and Geotechnical Reports
 - Renderings and models
 - Significant modifications to original program after design approval
 - Phasing of construction
 - Value Engineering
 - Life Cycle Cost Analysis
 - Interim Housing Services

Summary

This proposal is based upon our understanding of the Project Scope as herein described and detailed record drawings are available. If the scope of the project or services is otherwise, the Proposal shall be adjusted accordingly to the mutual satisfaction of both the Riverside Community College District and HCA, Inc.

We appreciate the opportunity to provide services to the Riverside Community College District and look forward to continuing the positive working relationship that has already been established.

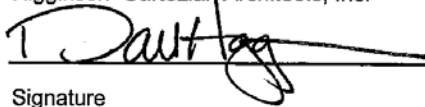
Submitted By:

David Higginson, AIA, CEO

Ca. License C-19168

Higginson+Cartozian Architects, Inc.

Signature



Date

4/11/2013

APPENDIX "A"

HOURLY RATE FEE SCHEDULE

HIGGINSON+CARTOZIAN ARCHITECTS

Corporate Officer	Hourly Rate: \$190.00
Architect	Hourly Rate: \$175.00
Senior Associate	Hourly Rate: \$145.00
Associate	Hourly Rate: \$120.00
Project Manager	Hourly Rate: \$100.00
Senior CADD Operator	Hourly Rate: \$ 80.00
CADD Operator:	Hourly Rate: \$ 65.00
Administrative/Clerical:	Hourly Rate: \$ 55.00



Agenda Item (VIII-D-3)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-3)
Subject	Budget Augmentation for Capital Project Management System
College/District	District
Funding	District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve a budget augmentation in the amount of \$38,250 for the Capital Project Management System.

Background Narrative:

On March 20, 2007, the Board of Trustees approved an agreement with Logic Domain in the amount of \$96,000 to provide hardware, software, standard installation, set up, training and three years of support and maintenance for a Capital Project Management System (CPMS). The CPMS is mainly used within the office of Facilities Planning and Development as an effective system to help manage and control the numerous construction projects planned for by the District.

On May 18, 2010, the Board of Trustees approved an amendment for an additional three years in the amount of \$28,125 (\$9,375 annually) for ongoing support and maintenance for the CPMS, until May 2013. At this time, it is requested that the Board of Trustees approve a budget augmentation in the amount of \$38,250 to fund the CPMS for an additional three years until April 2016. Services include annual basic support, maintenance and hosting. Attached is a detailed explanation of scope of work (Exhibit I).

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Director, Construction

Attachments:

[20130521_CPMS Outline of Annual Services](#)

Exhibit I

Project: Capital Project Management System



Enterprise Application Integration
 Collaborative Planning Tools
 Internet Application Development

Riverside Community College District

Capital Project Management System		Cost Proposal #: RCCD0313
Compass V10 Support and Maintenance		
Item	Description	Cost
	Complete web-based capital project control includes following modules:	\$ 0
Software	➤ Budgeting project accounts and sub-accounts	
	➤ Scheduling SPWCE phases	
	➤ Forecasting cost (potential change orders and time slippages)	
	➤ Complete cost accounting (Encumbrances, invoice payments and other charges)	
	➤ Timesheet tracking module	
	➤ Construction module (RFI, Bulletins, Submittals, Field order, Change orders)	
	➤ Available online to contractors, architects and engineers for document control	
	➤ Work order system and task assignment	
	➤ Vendors full project activity reporting	
	➤ Multiple Prime contractors project activity breakdown and roll ups	
	➤ Project Number, Job number, Phase, Funding source, Individual contract reporting	
	➤ Executive reports include Project Status Reports and Workload distribution	
	➤ Account permissions control for multiple user access	
➤ Multi-level password and IP security access and restriction		
➤ Google Maps on project locations and easy access for Board Members to view project information		
Support	Annual Basic Support & Maintenance Package includes:	
	➤ Department users support with issues accessing the application and the Compass information	\$9,750.00
	➤ Monthly Compass data backup	
	➤ Microsoft Server 2008, SQL server 20058 and Coldfusion server MX9 patches and updates from the software manufacturer	
	➤ Application anomalies fixes due to technological changes	
	➤ Additional minor requested reports to be added to the system	
	➤ Continuous monitoring of the application via automatic alerts	
	➤ 4 hour response time to issues	
	➤ New staff training	
	➤ New upgrades are included as new features are added to the system	
Hosting	Off-campus Hosting of COMPASS v10 web-based application for FP&D	\$ 3,000.00
Service Period	<i>Coverage period From May 1, 2013 – April 30, 2014</i>	
Total Cost		\$ 12,750.00
Special Notes		



Agenda Item (VIII-D-4)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-4)
Subject	Adoption of Education Protection Account Funding and Expenditures
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed use of the estimated \$20,365,183 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.

Background Narrative:

Proposition 30, The Schools and Local Public Safety Protection Act of 2012 passed in November 2012. This proposition temporarily raised the sales and use tax by .25 cents and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) to provide continuing funding for local school districts and community colleges.

Per Proposition 30, a community college district has the sole authority to determine how the moneys received from the Education Protection Account (EPA) are spent, provided that the governing board shall make these spending determinations in open session of a public meeting of the governing board and shall not use any of the funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its Internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

In March two things occurred: 1) the District received the State Apportionment report that provided an estimate of \$20,365,183 that our District may receive from the EPA; 2) a copy of a new report that will be added to the CCSF-311, Annual Financial & Budget Report regarding the EPA funds was received.

Since we now have the information needed to make a spending determination, we are submitting this agenda item to comply with the Proposition 30 provision requiring the governing board to make the spending determination in an open session of a public meeting of the Board of Trustees. The estimated EPA funds that our District will receive are \$20,365,183 and the entire amount will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the appointment "computational revenue" calculation.

The attached form identifying this \$20,365,183 as proceeds from the EPA and the District's intent to use these funds to partially fund instructional salaries, will be posted to the District's internet web site to meet the web site posting requirements. This same form will be updated at year-end with actual figures when provided by the State Chancellor's Office and will be audited as part of the District's annual financial and compliance audit.

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

Attachments:

[05212013_Prop 30 EPA Expenditure Report](#)



Agenda Item (VIII-E-1)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Amendment 1 for Student Services Building with HMC Architects
College/District	Riverside
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 1 for FF&E Services with HMC Architects in the amount of \$103,500.

Background Narrative:

On November 20, 2012, the Board of Trustees approved the architectural services agreement with HMC Architects (HMC) for the Student Services Building (SSB) project at Riverside City College in the amount of \$1,715,680.

Staff now requests approval of Amendment 1 with HMC to provide Furniture, Fixtures and Equipment (FF&E) services for a fixed fee of \$91,500 plus reimbursables not to exceed \$12,000 for a total of \$103,500. FF&E services to include furniture space planning, specifications, selection and installation. Detailed explanation of the scope of work for FF&E services is outlined in the attached amendment (Exhibit 1). The agreement with HMC now totals \$1,819,180 including this amendment and reimbursable expenses.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130521_Amendment 1_HMC](#)

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HMC ARCHITECTS
(Student Services Building – Riverside City College)

This document amends the original agreement between the Riverside Community College District and HMC Architects, which was originally approved by the Board of Trustees on November 20, 2013

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$103,500, including reimbursable expenses. HMC Architects' agreement, including amendment and reimbursable expenses, now totals \$1,819,180. The term of this agreement shall be from the original agreement date of October 17, 2012, to the completion of the project. Payments and final payment shall coincide with original agreement.

Additional scope of work shall be provided in Exhibit I, Attached.

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

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

HMC ARCHITECTS

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

Chris R. Taylor, AIA
Executive Vice President
3546 Concours Street
Ontario, CA 91764

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I

February 26, 2013

Mr. John Baker
Interim, Director of Construction
Facilities Planning and Development
Riverside Community College District
450 East Alessandro Boulevard
Riverside, CA 92508



Subject: Riverside City College
Student Services and Administration Building

Regarding: Furniture Space Planning, Specifications, Selection and Installation

Dear John,

HMC Interiors appreciates the opportunity to submit the following proposal for your review and approval:

A. Project Understanding

Riverside Community College District (RCCD) is proposing to design and construct a Student Services and Administration Building on the Riverside City College (RCC) campus and is requesting professional services related to providing furniture space planning, specifications, selection and installation services.

The proposed facility is proposed to be 3 stories, approximately 42,000 GSF, and will include spaces for the various Department of Student Services, including but not necessarily limited to; Registration and Admissions, Records, Assessment and Placement, EOPS, DSPS, International Students, Outreach and Upward Bound, Financial Services, Student Government and Financial Aid. Administrative space and offices for the Executive Administration will also be included in the project.

B. Scope of Work

1. Furniture space planning and equipment requirements kick-off meeting:
 - a. Furniture Requirements and Coordination – One (1) Meeting:
 - 1) Establish project communications protocol
 - 2) Establish a time/work schedule with RCCD
 - 3) Discuss FF&E requirements/standards
2. Existing FF&E Cataloging: HMC will work with the College to determine which items of the existing FF&E are to be re-used in the new facility.
3. Client/User presentation (3 meetings):
 - a. Layout and Product Review Meeting: Two (2) Meetings
 - 2) Review all furniture layouts
 - 3) Review/approve furniture and accessories tear sheets
 - 4) Review/approve upholstery and finish selections
 - 5) Obtain final sign-off from Users on layouts, furniture and accessories tear sheets and upholstery and finish selections

- b. Final Review Meeting: One (1) Meeting
 - 1) Review final Furniture Plan based on information from meetings
 - 2) Approved layouts
4. Furniture plan CAD documentation and furniture detail specifications.
5. Provide three (3) furniture binders with specifications, photos, finishes, and upholsteries for procurement.
6. Provide one (1) furniture color board.
7. Coordination of furniture quotes and bidding:
 - a. Coordinate and issue furniture specification for bidding
 - b. Respond to questions from bidders regarding the furniture specifications
 - c. Assist in evaluating the FF&E bids
8. Coordination of Purchase Order with RCCD Procurement.
9. Coordination of furniture installation and punch walks (10 days).

C. Compensation

HMC proposes to provide the above scope of work for FF&E services for a fixed fee of Ninety One Thousand Five Hundred Fifty (\$91,500) Dollars.

D. Additional Services

If Additional Services are required beyond the original Scope of Work, HMC will bill on an hourly basis per the Attached HMC Hourly Rate Schedule.

E. Reimbursable Expenses

Reimbursable expenses including costs related to printing, plotting, delivery charges in the interest of the project are in addition to compensation for Basic Services. These expenses shall be billed to the RCCD at cost (no mark-up) incurred by and shall not exceed Twelve Thousand (\$12,000) Dollars.

Thank you for this opportunity to part of the RCCD and RCC team on this exciting and challenging project. We commit to providing you and the College with our highest level of service. Please do not hesitate contact me if you have any questions or need additional information regarding our fee proposal.

Please review this proposal, and if it meets with your approval, please send HMC your Standard Agreement for signature. We thank you for the opportunity to provide FF&E Services.

Sincerely,

HMC Interiors



for Konni Wong-Doi
Principal/Senior Interior Designer



ATTACHMENT "A"

HMC Rate Schedule
Standard Hourly Rate by Professional Category
 (Not all categories need apply to this contract)

Description	Rates
Principal in Charge	\$ 225
Project Director	\$ 190
Project Leader/Technical Leader	\$ 140
Sr Project Manager/Sr Project Architect/Sr Technical Manager	\$ 195
Project Manager/Project Architect/Technical Manager	\$ 160
Project Coordinator	\$ 120
Intermediate Drafter	\$ 105
Sr Construction Administrator	\$ 200
Construction Administrator	\$ 140
Construction Administration Support	\$ 80
Design Director	\$ 225
Design Leader	\$ 120
Project Designer	\$ 150
Senior Project Designer	\$ 175
Designer II	\$ 110
Designer	\$ 85
Senior Interior Project Designer	\$ 165
Senior Interior Designer	\$ 170
Interior Design Coordinator	\$ 90
Interior Design Leader	\$ 115
Interior Designer	\$ 125
Sustainable Design	\$ 140
Cost Estimating	\$ 190
Specifications	\$ 170
Agency Compliance	\$ 90
Education Facilities Planner	\$ 160
Senior Education Facilities Planner II	\$ 175
Senior Education Facilities Planner I	\$ 225

These are the current hourly rates effective June 1, 2012 through June 30, 2013 and are subject to change one time annually effective June 1st

Standard Hourly Rate Schedule



Agenda Item (VIII-E-2)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Facilities (VIII-E-2)
Subject	Amendment 1 for Lovekin Parking/Tennis Project with Higginson + Cartozian
College/District	Riverside
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 1 with Higginson + Cartozian Architects, Inc. in the amount of \$27,375.

Background Narrative:

On June 19, 2012, the Board of Trustees approved the architectural services agreement with Higginson + Cartozian Architects, Inc. (HCA) for the Lovekin Modular Unit Removal, Lovekin site improvements and Parking Structure Tennis Court conversion to parking in the amount of \$204,000.

Staff now requests approval of Amendment 1 with HCA in the amount of \$27,375 for the Lovekin Parking/Tennis Project. Approval of the amendment is requested for additional services which are required for the placement of the C6 Modular (Band Bldg./Exhibit II) on the existing tennis courts, ramp design changes, electrical engineering changes, landscape and irrigation design, and data/technology design. The agreement with HCA now totals \$231,375 including this amendment and reimbursable expenses.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130521_Amendment 1_HCA](#)

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HIGGINSON + CARTOZIAN ARCHITECTS, INC.
(Lovekin Parking/Tennis Project – Riverside City College)

This document amends the original agreement between the Riverside Community College District and Higginson + Cartozian Architects, Inc., which was originally approved by the Board of Trustees on June 19, 2012.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$27,375, including reimbursable expenses. Higginson + Cartozian Architects, Inc.'s agreement, including amendment and reimbursable expenses, now totals \$231,375. The term of this agreement shall be from the original agreement date of May 20, 2012, to the completion of the project. Payments and final payment shall coincide with original agreement.

Additional scope of work shall be provided in Exhibit I, Attached.

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

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

HIGGINSON + CARTOZIAN
ARCHITECTS, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

David Higginson, AIA
CEO
1455 Park Avenue
Redland, CA 92373

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I

higginson + cartoizian architects, inc.
architecture ❖ planning ❖ design

David Higginson, Architect, C.E.O.
Darryl K. Cartozian, C.F.O.

March 25, 2013

Riverside Community College District
450 E. Alessandro Blvd
Riverside, California 92508

Attention: Mr. Orin Williams
Vice Chancellor Facilities Planning & Development

Re: Amendment for Additional Architectural Services
Lovekin Modular Building Relocation Project
Riverside Campus


Dear Mr. Williams:

As a follow up to my conversation with your staff and subsequent meetings regarding the updated project scope, which were recently approved, we are requesting additional architectural and engineering services in the amount of \$27,375.

This additional amount covers the additional work required for the placement of the C6 Modular on the existing tennis courts, ramp design changes, electrical engineering changes for temporary service/phasing of project, landscape and irrigation design, data/technology design, architectural services needed to facilitate the district requested changes.

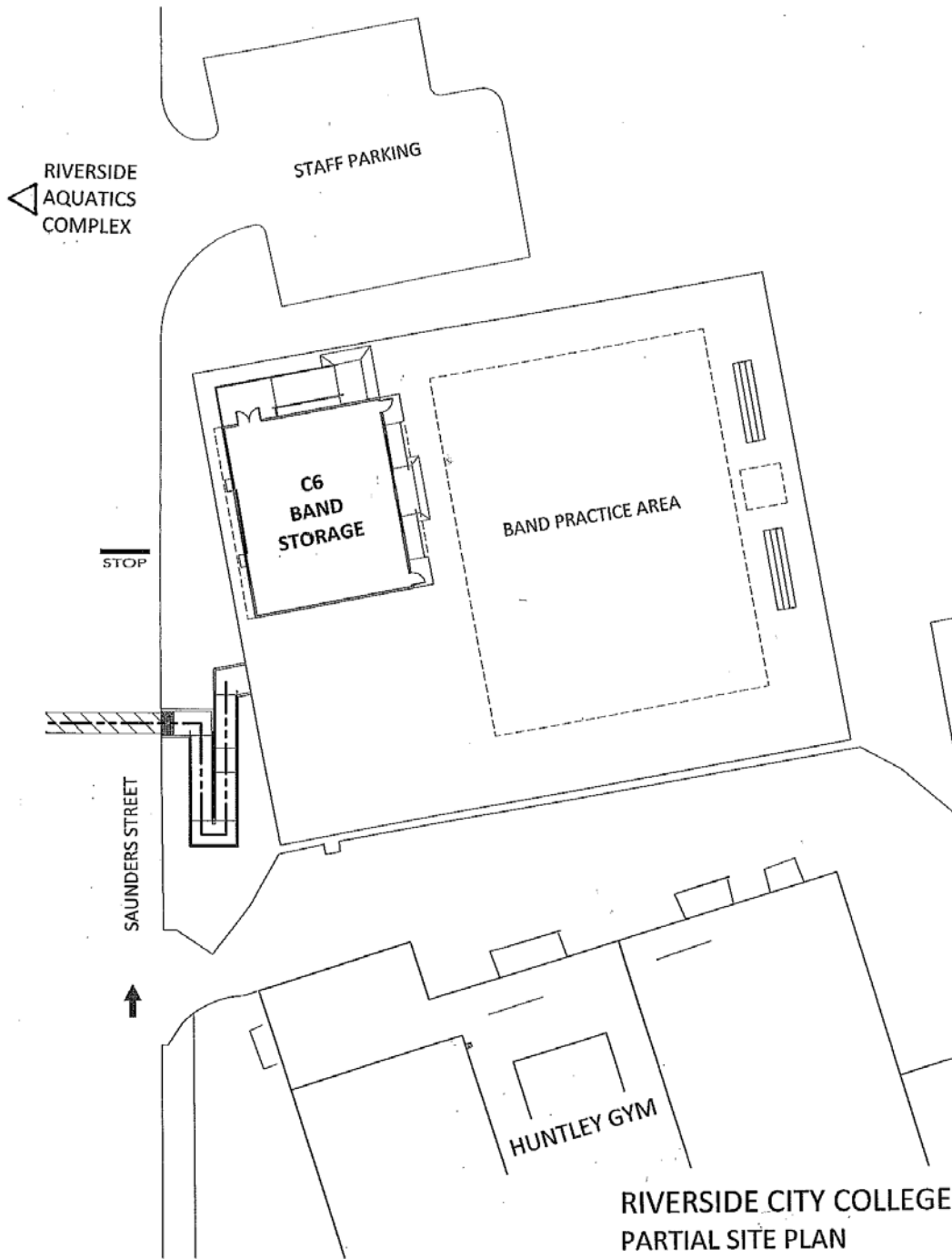
Please do not hesitate to contact me if you need any additional information.

Sincerely,



David Higginson, AIA, CEO
Higginson+Cartozian Architects, Inc.

Exhibit II





Agenda Item (VIII-E-3)

Meeting	5/21/2013 - Regular
Agenda Item	Committee - Facilities (VIII-E-3)
Subject	Change Orders 1 and 2 for Wheelock Gymnasium, Seismic Retrofit Project with Siemens Industry, Inc.
College/District	Riverside
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve project Change Order No. 1 in the amount of \$29,738 and Change Order No. 2 in the amount of \$19,026, totaling \$48,764.

Background Narrative:

On January 30, 2012, RCCD entered into an agreement with Siemens Industry, Inc. in the amount of \$157,000 to add card access and security to the project scope of work for the Wheelock Gymnasium, Seismic Retrofit (WSR) project at Riverside City College. During implementation of the scope of work, difficulties in construction took place, necessitating changes. Two change orders from Siemens were approved, but not processed at that time, but are presented now.

Staff now request approval of both Change Order No. 1 in the amount of \$29,738 and Change Order No. 2 in the amount of \$19,026 with Siemens, totaling \$48,764 for the WSR project. Siemens' contract now totals \$205,764, exceeding the CUPCCAA bid limit. A Change Order Summary is attached (Exhibit I) with detailed breakdown for each (Exhibit II and III) for the Board's review and consideration.

Cost for the requested change orders are within the final project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130521_Change Order Summary_Siemens](#)

Exhibit I

Riverside Community College District
Facilities, Planning, Design and Construction
Riverside Wheelock Gymnasium, Seismic Retrofit

CHANGE ORDER SUMMARY

Change Order: 1
Contractor: Siemens Industry, Inc.

<i>Approved Contract Amount:</i>	\$ 157,000.00
<i>Change Order No. 1 Amount:</i>	<u>\$ 29,738.00</u>
<i>Revised Contract Sum:</i>	\$ 186,738.00

Change Order No. 1 Description:

Cable Splicing & Door Terminations –
Price includes Material & Labor to re-
Terminate incorrect cabling for Access
Control. See Exhibit II for breakdown.

\$29,738.00

Requested by: Michael Stephens
Accountability: Michael Jordon (previously)-
now Ron Kennihan

Change Order: 2
Contractor: Siemens Industry, Inc.

<i>Approved Contract Amount:</i>	\$ 157,000.00
<i>Change Order No. 1 Amount</i>	\$ 29,738.00
<i>Change Order No. 2 Amount:</i>	<u>\$ 19,026.00</u>
<i>Revised Contract Sum:</i>	\$ 205,764.00

Change Order No. 2 Description:

Card Readers – Revision 2 –Includes
Material & Labor to install the correct
Card Readers...See Exhibit III for breakdown.

\$19,026.00

Requested by: Michael Stephens
Accountability: Michael Jordon (previously) –
now Ron Kennihan

Exhibit II

SIEMENS

December 10, 2012

Orin Williams
Riverside CCD
4800 Magnolia Avenue
Riverside, CA 92506

Subject: Change Order / Cable splicing and door terminations-REVISION 2

Dear Orin:

Siemens is pleased to be a business partner with the District and greatly appreciates the opportunity to work with you. The purpose of this proposal is to request a change order approval, pertaining to the Wheelock Gym project. The enclosed proposal includes materials and labor to re-terminate incorrect cabling for access control.

Project Investment Summary

Investment Total.....\$ 29,738.00

Includes:

- 4 Specialist Hours @137.00/hr
- 12 PM Hours @208.00/hr
- 8 Engineering Hours @ 137.00/hr
- Subcontractor Labor \$25,598.00

Thank you again and I look forward to speaking with you further on this project.

Sincerely,

Greg Sippell
Siemens Industry, Inc
Greg.Sippell@Siemens.com
714-253-6542

Siemens Confidential and Proprietary

Exhibit III

SIEMENS

December 10, 2012

Orin Williams
Riverside CCD
4800 Magnolia Avenue
Riverside, CA 92506

Subject: Change Order / Card Readers-REVISION 2

Dear Orin:

Siemens is pleased to be a business partner with the District and greatly appreciates the opportunity to work with you. The purpose of this proposal is to request a change order approval, pertaining to the Wheelock Gym project. The enclosed proposal includes materials and labor to install the correct card readers.

Project Investment Summary

Investment Total.....\$ 19,026.00

Includes:

Materials (card readers) and Labor breakout

- 50 readers = (\$202.50 unit price plus tax and shipping)
- 24 PM hours @ 208.00/hr
- 2 Engineering hours @ 137,00/hr
- Subcontractor Labor \$2,113.00

Thank you again and I look forward to speaking with you further on this project.

Sincerely,

Greg Sippell
Siemens Industry, Inc
Greg.Sippell@Siemens.com
714-253-6542

Siemens Confidential and Proprietary



Agenda Item (IX-A-1)

Meeting	5/21/2013 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Resolution No. 35-12/13 – Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 35-12/13, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service and send the appropriate notification.

Background Narrative:

Due to the funding situation that the District continues to face, the position of Director, Internal Audits will not be funded after August 31, 2013. This position reduction is part of larger cost-reduction strategies at the District as we continue to deal with significant financial problems as a result of consecutive years of funding cuts and other factors unique to RCCD.

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

Attachments:

[20130521_Res No 35 12-13_Layoff and Reduce Hours of the Clsfd Serv_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 35-12/13

Resolution of the Board of Trustees of Riverside Community College District Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

WHEREAS, funds and/or work load have been eliminated/reduced; and

WHEREAS, projected funding levels and/or work load for a classified position load has been eliminated or reduced, the Governing Board of the Riverside Community College District (“District”) hereby finds it necessary and in the best interest of the District to eliminate the classified service as specified below:

<u>Position Title</u>	<u>Department</u>	<u>FTE</u>
Director, Internal Audit	Chancellor	1.0

NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that, as of the August 31, 2013 the classified position specified herein shall be eliminated to the extent set forth in accordance with California Education Code §88017;

BE IT FURTHER RESOLVED, DETERMINED, AND ORDERED that the Board of Trustees, Chancellor, or Designee, of the District is authorized and directed to give notice of layoff to all affected employees and to the appropriate exclusive bargaining representative not later than 60 days prior to the effective date of layoff as set forth above.

ADOPTED this 21st day of May, 2013.

President of the Board of Trustees

ATTEST:

Secretary, Board of Trustees



Agenda Item (XII-A)

Meeting	5/21/2013 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	Annual Self Evaluation for Board of Trustees
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees discuss the results of their annual self evaluation, review goals from 2012 and provide direction for establishing goals for 2013.

Background Narrative:

On April 23, 2013 each Board member was provided with an evaluation packet that included Board Policy 2745 – Board Self Evaluation, a self-assessment tool, a summary of Board activities from June 2012-May 2013, and a copy of the results from the Board Self-Evaluation that was reported out at the June 2012 regular Board meeting. The Board members returned the self-evaluation tool and staff has taken it, along with the summary, and categorized the information provided into the eight dimensions of effectiveness contained with the Board's policy for your use.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[Summary of 2013 Board Self Evaluation](#)
[Powerpoint Presentation of 2013 Board Self Evaluation](#)

Summary of 2013 Board Self-Assessment Form

Attached is a composite of the results from the five Board Self-Assessment forms, submitted by each trustee. With the use of the same assessment tool from the Board's Self Evaluation since 2009, the results were tabulated and a comparative ranking to the board's evaluation to the three, prior reviews included.

As prior, the ranking were fairly consistent amongst the board members, with most rankings, primarily between 3-5. As such, the composite results reflect mostly positive rankings.

Dimensions with a perfect (5.0) Strongly Agree Rating included:

- Segment of Commitment to Learners - The Board demonstrates a concern for the success of all students.
- Segment of Constituency Interface - Board members assist and support the District by attending community events.

Dimensions assessed as Strongly Agree/Highly Rated Dimensions (4.0 or higher) in:

- Segments of Board Organization, except for two ranked in 3 range.
- Commitment to Learners, except one ranked 5.
- Constituency Interface, except for one ranked 5 and another ranked in range of 3.
- Segments of Community College System Interface, related to:
 - Support of educational partnerships.
 - Understanding and awareness of state educational policies.
- Economic/Political System Interface, except two ranked in 3 range.
- Segments of District Policy Leadership, related to:
 - Board ensures and is involved in systematic and comprehensive review of Board policies.
 - Board is appropriately involved in defining the vision, mission and goals of District.
 - Policy recommendations contain adequate and accurate information and are presented with sufficient time to allow for study and discussion.
 - Board, through Chancellor, seeks advise and recommendations from faculty, staff and students in developing education policy.
 - Board discusses issues openly and actively seeks the views of college constituents.
 - Board understands its policy role and differentiates is from those of Chancellor and staff.
- Management Oversight
- Segments of Guardianship, related to:
 - Budget reflects mission and plans of District.

- Policies effect fiscal management and internal controls.
- Regular reports on fiscal condition of District.
- Board monitors the implementation of facilities master plans.
- Monitors District funds and audits.

Dimensions assessed at “Somewhat Agreed/Lowest Rated” (3.0-3.9), included:

- Segments of Board Organization, related to:
 - Board operates as a unit.
 - Board understands its role and responsibilities.
- Segment of Constituent Interface – Board members adhere to protocols for dealing with colleges and community citizens and the media.
- Segment of Community College System Interface – Members assist and support District by attending CCCT and State events.
- Segments of Economic / Political System Interface, related to:
 - Board is knowledgeable about national policy that affect district, and b educates legislators about community college issues.
 - Board agendas contain sufficient state policy issues facing the district.
- Segments of District Policy Leadership, related to:
 - Board focuses on policy in Board discussions.
 - Policy-making process is clear, transparent, and inclusive.
- Segments of Guardianship, related to:
 - Board supports and assists in seeking external funding.
 - Board ensures that budget is linked to planning.
 - Board ensures adequate reserves are maintained.

There were no dimensions ranked below 3.0, with 3.0 ranking equating to “Somewhat Agree”.

Overall, the results of the 2013 Board Self-Assessment showed minimal variation to the prior year ranking, almost equally with increases and reductions in the seven dimensions ranked numerically. However, final numerical rankings show only one measurement. With the comparative ranking to the board’s assessment in 2012, it is easy to see areas where the board saw measure able (+0.4 or more points, shown with **blue numbers**) favorable advancements in certain dimensions; and conversely, dimensions where measureable reductions (-0.4 or more points shown in **red numbers**) in ranking from the board members for the past 12 months.

Many dimensions received positive increases from 2012, and included most notably:

- Segments of Board Organization, related to:
 - Board understands its roles and responsibilities.

- Board meetings allow appropriate input from consistencies.
- Board works to achieve District's goals.
- Members uphold final majority decision of the Board.
- Board reviews District's mission statement on a regular basis.
- Segments of Commitment to Learners, related to:
 - Board is knowledgeable about educational programs and services of the District.
 - Board demonstrates a concern for the success of all students.
 - Board monitors the effectiveness of the District fulfilling its mission.
 - Board makes decisions based upon what is best for learners and community.
- Segments of Constituency Interface, related to:
 - Board members support the development of educational partnerships with community agencies, businesses and local government, where appropriate.
 - Board actively supports the Foundation and fundraising.
- Economic/Political System Interface – Board actively seeks political and civic support for the District.
- Segments of Management Oversight, related to:
 - Board and Chancellor have a positive and cooperative relationship.
 - Climate of mutual trust and respect exists between Board and Chancellor.
 - Board clearly delegates the administration of the District to the Chancellor.
- Guardianship – Board monitors implementation of facilities master plans.

Limited dimensions experience reduced rankings from 2012, and they included:

- Segment of Constituency Interface, relating to:
 - Board recognizes and celebrates positive accomplishments of District's students, faculty, and staff.
 - Board members adhere to protocols for dealing with college and community citizens and the media.
- Segment of Community College System Interface relating to board supporting the development of educational partnerships with state governmental agencies, where appropriate.
- Segments of Economic / Political System Interface, related to:
 - Board is knowledgeable about national policy that affect district.
 - Board attends national events on behalf of the interest of district.
 - Board agendas contain sufficient state policy issues facing the district.
- Segment of District Policy Leadership relevant to policy making process being clear, transparent and inclusive.
- Segment of Guardianship, related to Board assuring that the budget reflects the District's mission and plans.

Additionally, some areas show a spread of rankings (across three segments, shown in the highlighted yellow). These marks were the individual rankings, or perceptions of board members are not as congruent, as some of the other dimension. Equally, the dimensions with the highlighted blue rankings show areas where the board, as members are primarily congruent with each other.

In June 2012, when the board reported out the result of the 2011 Self-Assessment, the Board planned to:

1. Create a mission statement for the Board of Trustees with guiding principles for governance of the members of the board elected by-district.
2. Continue to mature and develop the reorganized District with three, separately accredited colleges with greater autonomy and accountability.
3. Support and facilitate relationships with local schools, industries and businesses, to facilitate a better educational continuum and for “making life better” in our community. This includes a continuation of holding joint meetings with school boards on focused topics of common interest.
4. 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 under-represented students.
5. Strive for a positive, synergistic Board of Trustees that recognizes, respects, and capitalizes on the uniqueness of each individual, and that leverages and positions the board for the overall advancement of the District.
6. Support the role of the Chancellor and actions of the Board as a whole; and to fulfill the greater mission of the District and Board, as we steadfastly focus on our core mission.
7. Set policy and direction for the District; support Chancellor in advancing and executing the plan, and monitor implementation through the CEO evaluation process.
8. Advocate for the budget and provide stewardship for the district recognizing the fiscal dilemma community colleges face; including the right sizing of the district, monitoring enrollment (FTES), and advocate for new funding model(s).
9. Responsibly assure that mission and planning for colleges and district are linked to budget and resource development.
10. Advocate the role, mission, and vitality of community colleges within the state system, by exploring and addressing funding/revenue models to build sustainability.
11. 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.

12. Support programs, policies and investments that advance the district and its operations into sustainable practices, including but not limited to use of technology, LEED certified development and other resource and environmentally sustainable measures.
13. 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.
14. The Board remains unanimous in their support of Chancellor in leading labor negotiations to assure District resources and services are maintained and responsibly deployed, and to anticipate fair bargaining agreements will be realized with all labor groups.

This Summary and attached composite ranking sheet, is intended only to facilitate the board's self-evaluation process and reporting of outcomes for the June Board meeting.

Riverside CCD Board of Trustees

May 2013 Board Self Assessment Highlights



Process

- Received report of Board tasks and accomplishments
- Board Self-Assessment Form
 - 69 items in 8 dimensions
 - Open-ended questions
- Rating Scale
 - *1 = strongly disagree;*
 - *2 = somewhat disagree;*
 - *3 = somewhat agree;*
 - *4 = agree;*
 - *5 = strongly agree.*
- Results presented at May 21 Board meeting
- Reporting out/Goals setting scheduled June 18 Board meeting

Overview

- ✖ With relatively few exceptions, all members rated all items from 3 to 5 (somewhat agree to strongly agree)
- ✖ 57 of the 70 items received an average of 4.0 and higher
 - ✖ 2 of those were 5.0, unanimous strong agreement
 - ✖ 17 of those were 4.6 or higher, indicating strong agreement
- ✖ 13 were rated between 3.0 – 3.8 (somewhat agree to agree)
 - ✖ 60% were ranked at 3.8
 - ✖ No ranking was less than 3.2

Highly Rated Dimensions

- ✘ The following dimensions had high percentages of ratings 4.0 and above:
 - ✘ **Commitment to Learners**
 - ✘ Rankings consistent or improved to prior year self assessment
 - ✘ Greater than 50% were increased ranking from prior year
 - ✘ **District Policy Leadership**
 - ✘ Rankings consistent, with one decrease over prior year
 - ✘ Board varies on its perception on 7 of 9 dimensions
 - ✘ **Management Oversight**
 - ✘ Rankings consistent or slightly improved to prior years self assessment, but Board varied on its perception on many rankings

Commitment to Learners

- ✘ **Average ratings above 4.2 – ALL**
 - ✘ Board monitors institutional effectiveness;
 - ✘ reviews student success and outcomes;
 - ✘ makes decisions on what is best for learners; and
 - ✘ is knowledgeable about the educational programs and services of the District
- ✘ **Board unified on ranking (5.0) for demonstrated concern or success of all students**
- ✘ **Board diverse on ranking the 3 of 7 of the dimensions**

District Policy Leadership

- ✘ Ratings remained consistent with one decrease from prior year
 - ✘ Policy making is clear, transparent and inclusive
 - ✘ Board fairly unified on dimensions
- ✘ ALL ratings at or above 3.8
 - ✘ Rankings range from 3.8 to 4.4
 - ✘ 1/3 were 3.8
 - ✘ Board focuses on policy in Board discussions
 - ✘ Policy making is clear, transparent and inclusive
 - ✘ Board seeks community input in policy development
- ✘ Board diverse in its ranking in 7 of the 9 dimensions

Management Oversight

- ✘ Ratings remained consistent with two increases from prior year
 - ✘ Ranges from 4.0 to 4.8
- ✘ Majority of ratings by trustees diverse in perceptions of dimensions
 - ✘ Board varied in 6 of 10 dimensions
- ✘ Board unified in one dimension
 - ✘ Board annual evaluates Chancellor
- ✘ 7 of 10 dimensions ranked 4.0 to 4.4
- ✘ 3 of 10 dimensions ranked 4.6 to 4.8
 - ✘ Board evaluates Chancellor
 - ✘ Board sets clear expectations/goals for Chancellor
 - ✘ Board encourages professional growth of Chancellor

Dimensions with Mixed Ratings

✘ The following dimensions had high percentages of ratings 3.2 to 5.0:

+Board Organization

- ✘ Rankings consistent to prior year self assessment
- ✘ Board diverse in 3 dimensions and unified in 4 of the 12 dimensions

+Community Interface

- +Rankings consistent, with two decreased and one increased over prior year
- +Board unified on 2 of 9 dimensions

+Community College Interface

- +Rankings range from 3.6 to 4.4
- +Board diverse in perspective in 3 of 5 dimensions,
- +Board unified in one

Dimensions with Mixed Ratings (cont')

✘ The following dimensions had high percentages of ratings 3.2 to 5.0:

+ Economic / Political System Interface

- + Rankings range from 3.6 to 4.8

- + Rankings reduced from prior year in 1/3 dimensions

 - + Board diverse in 5 of 9 dimensions

 - + Board unified in one dimension

+ Guardianship

- + Rankings range from 3.2 to 4.4

- + Rankings mostly consistent with prior year, with one increase and one decrease

 - + Board diverse in 4 of 9 dimensions

 - + Board unified in one dimension

Board Organization

- ✘ These dimensions had wide range of rankings, ranging from 3.2 to 4.8
- ✘ Most rankings consistent with prior year
- ✘ Board unified in 4 of 12 dimensions
- ✘ Board diverse in perspective in 3 of 12 (25%) dimensions
 - ✘ Unified Dimension Rankings: Board operates as a unit; Board works to achieve District goals; Board meetings comply with state law; and Board is knowledgeable about culture, history and values
 - ✘ Diverse Dimension Rankings: Board understands its roles and responsibilities; Board operates without conflict of interest; Board is appropriately involved in accreditation process

Constituency Interface

- ✘ **Wide range in rankings, from 3.6 to 5.0**
 - ✘ Many rankings remained consistent (one increase and two decreases) from last year
 - ✘ Lowest ranking at 3.6, down from 4.2 prior year
 - ✘ Board members adhere to protocols for dealing with college and community citizens and media
- ✘ **Board diverse in one ranking (4.4)**
 - ✘ Board helps educate local community about college needs and causes
- ✘ **6 of 9 ranked 4.6 or above**
 - ✘ Board members unified in ranking 2 of 9 dimensions
 - ✘ 5.0: Board members assist and support District by attending community events
 - ✘ 4.8: Board members maintain good relationships with community leaders

Community College Systems Interface

- ✘ Lower rankings, ranging from 3.6 to 4.4
 - ✘ Board perspective diverse in 3 of 5 dimensions
 - ✘ Board unified in 1 of 5 dimensions
- ✘ One dimension ranked lower than prior year
 - ✘ 4.0, down from 4.4: Board supports the development of educational partnerships with state government agencies, where appropriate

Economic / Political System Interface

- ✘ Ratings all fairly strong
 - ✘ 7 of 9 ranked at 4.0 or higher
 - ✘ Most ratings remained consistent and 1/3 decreased from prior year
 - ✘ Board not unified on ranking in 5 of 9 of dimensions
 - ✘ 3 of 9, had a 2.0 – 5.0 spread in individual rankings
- ✘ Highest ranking at 4.8: Board actively seeks policies and civic support for the District
- ✘ Lowest rankings:
 - ✘ 3.6: Board is knowledgeable about national policy that affects District
 - ✘ 3.8: Board agendas contain sufficient state policy issues facing the District

Guardianship

- ✘ Variability in average scores (3.2 – 4.4)
 - ✘ Ratings fairly from prior year (one increase / one decline)
 - ✘ 1/3 ranked from 3.2 to 3.8
 - ✘ 1.3 ranked at 4.4
- ✘ Board not unified in ranking in 4 of 9 dimensions
- ✘ Board unified in one ranking (4.2) Board assures that the District budget reflects the District's mission and plans.

Greatest Change in Ratings-Increase

- ✘ **Segments of Board Organization, related to:**
 - ✘ Board meetings allow appropriate input from constituencies
 - ✘ Largest increase of any dimension (from 3.2 to 4.6)
 - ✘ Board works to achieve District's goal
 - ✘ Members uphold the final majority decision of the Board
- ✘ **Segment of Economic / Political System Interface, related to:**
 - ✘ Board actively seeks political and civic support for District
- ✘ **Segments of Management Oversight, related to:**
 - ✘ A climate of mutual trust and respect exists between the Board and Chancellor
 - ✘ Board clearly delegates the administration of the District to Chancellor
- ✘ **Segments of Guardianship, related to:**
 - ✘ Board monitors the implementation of facility master plans

Greatest Change in Ratings-Decrease

- ✘ Segment of Constituency Interface relating to:
 - ✘ Board members adhere to protocols for dealing with college and community citizens and media
- ✘ Segments of Economic / Political System Interface, related to:
 - ✘ Board is knowledgeable about national policy that affects District
 - ✘ Board agendas contain sufficient state policy issues facing District
- ✘ Segment of District Policy Leadership, related to:
 - ✘ Policy making is clear, transparent and inclusive

Open Ended Questions

What are the Board's Greatest Strengths?

- The ability to work together
- To listen to each other
- The community reputation of a majority of the Board
- Involvement in Community
- Genuine commitment to District
- Commitment to student success
- Relationships geared towards productivity and student success with faculty, staff, administrators and Chancellor
- Diversity
- Visibility at the State Level and locally

What are the major accomplishments of the Board this past year?

- Contract renewals
- Districting of Trustee areas
- Financial stability
- _____ for accreditation
- Successful implementation of re-Districting
- Harmonious and unanimous consent on contract negotiations
- A proactive transition into a single member (election) Districts
- Moving CSA forward with vision, mission and budget/plans

Open Ended Questions (cont')

What are the areas in which the Board could improve?

- Learning to be more cohesive and congenial
- Approach solving problem together
- Looking into the future and making appropriate adjustments
- A more proactive role in directing the Chancellor according to feedback
- Interpersonal interrelationships amongst Board members
- Training (on going) regarding Board responsibilities and roles

As a Trustee, I am most pleased about . . .

- School for the Arts approval
- Making a meaningful difference
- My involvement with the community
- The cooperation and Board meeting interactions with District stakeholders
- Being able to work with all stakeholder groups
- The compassion for students getting an education
- Proud of District
- Our staff, faculty and administrators willingness and motivation to go above and beyond in meeting student needs where they are at
- Surviving through financial challenges successfully

Open Ended Questions (cont')

As a Trustee, I would like to see the following change(s) in how the Board Conducts business.

- More cohesiveness and civility
- Move open comments to a time just prior to individual Board reports
- Discuss focused on agenda item, versus lectures
- Each Board member come prepared to discuss agenda items without using agenda items as a way to promote one's self
- Possible moving Board member comments to the front of the agenda

What issue(s) do you feel the Board should make a priority for the coming year?

- Selection of Chancellor
- Monitoring the continued outcome of the student success recommendations. This region and population has a great stake in "how" those outcomes result for the student. We should be on top of this process.
- Recruit a Chancellor who has experience in academic, business (finances of District), fund raising, good interpersonal skills with staff, faculty, student and public and Board members; and labor negotiations
- Seeking resolution to close the loophole that allows felons to serve as student representatives
- Forming partnerships with the business community

Goals set from June 2012

Board planned to:

1. Create a mission statement for the Board of Trustees with guiding principles for governance of the members of the Board elected by-District.
2. Continue to mature and develop the reorganized District with three, separately accredited colleges with greater autonomy and accountability.
3. Support and facilitate relationships with local schools, industries and businesses, to facilitate a better educational continuum and for “making life better” in our community. This includes a continuation of holding joint meetings with school Boards on focused topics of common interest.
4. 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 under-represented students.
5. Strive for a positive, synergistic Board of Trustees that recognizes, respects, and capitalizes on the uniqueness of each individual, and that leverages and positions the Board for the overall advancement of the District.
6. Support the role of the Chancellor and actions of the Board as a whole; and to fulfill the greater mission of the District and Board, as we steadfastly focus on our core mission.
7. Set policy and direction for the District; support Chancellor in advancing and executing the plan, and monitor implementation through the CEO evaluation process.

Goals set from June 2012 (cont')

8. Advocate for the budget and provide stewardship for the District recognizing the fiscal dilemma community colleges face; including the right sizing of the District, monitoring enrollment (FTES), and advocate for new funding model(s).
9. Responsibly assure that mission and planning for colleges and District are linked to budget and resource development.
10. Advocate the role, mission, and vitality of community colleges within the state system, by exploring and addressing funding/revenue models to build sustainability.
11. 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.
12. Support programs, policies and investments that advance the District and its operations into sustainable practices, including but not limited to use of technology, LEED certified development and other resource and environmentally sustainable measures.
13. 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.
14. The Board remains unanimous in their support of Chancellor in leading labor negotiations to assure District resources and services are maintained and responsibly deployed, and to anticipate fair bargaining agreements will be realized with all labor groups.



Agenda Item (XII-B)

Meeting	5/21/2013 - Regular
Agenda Item	Business From Board Members (XII-B)
Subject	Update from Members of the Board of Trustees on Business of the Board.
College/District	District
Information Only	

Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting, including any updates regarding the following assigned associations:

Association of Community College Trustees (ACCT)

Association of Governing Board of Universities and Colleges (AGB)

California Community College Trustees and Legislative Network (CCCT)

Community College League of California (CCLC)

Latino Trustees Association

Inland Valleys Trustees and CEO Association

African-American Organizations Liaison Riverside Branch - NAACP

Hispanic Chambers of Commerce: Corona, Moreno Valley, and Riverside

Chambers of Commerce: Corona, Moreno Valley, and Norco

Riverside County School Board Association

Riverside County Committee on School District Organization

Alvord Unified School District Ad-Hoc Committee

Mine Okubo Committee

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:



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[Agenda Item](#)

Agenda Item (XIII-A)

Meeting	5/21/2013 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	
Recommended Action	To Be Determined

Background Narrative:

None

Prepared By: Greg Gray, Chancellor

Attachments:



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[Agenda Item](#)

Agenda Item (XIII-B)

Meeting 5/21/2013 - Regular

Agenda Item Closed Session (XIII-B)

Subject Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title:
Chancellor

College/District District

Funding

Recommended Action To Be Determined

Background Narrative:

None

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments: